

<b>INTRODUCTION .....</b>	<b>2</b>
<b>EXECUTIVE NODAL OFFICER.....</b>	<b>4</b>
<b>1. Works/Non Store .....</b>	<b>4</b>
a) Sign Up.....	4
b) On Boarding.....	5
c) BOQ.....	7
d) BOQ Variation.....	11
e) Advance Payment.....	13
f) RA with Abstract Bill.....	14
g) RA without Abstract Bill.....	15
h) Final Bill.....	17
i) Add New Contract.....	18
j) Vendor Modification.....	20
<b>2. Store .....</b>	<b>22</b>
a) Sign up.....	22
b) Advance Bill.....	23
c) Store Bill.....	24
d) Add New Contract.....	26
<b>3. Lease.....</b>	<b>28</b>
a) Sign Up.....	28
b) Onboarding.....	29
c) Payment to DMRC.....	31
d) Vendor Modification.....	32
e) Add New Contract.....	34
<b>4. APPROVAL PROCESS .....</b>	<b>37</b>
<b>FINANCE NODAL OFFICER .....</b>	<b>39</b>
<b>5. Works/Non Store .....</b>	<b>39</b>
k) On Boarding.....	39
l) BOQ Variation.....	41
m) Advance Payment.....	42
n) RA with Abstract Bill.....	44
o) RA without Abstract Bill.....	45
p) Final Bill.....	47
q) Add New Contract.....	48
r) Vendor Modification.....	51
<b>6. Store .....</b>	<b>54</b>
e) Advance Bill.....	54
f) Store Bill.....	55
g) Add New Contract.....	56
<b>7. Lease.....</b>	<b>60</b>
f) Onboarding.....	60
g) Payment to DMRC.....	62
h) Vendor Modification.....	63
i) Add New Contract.....	67
<b>8. APPROVAL PROCESS .....</b>	<b>70</b>
<b>GLOSSARY.....</b>	<b>72</b>

## **INTRODUCTION**

The vendor payment portal integrated with ERP is being developed and implemented to address the challenges faced by DMRC vendors. Main scope of the system is to empower DMRC vendors & employees with the following objectives:

New vendors can be registered after proper validation on contract parameters like LOA/PO number. Every request generated by the vendor will go through an approval process by executive and finance at the DMRC. This approval process will be designed in a way where the nodal officer will have the flexibility to send it back to the vendor if any discrepancy is found in their info else forward it to concerned user for verification.

Upon successful registration, the vendor will have a variety of options to move forward with in the vendor portal. These options include BOQ upload, change in information, bill upload and PO variation. The vendor will also be able to check their transaction status on the portal on each of the screens on which request has been submitted.

Vendors can view, create, and maintain bills & payments data anytime, anywhere through web browser. This will reduce effort & time for processing vendor payment. It will also help vendors with better traceability, visibility and reduce physical document data entry, movement and printing.

The vendor payment portal shall work as a seamless interface between the contractor, the executive and finance to carry out all billing processes prior to posting the final certified invoice to the ERP by the finance department.

VPP will also be sending SMS and email notifications to the vendor on each step as and when required along with necessary details.

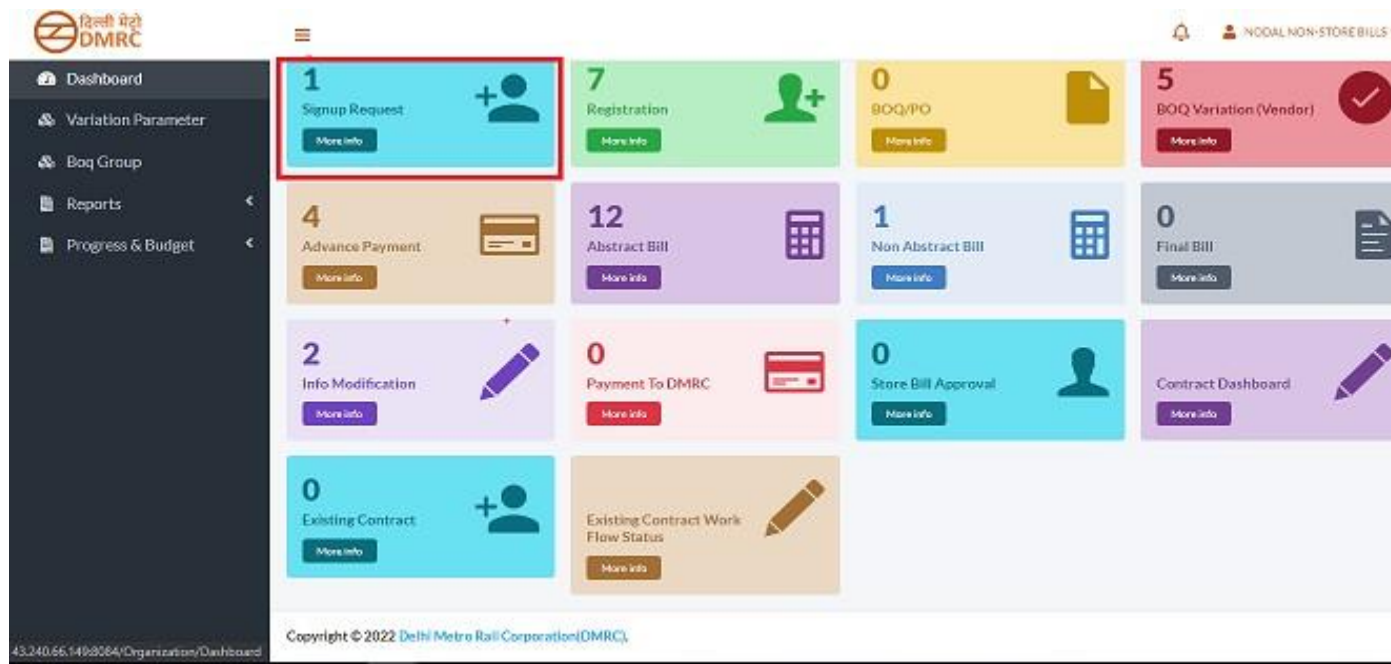
# VPP Works Module User Manual for DMRC

## EXECUTIVE NODAL OFFICER

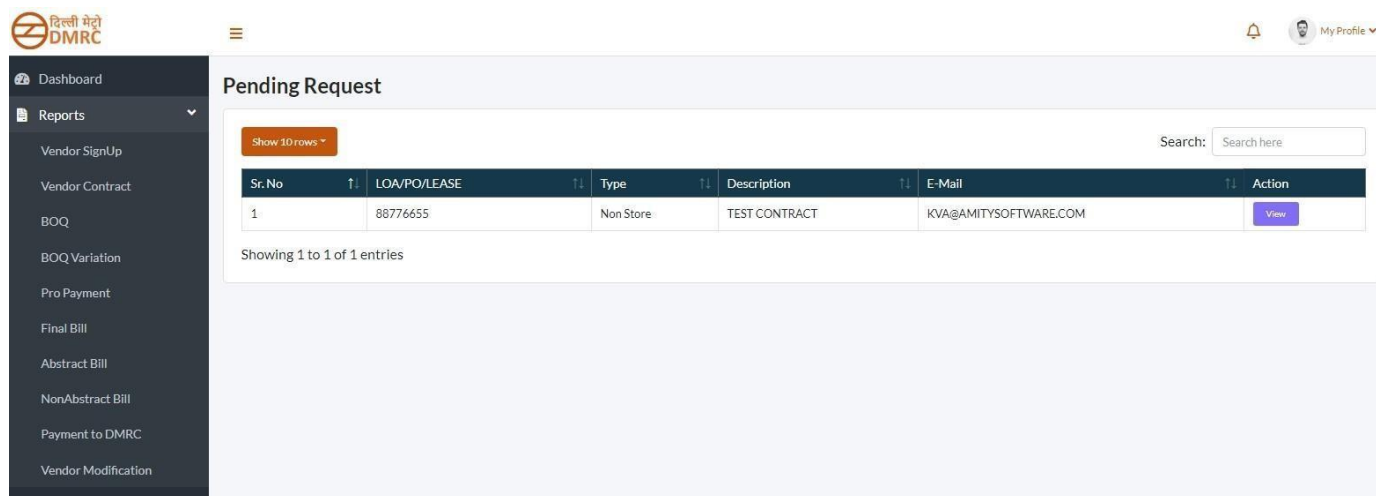
### 1. Works/Non Store

#### 1. SIGNUP APPROVAL NODAL OFFICER

This option will be used by the executive nodal officer to approve the sign up requests generated by the vendors.



Once the Nodal officer will sign in to the portal, the pending **signup** request will show.



All the pending request will show in the grid for the nodal officer to take action on.

DMRC

Dashboard

Variation Parameter

Boq Group

Reports

Progress & Budget

### Signup Approval

#### Vendor Signup

Contract Type: Non Store

Number: HARISH26/4/2022

Contract Description: HARISH26/4/2022

Mobile Number: 1234567891

E-Mail: ADC@XYZ.COM

Nodal Officer: NODAL NON-STORE BILLS

Multi Party  Multi Currency  Multi State

Remarks \*  
TEST

All documents uploaded by vendor has been verified.

[View Documents](#) [APPROVE](#) [REJECT](#)

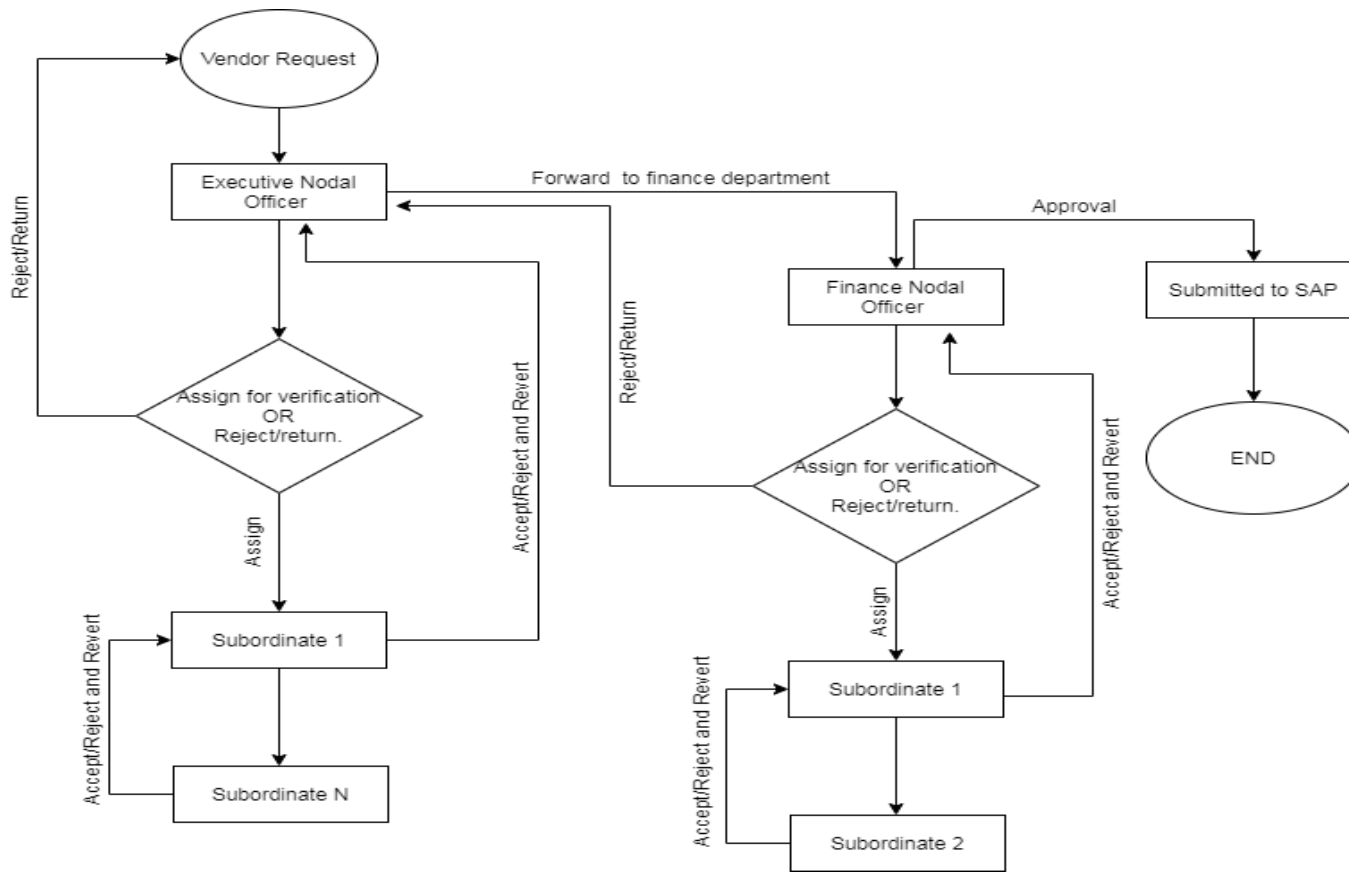
43.240.66.148:8084/Organization/Dashboard

1. Once the nodal officer selects a request for approval, all the details filled by the user will show in a non-editable format.
2. The nodal officer has the option to either approve or reject the request.
3. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
4. DMRC officials can upload documents.
5. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
6. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking '**View Remarks**'.
7. DMRC official will add their remarks for this overall request.
8. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
9. Appropriate notifications in terms of SMS and email will be sent to vendor with their login credentials.
10. The DMRC nodal officer will also receive an SMS and email regarding successful approval.

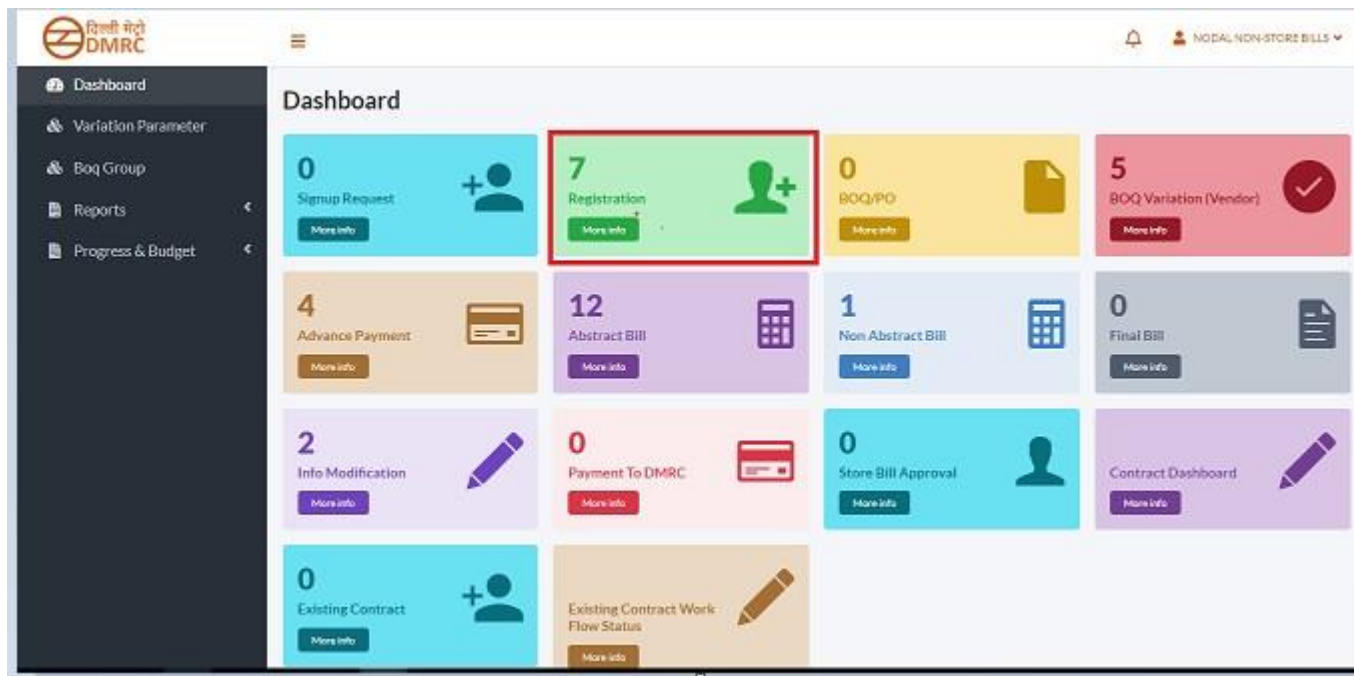
## 2. VENDOR ONBOARDING EXECUTIVE NODAL APPROVAL

This screen will be used by the executive nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.

### APPROVAL PROCESS



All the pending **registration** requests will be shown in the dashboard.



Dashboard

Reports

- Vendor SignUp
- Vendor Contract
- BOQ
- BOQ Variation
- Pro Payment
- Final Bill
- Abstract Bill
- NonAbstract Bill
- Payment to DMRC
- Vendor Modification

### Vendor Registration Request/Executive

Show 10 rows

Search:

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

## Vendor Registration Approval

### Contract Details

Contract Type - **Non Store**  
 LOA /PO Number - **HP/08/12**  
 TE  
 Multi Currency - **No**  
 Multi Party - **No**  
 Multi State - **No**

### Vendor Information

Title	Firm Name *		Country *
Mr	HG		India
Region *	Postal Code *	City *	Street House No. *
Uttar Pradesh	201007	MOHAN NAGAR, GHAZIABAD	PLOT2 NO. F-27, SEC. A-7, PART-2, TRANS D
Telephone	Mobile *	Phone Fax	E-Mail
263401352634	7416944489	7619416874	YXV@AMITYSOFTWARE.COM

### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	Beneficiary Account Name	Beneficiary Account Number	IFSC Code
	RAILTED CORPORATION OF INDIA	77552236985222	SBIN000012
Bank Name	Bank Address with State PIN	Region	City
ICICI	IN-UTTAR PRADESH	Dadar And Nagar Have	MOHAN NAGAR, GHAZIABAD
Branch	Bank Country	Beneficiary Account Type	PAN Number
JMT12FF	India	Saving Account	BWIPG1238A
<input type="checkbox"/> Registered Under GST ACT	GST Registration Number	<input type="checkbox"/> MSME	MSME Number
Total Contract Value	Bank Guarantee Value	Insurance Amount	
10000.00	100.00	0.00	

Action \*

Select action ▾

Purchase Organization

Select purchase organization ▾

Remarks \*

Show Remark

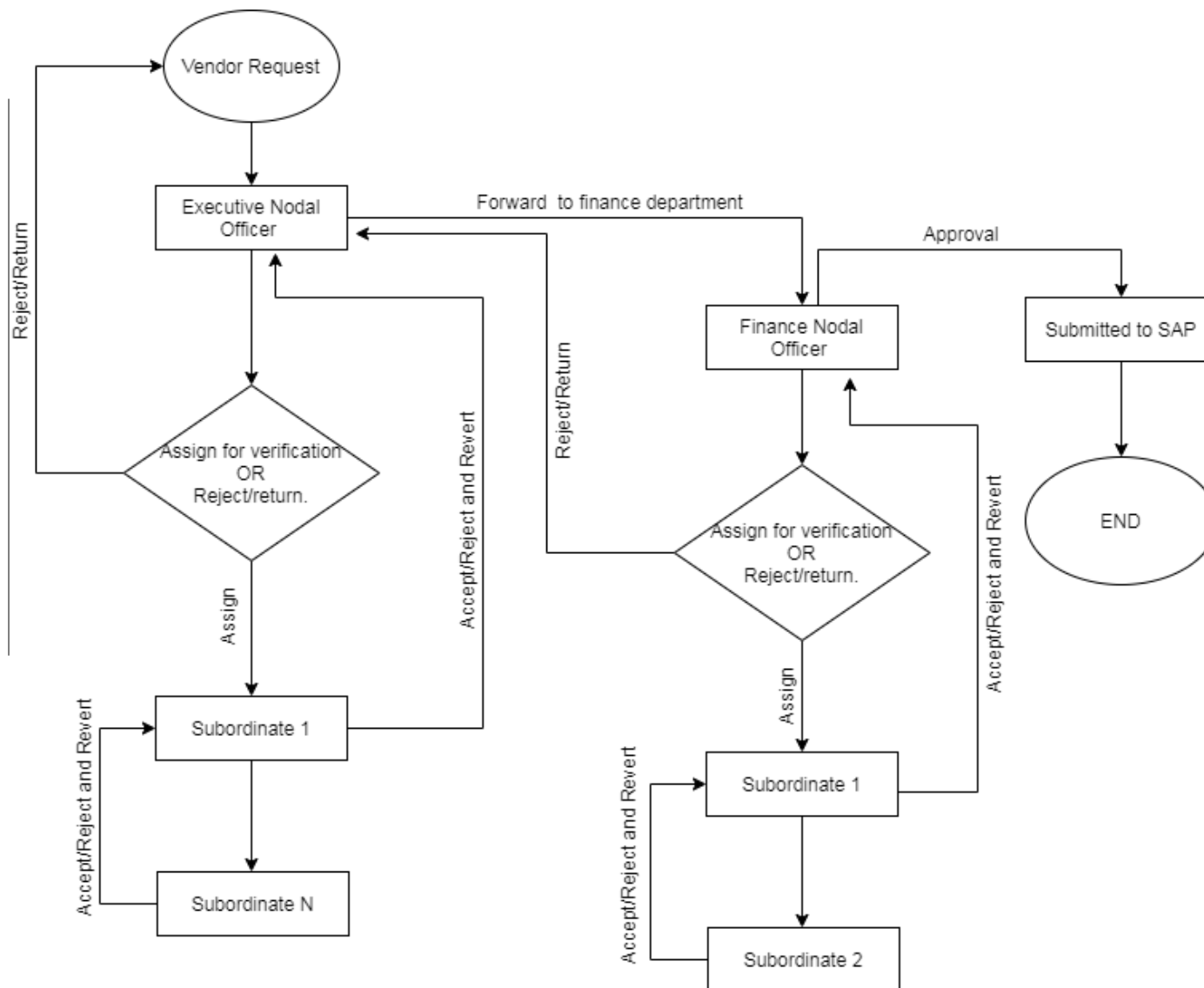
SUBMIT PREVIEW VERIFY DOCUMENT

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking 'VERIFY', and then either send it for verification to the subordinate or forward it to the finance nodal officer directly.
4. Documents uploaded in all previous steps of approval will be available under 'VERIFY DOCUMENTS' for download or view.
5. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking 'View Remarks'.

6. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
7. DMRC officials will upload documents required by DMRC.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking 'PREVIEW'.
10. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
11. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

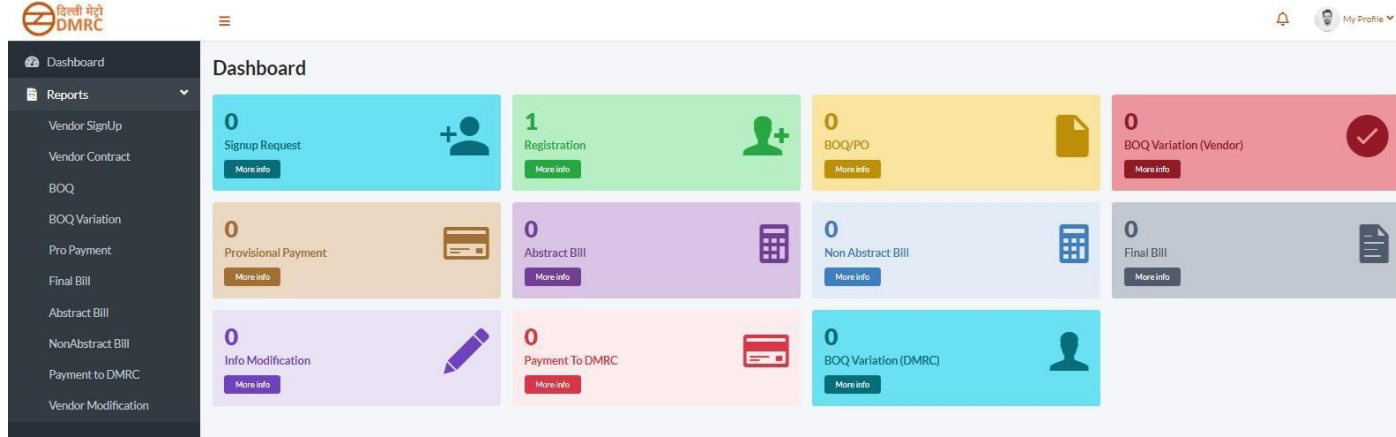
### 3. VENDOR ONBOARDING FINANCE APPROVAL

This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.





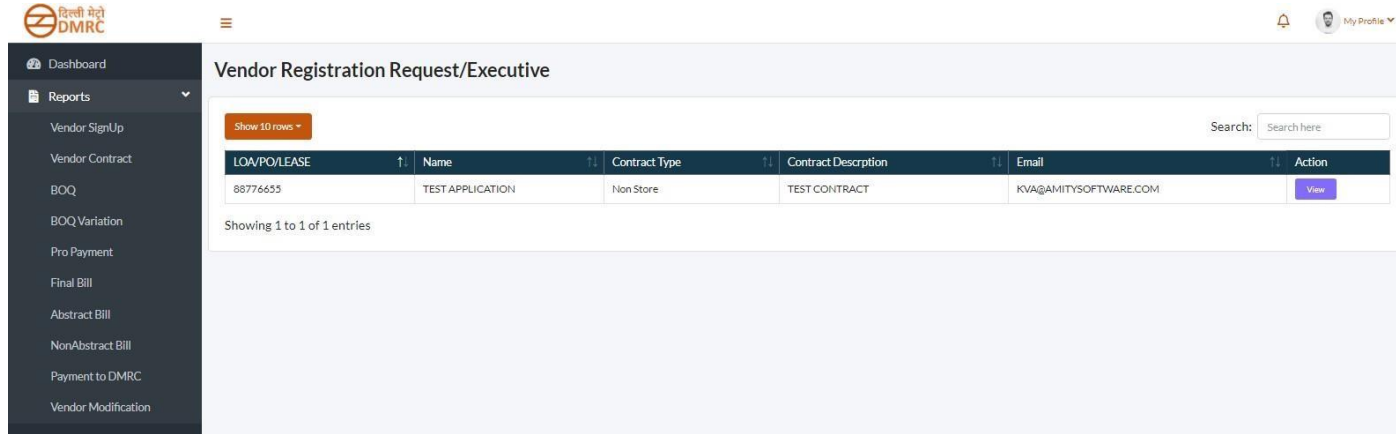
Vendor approval will follow this flow.



