Madhya Pradesh Gramin Bank

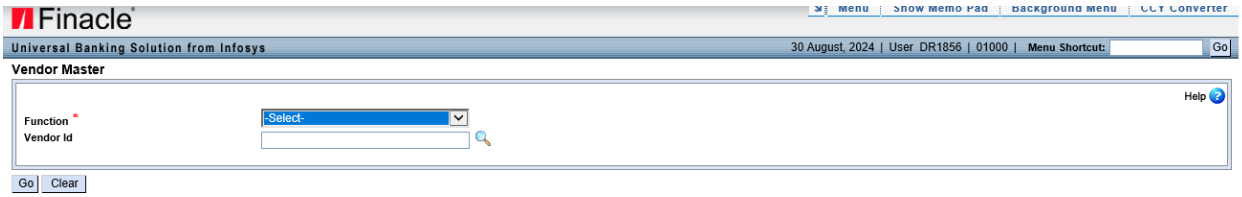
(A Joint Venture of Govt of India, MP Govt. & Bank of India)

VNDRMAST SOP

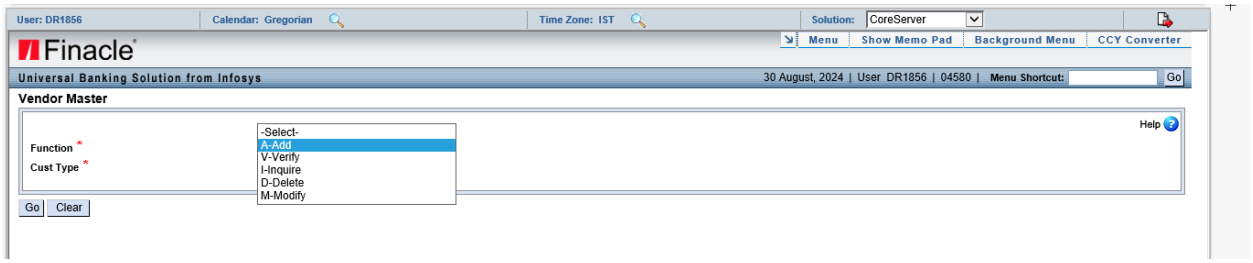
Function-This menu is used to add vendor master detail

