



# 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

The screenshot shows the Finacle Vendor Master screen. The top header includes the Finacle logo, navigation links (Menu, Show Memo Pad, Background Menu, CCY Converter), and user information (30 August, 2024 | User DR1856 | 01000 | Menu Shortcut: [field] | Go). The main area is titled "Vendor Master" and contains a form with a "Function" dropdown menu set to "-Select-" and a "Vendor Id" text field. A "Go" button and a "Clear" button are at the bottom left.

2-Select valid function code from dropdown list

The screenshot shows the Finacle Vendor Master screen with the "Function" dropdown menu open. The dropdown list displays the following options: "-Select-", "A-Add", "V-Verify", "I-Inquire", "D-Delete", and "M-Modify". The "A-Add" option is highlighted. The "Vendor Id" text field is empty. The "Go" button and "Clear" button are at the bottom left.

3-Select valid function A-Add to add record

The screenshot shows the Finacle Vendor Master screen with the "Function" dropdown menu set to "A-Add" and the "Cust Type" dropdown menu set to "V". The "Go" button and "Clear" button are at the bottom left.

4-Click on go button

The screenshot shows the 'Vendor Master' form in the Finacle system. At the top, the Finacle logo and 'Universal Banking Solution from Infosys' are displayed. Below this, the 'Vendor Master' title is shown. The form contains two dropdown menus: 'Function' with 'A-Add' selected and 'Cust Type' with 'V' selected. At the bottom left, there are 'Go' and 'Clear' buttons. A blue arrow points to the 'Go' button.

5-Enter valid pan number

This screenshot shows the 'Vendor Master' form with the 'A - Add' function. The 'Pan Number' field is filled with 'ABCDE2004A'. Other fields include 'Const Of Vendor' (set to '-Select-'), 'Vendor Name' (set to '-Select-'), and 'Composition Dealer' (set to '-Select-'). There are also fields for HSN/SAC codes (CODE1 through CODE10). At the bottom left, 'Submit' and 'Cancel' buttons are visible. A blue arrow points to the 'Pan Number' field.

6-Enter Name of the vendor

This screenshot shows the 'Vendor Master' form with the 'A - Add' function. The 'Pan Number' field is filled with 'ABCDE2004A'. The 'Vendor Name' field is now filled with 'ABCD LIMITED'. The 'Composition Dealer' field remains set to '-Select-'. There are also fields for HSN/SAC codes (CODE1 through CODE10). At the bottom left, 'Submit' and 'Cancel' buttons are visible. A blue arrow points from the 'Pan Number' field to the 'Vendor Name' field.

## 7-Select constitution code from drop down list

The screenshot shows the 'Vendor Master' form in the 'A - Add' function. The 'Const Of Vendor' dropdown menu is open, displaying a list of constitution codes. A blue arrow points to this dropdown. The form includes fields for 'Pan Number' (ABCDE2004A), 'Vendor Name' (ABCD LIMITED), and 'Composition Dealer' (-Select-). The dropdown list contains the following options: SERVICE, COMPANY, FIRM, LLP, TRUST, AOP, INDIVIDUAL, HUF, Govt, CORPORATION, LOCAL AUTHORITY, ARTIFICIAL PERSON, and BODY OF INDIVIDUALS.

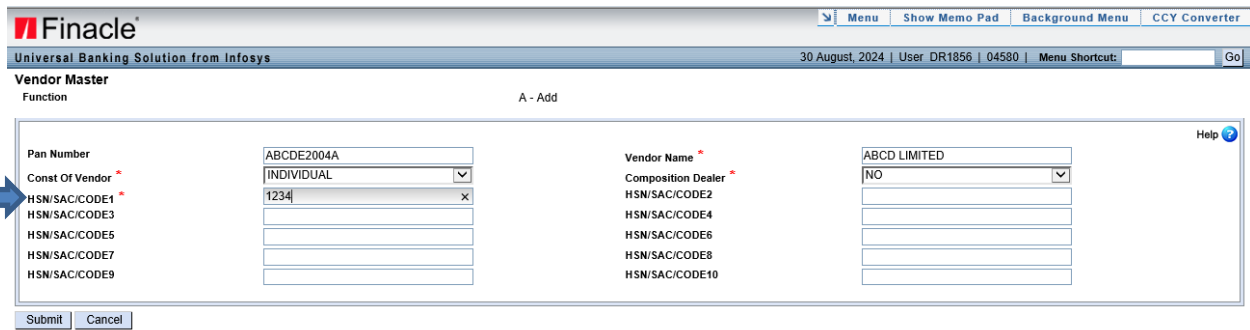
Field	Value
Pan Number	ABCDE2004A
Const Of Vendor	SERVICE
Vendor Name	ABCD LIMITED
Composition Dealer	-Select-

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

The screenshot shows the 'Vendor Master' form in the 'A - Add' function. The 'Composition Dealer' dropdown menu is open, displaying a list of options. A blue arrow points to this dropdown. The form includes fields for 'Pan Number' (ABCDE2004A), 'Vendor Name' (ABCD LIMITED), and 'Composition Dealer' (-Select-). The dropdown list contains the following options: -Select-, YES, and NO.