The screenshot shows the DMRC dashboard with a sidebar menu on the left containing: Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main dashboard area is titled "Dashboard" and features a grid of 10 colored cards, each representing a different vendor-related action or status. Each card includes a large number, an icon, and a "More info" button.

Action/Status	Count
Signup Request	0
Registration	1
BOQ/PO	0
BOQ Variation (Vendor)	0
Provisional Payment	0
Abstract Bill	0
Non Abstract Bill	0
Final Bill	0
Info Modification	0
Payment To DMRC	0
BOQ Variation (DMRC)	0




All the pending registration requests will be shown in the dashboard.



The screenshot shows the "Vendor Registration Request/Executive" page. It features a sidebar menu on the left with the same items as the dashboard. The main content area has a search bar and a table of pending registration requests. The table has columns for LOA/PO/LEASE, Name, Contract Type, Contract Description, Email, and Action. Below the table, it indicates "Showing 1 to 1 of 1 entries".

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776653	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

A grid of all the registration requests will be shown for the nodal officer to proceed from.

-  Dashboard
-  Variation Parameter
-  Boq Group
-  Reports
-  Store Reports

## Vendor Registration Approval

### Contract Details

Contract Type- **Non Store**  
 LOA /PO Number - **01TH JUNE 2024**  
 01TH JUNE 2024  
 Multi Currency - **No**  
 Multi Party - **No**  
 Multi State - **No**

### Vendor Information

Title	Firm Name	Country
Mr	01THJUNE	India
Region	Postal Code	City
DELHI	110011	DELHI
Telephone	Mobile	Phone Fax
	9643546153	
		E-Mail
		DKP@AMITYSOFTWARE.COM

### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	Beneficiary Account Name	Beneficiary Account Number	IFSC Code
	DEE	00192320001041	HDFC0000019
Bank Name	Bank Address with State PIN	Region	City
HDFC	111111	DELHI	DELHI
Branch	Bank Country	Beneficiary Account Type	PAN Number
BRANTTT	India	Saving Account	AAACE3104N
<input type="checkbox"/> Registered Under GST ACT	GST Registration Number	<input type="checkbox"/> MSME	MSME Number
Total Contract Value	Bank Guarantee Value	Insurance Amount	
90000000.00	0.00	0.00	

### Account Details

SAP Vendor Code			
Select Vendor			
Recon Account *	Search Term	Sort Key *	Cash Management Group *
Select Recon Acc		Select Short key	Select Cash Mgmt Grp
Payment Terms *	Chk Cashing Time *	<b>Payment Method</b>	House Bank *
Select Payment Terms			Select House Bank
Order Currency *	Inco Terms	Schema Group *	Account Group *
Select Order Currency	Select Income Terms	Select Schema Group	Select Account Group
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification	GST Type	Vendor Type *
		-Registered	Select Vendor Type

### Withholding TAX

Withholding Tax Type	<input type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
Select Rec Type	Select Rec Type		

**ADD**

### Documents

Other Documents [Click here to compress your documents](#)

Choose file **Upload**

Other Document Name

Action	Remarks *
Select action	
Purchase Organization	<b>Show Remark</b>
PORG-Project Purchase Org	

**SUBMIT PREVIEW VERIFY DOCUMENT SAP VENDOR POSTING**

1. When choosing one request, the registration form will be opened in a non-editable format. The nodal officer can also upload documents if required.
2. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax and will do the SAP POSTING by clicking on the SAP VENDOR POSTING button. Without SAP posting system will not allow finance users to approve and take any action on the request.
3. All the account and withholding tax details will be interfaced from SAP.
4. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY, and then either send it for verification to the subordinate or forward it to the finance nodal officer directly.
5. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
6. The subordinate can either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.
7. If the finance user selects an existing vendor code from the drop-down menu in SAP Vendor Code, then SAP VENDOR POSTING won't be necessary. Instead, the combination of **GST No., PAN No., Account No., IFSC Code, and Purchase org** should match the information for the vendor entered with the existing vendor code selected by the finance user.
8. If a vendor request is with the CORG purchase organization and a finance user selects an existing vendor with the PORG, then the respective vendor code will be extended to PORG too. The SAP vendor code drop-down field will display the respective vendor code with both organizations CORG-PORG as below.

The screenshot displays the SAP Vendor Code selection interface. The vendor code dropdown is highlighted with a red box, showing the selected vendor code: 0000409583-BHADRA-AAACE3104N--00192320001041-HDFC0000019-PORG-CORG. The interface includes various fields for vendor details, account information, and verification options.

#### 4. BOQ EXECUTIVE APPROVAL

Once the vendor successfully creates a BOQ request, it will come to the executive nodal officer for approval where he will create header, and groups and assign items to it.

- Dashboard
- Reports
  - Vendor Contract
  - BOQ
  - BOQ Variation
  - Pro Payment
  - Final Bill
  - Abstract Bill
  - NonAbstract Bill
  - Store Bill
  - Payment to DMRC
  - Vendor Modification
  - SAP

## Dashboard



All pending BOQ requests will be shown under **BOQ/PO**

DMRC

Dashboard

Variation Parameter

Boq Group

Reports

Store Reports

### BOQ Details

Header

Groups

Items

Show 10 rows

Search: Search here

	Section	Service	Qty	Rate	Rate (Ex)	Unit	Base Amount	Tax %	Is Tax Applicable ?	Tax Value	Gross Amount	Type	Percentage	Rema
<input type="checkbox"/>	ITEM 2	ITEM 2	66	99	99	Inch	6,534	90.00	No	5,880.6	12,414.6	N/A	0.00	
<input type="checkbox"/>	ITEM 1	ITEM 1	100	100	100	Inch	10,000	5.00	No	500	10,500	N/A	0.00	

Showing 1 to 2 of 2 entries

Assign Group

#### Documents

Other Documents [Click here to compress your documents](#)

Choose file

Other Document Name

Remark \*

Actions \*

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1. On choosing the pending request, the executive nodal officer will have the provision to create header, groups. Service line items will be assigned to groups for posting in SAP. This is the same as items in SAP. They can also add conditions to the group or header. Only 1 condition either at the header or group can be applied at a time.
2. All the fields in the Header and groups will be interfaced through SAP.

DMRC

Dashboard

Reports

Vendor SignUp

Vendor Contract

BOQ

BOQ Variation

Pro Payment

Final Bill

Abstract Bill

NonAbstract Bill

Payment to DMRC

Vendor Modification

### Details

Header

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms.	Start Date	End Date	Action
TB-Constr Limited tande	P56-PM3A	PDRG-Project Purchase Org	123		01 May 2021	31 May 2021	<input type="button" value="Edit"/> <input type="button" value="Conditions"/>

Condition

Condition Type \*

Value \*

Groups

Items

The nodal officer can add a condition to the header and view the same by clicking the 'CONDITIONS' button against the header line of the item.

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The user will have the option to add multiple groups. Each group will have inputs that will be interfaced with SAP.

If a contract would be an IPMS contract, then only 2 fields named **Contract No** and **IPMS Plant** will be shown otherwise, not.

- Contract no field will be auto-filled with the same value at first which was filled while creating a contract but can be updated if needed.
- In case there will be more than 1 group then Nodal can add/pick different Contract No and IPMS Plant per group according to the need.
- Both fields were made mandatory.

Group Name	Qty	Amount	Remarks	Action
SCHEDULE A	N/A	N/A	REMARK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a>

Once a group is added, it will start showing in the grid below, the user has the option to delete the group, add/delete conditions to it, or view the existing conditions.

The screenshot shows the DMRC system interface. On the left is a navigation menu with options like Dashboard, Reports, Vendor Sign Up, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main area is titled 'Details' and contains a table with columns for 'Service', 'Qty', and 'Group'. A modal dialog box titled 'Assign Group' is open, showing a dropdown menu for 'Group' with 'SCHEDULE A' selected. Below the dropdown are 'Close' and 'Assign' buttons. The background table shows items with checkboxes, 'ITEM 1' through 'ITEM 4', and 'Qty' values of 10, 20, 30, and 40. The 'Group' column shows 'N/A' for all items. The 'Action' column has 'View Remark' buttons for each item.

1. The nodal officer then needs to assign groups to items added in BOQ.
2. The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the group's tab.
3. Once all the items have been assigned, to a group, the user can upload the required documents and then either approve, send it for verification, or return it to the vendor.
4. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
5. Items can only be grouped/bound in a group if the following 3 fields contain the same values. Those fields are **Tax, Type, and Percentage**. For example, Tax = 18%, Type=Increase and Percentage=10. In this case all the items with these values, for example, Tax = 18%, Type=Increase, and Percentage=10 can only be grouped else not and will have to map by creating a new group.
6. While applying conditions, only 2 types of conditions would be available on the screen to select and those are
  - RA01-Discout % on Gross | Type- A
  - ZPEX- Price escalation (%) | Type-A

Note:

- a) ZPEX- Price escalation (%) | Type-A, this condition will only be applied to a group where all the items have the Type option as **Increase** and the condition value cannot be more than 99.99
- b) RA01-Discout % on Gross | Type- A, this condition will only be applied to a group where all the items have the Type option as **Decrease** and the condition value cannot be more than 99.99
- c) Items without having a Type option since the Type field is not mandatory in that case either of the conditions cannot be applied to the respective group.
- d) Items with Type options of Increase and Decrease cannot be grouped together.
- e) Only 1 condition can be applied to a group or header at a time.

7. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking 'View Remarks'.
8. If forwarded to the verification user, they can also make changes to the request and send it back to the nodal officer as approved/rejected.
9. The nodal officer and verification user can also view remarks on the request and the uploaded files by the vendor.
10. Lastly the nodal officer has to perform the BOQ SAP POSTING which will send the information to the SAP before taking an action of approval.
11. Appropriate notifications of successful approval of BOQ will be sent to the vendor and nodal officer. Appropriate notifications will be sent as follows:
  - Approve: Vendor and executive nodal officer
  - Forward for verification: executive nodal officer and verification subordinate
  - Reject: Vendor and executive nodal officer

## 5. BOQ VARIATION EXECUTIVE APPROVAL

Once the vendor successfully creates a BOQ variation request, it will come to the executive nodal officer for approval.

### APPROVAL PROCESS

The screenshot displays the DMRC dashboard with a sidebar menu on the left containing: Dashboard, Variation Parameter, Boq Group, Reports, and Progress & Budget. The main dashboard area is titled 'Dashboard' and features a grid of 14 cards, each representing a different BOQ variation type with a count and a 'More info' button. The 'BOQ Variation (Vendor)' card is highlighted with a red border and a checkmark icon, showing a count of 5. Other cards include: Signup Request (0), Registration (6), BOQ/PO (1), Advance Payment (4), Abstract Bill (12), Non Abstract Bill (1), Final Bill (0), Info Modification (2), Payment To DMRC (0), Store Bill Approval (0), Existing Contract (0), and Existing Contract Work Flow Status.

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All PO variation requests will be shown in 'BOQ Variation (Vendor)'

On choosing the pending request, the executive nodal officer will have the provision to create new groups and then assign new items to the created groups. They can also add conditions to the new/existing group and header.

All the fields in the Header and groups will be interfaced through SAP.



**Details**

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms.	Start Date	End Date	Action
TB-Constr Limited tende	P56-PM3A	PORG-Project Purchase Org	123		01 May 2021	31 May 2021	<a href="#">Edit</a> <a href="#">Conditions</a>

**Condition**

Condition Type \*  Value \*  [Add](#)

**Groups**

**Items**

The nodal officer can add conditions to the header and view the same by clicking the CONDITIONS button against the header line of the item.

**BOQ Variation Details**

**Header**

Group Description \*  Remark \*

**Account Assignment**

Account Assignment Category \*  WBS Element/Cost Centre \*  GL \*  Item Category \*

Material Group \*  Plant \*  Tracking No \*  Tax Code \*

Delivery Date \*  [Add Group](#)

Group Name	Qty	Base Amount	Gross Amount	Remarks	Action
ONE	1,100	286755.50	301093.28	OK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a> <a href="#">View Group Detail</a>
TWO	700	290000.00	290000.00	OK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a> <a href="#">View Group Detail</a>
FIVE	300	94500.00	94500.00	OK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a> <a href="#">View Group Detail</a>
SIX	400	152000.00	152000.00	OK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a> <a href="#">View Group Detail</a>
Total		823255.50	837593.28		

**Items**

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The user will have the option to add multiple groups. Each group will have certain things which will be interfaced with SAP.

The screenshot shows a 'Details' form with the following fields:

- Group Description \*
- Remark \*
- Account Assignment Category \* (dropdown menu open with options: L8M-L8M, L7MR-L7MR, L10M-L10M, C2M-C2M, C1M-C1M)
- Material Group \*
- Contract No. \*
- GL \*
- Tracking No \*
- HSN Code \*
- Item Category \*
- Tax Code \*
- Delivery Date \*

An 'Add Group' button is located at the bottom left of the form.

While adding a new group in the variation, Nodal can pick the relevant **Contract No and IPMS Plant** according to the need.

Group Name	Qty	Amount	Remarks	Action
SCHEDULE A	N/A	N/A	REMARK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a>

Once a group is added, the user has the option to delete the group, add conditions to it, or view the existing conditions.

The screenshot shows a 'Details' page with a table of items and a modal window for assigning a group. The table has the following columns: Service, Qty, Group, and Action. The modal window is titled 'Assign Group' and has a dropdown menu for 'Group \*' with 'SCHEDULE A' selected. There are 'Close' and 'Assign' buttons at the bottom of the modal.

1. The nodal officer then needs to assign groups to items added in BOQ.
2. The user will first select all the items of a particular group by checking the checkbox, and then click on **ASSIGN GROUPS** which have been already added in the groups tab.
3. Once all the items have been assigned, to a group, the user can upload the required documents and teneither approve, send it for verification, forward them to finance or return it back to the vendor.
4. If forwarded to the verification user, they can also make changes on the request and send it back to thenodal officer as approved/rejected.
5. The nodal officer and verification user can also view remarks on the request and the uploaded files.
6. Items can only be grouped/bound in a group if the following 3 fields contain the same values. Those fields are **Tax, Type, and Percentage**. For example, Tax = 18%, Type=Increase and Percentage=10. In this case all the items with these values, for example, Tax = 18%, Type=Increase, and Percentage=10 can only be grouped else not and will have to map by creating a new group.

7. While applying conditions, only 2 types of conditions would be available on the screen to select and those are
- RA01-Discount % on Gross | Type- A
  - ZPEX- Price escalation (%) | Type-A

Note:

- f) ZPEX- Price escalation (%) | Type-A, this condition will only be applied to a group where all the items have the Type option as **Increase** and the condition value cannot be more than 99.99
- g) RA01-Discount % on Gross | Type- A, this condition will only be applied to a group where all the items have the Type option as **Decrease** and the condition value cannot be more than 99.99
- h) Items without having a Type option since the Type field is not mandatory in that case either of the conditions cannot be applied to the respective group.
- i) Items with Type options of Increase and Decrease cannot be grouped together.
- j) Only 1 condition can be applied to a group or header at a time.

8. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
11. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
12. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking '**View Remarks**'.
13. Appropriate notifications will be sent as follows:  
Approve: Vendor and executive nodal officer  
Forward for verification: executive nodal officer and verification subordinate  
Reject: Vendor and executive nodal officer  
Forward to finance: Executive nodal officer and finance nodal officer

## 6. BOQ VARIATION FINANCE APPROVAL

Once the vendor successfully creates a BOQ variation request, first it will go to the nodal officer and on approval, will come to the finance nodal officer for approval.

The screenshot shows the 'Details' page in the DMRC portal. The left sidebar contains navigation options like 'Dashboard', 'Reports', 'Vendor SignUp', 'Vendor Contract', 'BOQ', 'BOQ Variation', 'Pro Payment', 'Final Bill', 'Abstract Bill', 'NonAbstract Bill', 'Payment to DMRC', and 'Vendor Modification'. The main content area is titled 'Details' and has expandable sections for 'Header', 'Groups', and 'Items'. The 'Items' section is expanded, displaying a table with 4 rows. Below the table, there is a 'Documents' section with file upload options and a 'Remark' field. A watermark for 'Activate Windows' is visible in the bottom right.

Service	Qty	Rate	Unit	Amount	Remarks	Group	Action
ITEM 1	10	20	Activity unit	200		N/A	<a href="#">View Remark</a>
ITEM 2	20	30	Activity unit	600		N/A	<a href="#">View Remark</a>
ITEM 3	30	40	Activity unit	1,200		N/A	<a href="#">View Remark</a>
ITEM 4	40	50	Activity unit	2,000		N/A	<a href="#">View Remark</a>

On choosing the pending request, the finance nodal officer will be able to view the headers, group details as well as item details. All the fields in the Header and groups will be interfaced through SAP.

The screenshot shows the 'Details' page in the DMRC portal, focusing on the 'Header' and 'Condition' sections. The 'Header' section is expanded, showing a table with columns: 'Doc. Type', 'Purchase Grp.', 'Purchase Org.', 'Collective No.', 'Payment Terms.', 'Start Date', 'End Date', and 'Action'. The 'Condition' section is also expanded, showing a 'Condition Type' dropdown and a 'Value' input field. The 'Groups' and 'Items' sections are collapsed.

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms.	Start Date	End Date	Action
TB-Constr Limited tende	P56-PM3A	PORG-Project Purchase Org	123		01 May 2021	31 May 2021	<a href="#">Edit</a> <a href="#">Conditions</a>

The finance nodal officer can see the header details as well as view the condition being applied by clicking the CONDITIONS button against the header line of the item.

The screenshot shows the 'BOQ Variation Details' page in the DMRC portal. The left sidebar contains navigation options like 'Dashboard', 'Variation Parameter', 'Boq Group', 'Reports', and 'Store Reports'. The main content area is titled 'BOQ Variation Details' and has expandable sections for 'Header', 'Groups', and 'Items'. The 'Groups' section is expanded, displaying an 'Account Assignment' table. Below the table, there is a 'Total' row. The 'Items' section is collapsed.

Group Name	Qty	Base Amount	Gross Amount	Remarks	Action
GROUP CON	177	0.00	0.00	GROUP CON	<a href="#">View Conditions</a> <a href="#">View Group Detail</a>
Total		0.00	0.00		

The finance nodal officer can see the group's information by clicking the view group details as well as view the condition being applied

by clicking the CONDITIONS button against the header line of the item.

The screenshot displays the DMRC Finance Nodal Officer interface. On the left is a dark sidebar with navigation options: Dashboard, Variation Parameter, Boq Group, Reports, and Store Reports. The main content area features a table with columns: Section, Service, Old Qty, New Qty, Rate, Rate (Ex.), Unit, Base Amount, Tax %, Is Tax Applicable?, Tax Value, Gross Amount, Remarks, Group, HSN Code, Type, Percentage, and Service ID No. The table contains three rows, with the third row highlighted in green. Below the table is a 'Documents' section with an 'Other Documents' area containing a 'Choose file' button and an 'Upload' button. There is also a 'Remark \*' field and an 'Actions \*' dropdown menu with options: Submit, View Remarks, Verify Document, and Back to list. A copyright notice at the bottom reads 'Copyright © 2024 Delhi Metro Rail Corporation(DMRC)'.

Section	Service	Old Qty	New Qty	Rate	Rate (Ex.)	Unit	Base Amount	Tax %	Is Tax Applicable?	Tax Value	Gross Amount	Remarks	Group	HSN Code	Type	Percentage	Service ID No.
ITEM 1	ITEM 1	11	11	0	11	Inch	121	11.00	No	13.31	134.31		GROUP CON	*73199000*	N/A	0.00	
ITEM2 CON	ITEM2 CON 2	66	66	0	88	Inch	5,808	11.00	No	638.88	6,446.88		GROUP CON	*73199000*	N/A	0.00	
Item Var	Item Var	100	100	0	21	Inch	2,100	11.00	No	231	2,331		GROUP CON		N/A	0.00	

**Documents**

Other Documents [Click here to compress your documents](#)

Choose file

Other Document Name

Remark \*

Actions \*

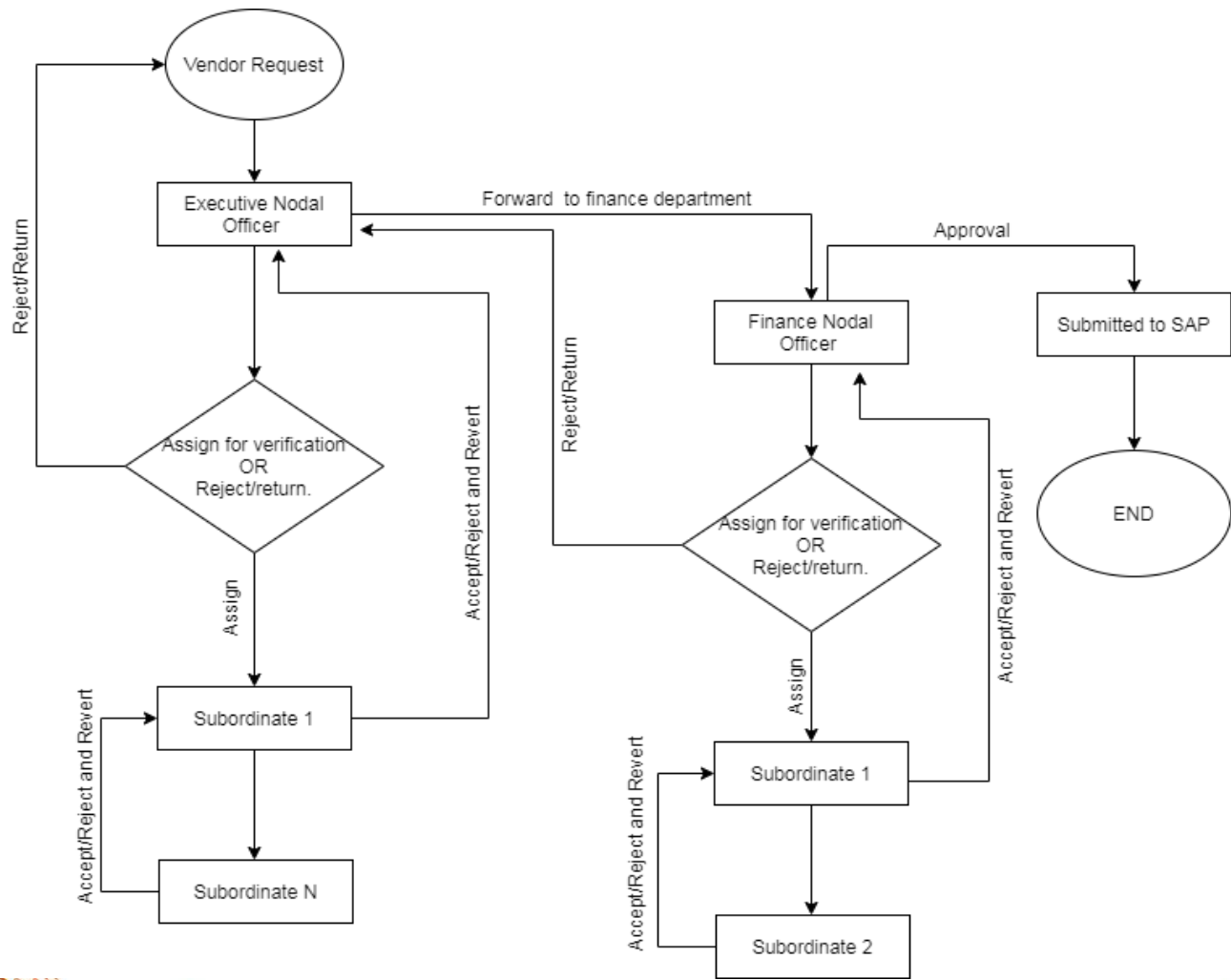
Copyright © 2024 Delhi Metro Rail Corporation(DMRC).

1. The financier user can upload the required documents and then either approve, send it for verification, or return it to the nodal officer.
2. The nodal officer and verification user can also view remarks on the request and the uploaded files.
3. Appropriate notifications will be sent as follows:  
Approve: executive and finance nodal officer  
Forward for verification: finance nodal officer and verification subordinate  
Reject: finance nodal officer and executive nodal officer

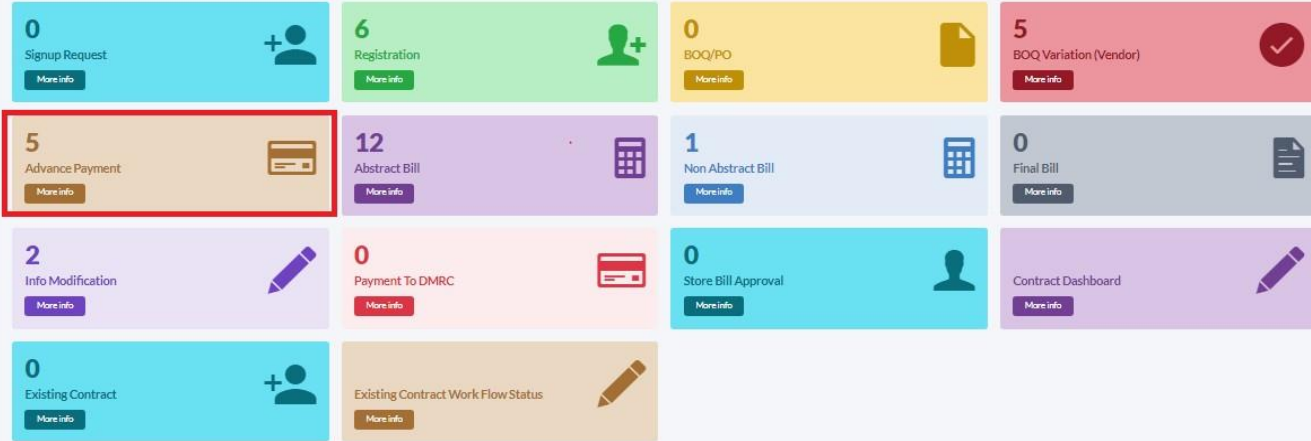
#### 4. PROVISIONAL PAYMENT EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to either assign the advance payment request to his subordinate or verify himself and send it to the finance nodal officer.

