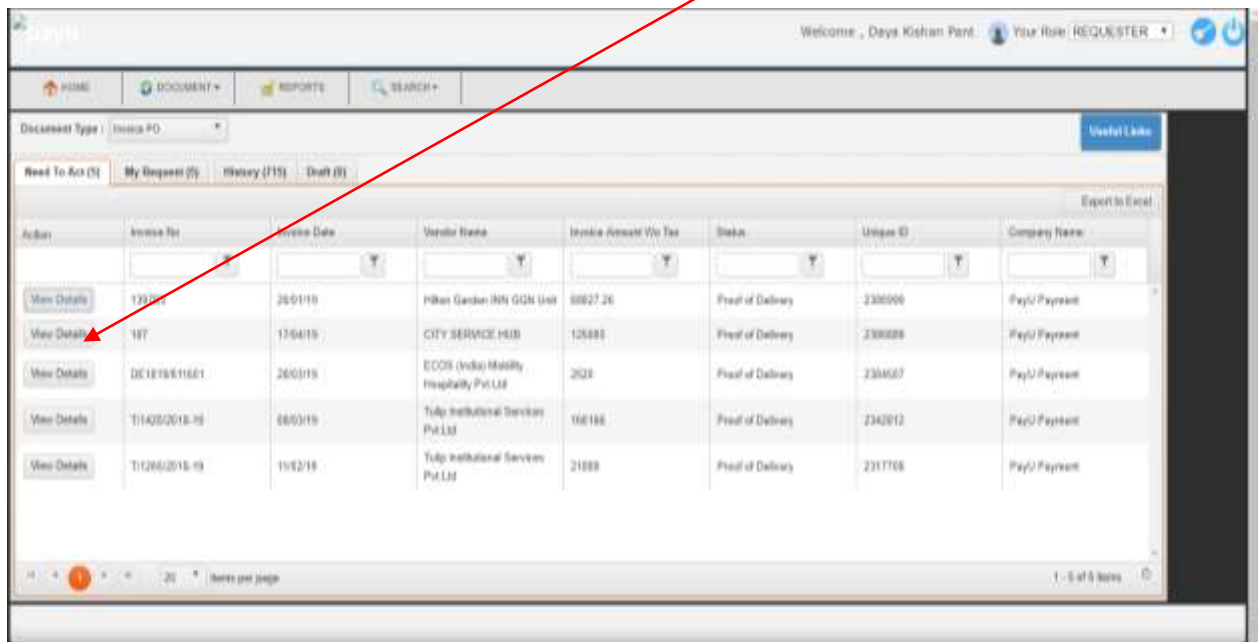


User Manual for POD (Proof of Delivery) Stage

- 1) Home screen of POD user. User First need to click on **view details** for the document which he wants to submit.



When P.O.D user submit the document

- 2) Document detail page for the Invoice selected. User need to click on **SUBMIT** to submit Button.



- 3) Action screen for submitting the document. User need to fill below mentioned detail, If **P.O.D Available** is yes, Then he needs to attach P.O.D pdf also.
(P.O.D Available and P.O.D Attachment both are mandatory fields)

Submit Document

P.O.D Available: YES

P.O.D Attachment: Choose File (No file chosen)

Submit

Purchase Order & Vendor Details

Created By: Hitesh Gargia
Current Status: Draft of Delivery
PO No: PO45-10/11/20
Balance PO Amount: 240000
Valid From: 01/02/19
Vendor Name: Hitesh Gargia
Vendor PAN: AAACD374603
Vendor GSTIN: AAACD374603
Sub Department: Admin - GRI
Item Sub Category: Domestic Travel
PO Accepted: YES
PO Requester: Daya Krishna Panigrahi

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Payment Details

Our Items

| Item Name | UOM | HSN/SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code RST | GL Code |
|-----------------|------|--------------|------------------|--------|------|---------|--------|--------------|---------|
| Domestic Travel | Unit | 999999 | Domestic Travel | 240000 | 1 | 240000 | 240000 | | 999999 |

Movement Detail

User need to click on **Submit** button after filling both the details.