A-Add Record

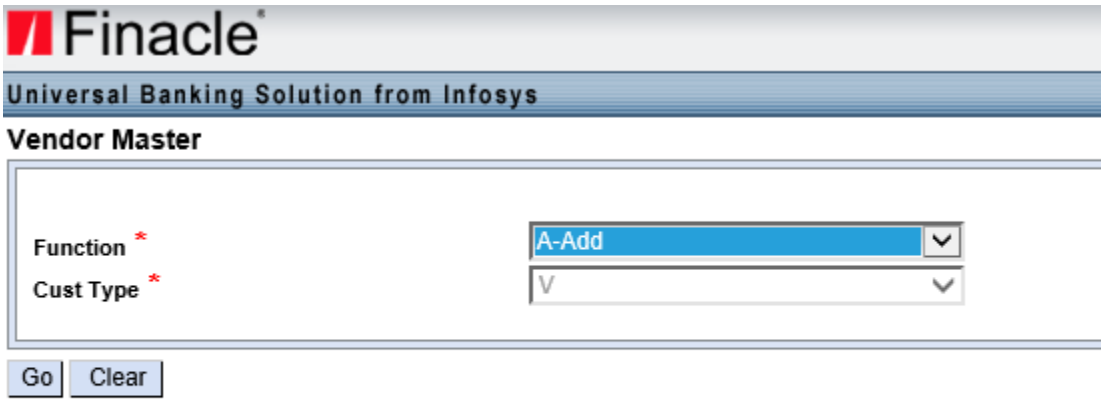
1-Invoke the menu VNDRMAST



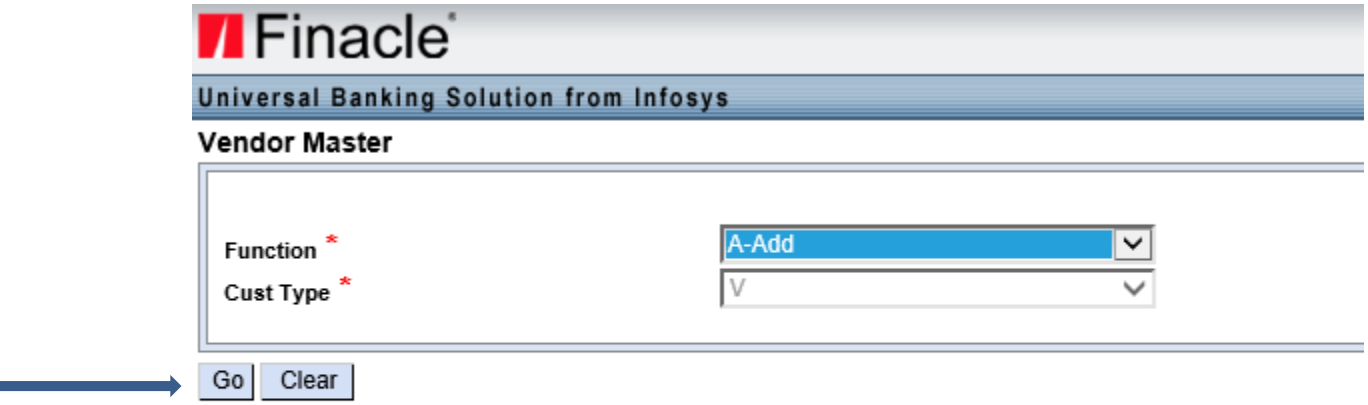
2-Select valid function code from dropdown list



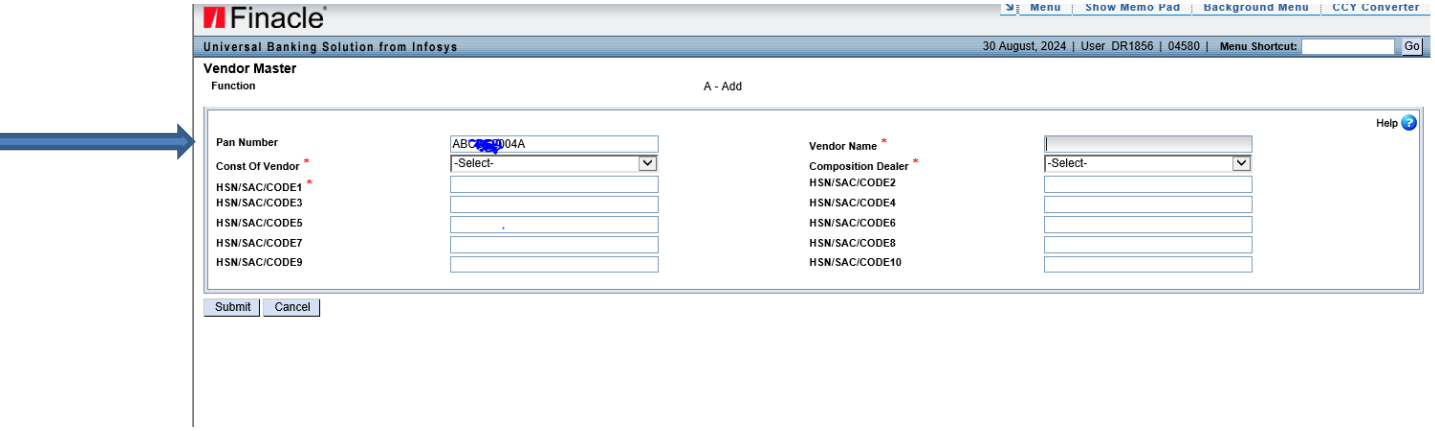
3-Select valid function A-Add to add record