#### APPROVAL PROCESS



## Dashboard



The new advance payment request will show on the dashboard under **Advance Payment**.

**DMRC**

Advance Payment Request

Contract Details  
LOA/PO Number - HP/14/2/2022  
Description - HP/14/2/2022  
Currency - Andoran peseta

Service Details	Qty	Unit Rate	Unit	Amount	Currency	Approved Qty	Approved Amt. Before Ded.	Remarks	Remarks
SS	11,000	12.00	Square ft	132,000	Andr	11,000	132,000		<a href="#">View Remarks</a>

Deductions

Deduction Type	User Name	Description	Amount	Action
Withholding	NODAL_NON-STORE_BILLS		0	<a href="#">Remove</a>

[Add Deduction](#)

Code No.	Deduction Desc.	Deduction Amt.	Requested Amt.	Approved Amt.
Requested Amount *	Approved Amount *	Total Deduction *	Final Amount *	
132,000	132,000	0.00	132,000	

Documents

Other Documents [Click here to compress your documents](#)

Choose file [Upload](#)

Remark \*

[Show Remarks](#) [Verify](#)

Action \*

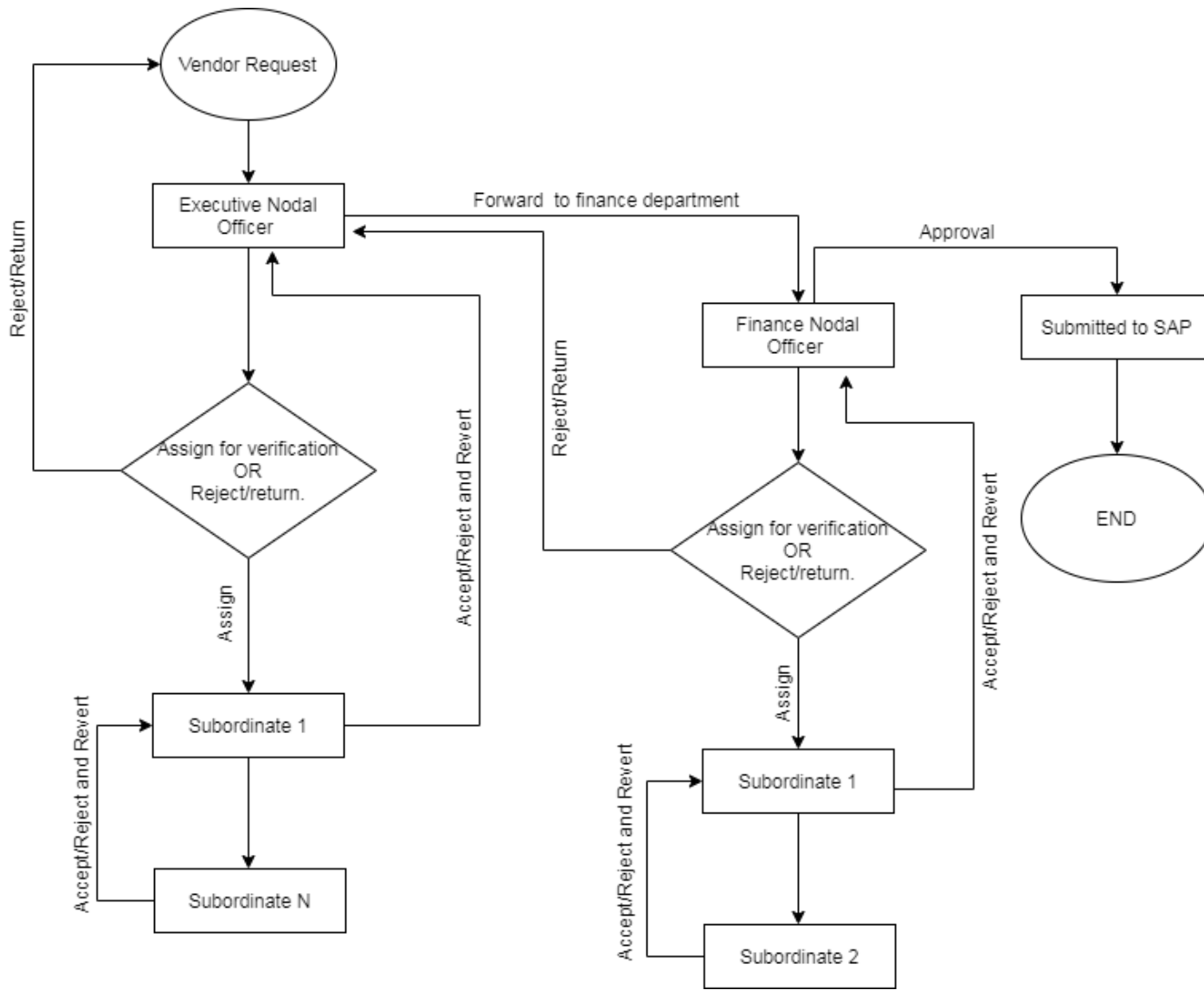
Select action [SUBMIT](#) [PREVIEW](#)

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1. The advance payment total amount can be altered by the nodal officer by changing the final percentage of the amount.
2. The advance payment request will show in a non-editable format to the executive nodal officer who will have the option to either return it to the vendor, assign it to a subordinate for verification, or forward it to finance.
3. If forwarded to the verification user, they can also make changes to the request and send it back to the nodal officer as approved/rejected.
4. The nodal officer and verification user can also view remarks on the request and the uploaded files.
5. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
6. DMRC officials can upload documents.
7. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking '**View Remarks**'.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
11. Appropriate notifications will be sent as follows:
  - Approve: Vendor and executive nodal officer
  - Forward for verification: executive nodal officer and verification subordinate
  - Reject: Vendor and executive nodal officer
  - Forward to finance: Executive nodal officer and finance nodal officer

## 8. PROVISIONAL PAYMENT FINANCE APPROVAL

This screen will be used by the finance nodal officer to either assign the provisional payment request to his subordinate or verify himself and send it back to the executive nodal officer.



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**Dashboard**

2 Registration More info	0 BOQ Variation (Vendor) More info	1 Advance Payment More info	2 Abstract Bill More info
1 Non Abstract Bill More info	0 Final Bill More info	0 Info Modification More info	0 Payment To DMRC More info
0 Store Bill Approval More info	Contract Dashboard More info	0 Existing Contract More info	Existing Contract Work Flow Status More info

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The new provisional payment request will show on the dashboard under Provisional Payment.



**Advance Payment Request**

**Contract Details**  
 LQA/PO Number - HP/14/2/2022  
 Description - HP/14/2/2022  
 Currency - Andoran peseta

Service Details	Qty	Unit Rate	Unit	Amount	Currency	Approved Qty	Approved Amt. Before Ded.	Remarks	Remarks
SS	11.000	12.00	Square ft	132.00	Andc	11	132.00		<a href="#">View Detail</a>

**Deductions**

Deduction Type	User Name	Description	Amount	Action
Withholding	NODAL NON-STORE BILLS	WITHHOLDING OF S	5.00	<a href="#">Delete</a>

[Add Deduction](#)

Code No.	Deduction Desc.	Deduction Amt.	Requested Amt.	Approved Amt.
Requested Amount *	Approved Amount *	Total Deduction *	Final Amount *	
132.00	132.00	5.00	127.00	

**Documents**  
 Other Documents [Click here to compress your documents](#)  
 Choose File [Upload](#)

Remark \*

[Show Remarks](#) [Verify](#)

Action \*

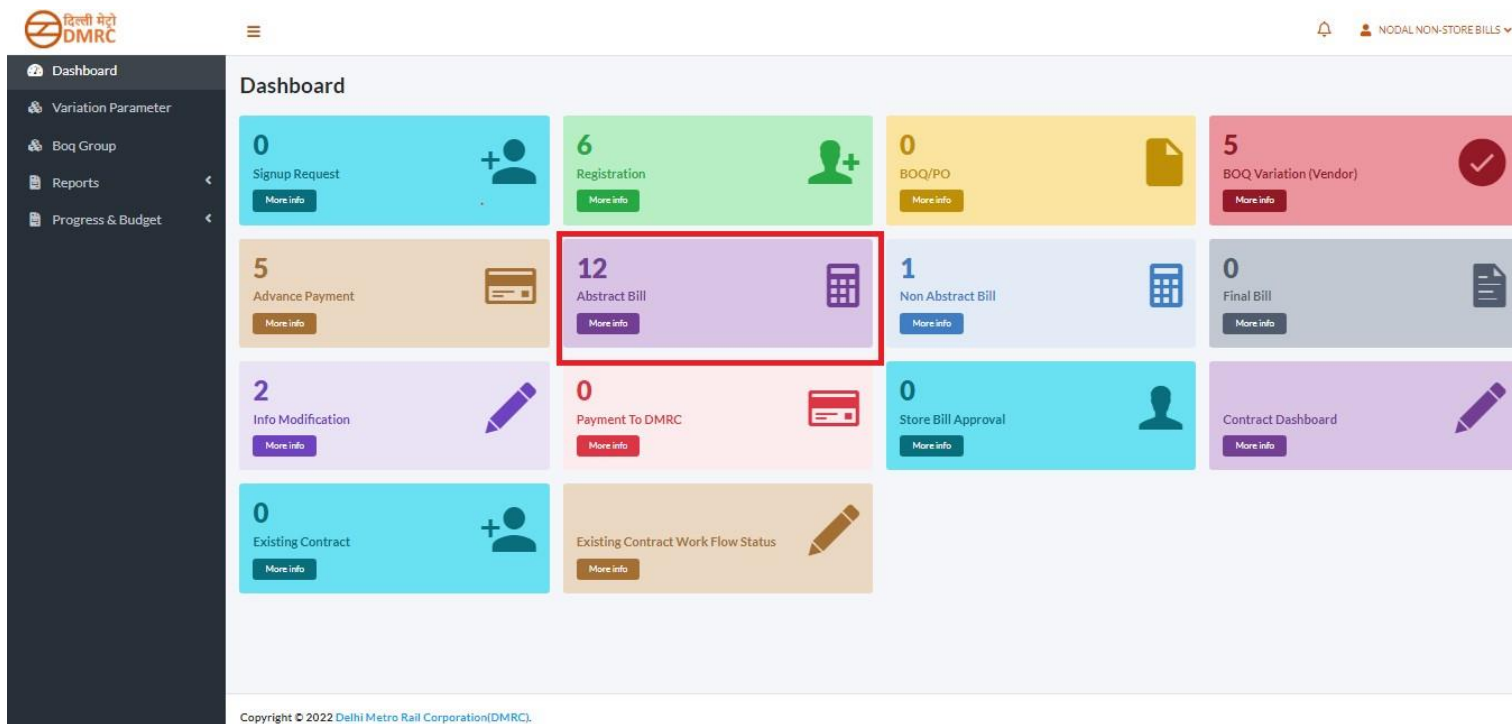
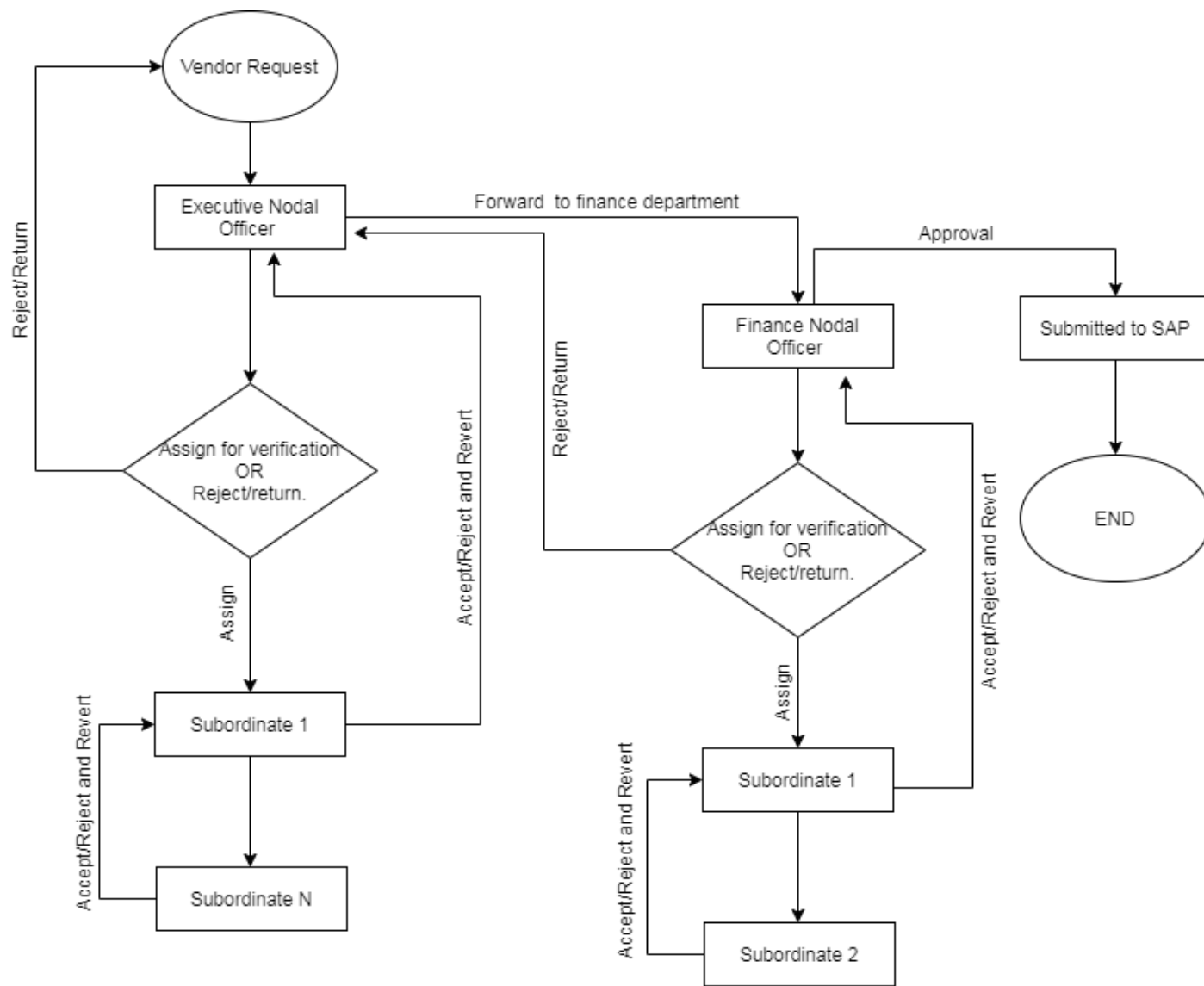
[SUBMIT](#) [PREVIEW](#)

1. The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return nodal officer, to the executive assign to subordinate for verification.
3. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
4. The nodal officer and verification user can also view remarks of the request and the uploaded files.
5. Appropriate notifications will be sent as follows:  
 Approve: executive and finance nodal officer  
 Forward for verification: finance nodal officer and verification subordinate  
 Reject: finance nodal officer and executive nodal officer

## 9. RA BILL (With Abstract) EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



The new RA bill request will show on the dashboard under **Abstract Bill**.

DMRC

Dashboard  
Variation Parameter  
Boq Group  
Reports  
Progress & Budget

LOA/PO Number - HP/14/2/2022  
Description - HP/14/2/2022  
Currency - Indonesian Rupiah

Applied Total Bill Percentage \*  
0.00

Group Name	Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approved Quantity	Approve Amt.	Remarks	Action
GRP	ITEM1	10	952.28	Inch	9523.80	10,000	10,000	9523.80		<a href="#">View Remark</a>
GRP	ITEM1	100	952.28	Square inch	95238.00	11,000	11,000	10476.18		<a href="#">View Remark</a>

**Deductions**

Deduction Type	User Name	Description	Amount	Action
<a href="#">Add Deduction</a>				

Total Bill (Exc. of tax) \* 19999.98  
 Total Deduction (Inc. of tax) \* 0  
 Final Amount (Exc. of tax) \* 19999.98

SES Header Text \*  
 Place of Supply \*  
 Business Place \*  
 Invoice Text \*

Invoice Header Text \*  
 Assignment No. \*  
 Posting Date of SES  
 Document Date of SES

Parking Inv. No.  
 Service No.  
 Invoice Date of parked Invoice  
 Posting Date of Parked Invoice

SES Amount (Exc. of tax)  
 SES Amount (Exc. of tax)  
 Parked Invoice Amount (Inc. of tax)  
 Parked Invoice Tax Amount

Tax Code

**Documents**

Other Documents  
 Choose file [Upload](#) [Click here to compress your documents](#)

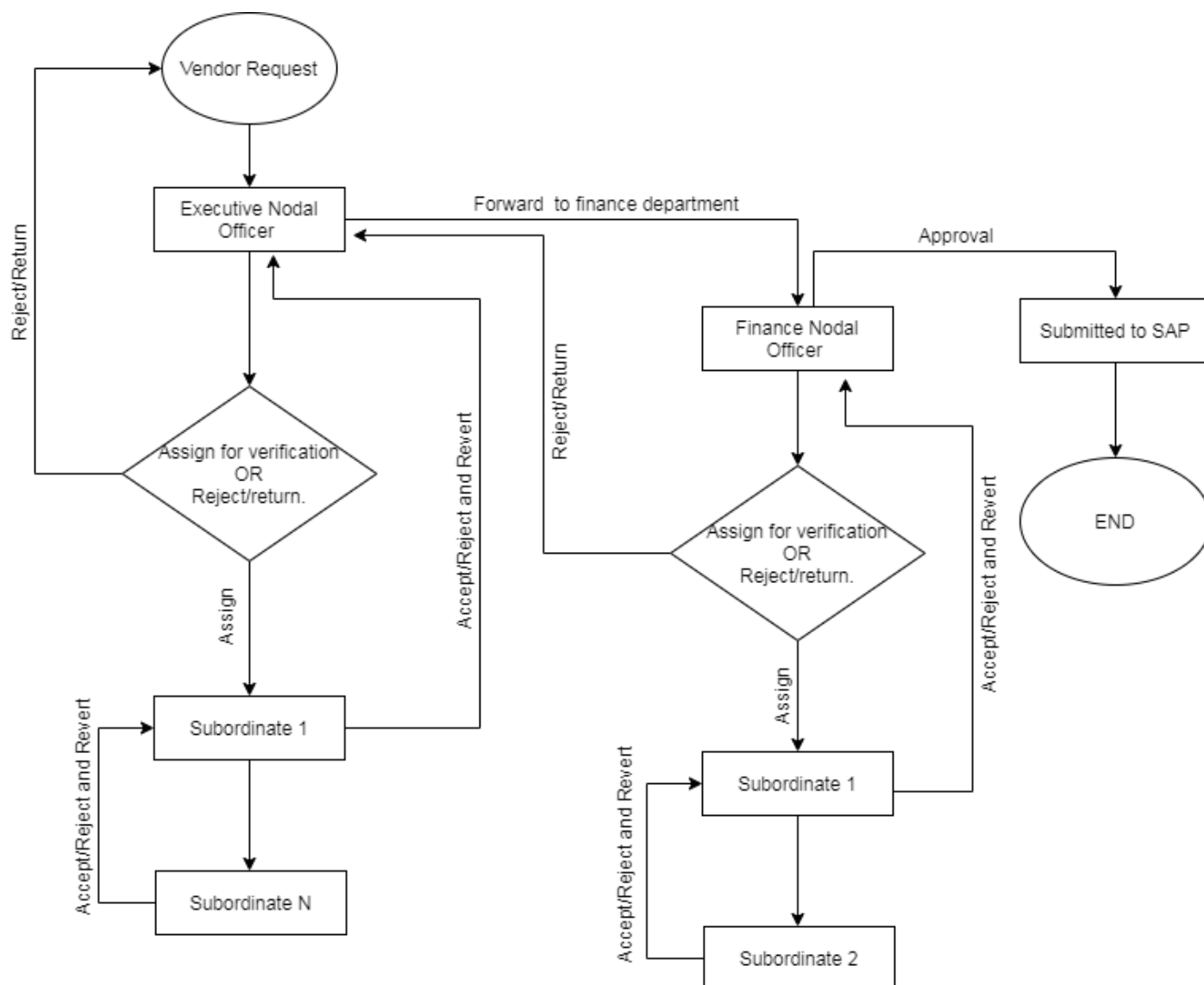
Remark \*  
 Actions \*

[Submit](#) [Show Remarks](#) [Verify](#) [Back to list](#)

- The bill amount can be altered by the nodal officer by changing final percentage of the amount. This percentage will be applied on the overall bill in case of partial payment. This percentage will be applied on all the quantities selected for user convenience.
- The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
- The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
- The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- DMRC official can upload documents.
- DMRC official will add their remarks for this overall request.
- DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
- Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
- Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
- If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
- The nodal officer and verification user can also view remarks of the request and the uploaded files.
- Appropriate notifications will be sent as follows:  
 Approve: Vendor and executive nodal officer  
 Forward for verification: executive nodal officer and verification subordinate  
 Reject: Vendor and executive nodal officer  
 Forward to finance: Executive nodal officer and finance nodal officer

## 10. RA BILL (With Abstract) FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.



The screenshot shows the DMRC dashboard interface. The top left features the DMRC logo and a navigation menu with items: Dashboard, Variation Parameter, Boq Group, Reports, and Progress & Budget. The main dashboard area displays a grid of 12 cards, each representing a different metric or action. The 'Abstract Bill' card is highlighted with a red border and shows a value of 3. Other cards include Registration (2), BOQ Variation (Vendor) (0), Advance Payment (0), Non Abstract Bill (1), Final Bill (0), Info Modification (0), Payment To DMRC (0), Store Bill Approval (0), Contract Dashboard, Existing Contract (0), and Existing Contract Work Flow Status.

Card Title	Value	Icon
Registration	2	Person with plus
BOQ Variation (Vendor)	0	Checkmark
Advance Payment	0	Card
Abstract Bill	3	Calculator
Non Abstract Bill	1	Calculator
Final Bill	0	Document
Info Modification	0	Pencil
Payment To DMRC	0	Card
Store Bill Approval	0	Person
Contract Dashboard	-	Pencil
Existing Contract	0	Person with plus
Existing Contract Work Flow Status	-	Pencil

The new RA bill request will show on the dashboard under Abstract Bill.