Field	Value
Pan Number	ABCDE2004A
Const Of Vendor	INDIVIDUAL
Vendor Name	ABCD LIMITED
Composition Dealer	-Select-

## 9-Enter valid HSN/SAC/CODE1



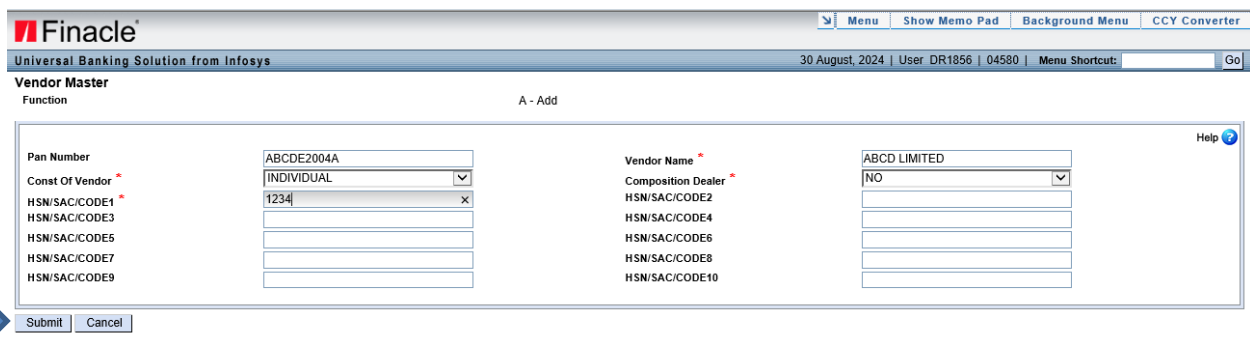
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Universal Banking Solution from Infosys

30 August, 2024 | User: DR1856 | 04580 | Menu Shortcut: Go

**Vendor Master**  
Function A - Add

Pan Number: ABCDE2004A  
Const Of Vendor: INDIVIDUAL  
HSN/SAC/CODE1: 1234  
HSN/SAC/CODE3:   
HSN/SAC/CODE5:   
HSN/SAC/CODE7:   
HSN/SAC/CODE9:   
Vendor Name: ABCD LIMITED  
Composition Dealer: NO  
HSN/SAC/CODE2:   
HSN/SAC/CODE4:   
HSN/SAC/CODE6:   
HSN/SAC/CODE8:   
HSN/SAC/CODE10:   
Submit Cancel

## 10-Click on Submit button



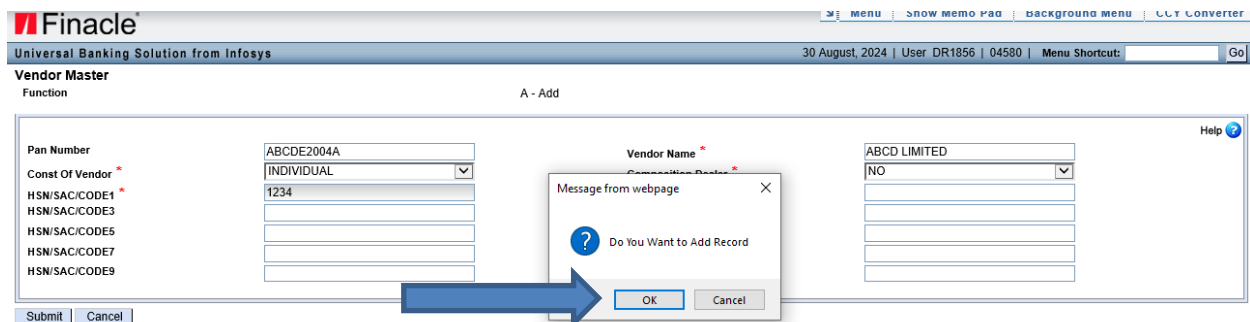
Finacle®  
Universal Banking Solution from Infosys

30 August, 2024 | User: DR1856 | 04580 | Menu Shortcut: Go

**Vendor Master**  
Function A - Add

Pan Number: ABCDE2004A  
Const Of Vendor: INDIVIDUAL  
HSN/SAC/CODE1: 1234  
HSN/SAC/CODE3:   
HSN/SAC/CODE5:   
HSN/SAC/CODE7:   
HSN/SAC/CODE9:   
Vendor Name: ABCD LIMITED  
Composition Dealer: NO  
HSN/SAC/CODE2:   
HSN/SAC/CODE4:   
HSN/SAC/CODE6:   
HSN/SAC/CODE8:   
HSN/SAC/CODE10:   
Submit Cancel