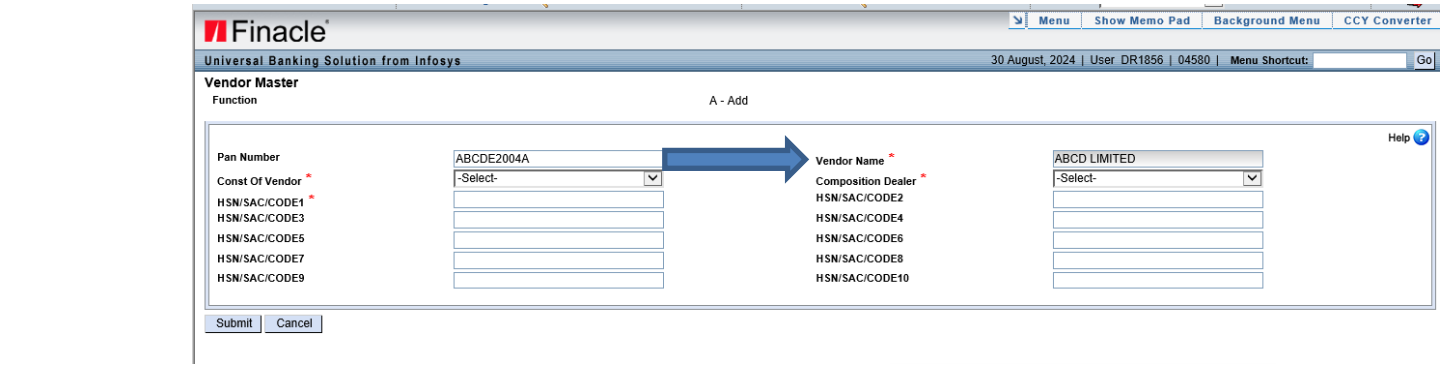
4-Click on go button



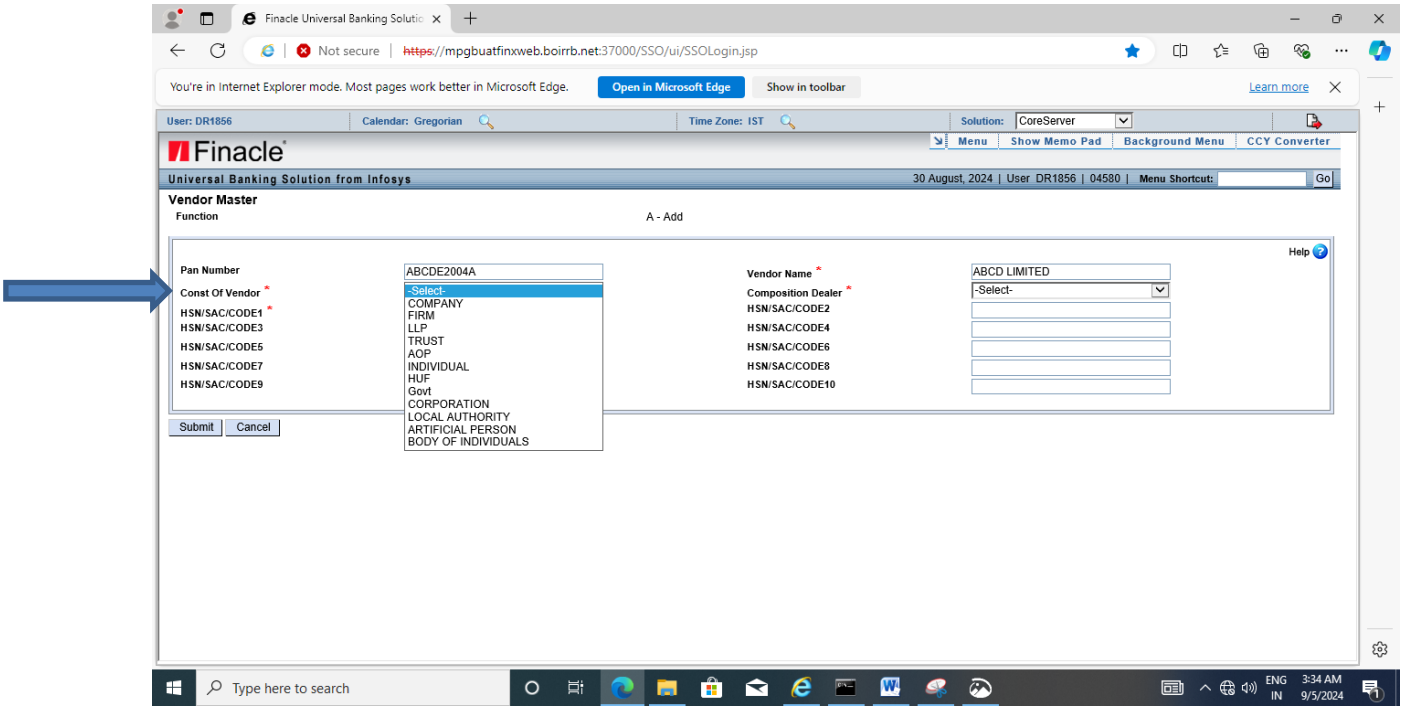
5-Enter valid pan number