Currency - Indonesian Rupiah

Applied Total Bill Percentage \*  
0.00

Group Name	Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approved Quantity	Approve Amt.	Remarks	Action
GRP	ITEM1	10	992.38	Inch	9923.80	10.000	10.000	9923.80		<a href="#">View Remark</a>
GRP	ITEM1	100	992.38	Square Inch	99238.00	11.000	11.000	10476.18		<a href="#">View Remark</a>

**Deductions**

Deduction Type	User Name	Description	Amount	Action
<a href="#">Add Deduction</a>				
Total Bill (Exc. of tax) *	Total Deduction (Inc. of tax) *	Final Amount (Exc. of tax) *		
19999.98	0	19999.98		
SES Header Text *	Place of Supply *	Business Place *	Invoice Text *	
SS			5	
Invoice Header Text *	Assignment No. *	Posting Date of SES	Document Date of SES	
SS	SS	25-Apr-2022	25-Apr-2022	
Parking Inv. No.	Service No.	Invoice Date of parked Invoice	Posting Date of Parked Invoice	
		25-Apr-2022	25-Apr-2022	
SES Amount (Exc. of tax)	SES Amount (Exc. of tax)	Parked Invoice Amount (Inc. of tax)	Parked Invoice Tax Amount	
Tax Code				
Bill Pay Reference No.				
<b>Documents</b>				
Other Documents		<a href="#">Click here to compress your documents</a>		
Choose file	<a href="#">Upload</a>			
Remark *	Actions *			
TEST				

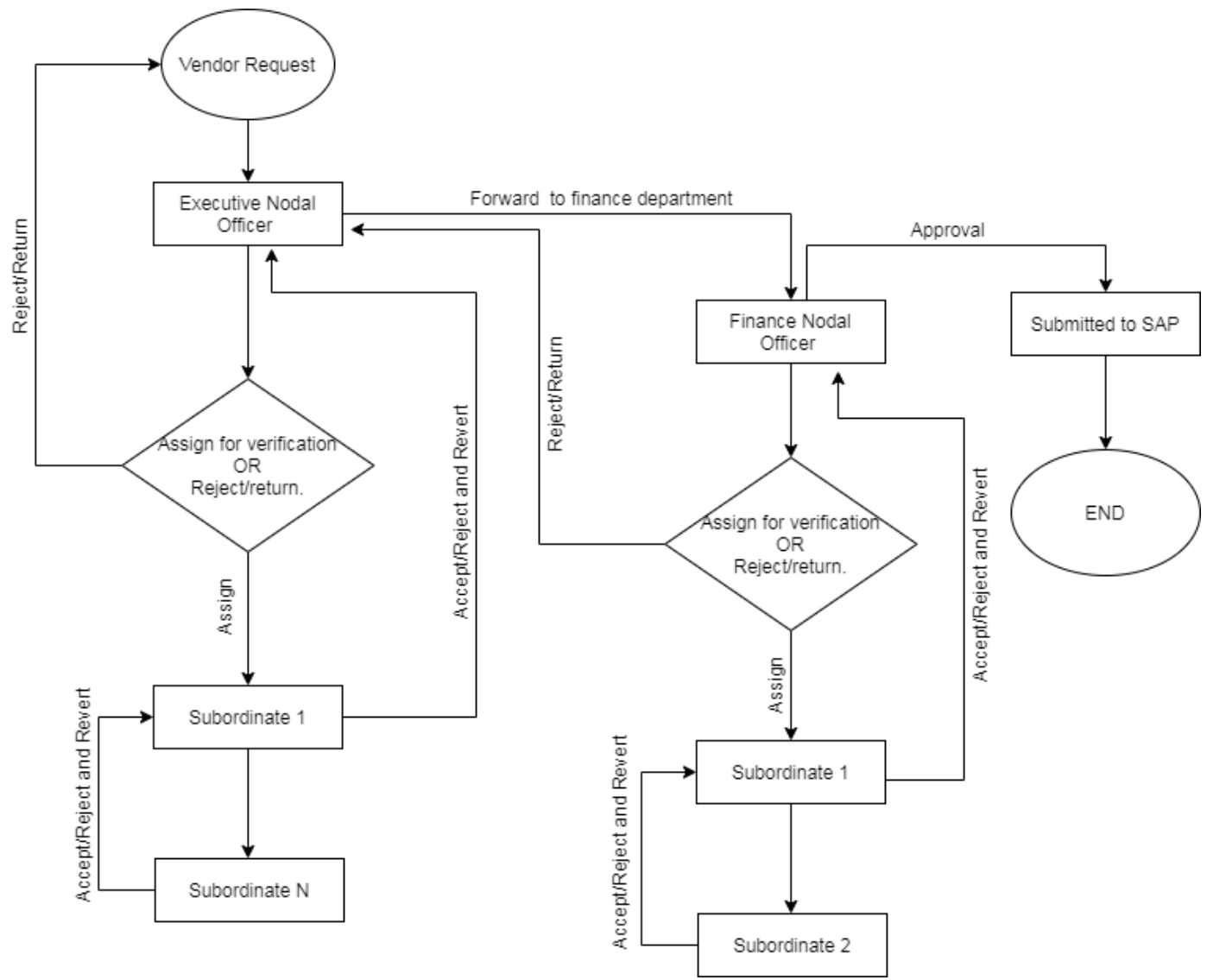
[Submit](#) [Show Remarks](#) [Verify](#) [Back to List](#)

1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, or assign to a subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. Appropriate notifications will be sent as follows:  
 Approve: executive and finance nodal officer  
 Forward for verification: finance nodal officer and verification subordinate  
 Reject: finance nodal officer and executive nodal officer

## 11. RA BILL (Without Abstract) EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



- Dashboard
- Variation Parameter
- Boq Group
- Reports
- Progress & Budget

## Dashboard

0

Signup Request

[More info](#)

6

Registration

[More info](#)

0

BOQ/PO

[More info](#)

5

BOQ Variation (Vendor)

[More info](#)

4

Advance Payment

[More info](#)

8

Abstract Bill

[More info](#)

1

Non Abstract Bill

[More info](#)

0

Final Bill

[More info](#)

2

Info Modification

[More info](#)

0

Payment To DMRC

[More info](#)

0

Store Bill Approval

[More info](#)

0

Existing Contract

[More info](#)

0

Existing Contract Work Flow Status

[More info](#)

0

Contract Dashboard

[More info](#)

The new RA bill request will show on the dashboard under Abstract Bill.

NODAL NON-STORE BILLS

Description - HP/14/2/2022  
 Currency - Indian Rupee

Group Name	Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approved Quantity	Approve Amt.	Remarks
GRP	ITEM1	100	952.38	Square inch	95238.00	3,000	3,000	2857.14	

**Deductions**

Deduction Type	User Name	Description	Amount	Action
<a href="#" style="background-color: #00a0e3; color: white; padding: 2px 5px; border-radius: 3px;">Add Deduction</a>				

Total Bill \*

Total Deduction \*

Final Amount \*

SES Header Text \*

Place of Supply \*

Business Place \*

Invoice Text \*

Invoice Header Text \*

Assignment No. \*

Posting Date of SES

Document Date of SES

Parking Inv. No.

Service No.

Invoice Date of parked Invoice

Posting Date of Parked Invoice

**Documents**

Other Documents [Click here to compress your documents](#)

Choose file

Remark \*

Actions \*

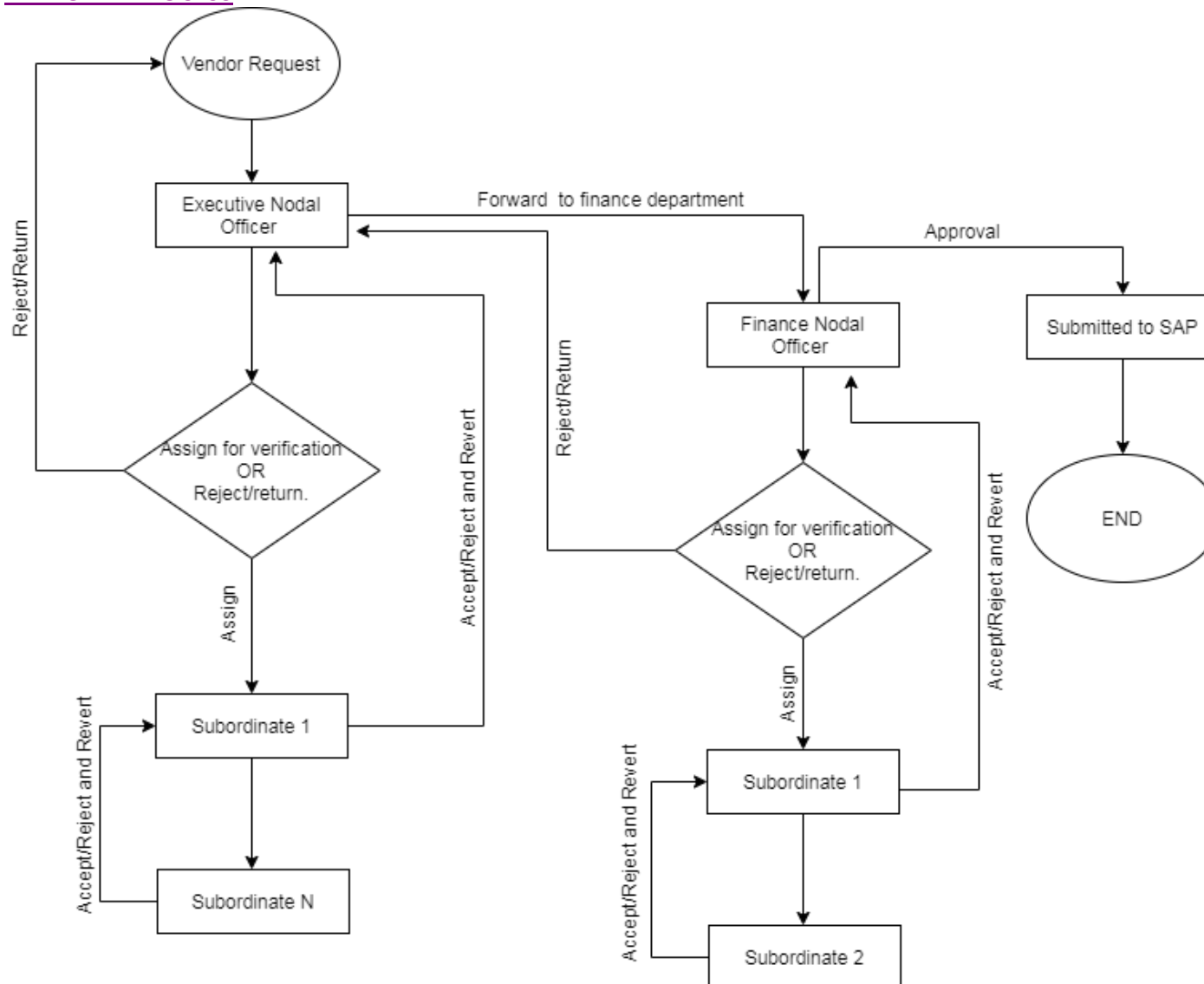


1. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added
2. The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return it to the vendor, assign it to a subordinate for verification or forward to finance.
3. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
4. DMRC officials can upload documents.
5. DMRC official will add their remarks for this overall request.
6. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
7. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
9. If forwarded to the verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
10. The nodal officer and verification user can also view remarks on the request and the uploaded files.
11. Appropriate notifications will be sent as follows:  
 Approve: Vendor and executive nodal officer  
 Forward for verification: executive nodal officer and verification subordinate  
 Reject: Vendor and executive nodal officer  
 Forward to finance: Executive nodal officer and finance nodal officer

## 12. RA BILL (Without Abstract) FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

### APPROVAL PROCESS



The screenshot shows the DMRC dashboard with a sidebar menu on the left containing options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main dashboard area displays a grid of 12 cards, each representing a different type of request or payment status, with counts and 'More info' buttons.

The new RA bill request will show on the dashboard under Abstract Bill.

The screenshot shows the 'Abstract Bill' form. It includes a table for 'Service Details' with columns for Quantity, Unit Rate, Unit, Amount, Requested Qty, Approve %, Approve Qty, Approve Amt, and Remarks. Below the table is a 'Deductions' section with fields for Description, Amount, and Action. There are also input fields for Total Bill Percentage, Total Bill, Total Deduction, and Final Amount. The form includes sections for 'Documents' with file upload options and a 'Remark' field. At the bottom, there are buttons for 'Submit', 'View Remarks', 'View Files', and 'Back to list'.

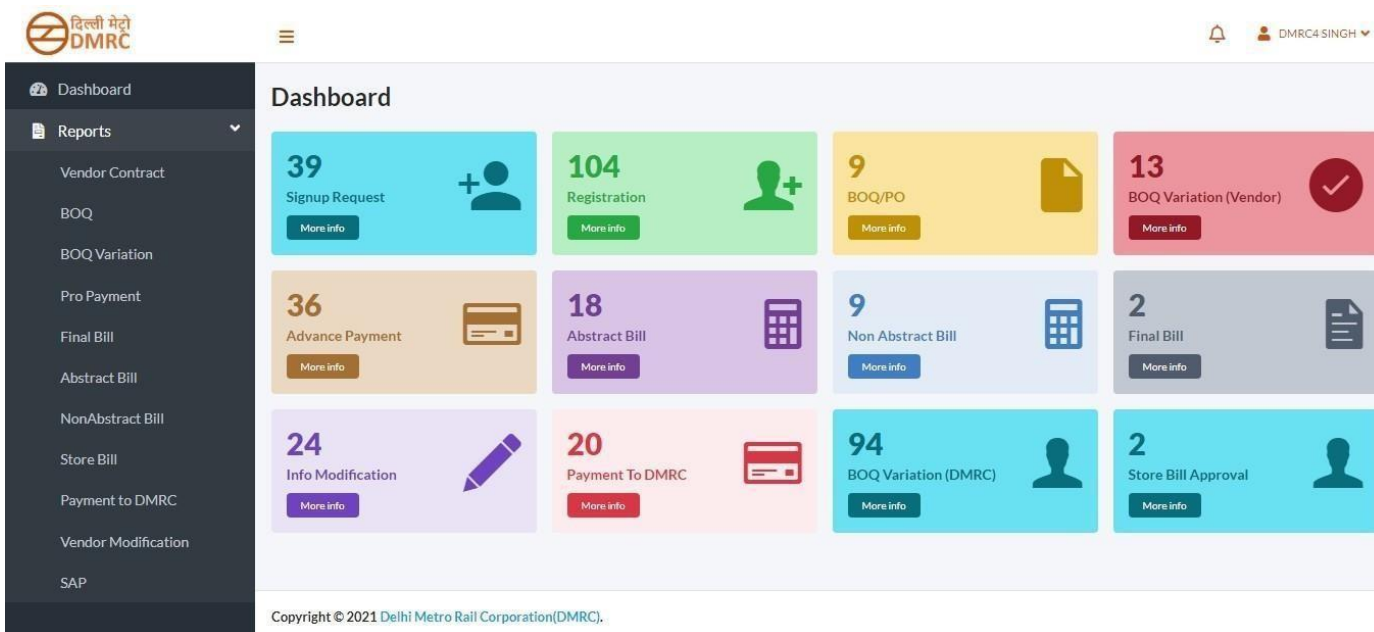
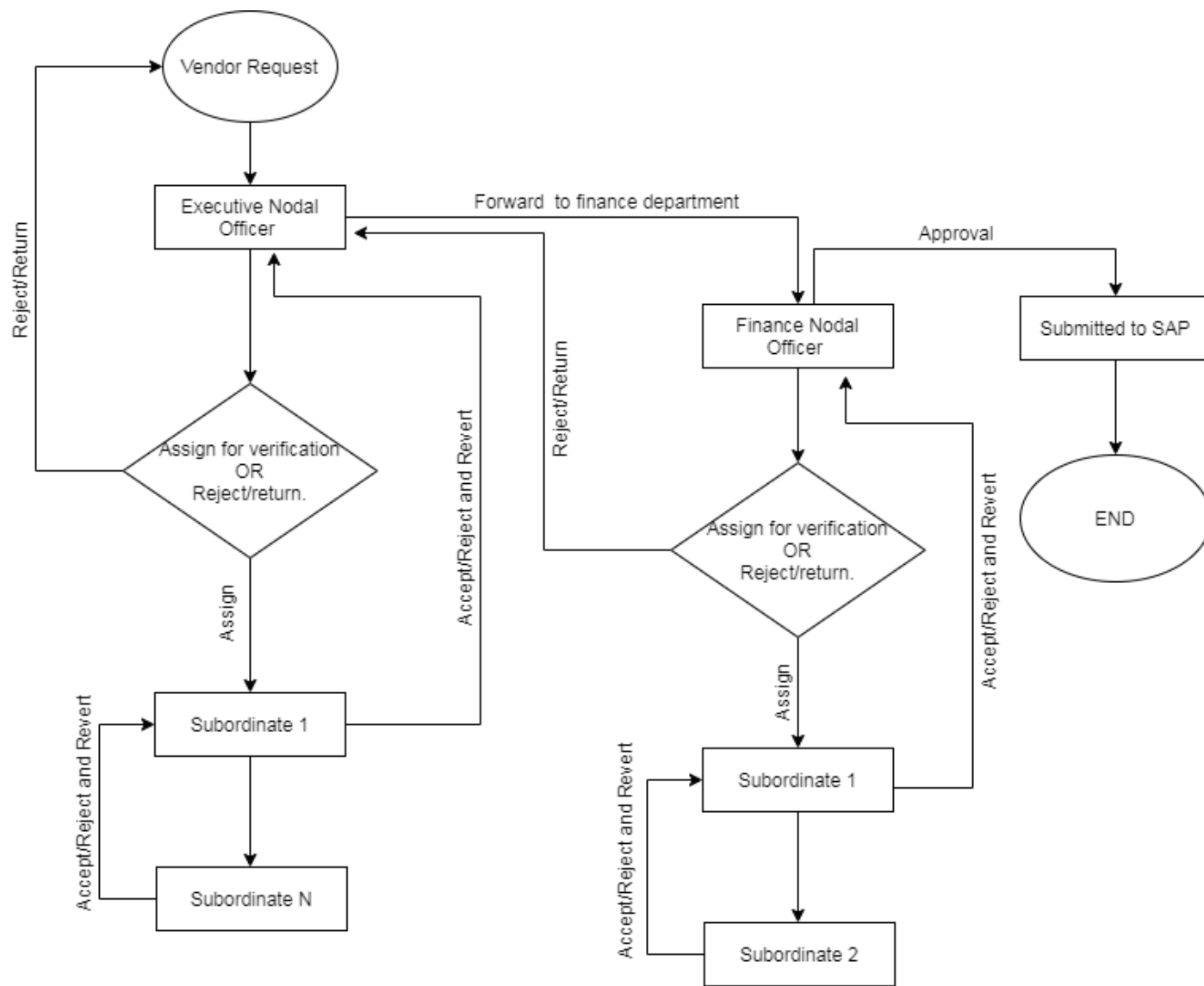
Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approve %	Approve Qty.	Approve Amt.	Remarks
ITEM 1	20	20.00	Activity u	200.00	20.00	100.00	20.00	200.00	
ITEM 2	30	30.00	Activity u	600.00	15.00	50.00	15.00	300.00	

1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. Appropriate notifications will be sent as follows:  
 Approve: executive and finance nodal officer  
 Forward for verification: finance nodal officer and verification subordinate  
 Reject: finance nodal officer and executive nodal officer

### 13. FINAL BILL EXECUTIVE APPROVAL

#### APPROVAL PROCESS

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.



The new final bill request will show on the dashboard under **Final Bill**.

Service Details	Base Qty	Base Rate	Base Amt	Total App. Bill Qty	Rate	Total App. Bill Amt	Pending Qty	Rate	Unit	Pending Amt	Remarks	Action
ITEM 1	1,000	15	150	1,000	15	150	1,000	15	Activity unit	150		<a href="#">View Remark</a>
ITEM 10	10,000	105	10,50,000	10,000	105	10,50,000	10,000	105	Activity unit	10,50,000		<a href="#">View Remark</a>
ITEM 2	2,000	25	500	2,000	25	500	2,000	25	Activity unit	500		<a href="#">View Remark</a>
ITEM 3	3,000	35	1,050	3,000	35	1,050	3,000	35	Activity unit	1,050		<a href="#">View Remark</a>
ITEM 4	4,000	45	1,800	4,000	45	1,800	4,000	45	Activity unit	1,800		<a href="#">View Remark</a>
ITEM 5	5,000	55	2,750	5,000	55	2,750	5,000	55	Activity unit	2,750		<a href="#">View Remark</a>
ITEM 6	6,000	65	3,900	6,000	65	3,900	6,000	65	Activity unit	3,900		<a href="#">View Remark</a>
ITEM 7	7,000	75	52,500	7,000	75	52,500	7,000	75	Activity unit	52,500		<a href="#">View Remark</a>
ITEM 8	8,000	85	68,000	8,000	85	68,000	8,000	85	Activity unit	68,000		<a href="#">View Remark</a>
ITEM 9	9,000	95	8,55,000	9,000	95	8,55,000	9,000	95	Activity unit	8,55,000		<a href="#">View Remark</a>

Showing 1 to 10 of 10 entries

**Deductions**

Description	Amount	Action
<a href="#">Add Deduction</a>		

Total Bill: 2035450.00    Total Deduction: 0.00    Provisional/Advanced: 0    Final Bill: 2035450.00

Item Text \*    Place of Supply \*    Business Place \*    GRN/SERVICE Header Text \*

Invoice Header Text \*

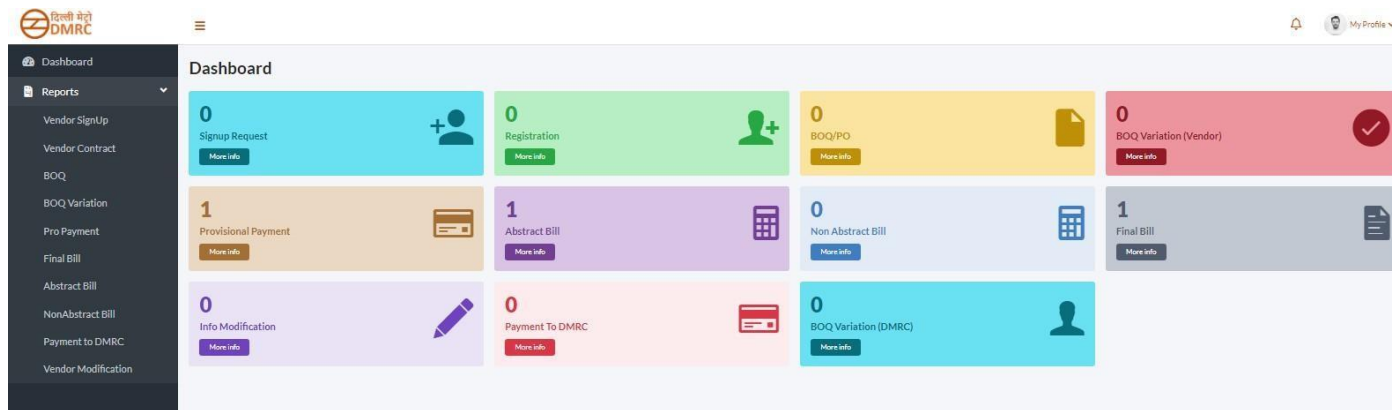
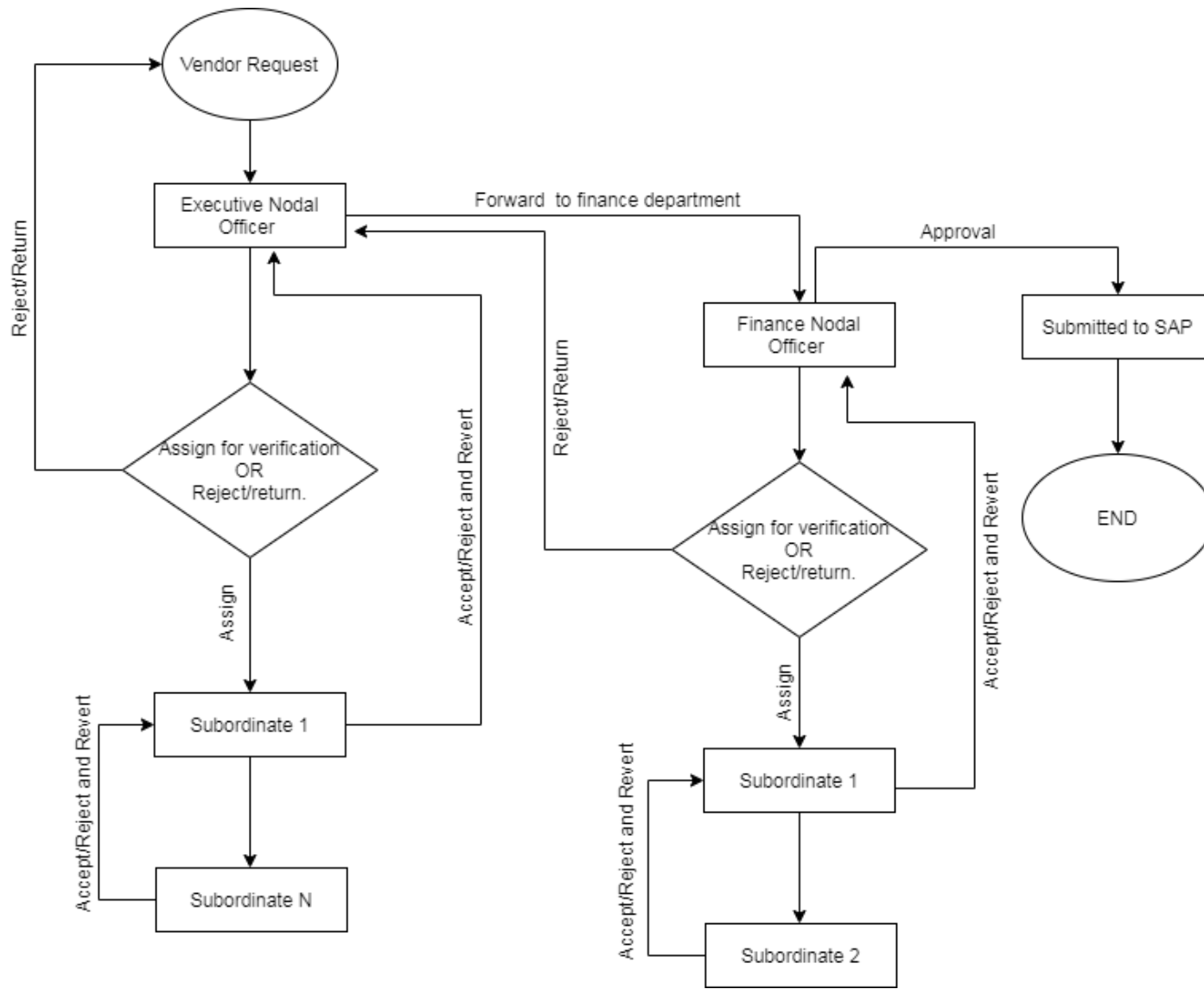
**Documents**

Document 333    [Choose file](#)    [Upload](#)

1. This request will be generated by vendor to generate a final bill of all the unbilled quantities and services.
2. All the total deductions on this contract and net payable amount will also be shown.
3. Other inputs on the bill level will be used for posting service entry sheet into SAP.
4. Further any more deductions can also be added on the final bill which will be deducted from total amount payable.
5. The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
7. DMRC official can upload documents.
8. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
9. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
10. DMRC official will add their remarks for this overall request.
11. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
12. Appropriate notifications will be sent as follows:  
 Approve: Vendor and executive nodal officer  
 Forward for verification: executive nodal officer and verification subordinate  
 Reject: Vendor and executive nodal officer  
 Forward to finance: Executive nodal officer and finance nodal officer

### 13. FINAL BILL FINANCE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.



The new final bill request will show on the dashboard under Final Bill.

The screenshot displays the DMRC system interface. On the left is a navigation menu with options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main area shows a table of bill items with columns for Service Details, Base Qty, Base Rate, Base Amt, Total App. Bill Qty, Rate, Total App. Bill Amt, Pending Qty, Rate, Unit, Pending Amt, Remarks, and Action. Below the table is a 'Deductions' form with fields for Total Bill (2025650.00), Total Deduction (0.00), Provisional/Advanced (0), and Final Bill (2025650.00). There are also dropdown menus for Item Text, Place of Supply, Business Place, and GRN/SERVICE Header Text, along with an Invoice Header Text field and a Documents section with a 'Choose file' button and an 'Upload' button.

