



# 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 interface. At the top, there's a header bar with the Finacle logo, the date (30 August, 2024), user information (User DR1856 | 01000 | Menu Shortcut: Go), and various menu options like 'Show Memo Pad' and 'Background Menu'. Below the header, the main title 'Vendor Master' is displayed. On the left, there's a form with fields for 'Function' (dropdown menu) and 'Vendor Id' (text input field). At the bottom of the form are 'Go' and 'Clear' buttons.

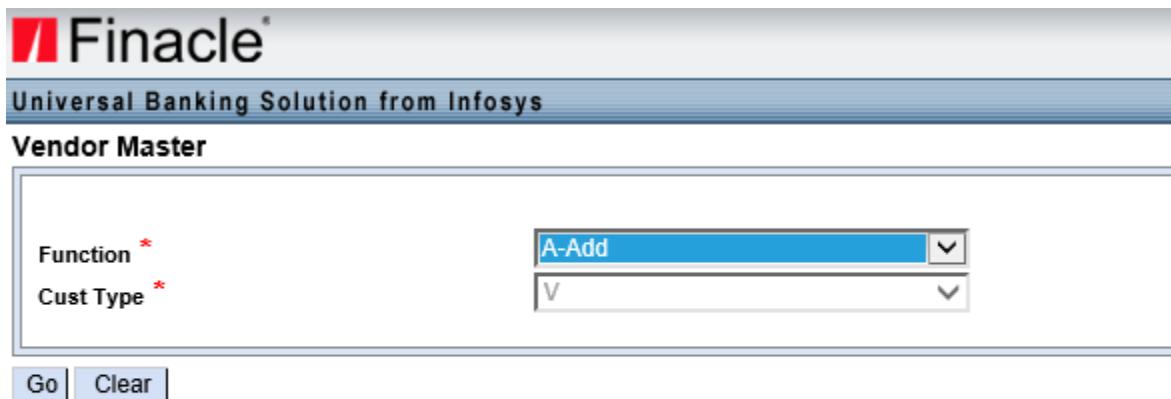
2-Select valid function code from dropdown list

This screenshot is similar to the previous one, showing the Finacle Vendor Master interface. The 'Function' dropdown menu is open, and the 'A-Add' option is highlighted with a blue selection bar. The rest of the interface elements, including the header, title, and other form fields, are identical to the first screenshot.

3-Select valid function A-Add to add record

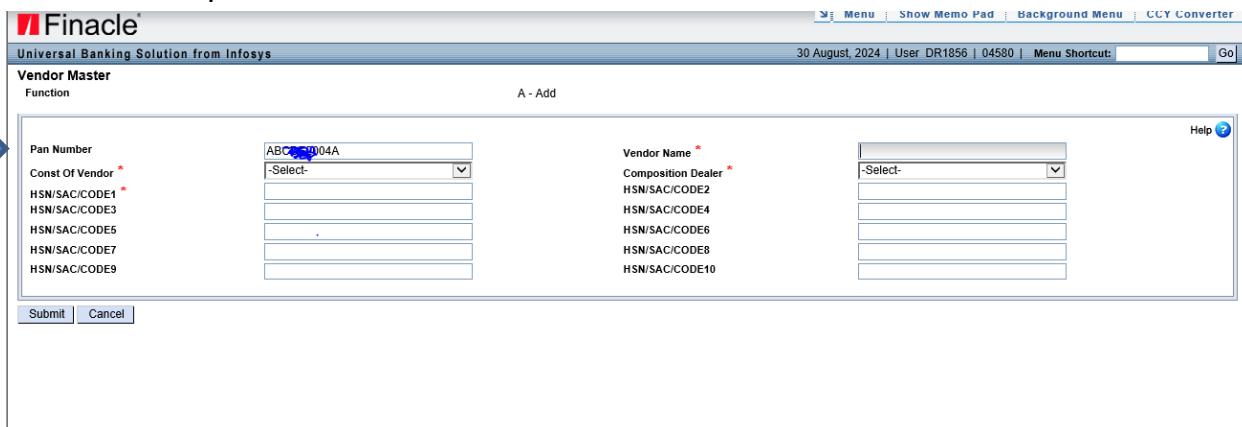
The final screenshot shows the Finacle Vendor Master interface with the 'Function' dropdown set to 'A-Add'. The 'Cust Type' field contains the letter 'V'. At the bottom of the form are 'Go' and 'Clear' buttons.