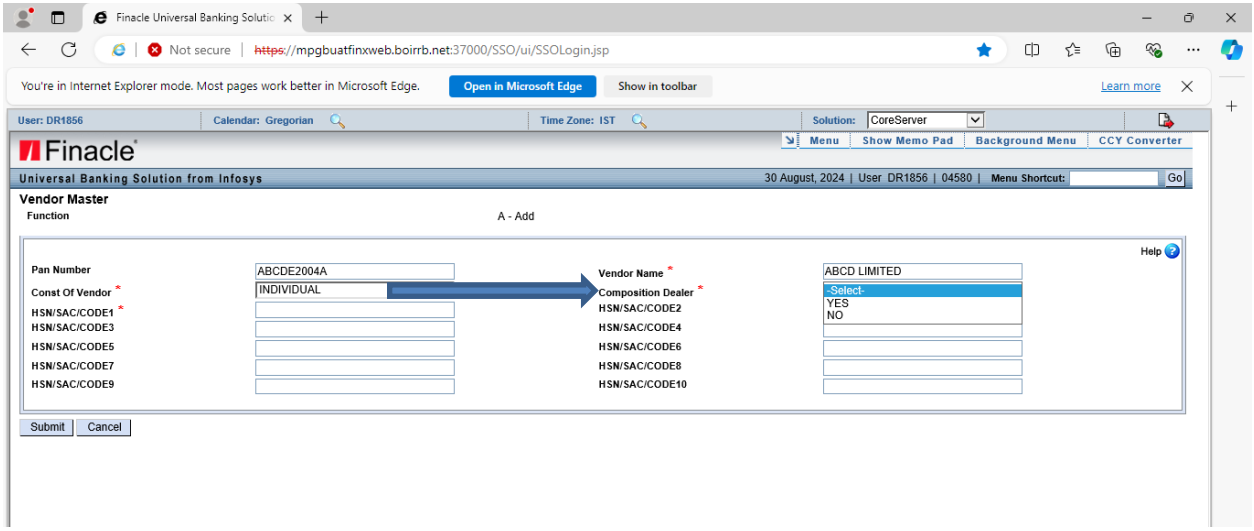
6-Enter Name of the vendor



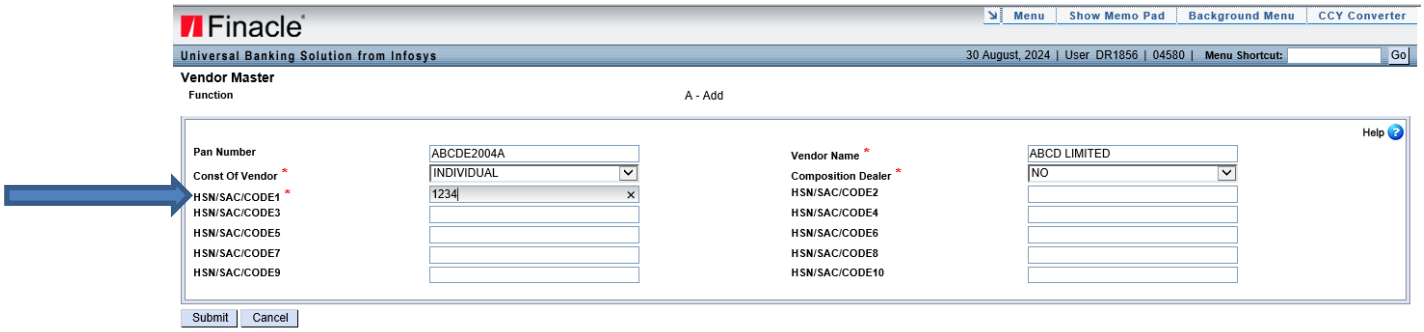
7-Select constitution code from drop down list