## 11-Then Click on Ok button



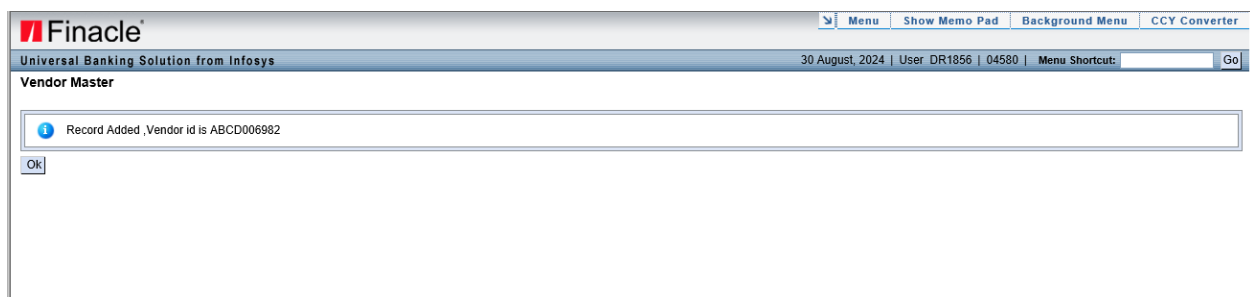
Finacle®  
Universal Banking Solution from Infosys

30 August, 2024 | User: DR1856 | 04580 | Menu Shortcut: Go

**Vendor Master**  
Function A - Add

Pan Number: ABCDE2004A  
Const Of Vendor: INDIVIDUAL  
HSN/SAC/CODE1: 1234  
HSN/SAC/CODE3:   
HSN/SAC/CODE5:   
HSN/SAC/CODE7:   
HSN/SAC/CODE9:   
Vendor Name: ABCD LIMITED  
Composition Dealer: NO  
HSN/SAC/CODE2:   
HSN/SAC/CODE4:   
HSN/SAC/CODE6:   
HSN/SAC/CODE8:   
HSN/SAC/CODE10:   
Submit Cancel

Message from webpage  
Do You Want to Add Record  
OK Cancel



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30 August, 2024 | User: DR1856 | 04580 | Menu Shortcut: Go