4-Click on go button



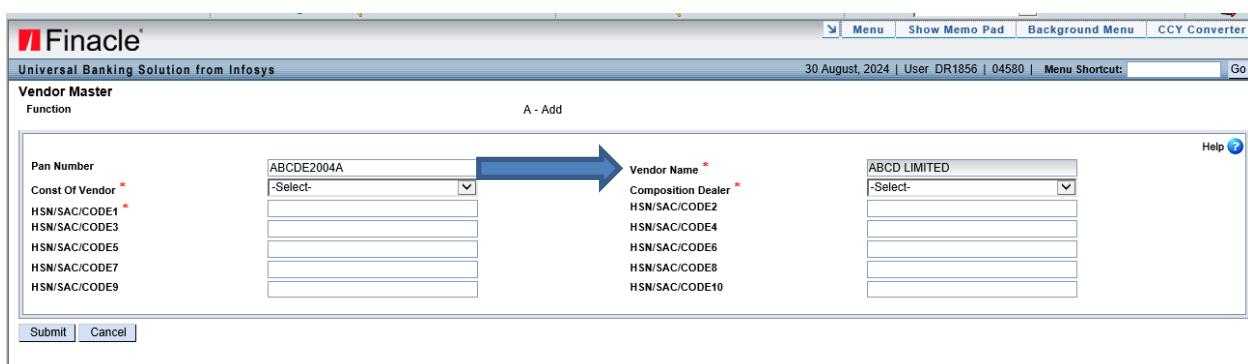
The screenshot shows the Finacle Vendor Master search interface. At the top, there's a logo and the text "Universal Banking Solution from Infosys". Below that, the title "Vendor Master" is displayed. On the left, there are two dropdown menus: "Function" set to "A-Add" and "Cust Type" set to "V". At the bottom, there are two buttons: "Go" and "Clear". A blue arrow points to the "Go" button.

5-Enter valid pan number



The screenshot shows the Finacle Vendor Master add screen. The "Function" dropdown is set to "A - Add". The "Pan Number" field contains "ABCDE2004A". The "Vendor Name" field is empty. A blue arrow points to the "Pan Number" field.

6-Enter Name of the vendor



The screenshot shows the Finacle Vendor Master add screen again. The "Function" dropdown is still set to "A - Add". The "Pan Number" field now contains "ABCDE2004A". The "Vendor Name" field now contains "ABCD LIMITED". 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 Finacle Vendor Master screen. On the left, under 'Const Of Vendor', a dropdown menu is open, showing options like 'COMPANY', 'FIRM', 'LLP', 'TRUST', 'AOP', 'INDIVIDUAL', 'HUF', 'Govt', 'CORPORATION', 'LOCAL AUTHORITY', 'ARTIFICIAL PERSON', and 'BODY OF INDIVIDUALS'. The option 'INDIVIDUAL' is highlighted with a blue arrow. On the right, the 'Vendor Name' field contains 'ABCD LIMITED' and its dropdown menu is also open, showing 'Select', 'YES', and 'NO'. The rest of the screen includes fields for Pan Number (ABCDE2004A), Vendor Name (ABCD LIMITED), and various HSN/SAC/CODE fields.

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

The screenshot shows the Finacle Vendor Master screen. On the left, under 'Const Of Vendor', the value 'INDIVIDUAL' is selected. An arrow points from this field to the 'Composition Dealer' dropdown on the right. The 'Composition Dealer' dropdown menu is open, showing 'Select', 'YES', and 'NO'. The rest of the screen includes fields for Pan Number (ABCDE2004A), Vendor Name (ABCD LIMITED), and various HSN/SAC/CODE fields.

## 9-Enter valid HSN/SAC/CODE1

The screenshot shows the Finacle Vendor Master interface. The 'Function' dropdown is set to 'A - Add'. The 'Vendor Name' field contains 'ABCD LIMITED'. The 'HSN/SAC/CODE1' field contains '1234'. A blue arrow points to the 'Submit' button at the bottom left.

## 10-Click on Submit button

The screenshot shows the Finacle Vendor Master interface after clicking 'Submit'. The 'Vendor Name' field still contains 'ABCD LIMITED'. The 'HSN/SAC/CODE1' field now contains '1234'. A blue arrow points to the 'Submit' button at the bottom left.

## 11-Then Click on Ok button

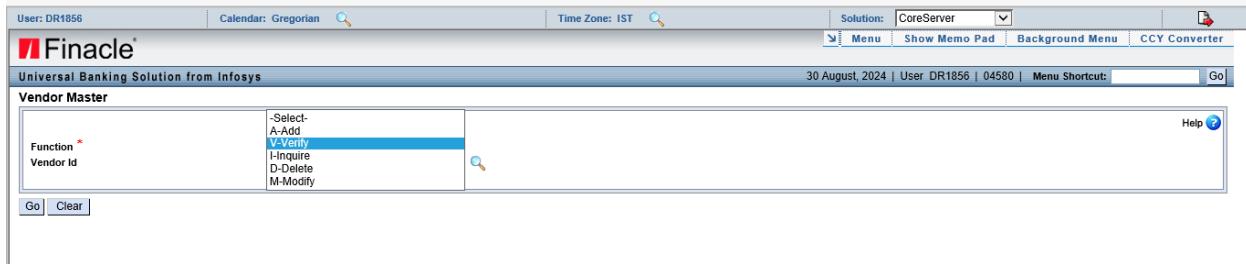
The screenshot shows the Finacle Vendor Master interface with a confirmation dialog box titled 'Message from webpage' asking 'Do You Want to Add Record?'. A blue arrow points to the 'OK' button in the dialog.