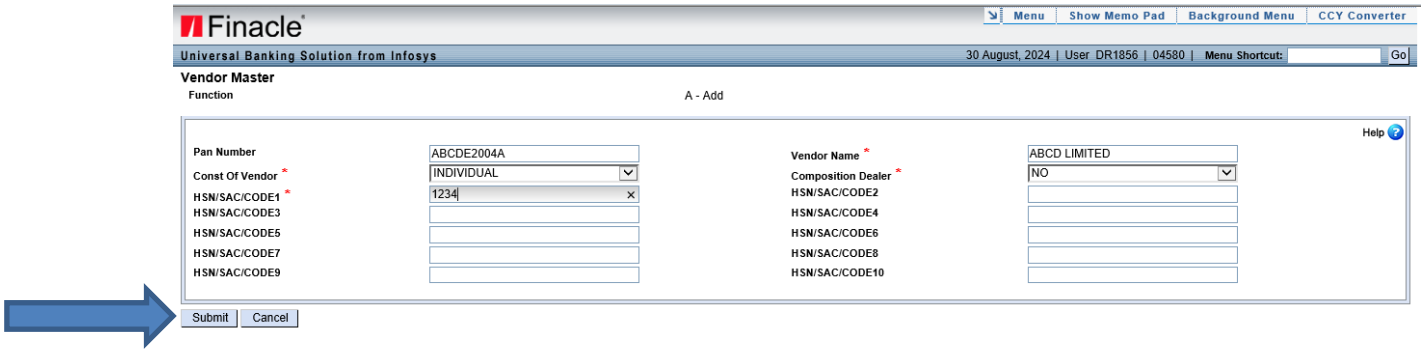
8-Select Composition dealer from drop down list . Note-Branches has to select Composition dealer according to vendor.