Service Details	Base Qty	Base Rate	Base Amt	Total App. Bill Qty	Rate	Total App. Bill Amt	Pending Qty	Rate	Unit	Pending Amt	Remarks	Action
ITEM 1	1,000	15	150	1,000	15	150	1,000	15	Activity unit	150		View Remark
ITEM 10	10,000	105	10,50,000	10,000	105	10,50,000	10,000	105	Activity unit	10,50,000		View Remark
ITEM 2	2,000	25	500	2,000	25	500	2,000	25	Activity unit	500		View Remark
ITEM 3	3,000	35	1,050	3,000	35	1,050	3,000	35	Activity unit	1,050		View Remark
ITEM 4	4,000	45	1,800	4,000	45	1,800	4,000	45	Activity unit	1,800		View Remark
ITEM 5	5,000	55	2,750	5,000	55	2,750	5,000	55	Activity unit	2,750		View Remark
ITEM 6	6,000	65	3,900	6,000	65	3,900	6,000	65	Activity unit	3,900		View Remark
ITEM 7	7,000	75	52,500	7,000	75	52,500	7,000	75	Activity unit	52,500		View Remark
ITEM 8	8,000	85	68,000	8,000	85	68,000	8,000	85	Activity unit	68,000		View Remark
ITEM 9	9,000	95	8,55,000	9,000	95	8,55,000	9,000	95	Activity unit	8,55,000		View Remark

Showing 1 to 10 of 10 entries

**Deductions**

Description	Amount	Action
<b>Add Deduction</b>		
Total Bill	Total Deduction	Provisional/Advanced
2025650.00	0.00	0
Final Bill	2025650.00	
Item Text *	Place of Supply *	Business Place *
Select	Select	Select
Invoice Header Text *	GRN/SERVICE Header Text *	
<b>Documents</b>		
Document 333	Choose file	
	Upload	

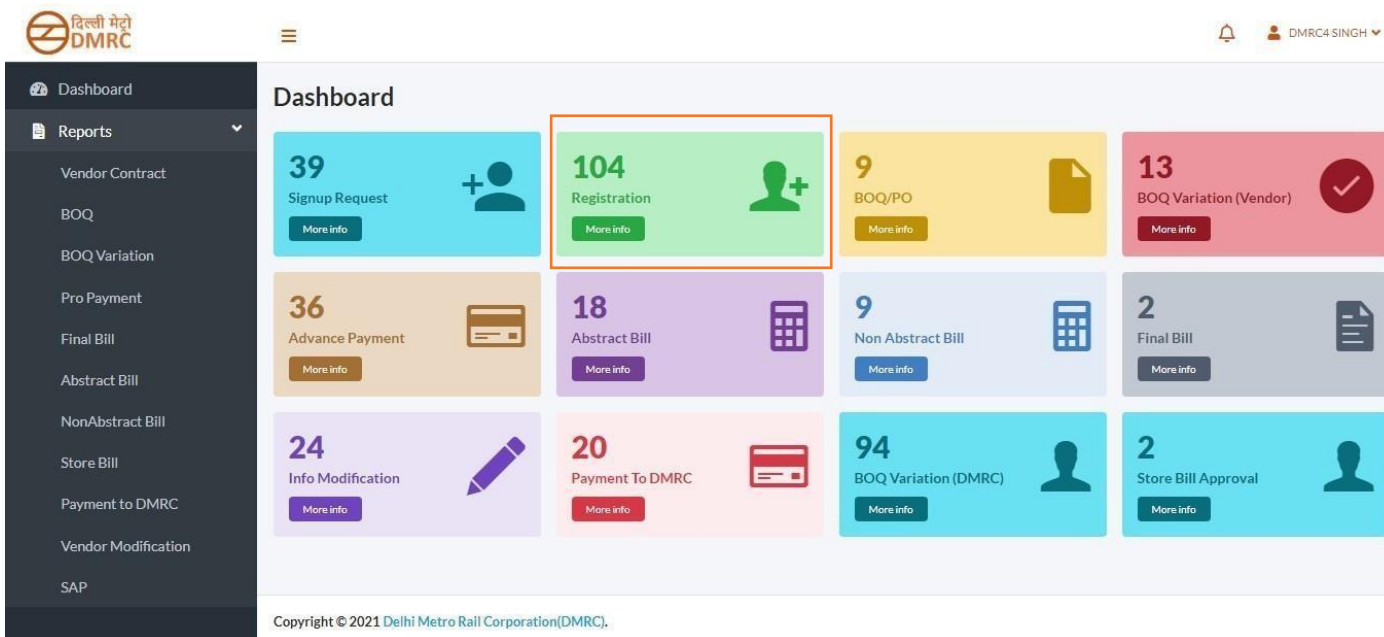
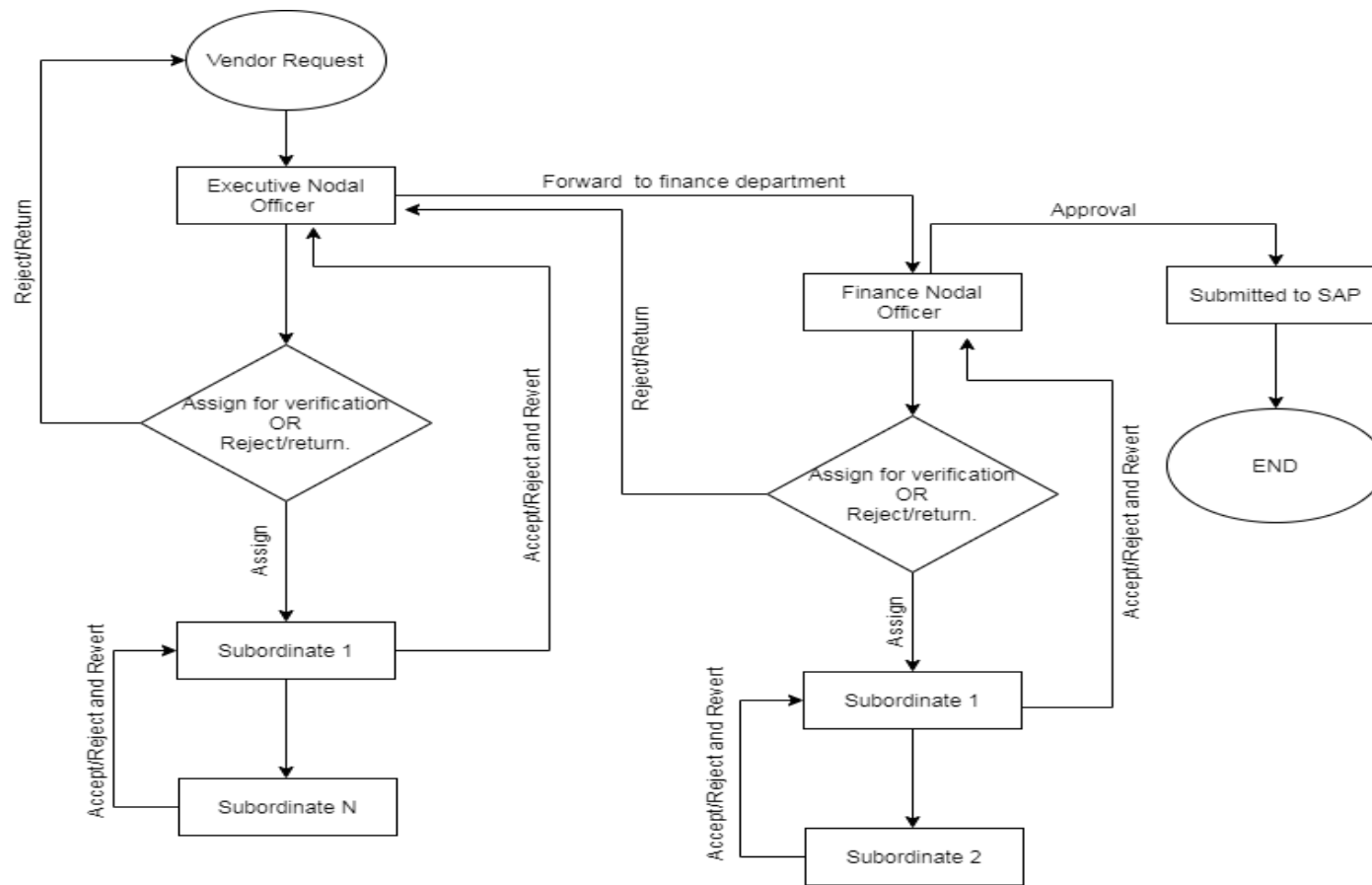
1. The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. Appropriate notifications will be sent as follows:  
 Approve: executive and finance nodal officer  
 Forward for verification: finance nodal officer and verification subordinate  
 Reject: finance nodal officer and executive nodal officer

## 16. Add New Contract Executive Approval

This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS

Vendor approval will follow this flow.




All the pending **registration** requests will be shown in the dashboard.

Showing 1 to 1 of 1 entries.

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

A grid of all the registration requests will be shown for the nodal officer to proceed from.

☰🔔 NODAL\_NONSTORE A

**Vendor Registration Approval**

#### Contract Details

Contract Type-Non Store  
LOA /PO Number -HP/08/12  
TE  
Multi Currency -No  
Multi Party -No  
Multi State -No

#### Vendor Information

Title	Firm Name *	Country *
Mr	HG	India
Region *	Postal Code *	City *
Uttar Pradesh	201007	MOHAN NAGAR, GHAZIABAD
Street House No. *	Telephone	Mobile *
PLOT 2 NO. F-27, SEC. A-7, PART-2, TRANS D	263401352634	7416944489
E-Mail	Phone Fax	
YXV@AMITYSOFTWARE.COM	7619416874	

#### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	Beneficiary Account Name	Beneficiary Account Number	IFSC Code
	RAILTED CORPORATION OF INDIA	77552236985222	SBIN000012
Bank Name	Bank Address with State PIN	Region	City
ICICI	IN-UTTAR PRADESH	Dadar And Nagar Have	MOHAN NAGAR, GHAZIABAD
Branch	Bank Country	Beneficiary Account Type	PAN Number
JMT12FF	India	Saving Account	BWIPG1238A
<input type="checkbox"/> Registered Under GST ACT	GST Registration Number	<input type="checkbox"/> MSME	MSME Number
Total Contract Value	Bank Guarantee Value	Insurance Amount	
10000.00	100.00	0.00	

Action \*

Select action

Purchase Organization

Select purchase organization

Remarks \*

Show Remark

SUBMIT PREVIEW VERIFY DOCUMENT

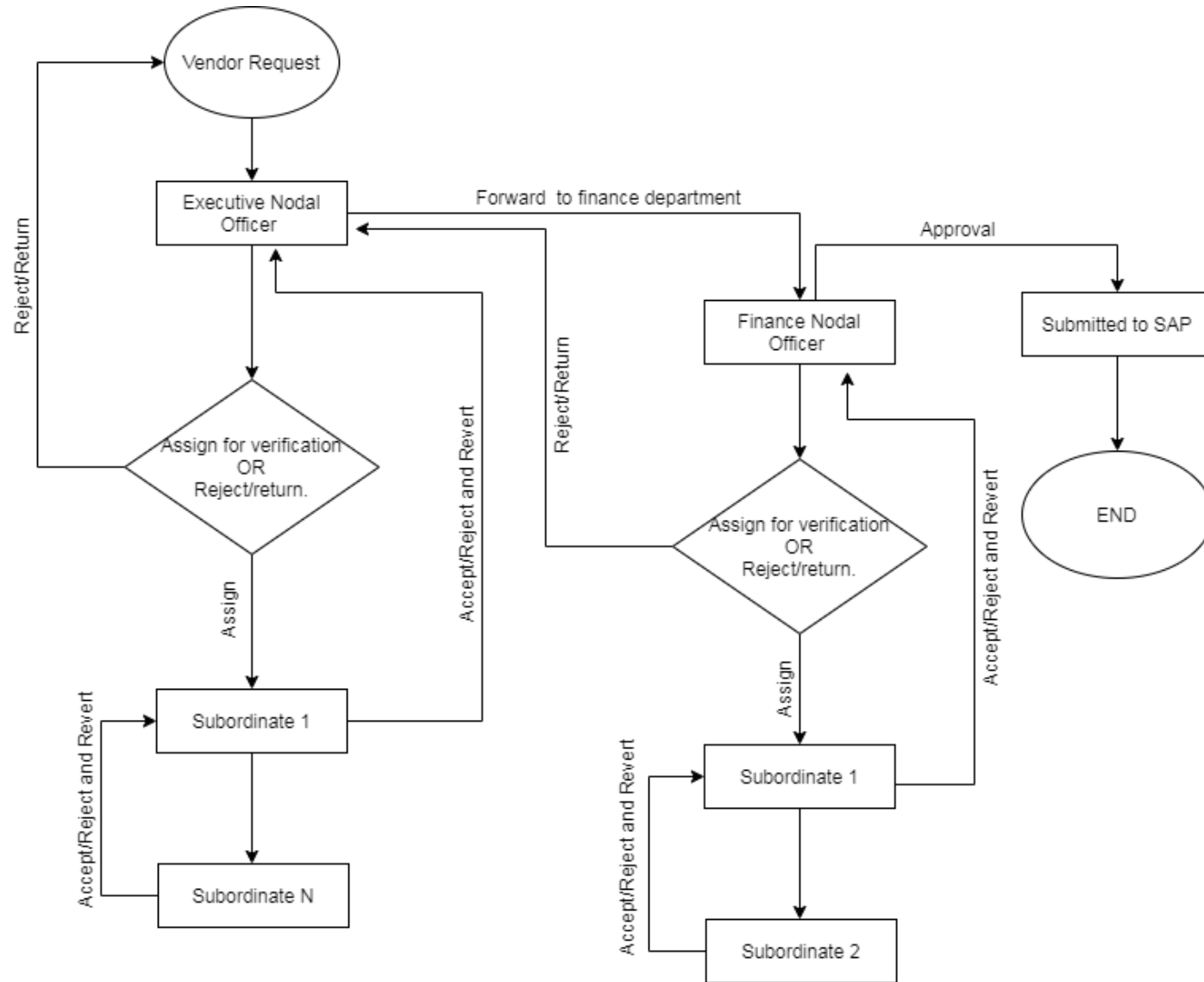
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1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, and then either send it for verification to subordinate or forward it to finance nodal officer directly.
4. The subordinate will have an option to either approve/reject the request and send it back to the nodal officer or send It further for verification to another subordinate.
5. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
6. DMRC official can upload documents.
7. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

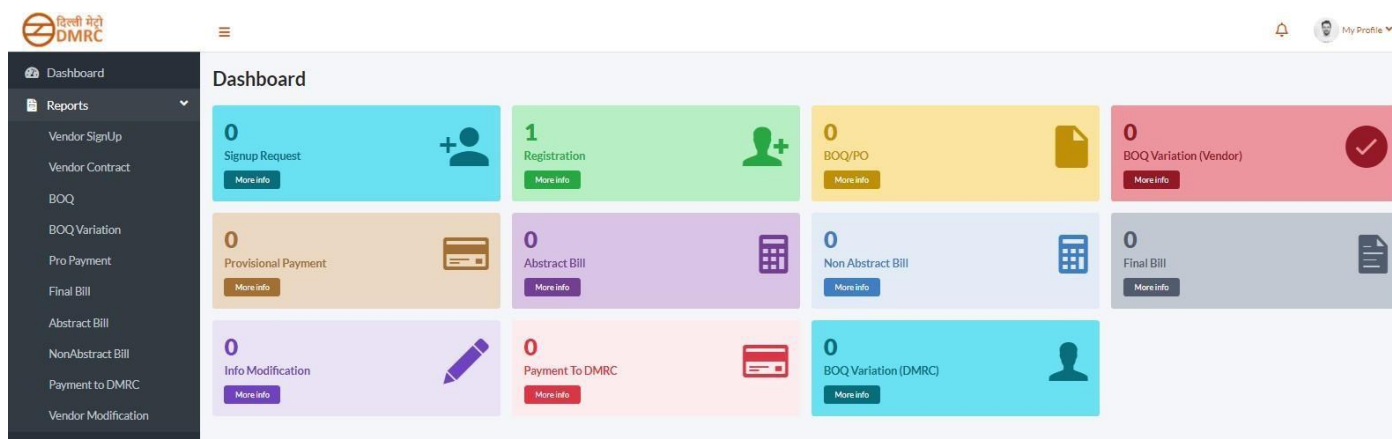


## 17. Add New Contract Finance Approval

This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.



Vendor approval will follow this flow.



All the pending registration requests will be shown in the dashboard.

- Dashboard
- Reports
  - Vendor SignUp
  - Vendor Contract
  - BOQ
  - BOQ Variation
  - Pro Payment
  - Final Bill
  - Abstract Bill
  - NonAbstract Bill
  - Payment to DMRC
  - Vendor Modification

## Vendor Registration Request/Executive

Show 10 rows

 Search: 

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

- Dashboard
- Variation Parameter
- Boq Group
- Reports
- Store Reports

## Vendor Registration Approval

### Contract Details

Contract Type- **Non Store**  
 LOA /PO Number - **01TH JUNE 2024**  
 01TH JUNE 2024  
 Multi Currency - **No**  
 Multi Party - **No**  
 Multi State - **No**

### Vendor Information

Title	Firm Name	Country
Mr	01THJUNE	India
Region	Postal Code	City
DELHI	110011	DELHI
Telephone	Mobile	Phone Fax
	9643546153	
		E-Mail
		DKP@AMITYSOFTWARE.COM

### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	Beneficiary Account Name	Beneficiary Account Number	IFSC Code
	DEE	00192320001041	HDFC0000019
Bank Name	Bank Address with State PIN	Region	City
HDFC	111111	DELHI	DELHI
Branch	Bank Country	Beneficiary Account Type	PAN Number
BRAN1TT	India	Saving Account	AAACE3104N
<input type="checkbox"/> Registered Under GST ACT	GST Registration Number	<input type="checkbox"/> MSME	MSME Number
Total Contract Value	Bank Guarantee Value	Insurance Amount	
90000000.00	0.00	0.00	

### Account Details

SAP Vendor Code	Select Vendor		
Recon Account *	Search Term	Sort Key *	Cash Management Group *
Select Recon Acc		Select Short key	Select Cash Mgmt Grp
Payment Terms *	Chk Cashing Time *	Payment Method	House Bank *
Select Payment Terms			Select House Bank
Order Currency *	Inco Terms	Schema Group *	Account Group *
Select Order Currency	Select Income Terms	Select Schema Group	Select Account Group
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification	GST Type	Vendor Type *
		-Registered	Select Vendor Type

### Withholding TAX

Withholding Tax Type	<input type="checkbox"/> W/Tax Liabile	Rec Type	W/ Tax ID
Select Withholding Tax Type		Select Rec Type	
<a href="#">ADD</a>			

### Documents

 Other Documents [Click here to compress your documents](#)
 [Upload](#)

Other Document Name

### Action

### Purchase Organization

### Remarks \*

[Show Remark](#)
[SUBMIT](#) [PREVIEW](#) [VERIFY DOCUMENT](#) [SAP VENDOR POSTING](#)

1. When choosing one request, the registration form will be opened in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax and perform the SAP VENDOR POSTING first by clicking on the given button named SAP VENDOR POSTING.
4. All the account and withholding tax details will be interfaced from SAP.
5. The executive nodal officer must choose the purchase organization, verify the documents by clicking VERIFY, and then either send it for verification to a subordinate or forward it directly to the finance nodal officer.
6. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
7. The subordinate can either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.
8. The nodal officer and verification user can also view remarks on the request and the uploaded files.
9. If the finance user selects an existing vendor code from the drop-down menu in SAP Vendor Code, then SAP VENDOR POSTING won't be necessary. Instead, the combination of **GST No., PAN No., Account No., IFSC Code, and Purchase org** should match the information for the vendor entered with the existing vendor code selected by the finance user.
10. Appropriate notifications will be sent as follows:
  - Approve: Vendor and executive nodal officer
  - Forward for verification: executive nodal officer and verification subordinate
  - Reject: Vendor and executive nodal officer
  - Forward to finance: Executive nodal officer and finance nodal officer

## 18. Vendor Modification Executive Approval

Once a request for vendor modification has been submitted by the vendor, their nodal officer will receive the request on their dashboard under '**Info Modification**' card.

The screenshot shows the DMRC dashboard with a sidebar menu on the left and a main dashboard area. The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays a grid of 12 cards representing different request types and their counts:

- 39 Signup Request
- 104 Registration
- 9 BOQ/PO
- 13 BOQ Variation (Vendor)
- 36 Advance Payment
- 18 Abstract Bill
- 9 Non Abstract Bill
- 2 Final Bill
- 24 Info Modification** (highlighted with a red box)
- 20 Payment To DMRC
- 94 BOQ Variation (DMRC)
- 2 Store Bill Approval

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All the pending requests for **Vendor Modification** will be shown in the grid on which the DMRC official can take action on.

### Vendor Approval Request/Executive

Show 10 rows

Search:

Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
1	LAX001	LAXMI PRIYA SAHOO	Non Store	LAXMIPRIYA SAHOO	LPS@AMITYSOFTWARE.COM	<a href="#">View</a>
2	OM100067	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>
3	NEWFRIDAYTEST	NAITIK GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
4	DMRCTEST01	RACHIT	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
5	TESTWED02	MANNU SINGH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
6	SANJAY	RANGIT	Non Store	SANJAY ONE	DMRC@AMITYSOFTWARE.COM	<a href="#">View</a>
7	THURSDAY TEST 01	ARJUN GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	SXR@AMITYSOFTWARE.COM	<a href="#">View</a>
8	WEDNESDAY TEST	AKASH	Non Store	TESTING	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
9	TESTMONDAY 01	AKASH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
10	OM100035	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>

Showing 1 to 10 of 25 entries

First 1 2 3 Last

1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. On clicking show remark, all the remarks history will be shown for that particular request by each DMRC official.
3. The nodal officer will have the option to either assign to a subordinate, approve and forward to finance, or send the request back to the vendor if any discrepancy is found in the data/attachments submitted.
4. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.

5. DMRC officials can upload documents if required.
6. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
7. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking '**View Remarks**'.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.



- 🏠 Dashboard
- ⚙️ Variation Parameter
- 📁 Boq Group
- 📄 Reports <
- 📄 Store Reports <

### Vendor Modification Approval/Executive

#### Contract Details

LOA /PO Number - IPMS NEW 07/12/23/02  
 Contract Number -  
 Contract Description -CONT IPMS NEW 07/12/23/02

#### Vendor Information

Title	Firm Name	Name2	Country
Mr	BHADRA		India
Region	Postal Code	City	Stree House No
Dadar And Nagar Have	234001	KKD	123
Telephone	Mobile	Phone Fax	Email
5555548795	7416944489	89799999999	YXV@AMITYSOFTWARE.COM

#### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number
		26AAACE5057H1ZU	AAACE5057N
Bank Name	Bank Address with State PIN	Region	City
HDFC	234001	Uttar Pradesh	GHAZIABAD
Branch	Bank County	Beneficiary Account Type	Beneficiary Account Name
RAMESH NAGAR BRANCH	India	Saving Account	BHADRA
Beneficiary Account Number	IFSC Code	<input type="checkbox"/> MSME	MSME Number
00192320005057	HDFC0000019		
Total Contract Value	Bank Guarantee Value	Insurance Amount	
100000000.00	0.00	0.00	

#### Existing Contract

IPMS NEW 07/12/23/02  
 0000410496

#### Documents

Other Documents [Click here to compress your documents](#)

Choose file

Other Document Name

Purchase Organization \*  Remarks \*

Action \*

## 19. Vendor Modification Finance Approval

Once a request for vendor modification has been submitted by the vendor, their finance officer will receive the request on their dashboard under '**Info Modification**' card once it get approved by the nodal officer.

The screenshot shows the DMRC Finance Nodal Dashboard. The dashboard includes a sidebar with navigation options: Dashboard, Variation Parameter, Boq Group, Reports, and Store Reports. The main content area displays a grid of cards representing different metrics:

- Registration: 82
- BOQ Variation (Vendor): 7
- Advance Payment: 15
- Abstract Bill: 16
- Non Abstract Bill: 19
- Final Bill: 5
- Info Modification: 4 (highlighted with a red border)
- Info Modification(Stock): 0
- Payment To DMRC: 0
- Contract Dashboard
- MIS
- Existing Contract: 0
- Existing Contract Work Flow Status
- Bill Count(Stock): 1
- Bill Count(Non-Stock): 1

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All the pending requests for **Vendor Modification** will be shown in the grid on which the DMRC official can take action.

