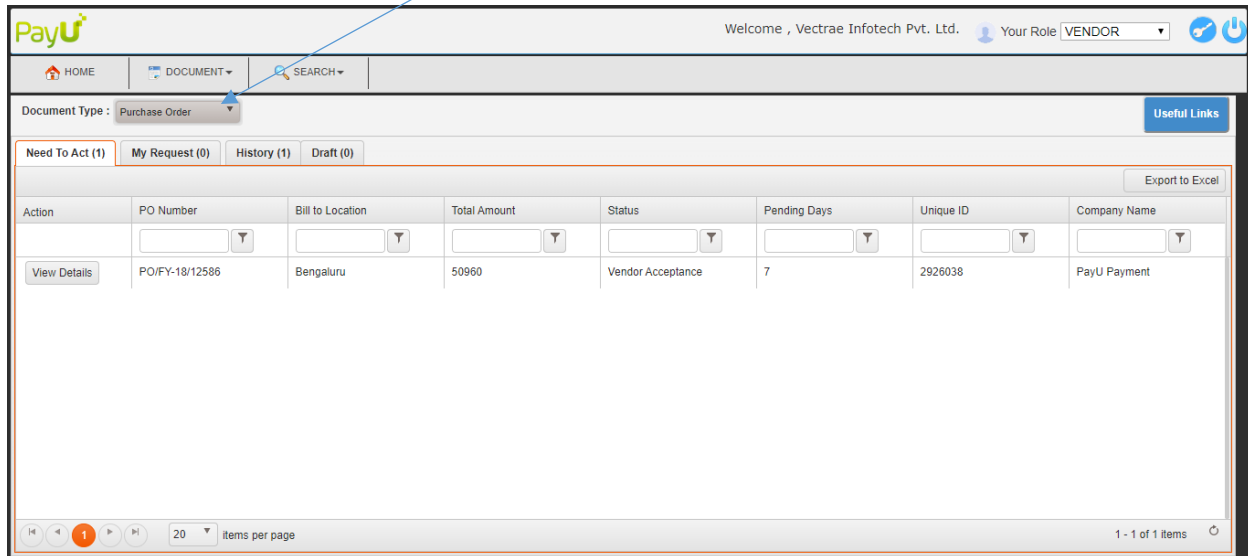




**How to treat documents which
gets reconsider to Creator's
bucket?**

What to do if document gets reconsider back to creator?

- After log in to pearl user need to change **document type** to **invoice** (Highlighted in red box) then system will show documents (Invoice) on which user need to take action.



