PRAAPTI Portal User Guide

User Guide Manual for DISCOM

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REGISTRATION MODULE

Step 1: To register on PRAAPTI, Click on the below link
https://praapti.in/

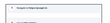
Step 2: To register as Discom, Click on 'Distribution Companies'

Step 3: Provide the details in the below fields and upload letter of authorization from discom and click on 'Submit'. Upon successful submission, a unique Registration Number will be generated and sent to the registered email address.

LOGIN MODULE

LOGIN

Step 1: Enter your Username in the designated username text field.
Step 2: Enter your Password in the password text field.
Step 3: Click the 'Login' button to access the system.



User Guide for Managing and Updating Profile/ Nodal Officer Details/ Letter of Authorization

NEW INVOICES

Step 1: Start from the Homepage. Click on the 'NEW INVOICES' tab to access the new invoices section.

Step 2: Choose the Supplier from the dropdown menu to receive their new invoices. Upon selection, the system will display the corresponding invoices.

Step 3: Click on the icon below. This will take you to a detailed view of the selected supplier's new invoices.

Step 4: Review the invoices. Once you've processed one invoice, click the 'Submit' button. The system will automatically load the details you've reviewed in a consolidated format.

Step 5: Submit or Return the New Invoice against you, select the below field

Step 6: If selected 'ACKNT', Click "Yes" and Proceed

Step 7: If raised invoice is incorrect, then click "RETURN"

STEP 8: To Return the Invoice, Fill the below field is raised and Submit
Upon submission, the invoice will be returned to the Handling Officer for rectification.

NOTE:
After completing the above mentioned step (as instructed), DISCOM may raise the invoice for clearing or Cancel it.

Analytical Report

STEP 1: On the Homepage, click the dedicated 'ANALYTICAL REPORTS' Tab
STEP 2: Select 'Trigger Analytics'
STEP 3: Click on the Button

Step 4: Upon clicking the 'Go' button, DISCOM will be presented with a comprehensive dashboard. This dashboard will display various key data points such as the Trigger date and the initial analysis. Notifications DISCOM will efficiently monitoring and managing their invoices.

Payment Report

Steps for Payment Report

Step 1: Navigate to the Payment Report section.
Step 2: Utilize the provided filters (Supplier, Utility, locale and etc) on the dashboard to refine your search.
Step 3: Review the generated report.

DISPUTE REPORT MODULE

Step 1: On the Homepage, click the 'DISPUTE REPORT' tab to access dispute report section.

Step 2: Choose a Supplier from the dropdown menu. To quickly locate a specific supplier, simply type the initial letters in the search bar to filter the dropdown list.

Step 3: Click the 'Go' button after setting your filters. The system will then display a comprehensive report of all disputes raised with your selected supplier. You can now review the details.

Step 4: Once the 'Go' button is clicked, a list of disputed invoices matching your selected criteria will appear. This list provides a summary of each invoice, including vital details like:
- Invoice Number
- Invoice Date
- Dispute Raised Date
- Dispute Status
- Dispute Raised By

Step 5: To view the full details of a specific invoice, simply click on the invoice number. This action will open a detailed view of the invoice, including all relevant information and the reason behind the dispute.

MIS REPORT MODULE

Step 1: On the DASHBOARD, select the 'MIS REPORTS' tab.
Step 2: Upon selection, a dedicated dashboard will be presented to the user. Navigate to the desired report by clicking on the specific report button within the dashboard.
Step 3: Click the 'Go' button to generate and view the report.

Steps to view Overdue Count Summary

Step 1: In the 'Overdue Count Summary' dashboard, DISCOM should select Overdue Count Summary from the drop-down menu and click the 'Go' button.
Upon clicking the above action, DISCOM may select a specific invoice by ticking on the checkbox. Subsequently, DISCOM can initiate actions such as:
- Raising a dispute
- Marking the invoice as "Ready to Pay"
- Initiating a bulk action

Invoice List Module

Step 2: Upon selecting the 'Go' button, DISCOM will be presented with a comprehensive dashboard. This dashboard will display various key data points, including the initial Trigger date and the initial analysis. Notifications DISCOM will efficiently monitoring and managing their invoices.

Step 3: Clicking on the Invoice Number will navigate DISCOM to a detailed view, where it displays a specific invoice using the provided filters or enhance through an in-depth analysis of individual invoices.

Step 4: Upon clicking the 'Go' button, DISCOM will be presented with a comprehensive dashboard. This dashboard will display various key data points such as the Trigger date and the initial analysis. Notifications DISCOM will efficiently monitoring and managing their invoices.

Step 5: Clicking on the Invoice Number will navigate DISCOM to a detailed view, where it displays a specific invoice using the provided filters or enhance through an in-depth analysis of individual invoices.

Step 6: Upon selecting the 'Go' button, DISCOM will be presented with a comprehensive dashboard. This dashboard will display various key data points, including the initial Trigger date and the initial analysis. Notifications DISCOM will efficiently monitoring and managing their invoices.

Step 7: Clicking on the Invoice Number will navigate DISCOM to a detailed view, where it displays a specific invoice using the provided filters or enhance through an in-depth analysis of individual invoices.

Step 8: Upon selecting the 'Go' button, DISCOM will be presented with a comprehensive dashboard. This dashboard will display various key data points, including the initial Trigger date and the initial analysis. Notifications DISCOM will efficiently monitoring and managing their invoices.

Step 9: Clicking on the Invoice Number will navigate DISCOM to a detailed view, where it displays a specific invoice using the provided filters or enhance through an in-depth analysis of individual invoices.