The screenshot shows the DMRC Vendor Approval Request/Executive grid. The grid displays a list of pending requests with the following columns:

Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	SAP Posting Status	Action
1	PR7 03/7/02	BHADRA	Non Store	PR7 03/7/02	YXV@AMITYSOFTWARE.COM		<a href="#">View</a>
2	PRO 3/7/01	BHADRA	Non Store	PR7 03/7/02	YXV@AMITYSOFTWARE.COM		<a href="#">View</a>
3	JULY 6TH TWO	MANISH	Non Store	CONTRACT ON JULY 6TH TWO	YXV@AMITYSOFTWARE.COM		<a href="#">View</a>
4	OM/11/MAY/2022/01	MANIKANTA	Non Store	OM/11/MAY/2022/01	OPX@AMITYSOFTWARE.COM		<a href="#">View</a>

Showing 1 to 4 of 4 entries

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## Vendor Modification Approval/Finance

### Contract Details

LOA /PO Number -15TH JUNE 2024-4  
15TH JUNE 2024-4

### Vendor Information

Title	Firm Name	Country
Messrs	DEEPAK	India
Region	Uttar Pradesh	
Postal Code	City	Stree House No
121211	NODIA	8800
Mobile	Phone Fax	Email
9643546153		DKP@AMITYSOFTWARE.COM

### Bank Details

<input type="checkbox"/> Foreign Vendor (Yes/No)	<input type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number
			ZZZCE3104N
<b>Bank Name</b>	Bank Address with State PIN	Bank County	Region
SBI	201012	India	Uttar Pradesh
City	Branch	Beneficiary Account Type	Beneficiary Account Name
AIR FORCE	HINDON	Saving Account	DEE
Beneficiary Account Number	IFSC Code	<input type="checkbox"/> MSME	MSME Number
00192320001041	HDFC9876543		

### Account Details

Recon Account	Search Term	Sort Key	Cash Management Group
Sundry Creditors- Construction		Posting date	Domestic
Payment Terms	Chk Cashing Time	Payment Method	House Bank
Pay immediately w/o deduction	1	NEFT - Fund Transfer	ICICI Bank Mumbai Project A/c - 0555051
Order Currency	Inco Terms	Schema Group	Account Group
Indian Rupee	Select Income Terms	DMRC Local Vendor	DMRC - Services
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification	<input checked="" type="checkbox"/> GST Type	Vendor Type
		-Registered	0001-DOM PSU

### Withholding TAX

Withholding Tax Type	<input type="checkbox"/> W/Tax Liable	Rec Type	W/ Tax ID
Select Withholding Tax Ty *		Select Rec Type	

### Existing Contract

15TH JUNE 2024-4  
 420045  
15TH JUNE 2024-4

### Documents

Other Documents [Click here to compress your documents](#)

Choose file

Other Document Name

Purchase Organization

Project Purchase Org

Remarks

Show Remark

Action \*

Select action

SUBMIT

PREVIEW

Verify

SAP Posting

1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. The finance officer will have the option to approve but before that, SAP POSTING has to be performed by clicking on the SAP POSTING button.
3. If the Vendor updates their GST, PAN, or firm name, the system will generate a new vendor code. The nodal officer will then have the option to select either the old or new vendor for the bill processing from that vendor.
4. DMRC officials can upload documents if required.
5. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
6. DMRC official will add their remarks for this overall request.
7. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

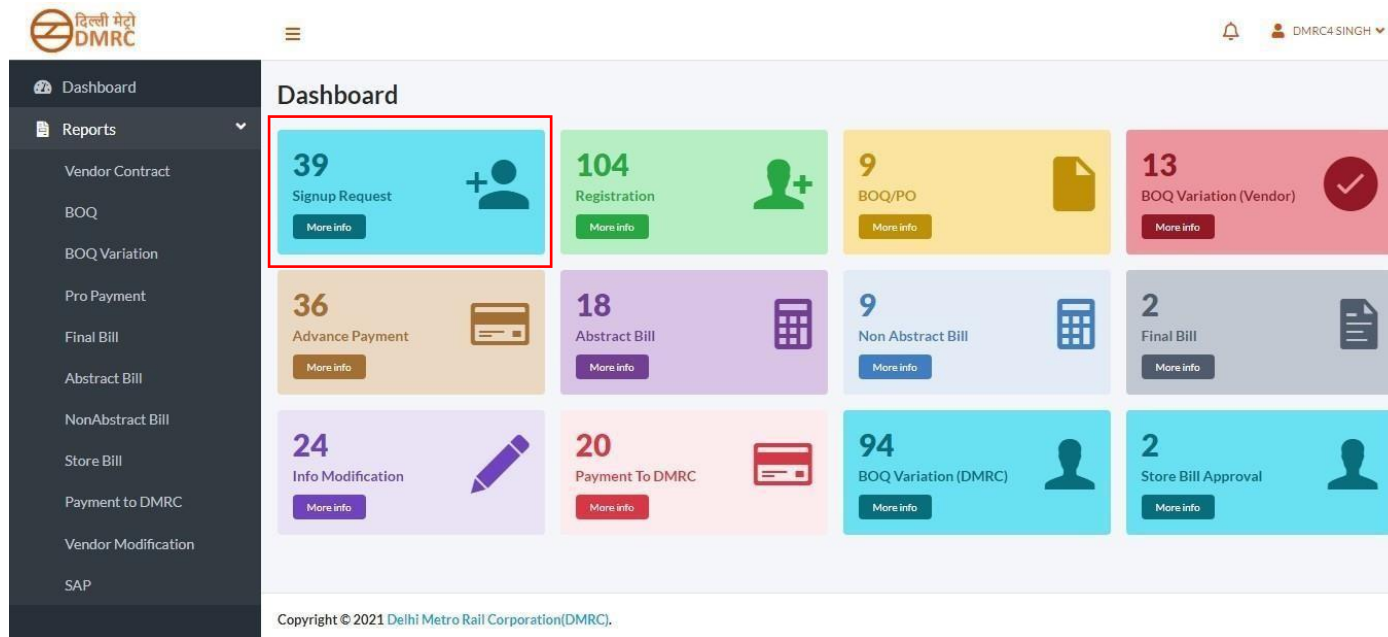


# VPP Works Module User Manual for DMRC

## 2. Store

### 1. SIGNUP APPROVAL NODAL OFFICER

This option will be used by the executive nodal officer to approve the sign up requests generated by the vendors.

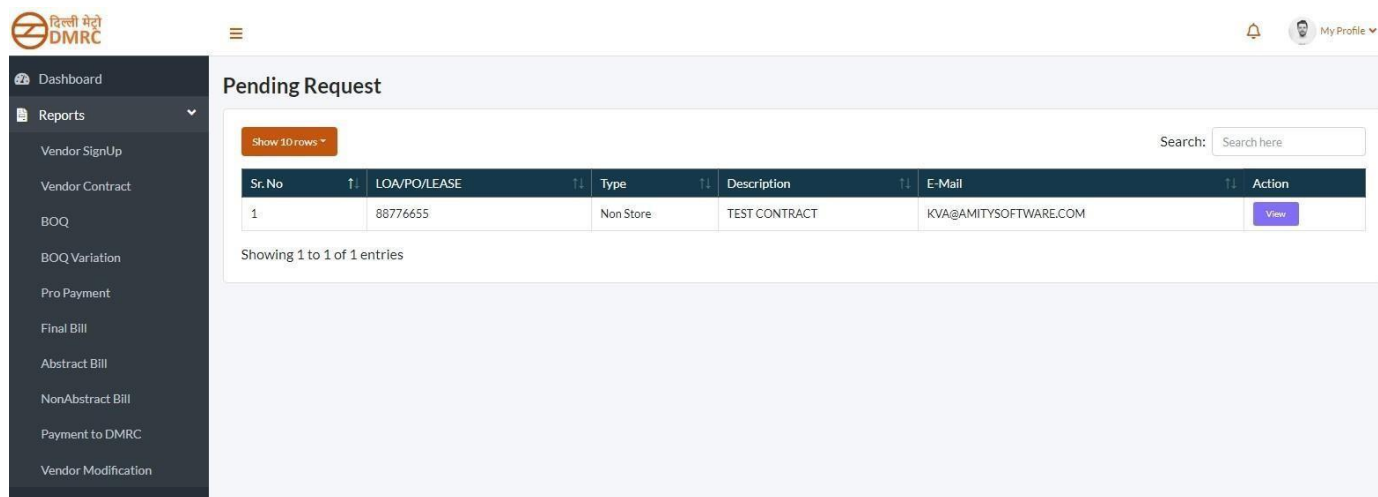


The screenshot shows the DMRC Dashboard. The top left corner features the DMRC logo and a navigation menu with options: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays a grid of 12 cards representing different metrics:

- 39 Signup Request (highlighted with a red box)
- 104 Registration
- 9 BOQ/PO
- 13 BOQ Variation (Vendor)
- 36 Advance Payment
- 18 Abstract Bill
- 9 Non Abstract Bill
- 2 Final Bill
- 24 Info Modification
- 20 Payment To DMRC
- 94 BOQ Variation (DMRC)
- 2 Store Bill Approval

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Once the Nodal officer will sign in to the portal, the pending **Signup** request will show.



The screenshot shows the DMRC Pending Request page. The top left corner features the DMRC logo and a navigation menu with options: Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main content area displays a table with one entry:

Sr.No	LOA/PO/LEASE	Type	Description	E-Mail	Action
1	88776655	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

All the pending request will show in the grid for the nodal officer to take action on.

**Vendor Signup**

Contract Type	Number	Contract Description
Non Store	88776655	TEST CONTRACT

Mobile Number	E-Mail	Nodal Officer	<input type="checkbox"/> Multi Party	<input checked="" type="checkbox"/> Multi Currency
+919971417985	KVA@AMITYSOFTWARE.COM	amity_nodal		

Remarks\*

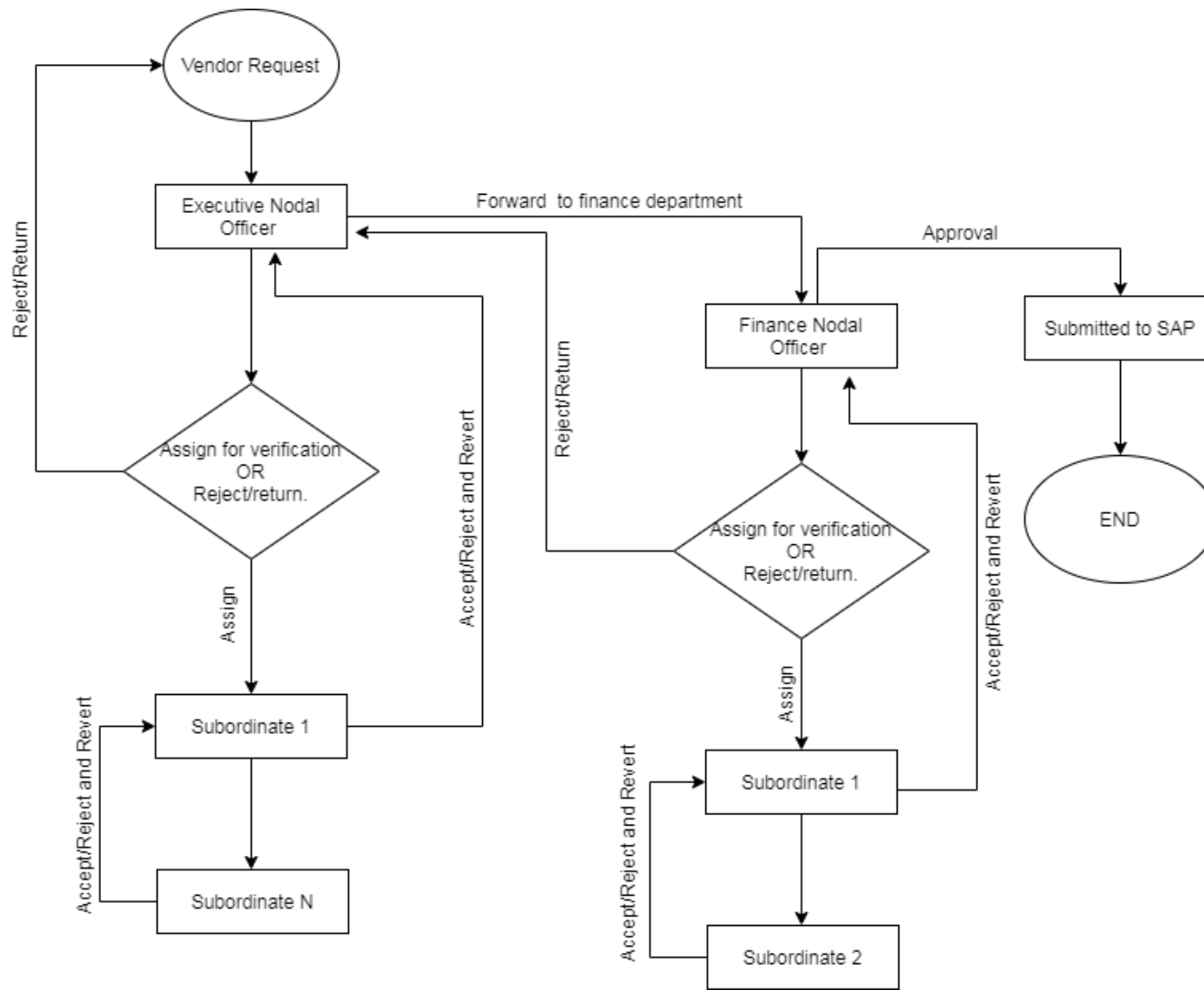
[View Documents](#) [APPROVE](#) [REJECT](#)

1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non editable format.
2. The nodal officer has the option to either approve or reject the request/transfer to subordinate. \_
3. Nodal officer also has the option to view the documents uploaded by the vendor.
4. If the nodal officer accepts the request, vendor will receive a notification along with their login credentials to proceed further in the portal.
5. Once a store signup request is approved, the portal will automatically interface SAP and fetch the vendor and PO details from SAP into the portal and mark it as approved. No approval process is required in case of onboarding or PO. The vendor can proceed for bill process directly.

## 2. PROVISIONAL PAYMENT EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to send either assign the advance payment request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



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The new advance payment request will show on the dashboard under Provisional Payment.

**Contract Details**  
 LOA/PO Number - 88776655  
 Description - TEST CONTRACT  
 Currency - Indian Rupee

Service Details	Qty	Unit Rate	Unit	Amount	Approved Qty	Approved Amount	Remarks	Action
MOBILISATION	1	100000	Activity unit	100000	1	100000		<a href="#">View Remark</a>

**Documents**  
 PAN CARD  
 Choose file

Remark

[Show Remark](#) [Verify](#)

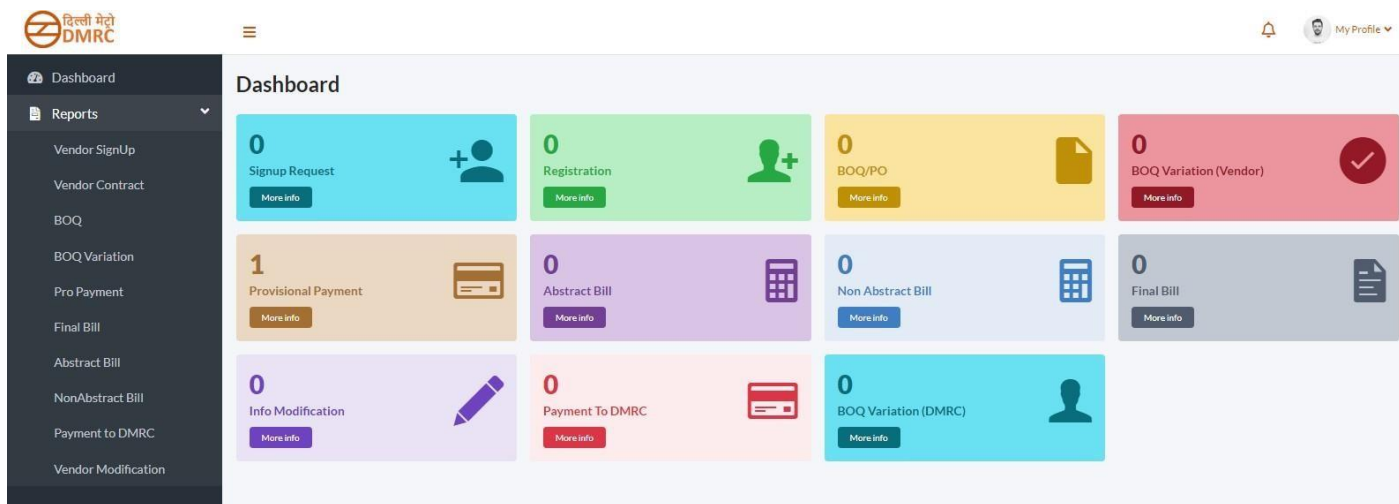
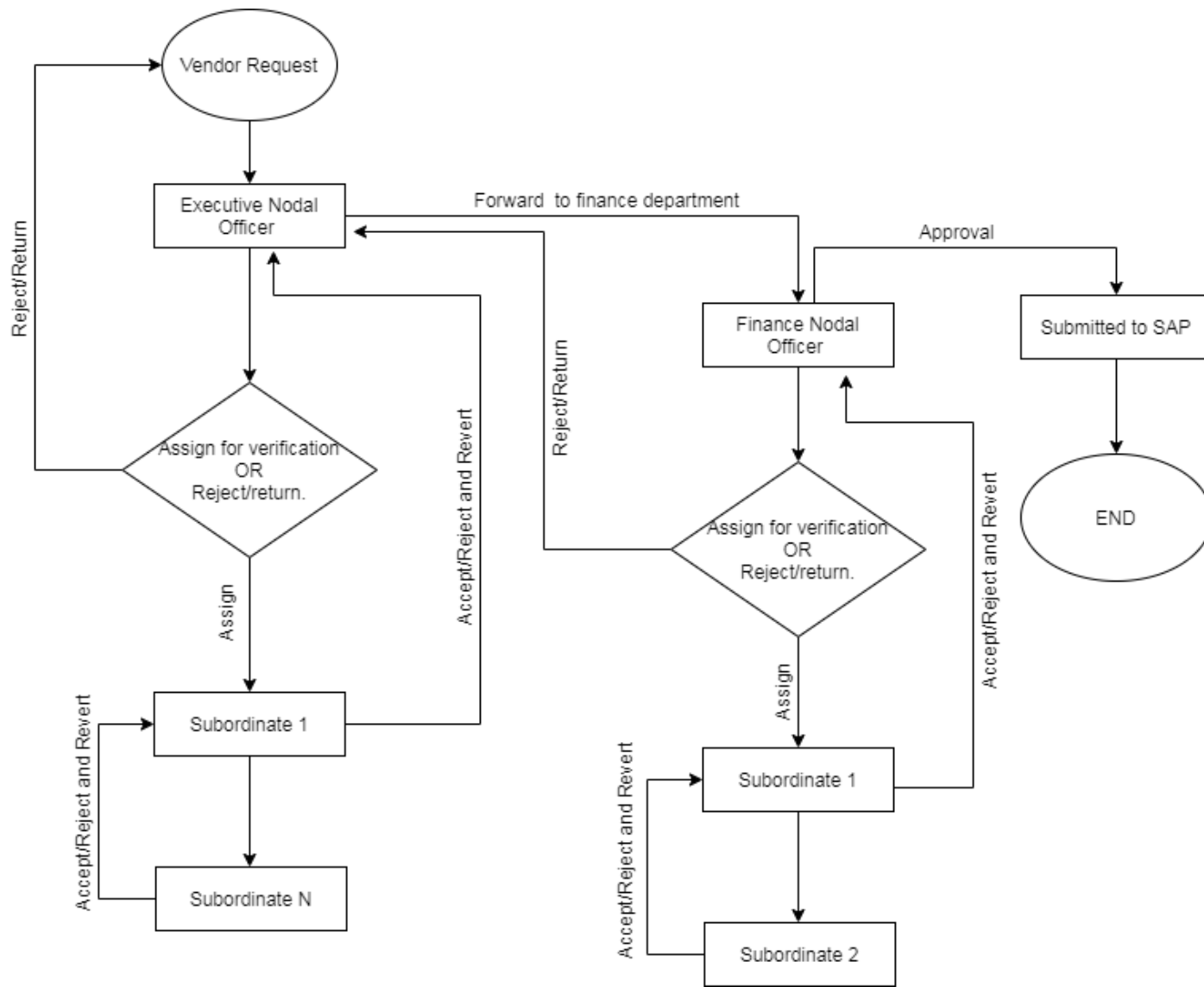
Final %  Final Amount

Action  
 Select action

1. The advance payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The advance payment request will show in a non editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
3. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
4. The nodal officer and verification user can also view remarks of the request and the uploaded files.
5. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
6. DMRC official can upload documents.
7. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
11. Appropriate notifications will be sent as follows:  
 Approve: Vendor and executive nodal officer  
 Forward for verification: executive nodal officer and verification subordinate  
 Reject: Vendor and executive nodal officer  
 Forward to finance: Executive nodal officer and finance nodal officer

### 3. PROVISIONAL PAYMENT FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the provisional payment request to his subordinate or verify himself and send it back to executive nodal officer.



The new provisional payment request will show on the dashboard under Provisional Payment.

**Contract Details**  
 LOA/PO Number - 88776655  
 Description - TEST CONTRACT  
 Currency - Indian Rupee

Service Details	Qty	Unit Rate	Unit	Amount	Approved Qty	Approved Amount	Remarks	Action
MOBILISATION	1	100000	Activity unit	100000	1	100000		<a href="#">View Remark</a>

**Documents**  
 PAN CARD  
 [Upload](#)

Remark

[Show Remark](#) [Verify](#)

Final %  Final Amount

Action  
 [SUBMIT](#) [PREVIEW](#)

1. The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.
3. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
4. The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: executive and finance nodal officer

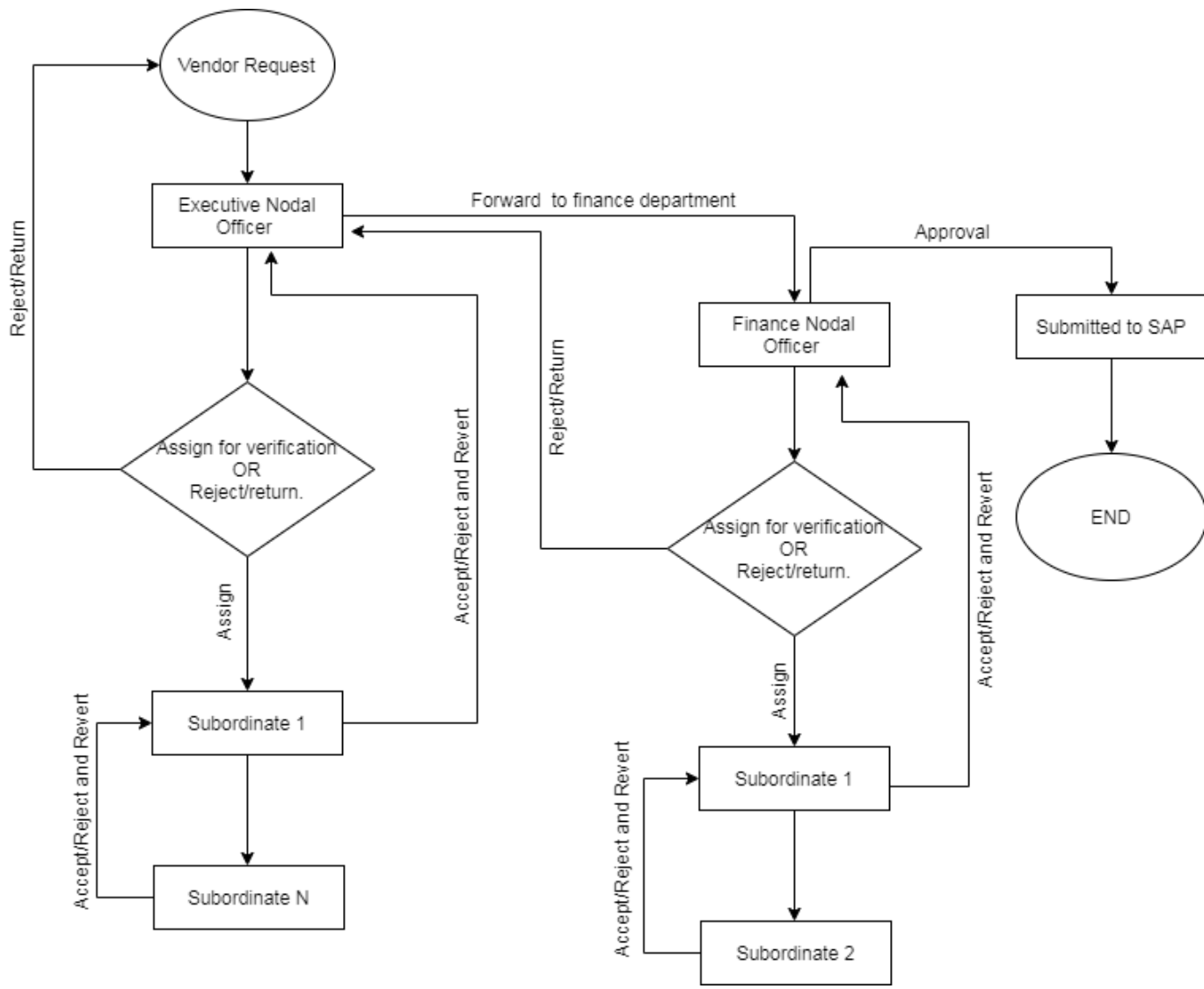
Forward for verification: finance nodal officer and verification subordinate

Reject: finance nodal officer and executive nodal officer

#### 4. STORE BILL EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

#### APPROVAL PROCESS



Dashboard

39 Signup Request

104 Registration

9 BOQ/PO

13 BOQ Variation (Vendor)

36 Advance Payment

18 Abstract Bill

9 Non Abstract Bill

2 Final Bill

24 Info Modification

20 Payment To DMRC

94 BOQ Variation (DMRC)

2 Store Bill Approval

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The new store bill request will show on the dashboard under **Store Bill**.