Submit Document

P.O.D Available: YES

P.O.D Attachment: Choose File (invoice 4.pdf 630906990254528045.pdf)

Submit

Purchase Order & Vendor Details

Created By: Hitesh Gargia
Current Status: Draft of Delivery
PO No: PO45-10/11/20
Balance PO Amount: 240000
Valid From: 01/02/19
Vendor Name: Hitesh Gargia
Vendor PAN: AAACD374603
Vendor GSTIN: AAACD374603
Sub Department: Admin - GRI
Item Sub Category: Domestic Travel
PO Accepted: YES
PO Requester: Daya Krishna Panigrahi

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Payment Details

Our Items

| Item Name | UOM | HSN/SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code RST | GL Code |
|-----------------|------|--------------|------------------|--------|------|---------|--------|--------------|---------|
| Domestic Travel | Unit | 999999 | Domestic Travel | 240000 | 1 | 240000 | 240000 | | 999999 |

Movement Detail

4) In case **P.O.D Available** is No, then User needs to add some **Remarks**

Submit Document

P_O_D Available: NO

Remarks if no P.O.D:

Submit

Purchase Order & Vendor Details

Created By: Hitesh Gargan S
Current Status: P.O.D Not Available
PO No: PO/PD/18/11038
Balance PO Amount: 340000
Vatd From: 000000
Vendor Name: Hitesh Gargan S
Vendor PAN: AAACD1491Z
Vendor GSTIN: AAACD1491Z
Sub Department: Admin - GRI
Item Sub Category: Hardware - Travel
PO Accepted: YES
PO Requester: Daya Kishan Pandey

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Payment Details

Inv Items

| Item Name | UOM | HSN_SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code GST | GL Code |
|-----------------|------|--------------|-------------------------|--------|--------|---------|--------|--------------|----------|
| Domestic Travel | Unit | 999999 | Travel Services - Other | 1 | 340000 | 1 | 340000 | 000000 | 42001100 |

Movement Detail

User need to click on **Submit** button after filling the required details.

Submit Document

P_O_D Available: NO

Remarks if no P.O.D: Services

Submit

Purchase Order & Vendor Details

Created By: Hitesh Gargan S
Current Status: P.O.D Not Available
PO No: PO/PD/18/11038
Balance PO Amount: 340000
Vatd From: 000000
Vendor Name: Hitesh Gargan S
Vendor PAN: AAACD1491Z
Vendor GSTIN: AAACD1491Z
Sub Department: Admin - GRI
Item Sub Category: Hardware - Travel
PO Accepted: YES
PO Requester: Daya Kishan Pandey