PayU

Welcome , Vectrae Infotech Pvt. Ltd. Your Role | VENDOR

HOME DOCUMENT SEARCH

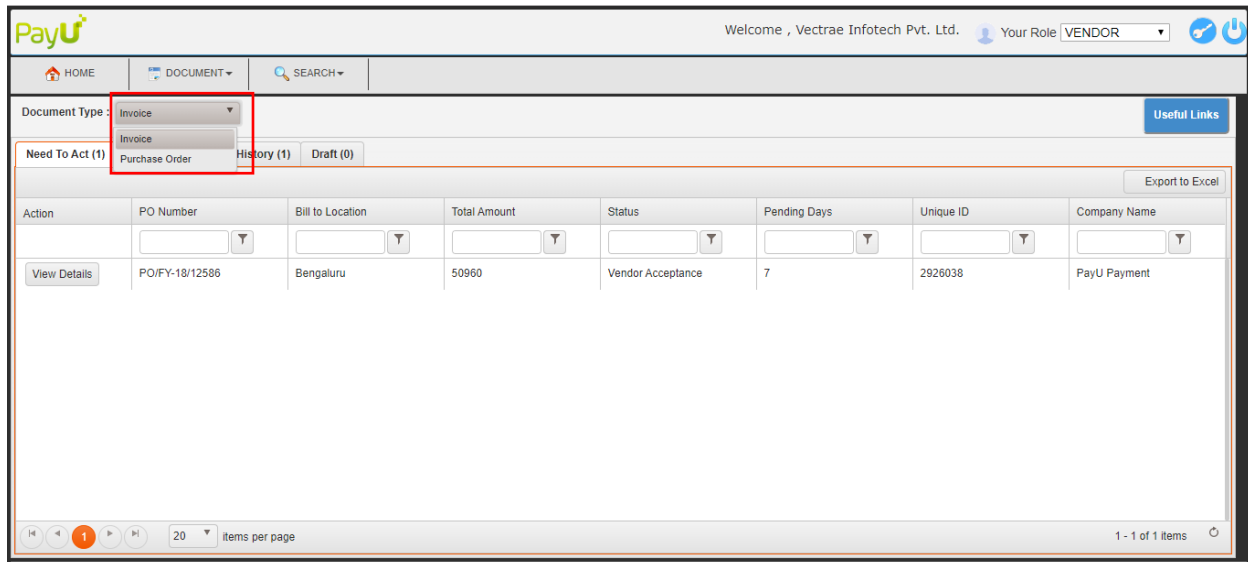
Document Type : Purchase Order

Need To Act (1) My Request (0) History (1) Draft (0)

Export to Excel

Action	PO Number	Bill to Location	Total Amount	Status	Pending Days	Unique ID	Company Name
View Details	PO/FY-18/12586	Bengaluru	50960	Vendor Acceptance	7	2926038	PayU Payment

20 items per page 1 - 1 of 1 items



PayU

Welcome , Vectrae Infotech Pvt. Ltd. Your Role | VENDOR

HOME DOCUMENT SEARCH

Document Type : Invoice

Need To Act (1) Invoice Purchase Order History (1) Draft (0)

Export to Excel

Action	PO Number	Bill to Location	Total Amount	Status	Pending Days	Unique ID	Company Name
View Details	PO/FY-18/12586	Bengaluru	50960	Vendor Acceptance	7	2926038	PayU Payment

20 items per page 1 - 1 of 1 items

- System shows documents (Which got reconsider) in the bucket (Need to act) of creator. User need to click on **View details** to open the document detail page.

devmynd.myndsolution.com/Home.aspx

Welcome , Netmagic IT Services Pvt Ltd Your Role: VENDOR

Document Type: Invoice

Need To Act (2) My Request (150) History (150) Draft (0)

Action	Invoice No	Invoice Date	Vendor Name	Invoice Amount Wo Tax	Status	Unique ID	Company Name
View Details	123#	09/12/19	Netmagic IT Services Pvt Ltd	200	UPLOADED	2689850	Citrus
View Details	12010010	06/12/19	Netmagic IT Services Pvt Ltd	500	UPLOADED	2689813	PayU Payment

Export to Excel

1 - 2 of 2 items

- Once Document page is opened user can check **remarks or reason** due to which invoice got reconsider in Rejection/Reconsider Remarks.

devmynd.myndsolution.com/DocDetail.aspx?DOCID=2689850

PayU SUBMIT CANCEL Edit

Invoice - [System Document ID: 2689850] LoggedIn User : [Netmagic IT Services Pvt Ltd] | Role : [VENDOR]

Purchase Order & Vendor Details

Created By	Netmagic IT Services Pvt Ltd	Creation Date	09/12/19 - 1
Current Status	UPLOADED	Invoice ID	POINV17743
PO No	PO/FY-18/10533	PO Value WO Tax	3750000
Payment Term Description	30 days credit	Valid From	03/04/18
Valid To	30/06/18	Vendor Name	Netmagic IT Services Pvt Ltd
Vendor Code	1000039468	Vendor PAN	AACCN2366D
Vendor GSTIN Status		Vendor GSTIN	27AACCN2366D120
Ship To Location	Andheri - Mumbai	Sub Department	IT Ops
Company Name	Citrus	Item Sub Category	Hosting Expenses
PO Accepted	YES		
PES No		PR Requester	Raghav Watts