Currency - Indian Rupee

Show 10 entries

Item Details	BOQ Qty	Unit Rate	Unit	BOQ Amt	Requested Qty	Remaining Qty	Assign Qty	Approve Qty	Approve Amt	Remarks	Action
Sling for strap hanger of DMRC train	5	101.00	Number	505.00	2.00	2.00	2	0	0		View Remark
Sling for strap hanger of DMRC train	10	102.00	Number	1020.00	3.00	3.00	3	0	0		View Remark

Showing 1 to 2 of 2 entries

Item Text \* Place of Supply \* Business Place \* GRN/SERVICE Header Text \*

Invoice Header Text \*

Documents

Other Documents

Choose file Upload

Remark \* Actions \*

Submit View Remarks Verify Back to list

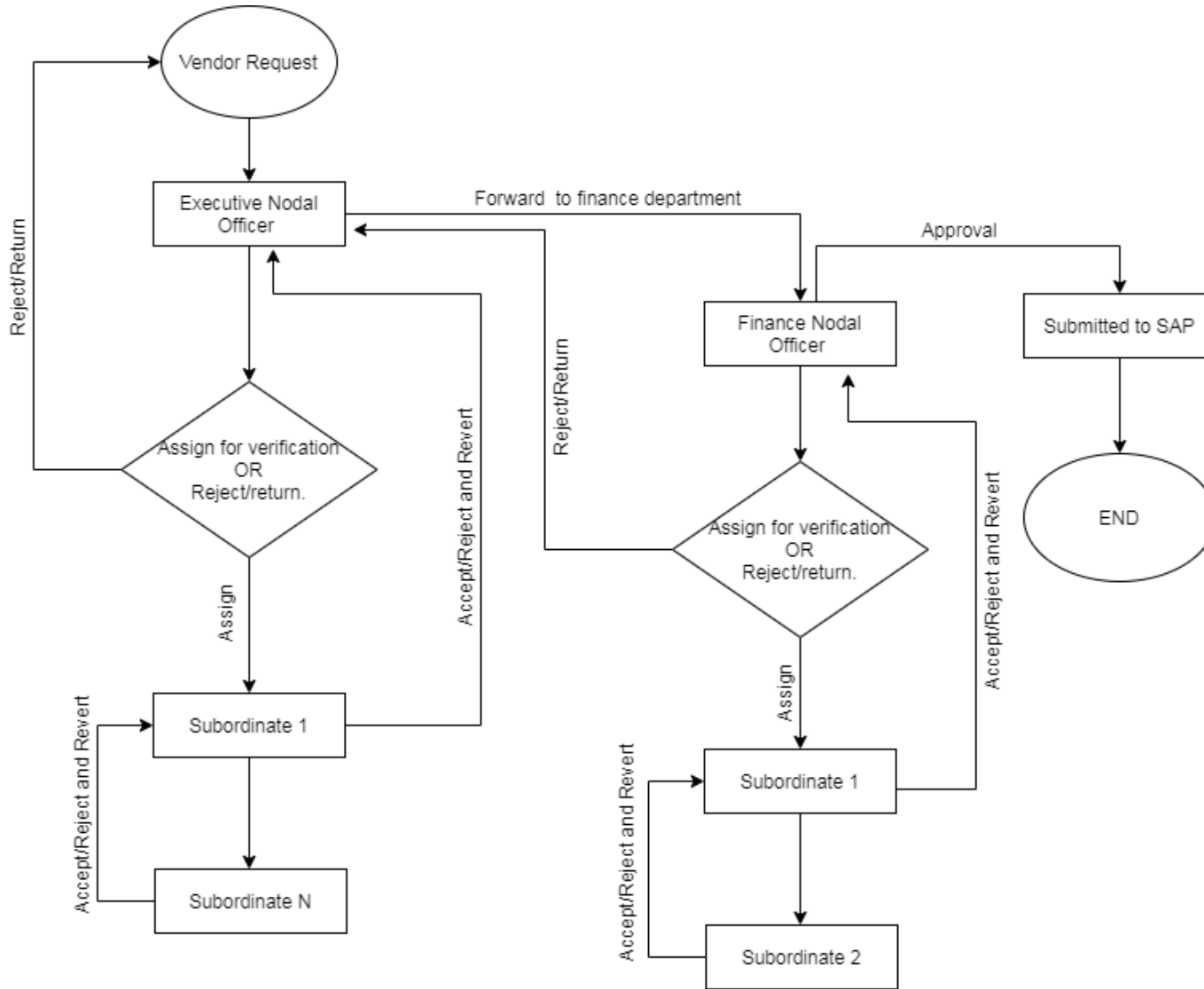
- The purchaser/nodal officer will have an option to assign different quantities for an item to different users for suitability.
- Once a certain quantity is assigned to a certain user, their login will show a request regarding the same and an option to reject or approve.
- That quantity will show in '**ASSIGNED**' link for that particular item. Item is sent for suitability to the user department. After receipt of suitability from the user, the GR will automatically on executive nodal approval and transferred to SAP.
- Once the assigned quantity is approved from suitability officer to whom it was assigned, this will show in the '**Approved**' link for that item.
- Once a quantity has been assigned, another request can be generated for the remaining quantity.
- All the other inputs like Header text, Place of supply, Business place etc will be used for GRN.
- Once this request will be sent to finance, GRN and invoice parking will be done in SAP automatically for the approved items and respective quantities.
- If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
- The nodal officer and verification user can also view remarks of the request and the uploaded files.



10. Appropriate notifications will be sent as follows:  
 Approve: Vendor and executive nodal officer  
 Forward for verification: executive nodal officer and verification subordinate  
 Reject: Vendor and executive nodal officer  
 Forward to finance: Executive nodal officer and finance nodal officer

### 5. STORE BILL FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.



The screenshot shows the DMRC dashboard with a sidebar menu on the left containing options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main dashboard area displays several key performance indicators (KPIs) in colored boxes:

- Signup Request:** 0 (Blue box)
- Registration:** 0 (Green box)
- BOQ/PO:** 0 (Yellow box)
- BOQ Variation (Vendor):** 0 (Red box)
- Provisional Payment:** 1 (Orange box)
- Abstract Bill:** 1 (Purple box)
- Non Abstract Bill:** 0 (Light Blue box)
- Final Bill:** 0 (Grey box)
- Info Modification:** 0 (Light Purple box)
- Payment To DMRC:** 0 (Light Red box)
- BOQ Variation (DMRC):** 0 (Light Blue box)

The new RA bill request will show on the dashboard under Abstract Bill.

The screenshot shows the 'Abstract Bill' form with the following sections:

- Service Details Table:**

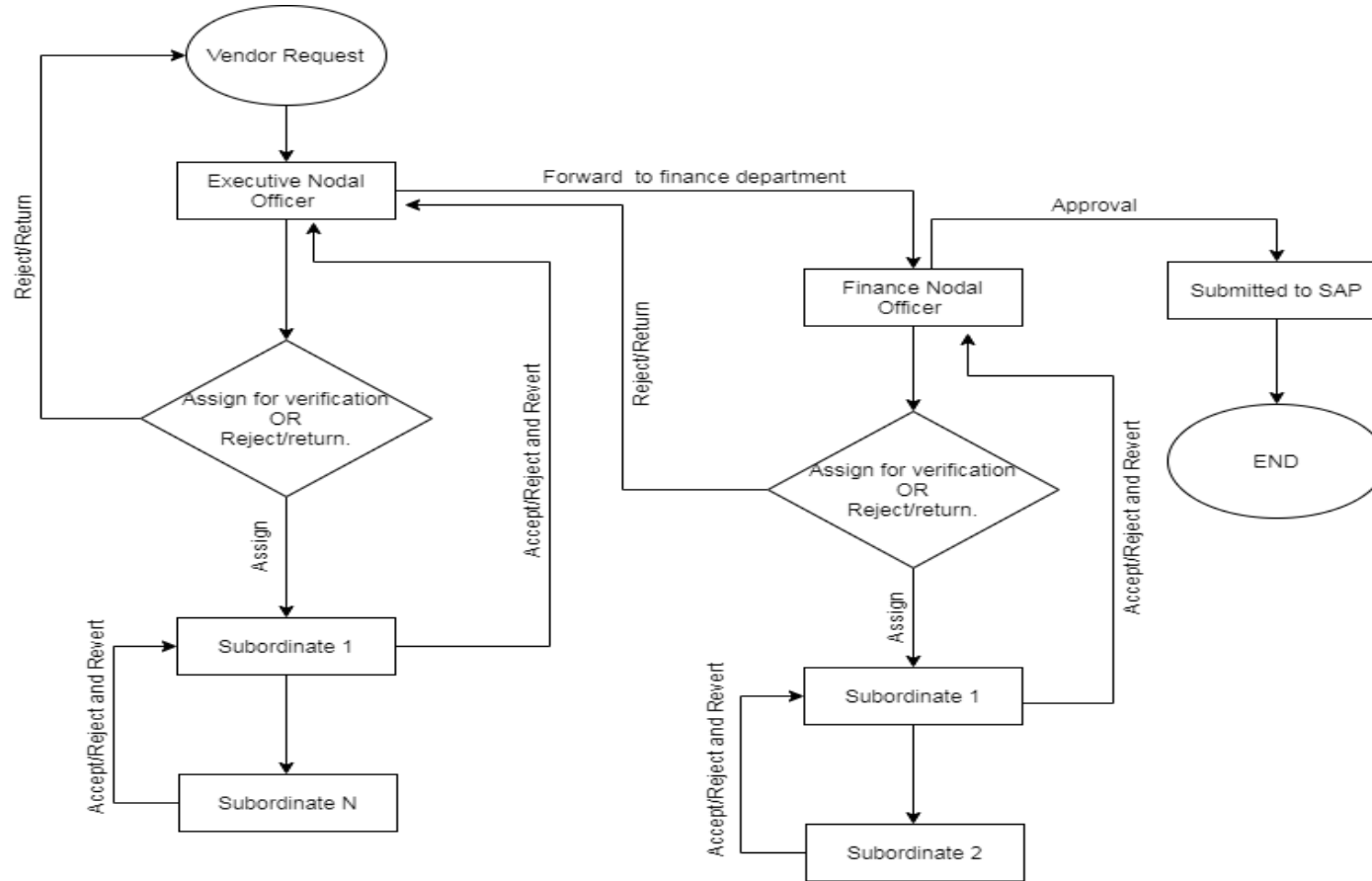
Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approve %	Approve Qty.	Approve Amt.	Remarks
ITEM 1	20	20.00	Activity u	200.00	20.00	100.00	20.00	200.00	
ITEM 2	30	30.00	Activity u	600.00	15.00	50.00	15.00	300.00	
- Deductions Section:**
  - Add Deduction:** Button
  - Total Bill Percentage:** 100.00
  - Total Bill:** 500.00
  - Total Deduction:** 0.00
  - Final Amount:** 500.00
  - Item Text:** Input field
  - Place of Supply:** Select dropdown
  - Business Place:** Select dropdown
  - GRN/SERVICE Header Text:** Input field
  - Invoice Header Text:** Input field
- Documents Section:**
  - Abstract bill2:** Choose file button and Upload button
  - Abstract bill3:** Choose file button and Upload button
  - Remark:** Input field
  - Actions:** Select dropdown
- Buttons:** Submit, View Remarks, View Files, Back to list

1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. Appropriate notifications will be sent as follows:
  - Approve: executive and finance nodal officer
  - Forward for verification: finance nodal officer and verification subordinate
  - Reject: finance nodal officer and executive nodal officer

## 6. Add New Contract Executive Approval

This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



Vendor approval will follow this flow.

The screenshot shows the DMRC dashboard with a sidebar menu on the left and a main dashboard area. The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard displays several metrics in colored boxes:

Metric	Value
Signup Request	39
Registration	104
BOQ/PO	9
BOQ Variation (Vendor)	13
Advance Payment	36
Abstract Bill	18
Non Abstract Bill	9
Final Bill	2
Info Modification	24
Payment To DMRC	20
BOQ Variation (DMRC)	94
Store Bill Approval	2

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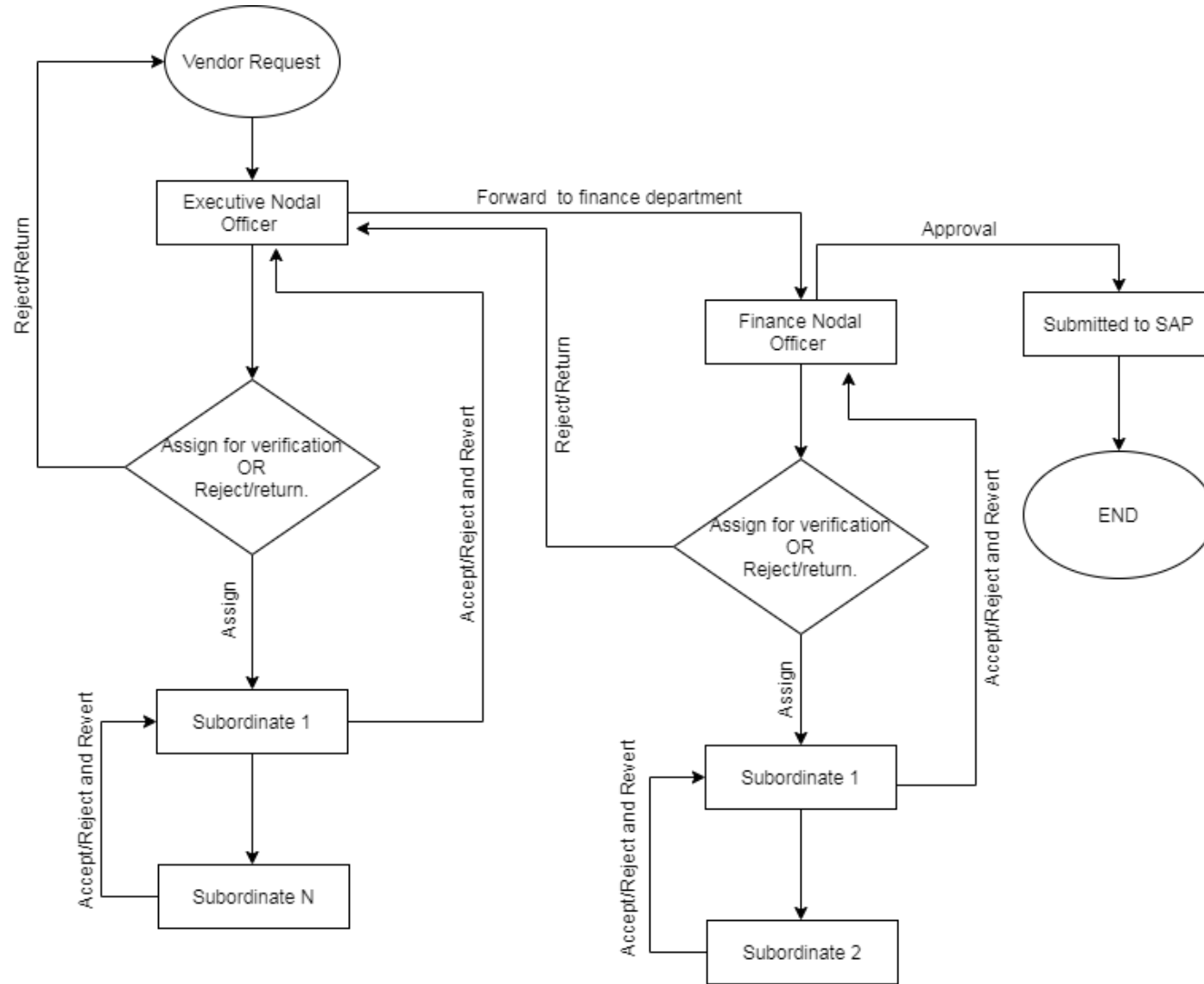
All the pending registration requests will be shown in the dashboard.

A grid of all the registration requests will be shown for the nodal officer to proceed from.

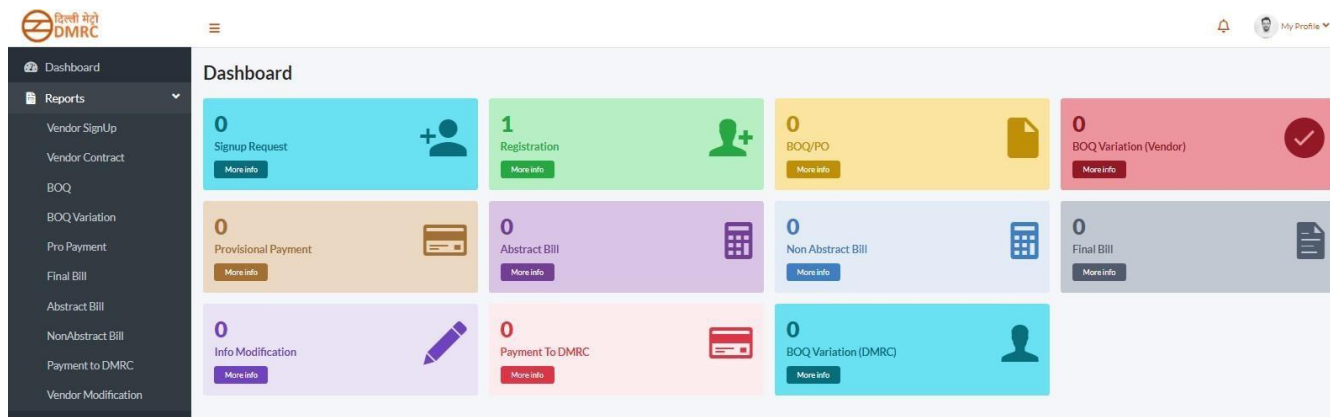
1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking 'VERIFY' and then either send it for verification to subordinate or forward it to finance nodal officer directly.
4. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
5. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
7. DMRC official will upload documents required by DMRC.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
10. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
11. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

## 7. Add New Contract Finance Approval

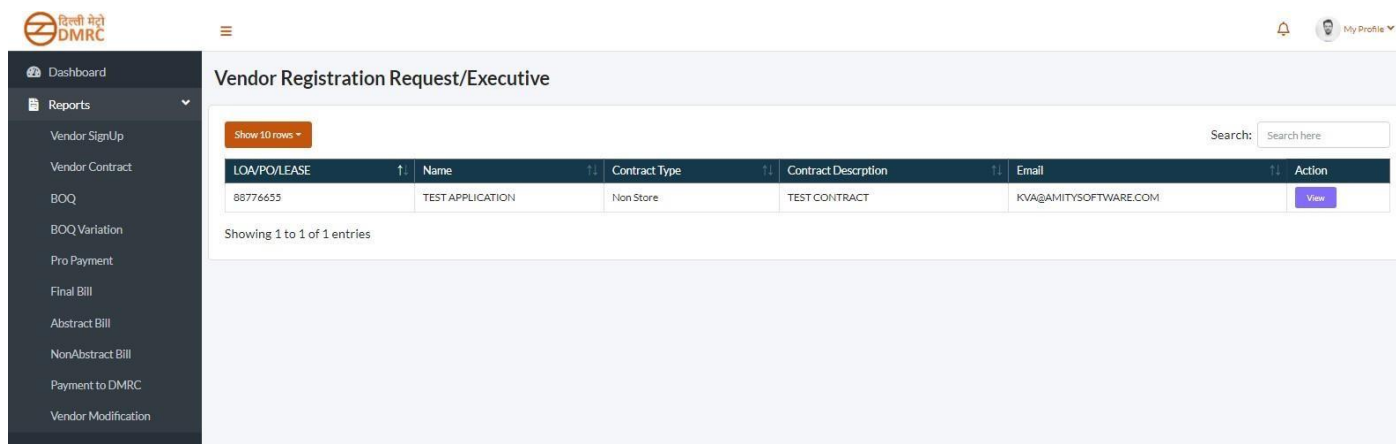
This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



Vendor approval will follow this flow.



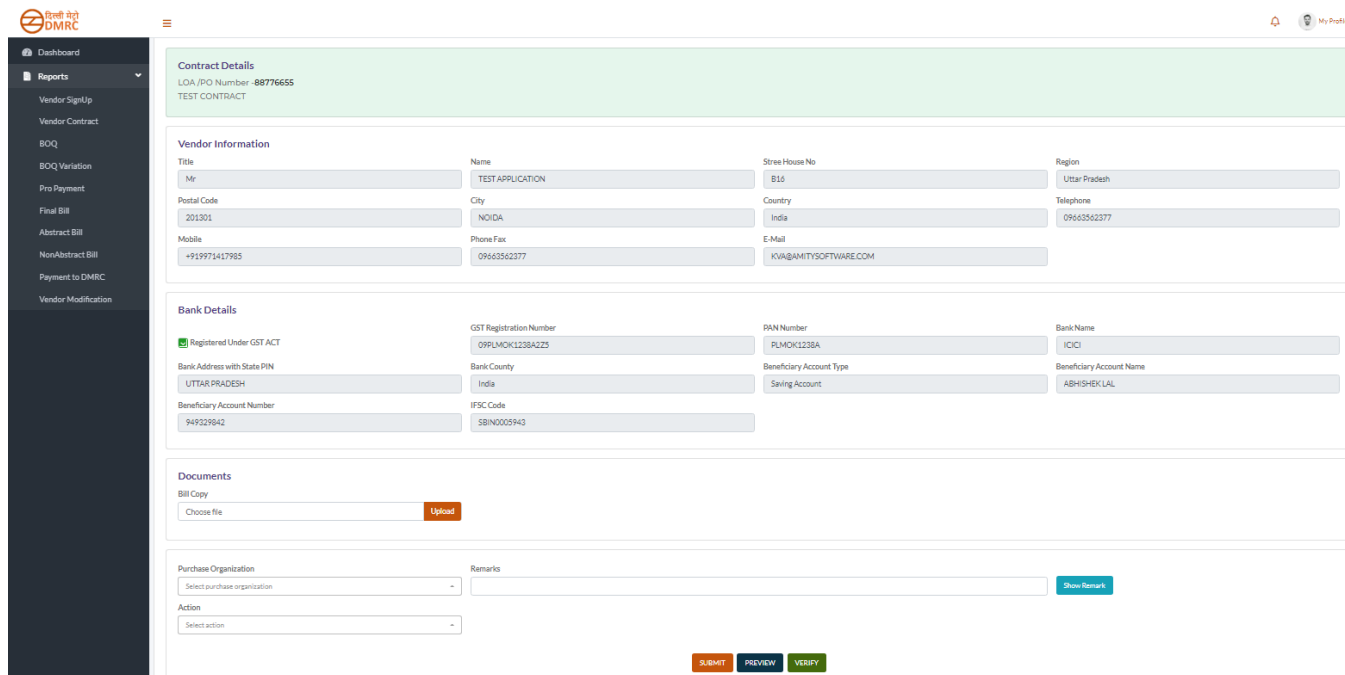
All the pending registration requests will be shown in the dashboard.



The screenshot shows the 'Vendor Registration Request/Executive' dashboard. On the left is a dark sidebar with navigation options: Dashboard, Reports, Vendor Sign Up, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main content area has a header with the DMRC logo and a search bar. Below the header is a table with columns: LOA/PO/LEASE, Name, Contract Type, Contract Description, Email, and Action. A single row is visible with the following data: LOA/PO/LEASE: 88776655, Name: TEST APPLICATION, Contract Type: Non Store, Contract Description: TEST CONTRACT, Email: KVA@AMITYSOFTWARE.COM, and Action: View. Below the table, it says 'Showing 1 to 1 of 1 entries'.

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

A grid of all the registration requests will be shown for the nodal officer to proceed from.



The screenshot shows the 'Vendor Registration Request/Executive' form. The form is divided into several sections: Contract Details, Vendor Information, Bank Details, Documents, and a final section for Purchase Organization and Remarks. The Contract Details section shows LOA/PO Number: 88776655 and TEST CONTRACT. The Vendor Information section includes fields for Title (Mr), Name (TEST APPLICATION), Street House No (B16), Region (Uttar Pradesh), Postal Code (201301), City (NOIDA), Country (India), Telephone (0966552377), Mobile (+919771417985), Phone Fax (0966552377), and E-Mail (KVA@AMITYSOFTWARE.COM). The Bank Details section includes fields for Registered Under GST ACT (checked), GST Registration Number (09PLMOK1238A225), PAN Number (PLMOK1238A), Bank Name (ICICI), Bank Address with State PIN (UTTAR PRADESH), Bank Country (India), Beneficiary Account Type (Saving Account), Beneficiary Account Name (ABHISHEK LAL), Beneficiary Account Number (94922942), and IFSC Code (SBIN005943). The Documents section has a field for Bill Copy with a Choose file button and an Upload button. The final section has a Purchase Organization dropdown (Select purchase organization), a Remarks field, and a Show Remark button. At the bottom, there are three buttons: SUBMIT, PREVIEW, and VERIFY.

**Contract Details**  
LOA/PO Number: 88776655  
TEST CONTRACT

**Vendor Information**

Title	Name	Street House No	Region
Mr	TEST APPLICATION	B16	Uttar Pradesh
Postal Code	City	Country	Telephone
201301	NOIDA	India	0966552377
Mobile	Phone Fax	E-Mail	
+919771417985	0966552377	KVA@AMITYSOFTWARE.COM	

**Bank Details**

Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
<input checked="" type="checkbox"/>	09PLMOK1238A225	PLMOK1238A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
UTTAR PRADESH	India	Saving Account	ABHISHEK LAL
Beneficiary Account Number	IFSC Code		
94922942	SBIN005943		

**Documents**

Bill Copy  
Choose file

Purchase Organization: Select purchase organization  
Remarks:

Action: Select action

**Account Details**

Recon Account <input type="text" value="Select Recon Acc"/>	Search Term <input type="text"/>	Sort Key <input type="text" value="Select Short key"/>	Cash Management Group <input type="text" value="Select Cash Mgmt Grp"/>
Payment Terms <input type="text" value="Select Payment Terms"/>	Chk Cashing Time <input type="text"/>	Payment Method <input type="text" value="Select Payment Method"/>	House Bank <input type="text" value="Select Payment Method"/>
Order Currency <input type="text" value="Select Order Currency"/>	Inco Terms <input type="text" value="Select Income Terms"/>	Schema Group <input type="text" value="Select Schema Group"/>	Account Group <input type="text" value="DMRC - Services"/>

GR Based Invoice Verification     Service Based Invoice Verification

**Withholding TAX**

Withholding Tax Type <input type="text" value="Select Withholding Tax Type"/>	<input type="checkbox"/> W/tax Liable	Rec Type <input type="text" value="Select Rec Type"/>	W/ Tax ID <input type="text"/>
----------------------------------------------------------------------------------	---------------------------------------	----------------------------------------------------------	-----------------------------------

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
4. All the account and withholding tax details will be interfaced from SAP.
5. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.
6. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
7. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

## **VPP Lease Module User Manual for DMRC**

### **3. Lease**

#### **1. SIGNUP APPROVAL NODAL OFFICER**

This option will be used by the executive nodal officer to approve the sign up requests generated by the vendors.

The screenshot shows the DMRC Dashboard with the following metrics:

- 39** Signup Request (highlighted with a red box)
- 104** Registration
- 9** BOQ/PO
- 13** BOQ Variation (Vendor)
- 36** Advance Payment
- 18** Abstract Bill
- 9** Non Abstract Bill
- 2** Final Bill
- 24** Info Modification
- 20** Payment To DMRC
- 94** BOQ Variation (DMRC)
- 2** Store Bill Approval

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Once the Nodal officer will sign in to the portal, the pending **signup** request will show.