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Payment Details

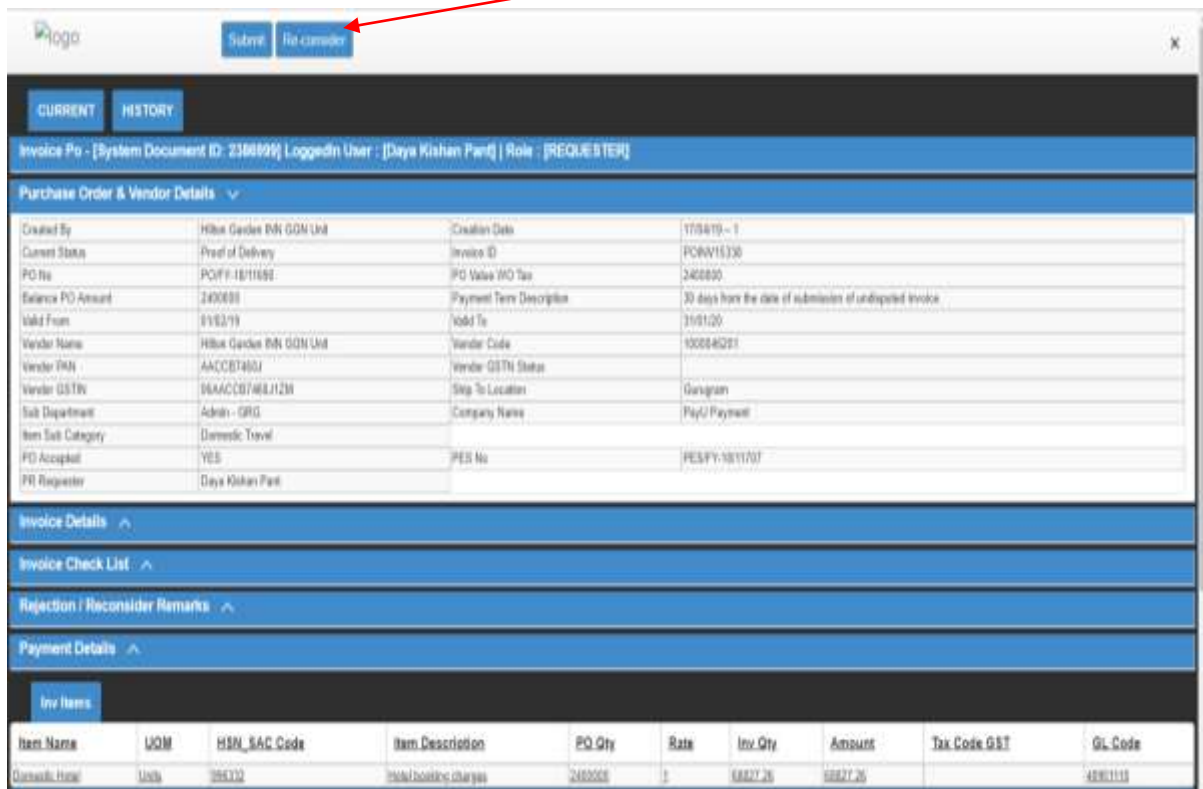
Inv Items

| Item Name | UOM | HSN_SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code GST | GL Code |
|-----------------|------|--------------|-------------------------|--------|--------|---------|--------|--------------|----------|
| Domestic Travel | Unit | 999999 | Travel Services - Other | 1 | 340000 | 1 | 340000 | 000000 | 42001100 |

Movement Detail

When P.O.D user Reconsider the document

- 1) In Case POD user have not satisfy with the information in document detail page, then he can reconsider that document by clicking on **reconsider** button



The screenshot shows the 'Reconsider' button in the top right corner of the document detail page. A red arrow points to this button. The page displays various details for a Purchase Order (PO) and its associated Invoice.

Buttons: Submit, Re-consider

Current / History

Invoice Po - [System Document ID: 2388998] LoggedIn User : [Days Kishan Pant] | Role : [REQUESTER]

Purchase Order & Vendor Details

| Field | Value | Field | Value |
|-------------------|----------------------------|--------------------------|---|
| Created By | Hitesh Gargia BSN GDM Unit | Creation Date | 17/04/19 - 1 |
| Current Status | Proof of Delivery | Invoice ID | POINV15336 |
| PO No | POFF-18/11688 | PO Value (PO Tax) | 2408800 |
| Balance PO Amount | 2408800 | Payment Term Description | 30 days from the date of submission of undisputed invoice |
| Valid From | 15/02/19 | Valid To | 15/01/20 |
| Vendor Name | Hitesh Gargia BSN GDM Unit | Vendor Code | 1000840281 |
| Vendor PAN | AACCB7460J | Vendor GSTN Status | |
| Vendor GSTN | 06AACCB7460J1234 | Ship To Location | Gurgaon |
| Sub Department | Admin - GRG | Company Name | PayU Payment |
| Item Sub Category | Domestic Travel | | |
| PO Accepted | YES | PES No | PESFY-18/11/03 |
| PR Requester | Days Kishan Pant | | |