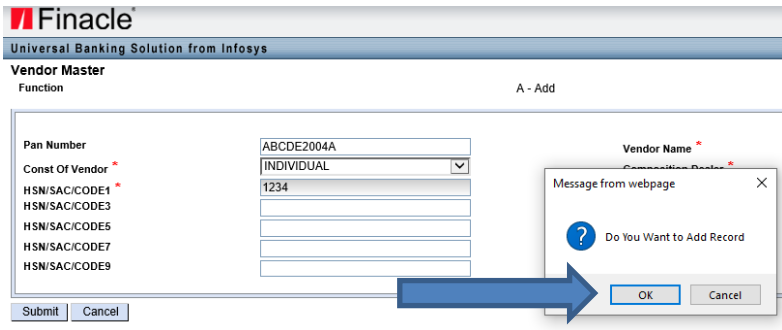
9-Enter valid HSN/SAC/CODE1

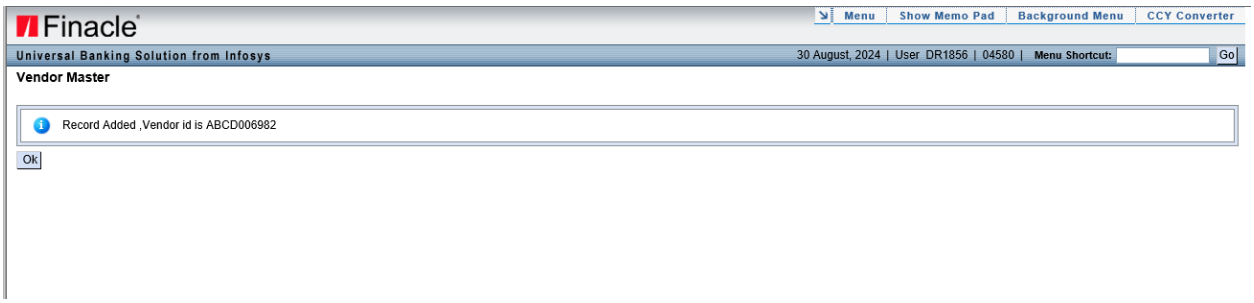


10-Click on Submit button



11-Then Click on Ok button

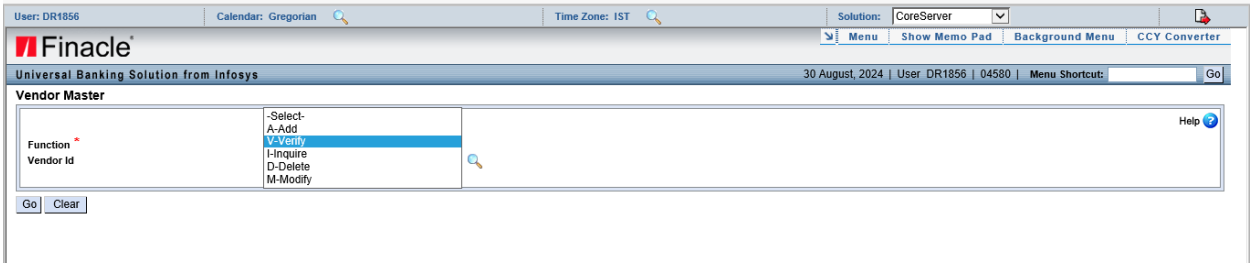




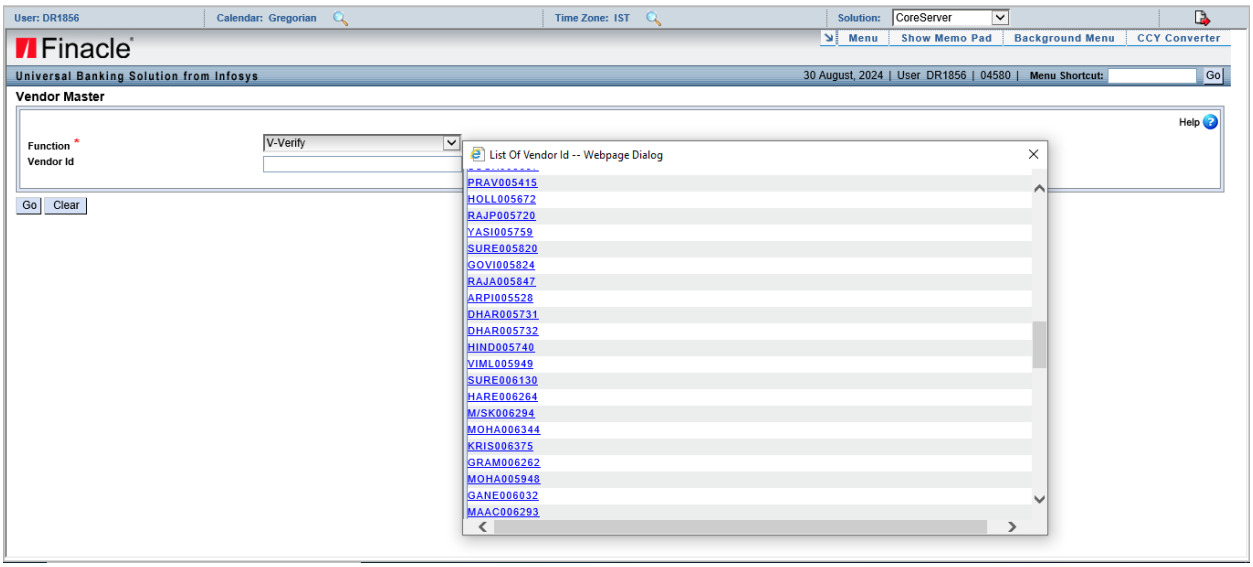
V-Verify Record