The screenshot shows the Finacle Vendor Master interface after the record was added. A message box at the top left says 'Record Added ,Vendor id is ABCD006982'. An 'Ok' button is visible at the bottom left.

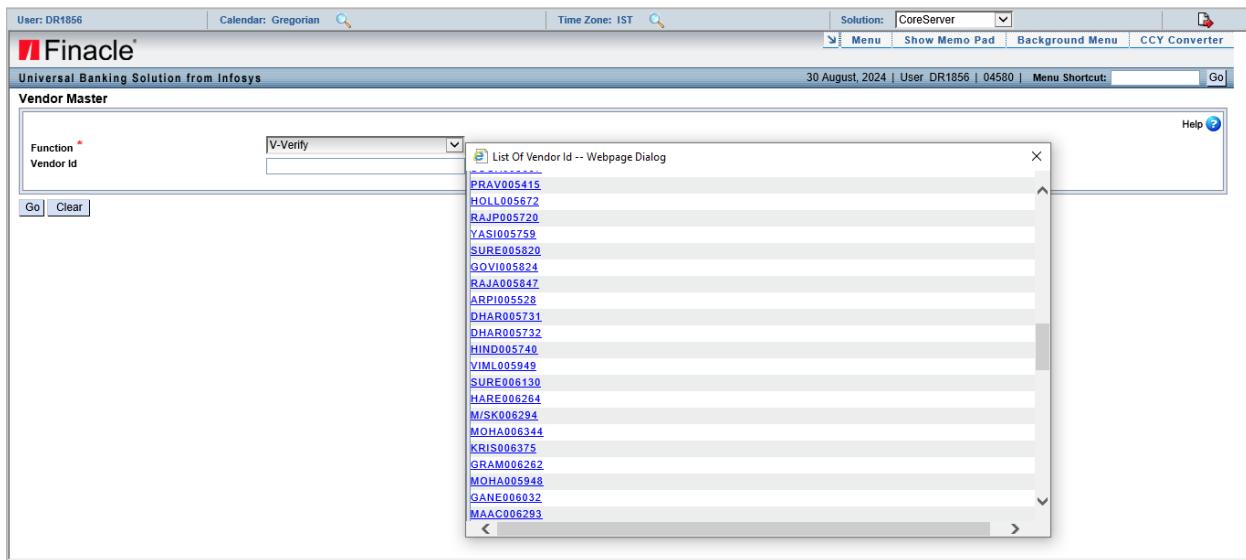
## V-Verify Record

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

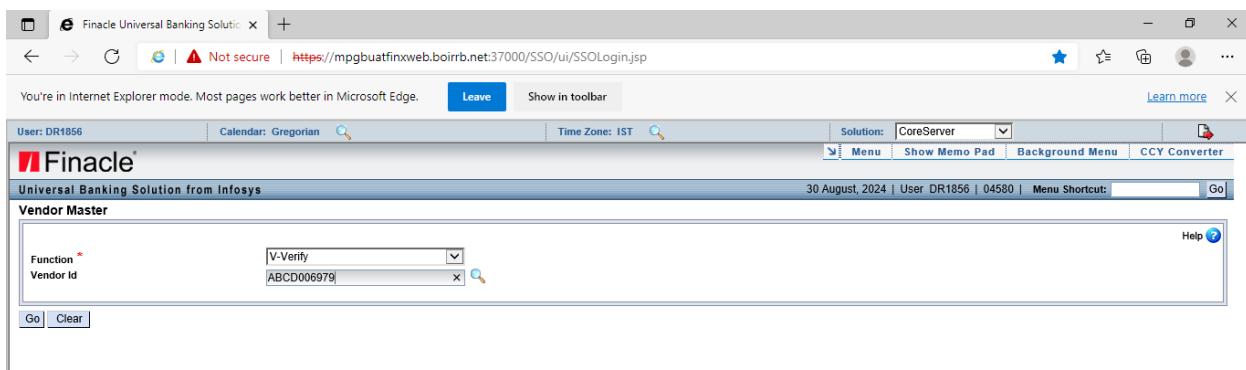
->Select valid function code V-Verify from dropdown



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



->Click on go button



->Click on submit button to verify record

The screenshot shows a web-based application interface for Finacle, a universal banking solution from Infosys. The top navigation bar includes fields for User (DR1856), Calendar (Gregorian), Time Zone (IST), Solution (CoreServer), and various menu options like Menu, Show Memo Pad, Background Menu, and CCY Converter. The main title is "Finacle" with the subtitle "Universal Banking Solution from Infosys". Below the title, it says "Vendor Master". A message box displays the text "Record has been Verified" with an information icon. At the bottom left of the message box is an "Ok" button.