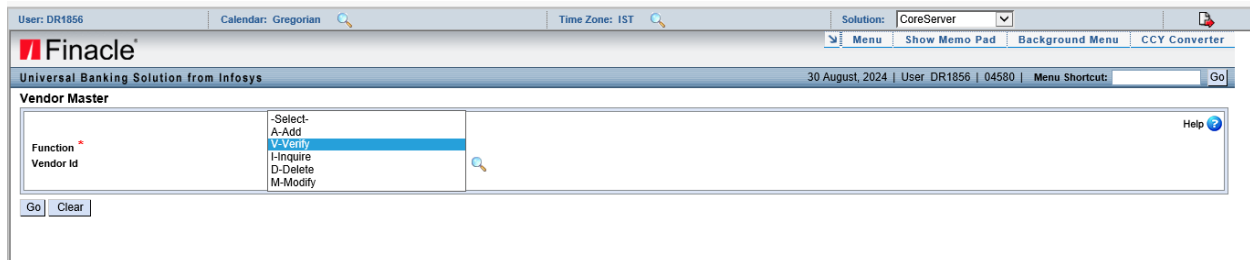
**Vendor Master**

Record Added ,Vendor id is ABCD006982  
OK

## V-Verify Record

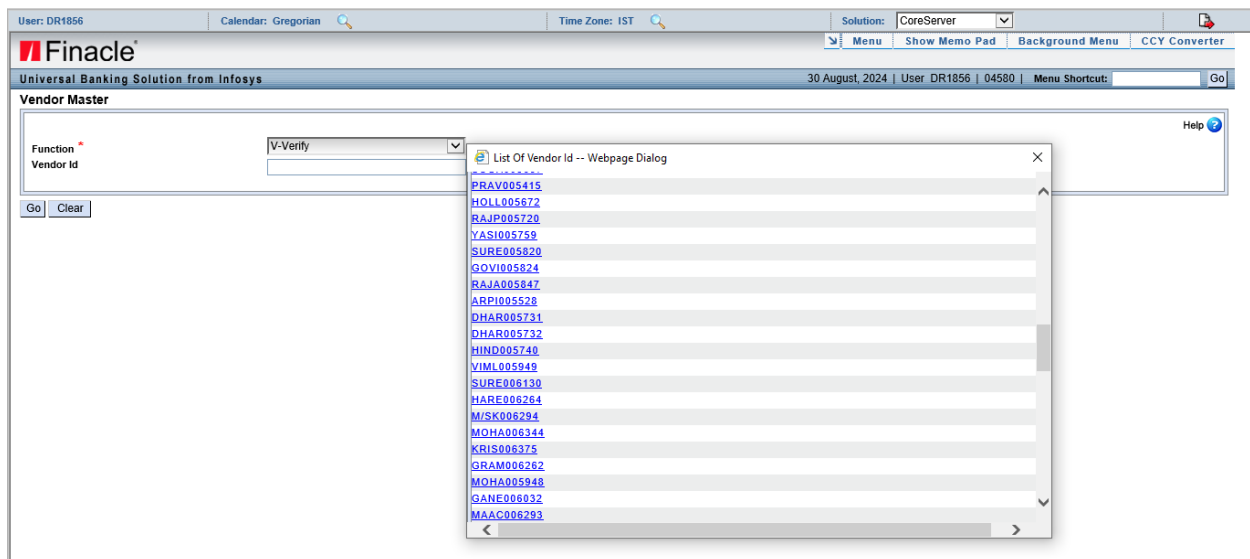
**Note**-Before verification it is necessary to add and verify vendor address details through VNDRADDR menu.

->Select valid function code V-Verify from dropdown



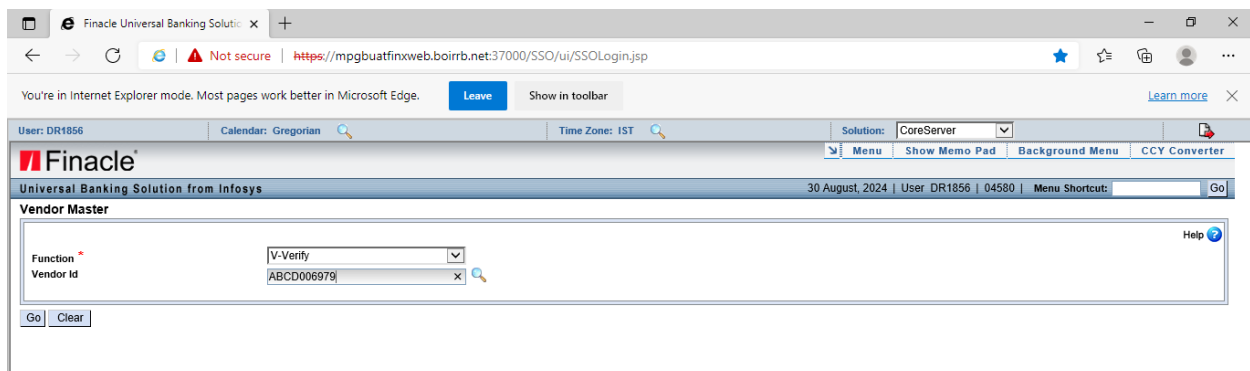
The screenshot shows the 'Vendor Master' form in the Finacle application. The 'Function' dropdown menu is open, displaying options: -Select-, A-Add, V-Verify (highlighted), Inquire, D-Delete, and M-Modify. The 'Vendor Id' field is empty. The top navigation bar includes 'User: DR1856', 'Calendar: Gregorian', 'Time Zone: IST', 'Solution: CoreServer', and a 'Menu' dropdown. The bottom status bar shows '30 August, 2024 | User: DR1856 | 04580 | Menu Shortcut: [blank] Go'.

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



The screenshot shows the 'Vendor Master' form with the 'Function' dropdown set to 'V-Verify'. A 'List Of Vendor Id -- Webpage Dialog' is open, displaying a list of vendor IDs: PRAV005415, HOLL005672, RAJP005720, YASI005759, SURE005820, GOVI005824, RAJA005847, ARPI005528, DHAR005731, DHAR005732, HIND005740, VIML005949, SURE006130, HARE006264, M/SK006294, MOHA006344, KRIS006375, GRAM006262, MOHA005948, GANE006032, and MAAC006293. The 'Vendor Id' field in the background form is empty. The top navigation bar and bottom status bar are the same as in the previous screenshot.

->Click on go button



The screenshot shows the 'Vendor Master' form with the 'Function' dropdown set to 'V-Verify' and the 'Vendor Id' field containing 'ABCD006979'. The 'Go' button is highlighted. The top navigation bar and bottom status bar are the same as in the previous screenshots.

->Click on submit button to verify record

User: DR1856	Calendar: Gregorian	Time Zone: IST	Solution: CoreServer	
<b>Finacle</b>		Menu Show Memo Pad Background Menu CCY Converter		
Universal Banking Solution from Infosys		30 August, 2024   User: DR1856   04580   Menu Shortcut: Go		
<b>Vendor Master</b>				
<div>Record has been Verified</div>				
<div>OK</div>				