

BGV Vendor Workflow Documentation

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1. ****Client Selection****

- The user selects a client from a dropdown list.
- This is a required field before proceeding to enter vendor details.

2. ****Vendor Details****

- Vendor Name: Required text input for the vendor's name.
- Website: Optional input to add the vendor's official website.

3. ****Contact Information****

- Includes Name, Email, and Phone fields to store a point of contact for the vendor.

4. ****BGV Vendor & Address Details****

- Address: Textarea input for the vendor's primary address.
- Billing Address: Textarea input for invoicing or billing location.

5. ****Billing Information****

- GST Number: Field to capture vendor's tax identification number.
- Invoice Payment Terms: Numeric input indicating payment period in days.

6. ****Documents Section****

- Each document entry allows:
- File upload

- Document name input
- Validity toggle (checkbox)
- If valid: Start and End date inputs
- Users can add multiple documents using the '+' (AddIcon) button.
- Remove functionality is provided for each document via '-' (RemoveIcon).

7. ****Vendor SPOC (Single Point of Contact) Details****

- For each SPOC, the following inputs are available:
 - Name, Email, Phone, Designation, Location
 - Status (Active/Inactive dropdown)
 - Functional Roles (multi-select dropdown using react-select)
 - Accounts Handled (optional multi-select)
- Multiple SPOCs can be added/removed dynamically.