Invoice Details

Invoice Check List

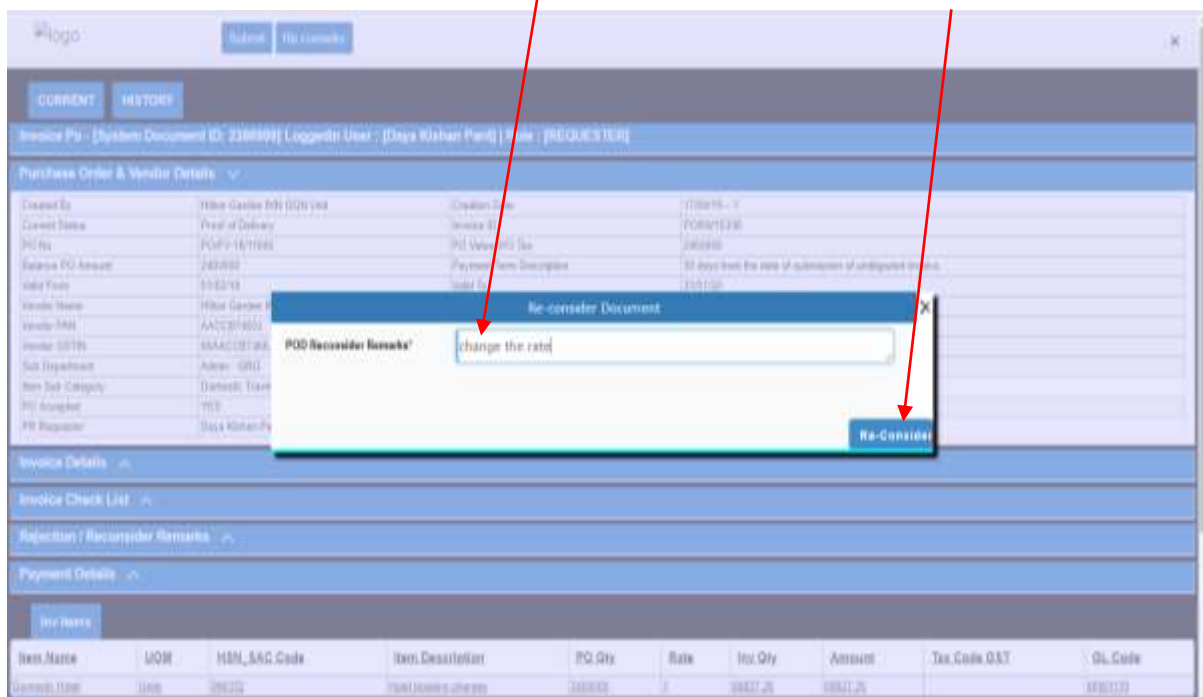
Rejection / Reconsider Remarks

Payment Details

Inv Items

| Item Name | UOM | HSN_SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code GST | GL Code |
|-----------------|------|--------------|------------------------|---------|------|---------|---------|--------------|---------|
| Domestic Travel | Unit | 995310 | Travel booking charges | 2408800 | 1 | 2408800 | 2408800 | | 4001111 |

- 2) P.O.D user need to fill **P.O.D Reconsider Remarks**, then click on **Re-consider** tab



The screenshot shows the 'Re-consider Document' dialog box. A red arrow points to the 'Re-consider' button in the top right corner of the document detail page. Another red arrow points to the 'Re-consider' button in the dialog box. The dialog box contains a text area for 'POD Reconsider Remarks' and a 'Re-consider' button.

Buttons: Submit, Re-consider

Current / History

Invoice Po - [System Document ID: 2388998] LoggedIn User : [Days Kishan Pant] | Role : [REQUESTER]

Purchase Order & Vendor Details

| Field | Value | Field | Value |
|-------------------|----------------------------|--------------------------|---|
| Created By | Hitesh Gargia BSN GDM Unit | Creation Date | 17/04/19 - 1 |
| Current Status | Proof of Delivery | Invoice ID | POINV15336 |
| PO No | POFF-18/11688 | PO Value (PO Tax) | 2408800 |
| Balance PO Amount | 2408800 | Payment Term Description | 30 days from the date of submission of undisputed invoice |
| Valid From | 15/02/19 | Valid To | 15/01/20 |
| Vendor Name | Hitesh Gargia BSN GDM Unit | Vendor Code | 1000840281 |
| Vendor PAN | AACCB7460J | Vendor GSTN Status | |
| Vendor GSTN | 06AACCB7460J1234 | Ship To Location | Gurgaon |
| Sub Department | Admin - GRG | Company Name | PayU Payment |
| Item Sub Category | Domestic Travel | | |
| PO Accepted | YES | PES No | PESFY-18/11/03 |
| PR Requester | Days Kishan Pant | | |

Invoice Details

Invoice Check List

Rejection / Reconsider Remarks

Payment Details

Inv Items

| Item Name | UOM | HSN_SAC Code | Item Description | PO Qty | Rate | Inv Qty | Amount | Tax Code GST | GL Code |
|-----------------|------|--------------|------------------------|---------|------|---------|---------|--------------|---------|
| Domestic Travel | Unit | 995310 | Travel booking charges | 2408800 | 1 | 2408800 | 2408800 | | 4001111 |

Re-consider Document

POD Reconsider Remarks: change the rate

Re-consider