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Rejection / Reconsider Remarks		Rejection / Reconsider Remarks		Check to edit
Dept Head Remarks		Dept Head Reconsider Remarks		
AP Head Remarks		AP Head Reconsider Remarks		
Receipt Remarks		Payment Update Remarks		
Submitter Rejection Remarks		Submitter Re Submit Remarks		
Reconsidered	YES	POD Reconsider Remarks		

- There are three actions which User can take given on the top of Document detail page which are :-
 - Edit** - If user wants to edit some of the details (editable Details)
 - Cancel** - If user wants to Reject the invoice
 - Submit** - User has to resubmit document after editing the required details for which invoice got reconsider.

devmynd.myndsolution.com/DocDetail.aspx?DOCID=2689850

PayU

SUBMIT CANCEL Edit

Invoice - [System Document ID: 2689850] LoggedIn User : [Netmagic IT Services Pvt Ltd] | Role : [VENDOR]

Purchase Order & Vendor Details

Created By	Netmagic IT Services Pvt Ltd	Creation Date	09/12/19 - 1
Current Status	UPLOADED	Invoice ID	POINV17743
PO No	PO/FY-18/10533	PO Value WO Tax	3750000
Payment Term Description	30 days credit	Valid From	03/04/18
Valid To	30/06/18	Vendor Name	Netmagic IT Services Pvt Ltd
Vendor Code	1000039468	Vendor PAN	AACCN2366D
Vendor GSTN Status		Vendor GSTIN	27AACCN2366D120

- If User wants to edit the document, he needs to click on edit button. Edit screen will appear on system and he can edit any required information and **save it**.

Invoice -

Purchase

Vendor Name* Netmagic IT Services Pvt I

Vendor Code* 1000039468

Vendor PAN AACCN2366D

Vendor GSTN 27AACCN2366D120

PO Value WO Tax 3750000

Payment Term Description 30 days credit

Valid To 30/06/18

Vendor GSTN Status

PO No* PO/FY-18/10533

Balance PO Amount 3750000

Valid From 03/04/18

Company Name* Citrus

Invoice should be in the name of - PayU Payments or PayU Finance* ☒

Billing Address and GST No of PayU should be correct* ☒

Product HSNSAC code and GST No of Vendor should be correct* ☒

Other Attachment Choose File No f...osen
637112339616734510_6122019594018_48963.pdf

Inv Items

SNo	Item Name	Item Description	UOM	PO Qty	Bal PO Qty	Rate	HSN_SAC Code	Inv Qty	Amount
PRL4557	Audit Fees	Man days effort for supporting cus	Amount	1000	1000.00	1	1010	500	500
Total									

Calculate

Save

- After doing editing in document, User need to Re submit the document for further approval. User need to click on Submit button, Submit screen will appear in system. Then User need to fill **re submit remarks** which is mandatory to fill and resubmit it by click on **approve** button

The screenshot shows a 'Document' modal window with a text input field for 'Submitter Re Submit Remarks*'. The text entered is 'Resubmitting|back to you after changing invoice no'. A red box highlights the 'Approve' button at the bottom right of the modal. The background shows the 'Purchase Order & Vendor Details' section of the invoice.

- Once invoice gets re submitted by user, Invoice would go for the further assigned workflow.
- In case there is something, which user cannot edit in invoice or there is no need of invoice user can cancel the document by using **Cancel** Button. User need to click on cancel button given on top of doc detail page. Then User need to fill **Rejection remarks** and cancel the document by click on **reject** button.

The screenshot shows a 'Permanent Document' modal window with a text input field for 'Submitter Rejection Remarks'. The text entered is 'Rejecting the document Permanently.'. A red box highlights the 'Reject' button at the bottom right of the modal. The background shows the 'Purchase Order & Vendor Details' section of the invoice, with the 'Current Status' set to 'UPLOADED'.