Note-Before verification it is necessary to add and verify vendor address details through VNDRADDR menu.

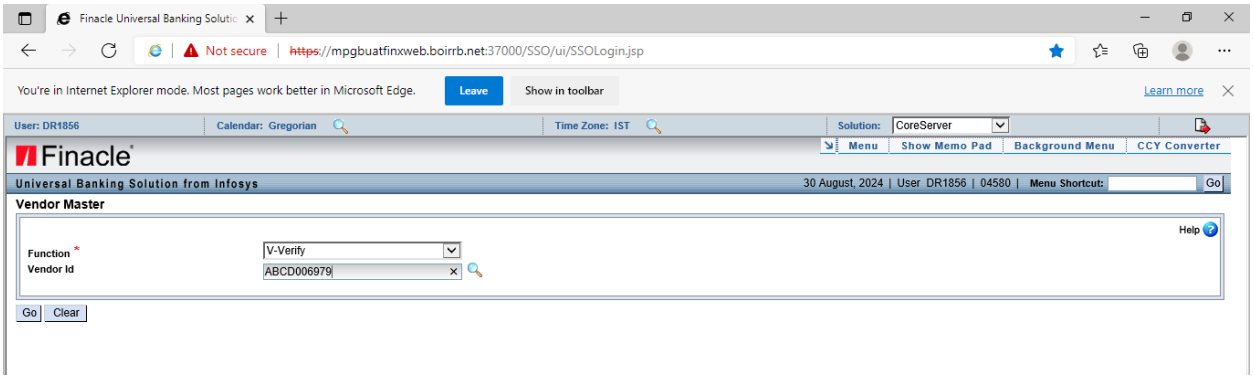
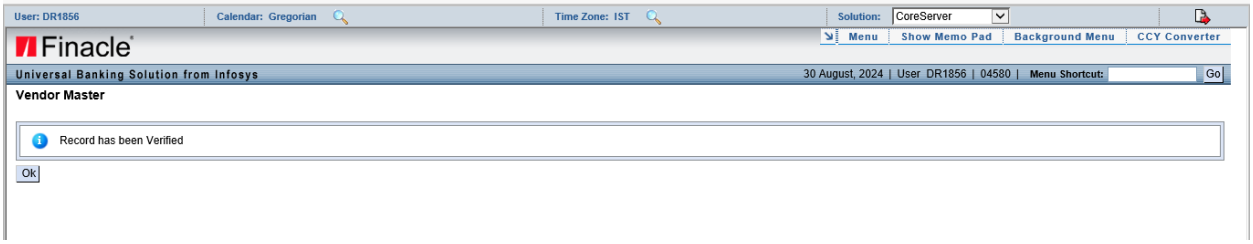
->Select valid function code V-Verify from dropdown



->Select vendor id from searcher or we can type vendor id



->Click on go button



->Click on submit button to verify record