The screenshot shows the DMRC Pending Request page with the following table:

Sr.No	LOA/PO/LEASE	Type	Description	E-Mail	Action
1	88776655	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

All the pending request will show in the grid for the nodal officer to take action on.



**Vendor Signup**

Contract Type: Non Store    Number: 88776655    Contract Description: TEST CONTRACT

Mobile Number: +919971417985    E-Mail: KVA@AMITYSOFTWARE.COM    Nodal Officer: amity\_nodal

Multi Party     Multi Currency

Remarks\*

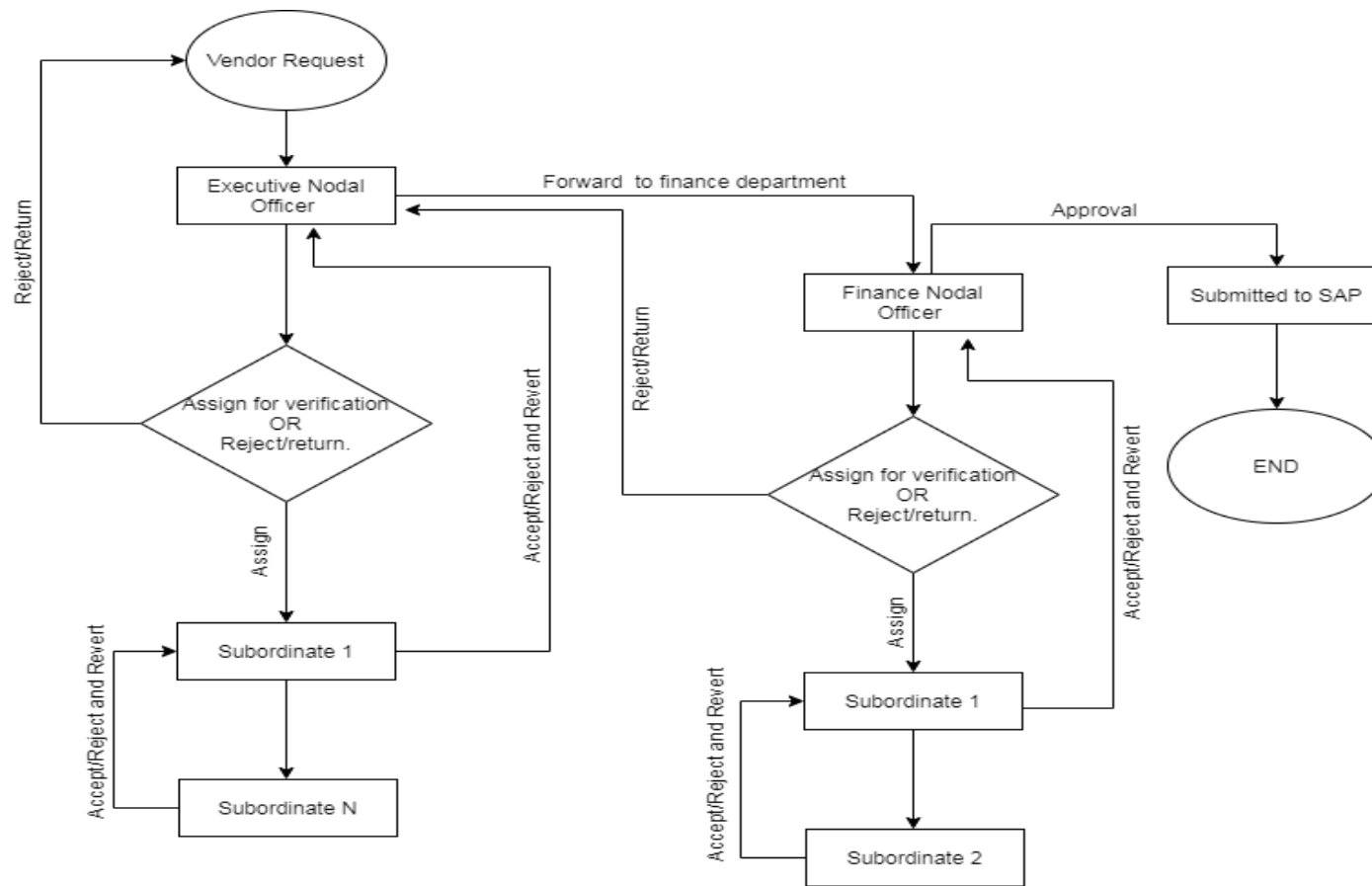
[View Documents](#)    [APPROVE](#)    [REJECT](#)

1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non editable format.
2. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
3. DMRC official can upload documents.
4. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
5. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
6. DMRC official will add their remarks for this overall request.
7. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
8. The nodal officer has the option to either approve or reject the request.
9. Nodal officer also has the option to view the documents uploaded by the vendor.
10. If the nodal officer accepts the request, vendor will receive a notification along with their login credentials to proceed further in the portal.

## 2. VENDOR ONBOARDING EXECUTIVE NODAL APPROVAL

This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS

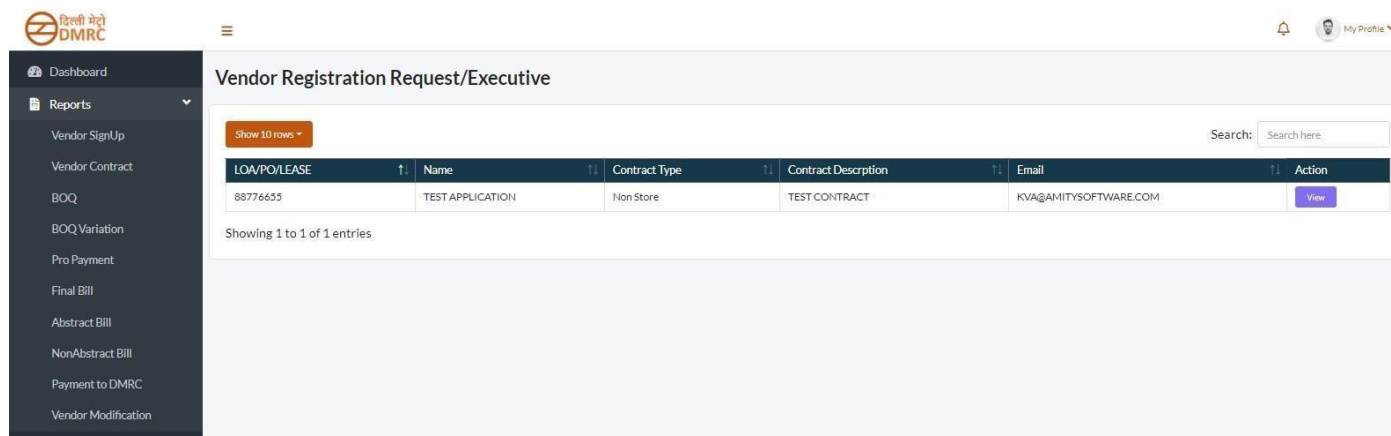


Vendor approval will follow this flow.

The screenshot shows the DMRC (Delhi Metro Rail Corporation) dashboard. The top left features the DMRC logo and a navigation menu with options: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays a grid of 12 cards, each representing a different category with a count and a 'More info' link. The 'Registration' card, showing a count of 104, is highlighted with a red border. The bottom of the page includes a copyright notice: 'Copyright © 2021 Delhi Metro Rail Corporation(DMRC)'.

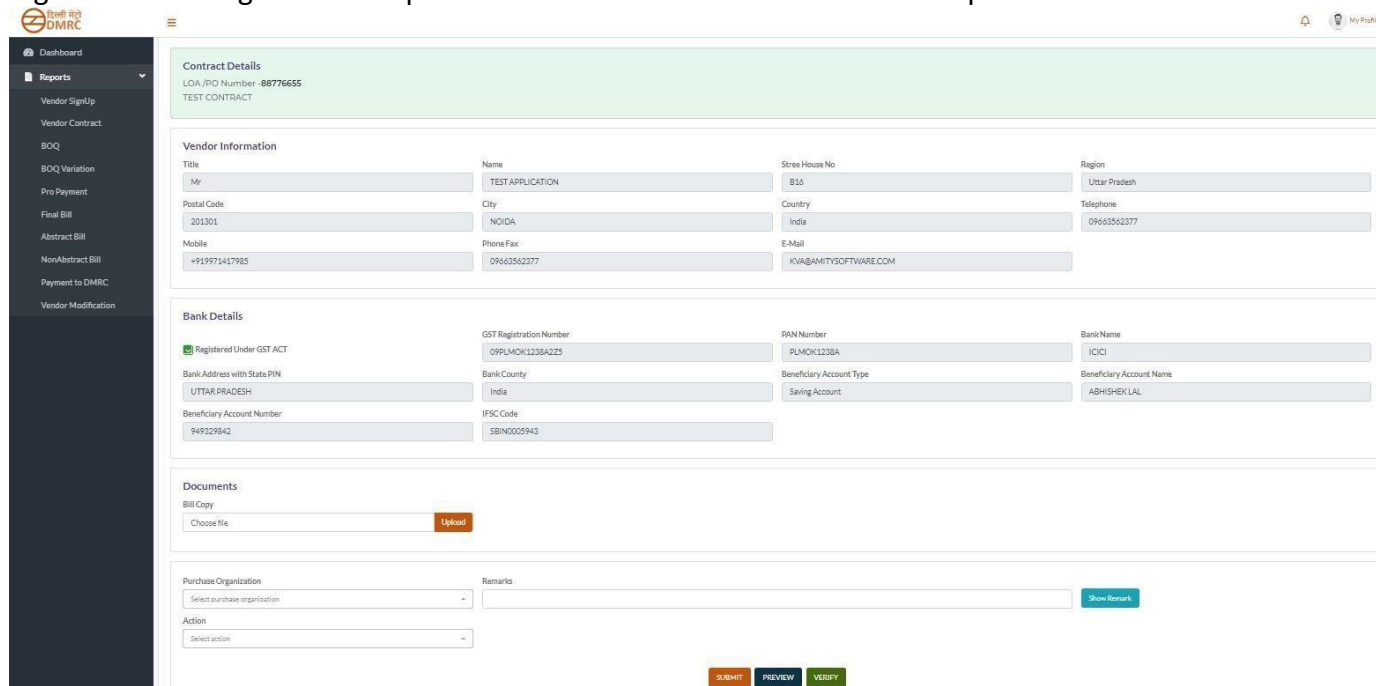
Category	Count	More Info
Signup Request	39	More info
Registration	104	More info
BOQ/PO	9	More info
BOQ Variation (Vendor)	13	More info
Advance Payment	36	More info
Abstract Bill	18	More info
Non Abstract Bill	9	More info
Final Bill	2	More info
Info Modification	24	More info
Payment To DMRC	20	More info
BOQ Variation (DMRC)	94	More info
Store Bill Approval	2	More info

All the pending **registration** requests will be shown in the dashboard.



The screenshot shows the DMRC dashboard with a sidebar menu on the left containing options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main content area is titled 'Vendor Registration Request/Executive' and displays a table with one entry. The table has columns for LOA/PO/LEASE, Name, Contract Type, Contract Description, Email, and Action. The entry shows LOA/PO/LEASE: 88776655, Name: TEST APPLICATION, Contract Type: Non Store, Contract Description: TEST CONTRACT, and Email: KVA@AMITYSOFTWARE.COM. A 'View' button is present in the Action column. Below the table, it says 'Showing 1 to 1 of 1 entries'. There is a search bar at the top right of the table area.

A grid of all the registration requests will be shown for the nodal officer to proceed from.

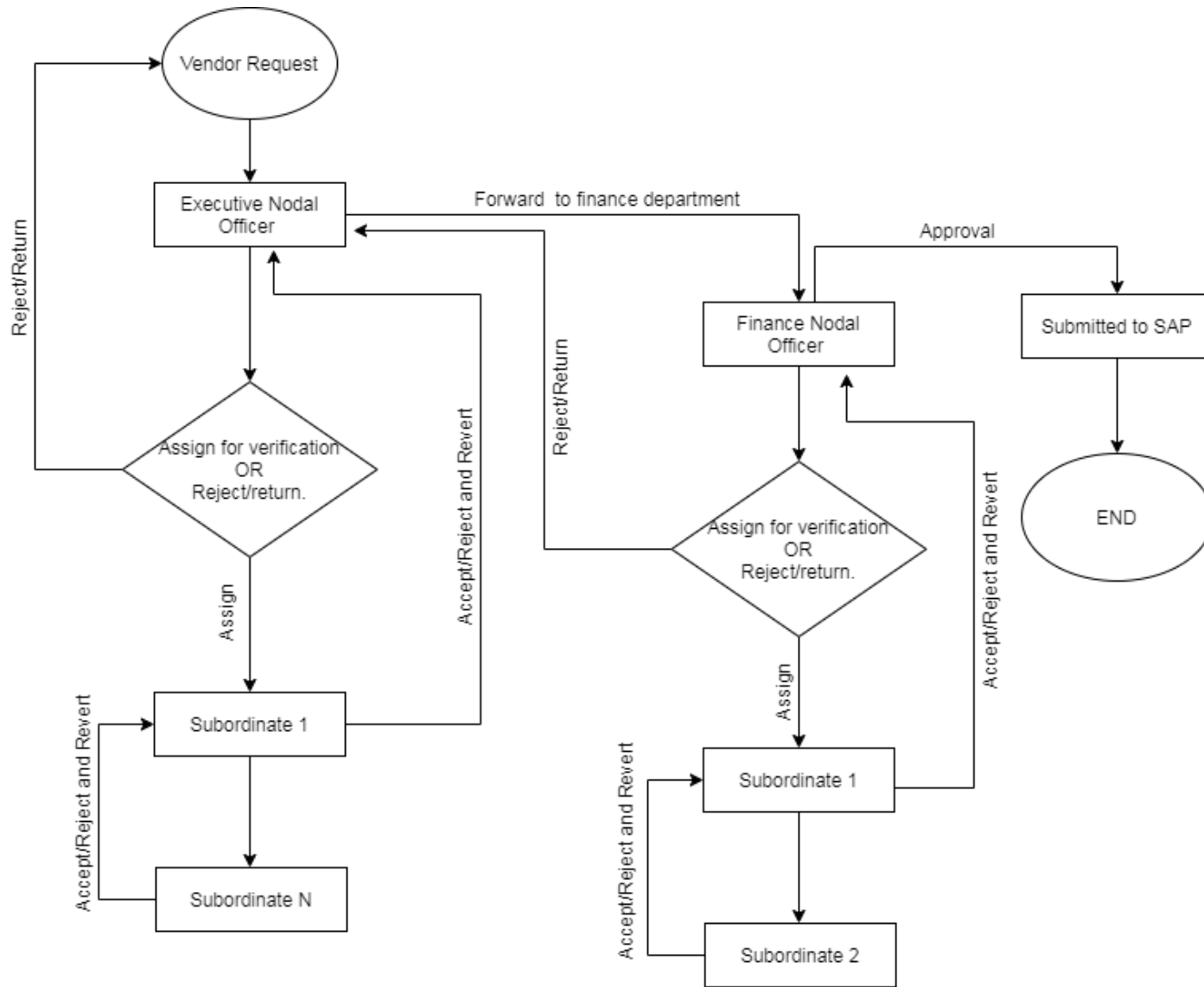


The screenshot shows the DMRC dashboard with the sidebar menu on the left. The main content area is titled 'Contract Details' and displays the details of a registration request. The contract details include LOA/PO Number: 88776655 and Contract: TEST CONTRACT. The Vendor Information section includes fields for Title (Mr), Name (TEST APPLICATION), Street House No (B16), Region (Uttar Pradesh), Postal Code (201301), City (NOIDA), Country (India), Telephone (0965352377), Mobile (+919971417985), Phone Fax (0965352377), and E-Mail (KVA@AMITYSOFTWARE.COM). The Bank Details section includes fields for Registered Under GST ACT (checked), GST Registration Number (09PLMOK1238A225), PAN Number (PLMOK1238A), Bank Name (ICICI), Bank Address with State PIN (UTTAR PRADESH), Bank Country (India), Beneficiary Account Type (Saving Account), Beneficiary Account Name (ABHISHEK LAL), Beneficiary Account Number (949229842), and IFSC Code (SBIN0005943). The Documents section includes a field for Bill Copy and an Upload button. The Purchase Organization section includes a dropdown menu for Select purchase organization, a Remarks field, and a Show Remarks button. The Action section includes a dropdown menu for Select action. At the bottom, there are buttons for SUBMIT, PREVIEW, and VERIFY.

1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking 'VERIFY' and then either send it for verification to subordinate or forward it to finance nodal officer directly.
4. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
5. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
7. DMRC official will upload documents required by DMRC.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
10. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
11. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

#### 4. VENDOR ONBOARDING FINANCE APPROVAL

This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



Vendor approval will follow this flow.

The dashboard displays a grid of 10 cards representing different types of pending requests:

- Signup Request: 0
- Registration: 1
- BOQ/PO: 0
- BOQ Variation (Vendor): 0
- Provisional Payment: 0
- Abstract Bill: 0
- Non Abstract Bill: 0
- Final Bill: 0
- Info Modification: 0
- Payment To DMRC: 0
- BOQ Variation (DMRC): 0

All the pending registration requests will be shown in the dashboard.

The page displays a table of registration requests with the following data:

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

The page displays the following details for Contract LOA/PO Number 88776655:

### Contract Details

LOA/PO Number - 88776655  
TEST CONTRACT

### Vendor Information

Title	Name	Street House No	Region
Mr	TEST APPLICATION	B16	Uttar Pradesh
Postal Code	City	Country	Telephone
201301	NOIDA	India	09665562377
Mobile	Phone Fax	E-Mail	
+919971417985	09665562377	KVA@AMITYSOFTWARE.COM	

### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
	09PLMOK1228A2Z5	PLMOK1228A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
UTTAR PRADESH	India	Saving Account	ABHISHEK LAL
Beneficiary Account Number	IFSC Code		
949529842	SBIN0005943		

### Documents

Bill Copy

Purchase Organization:  Remark:

Action:

### Account Details

Recon Account Select Recon Acc	Search Term	Sort Key Select Short key	Cash Management Group Select Cash Mgmt Grp
Payment Terms Select Payment Terms	Chk Cashing Time	Payment Method Select Payment Method	House Bank Select Payment Method
Order Currency Select Order Currency	Inco Terms Select Income Terms	Schema Group Select Schema Group	Account Group DMRC - Services

GR Based Invoice Verification     Service Based Invoice Verification

### Withholding TAX

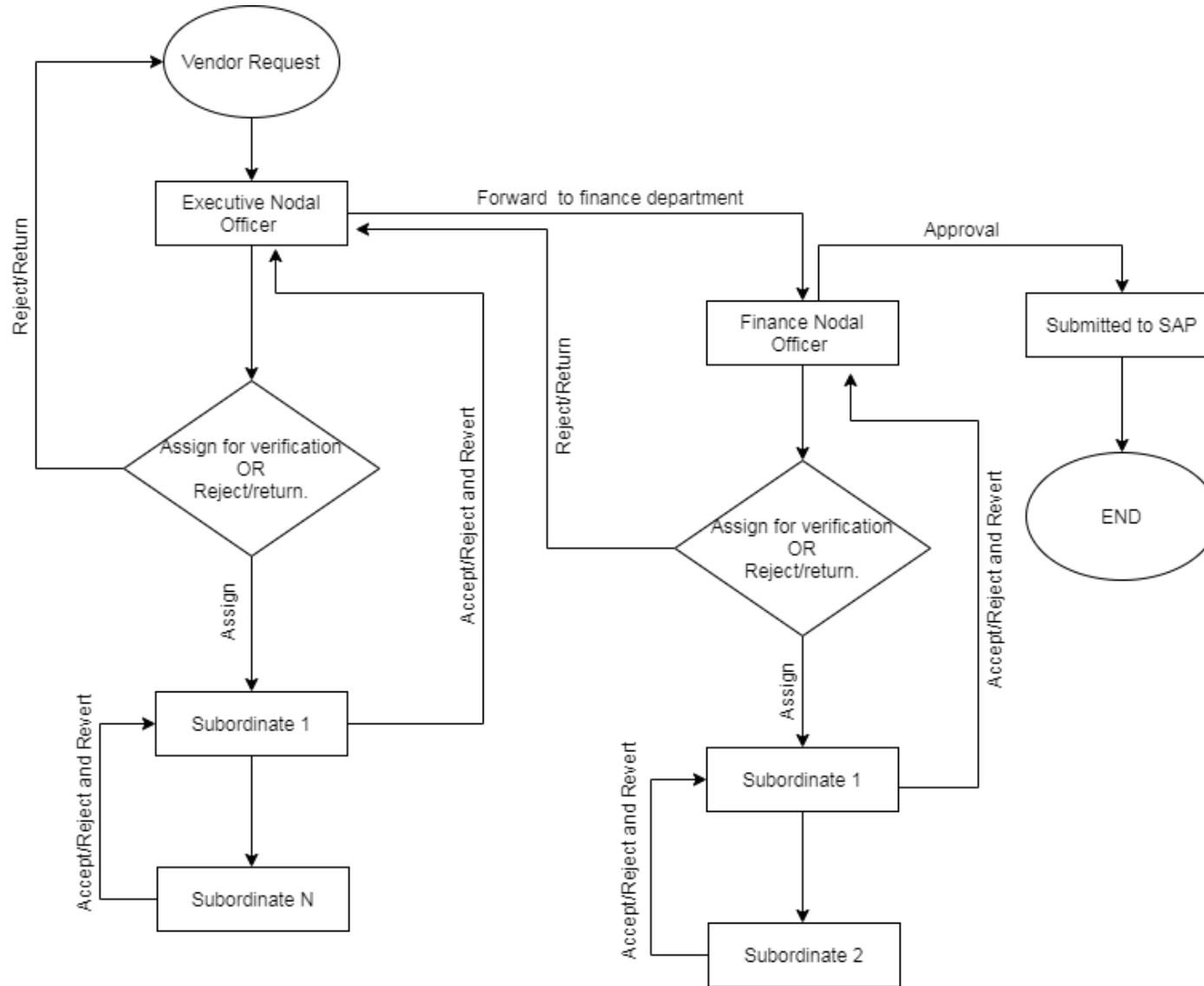
Withholding Tax Type Select Withholding Tax Type	<input type="checkbox"/> W/tax Liable	Rec Type Select Rec Type	W/ Tax ID
-----------------------------------------------------	---------------------------------------	-----------------------------	-----------

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
4. All the account and withholding tax details will be interfaced from SAP.
5. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.
6. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
7. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

## 5. PAYMENT TO DMRC EXECUTIVE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



The screenshot shows the DMRC dashboard interface. The top left features the DMRC logo and a navigation menu with options like Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays several key performance indicators (KPIs) in colored cards:

- 39** Signup Request (blue card)
- 104** Registration (green card)
- 9** BOQ/PO (yellow card)
- 13** BOQ Variation (Vendor) (red card)
- 36** Advance Payment (orange card)
- 18** Abstract Bill (purple card)
- 9** Non Abstract Bill (light blue card)
- 2** Final Bill (grey card)
- 24** Info Modification (light purple card)
- 20** Payment To DMRC (pink card, highlighted with a red border)
- 94** BOQ Variation (DMRC) (cyan card)
- 2** Store Bill Approval (light blue card)

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The payment to DMRC request will show on the dashboard under **Payment to DMRC**.

दिल्ली मेट्रो DMRC

Dashboard

Reports

Vendor SignUp

Vendor Contract

BOQ

BOQ Variation

Pro Payment

Final Bill

Abstract Bill

NonAbstract Bill

Payment to DMRC

Vendor Modification

Payment To DMRC

Contract Detail

Lease No: 43983948

Service	Qty	Unit Rate	Amount	Currency	Remarks
PARKING	2	10000.00	20000.00	Indian Rupee	DONE

Documents:\*

Payment To DMRC

Choose file Upload

Total Amount:\* 20000.00 Bank:\* ICICI Payment Ref Number:\* 32904904 Payment Mode:\* RTGS

Remarks\*

Action

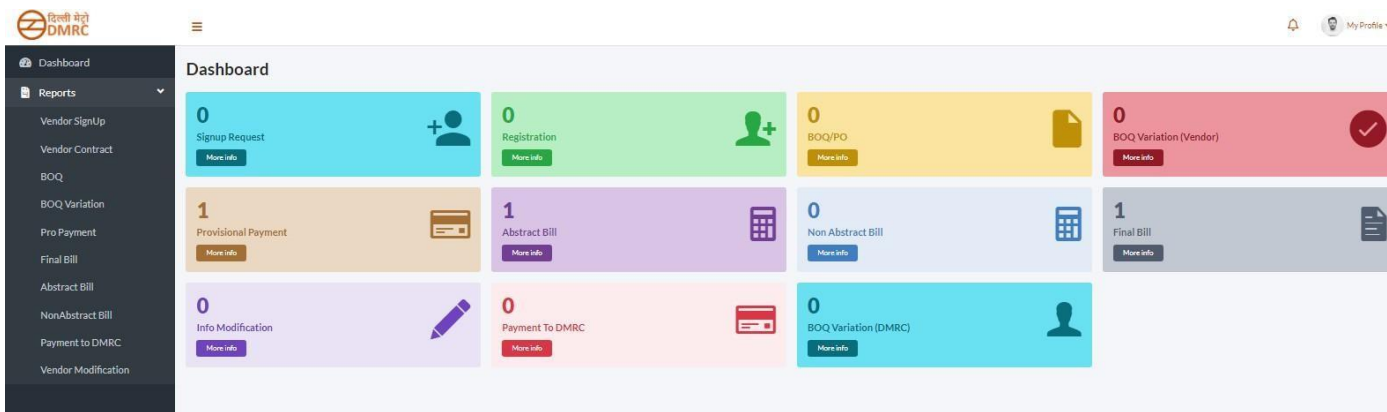
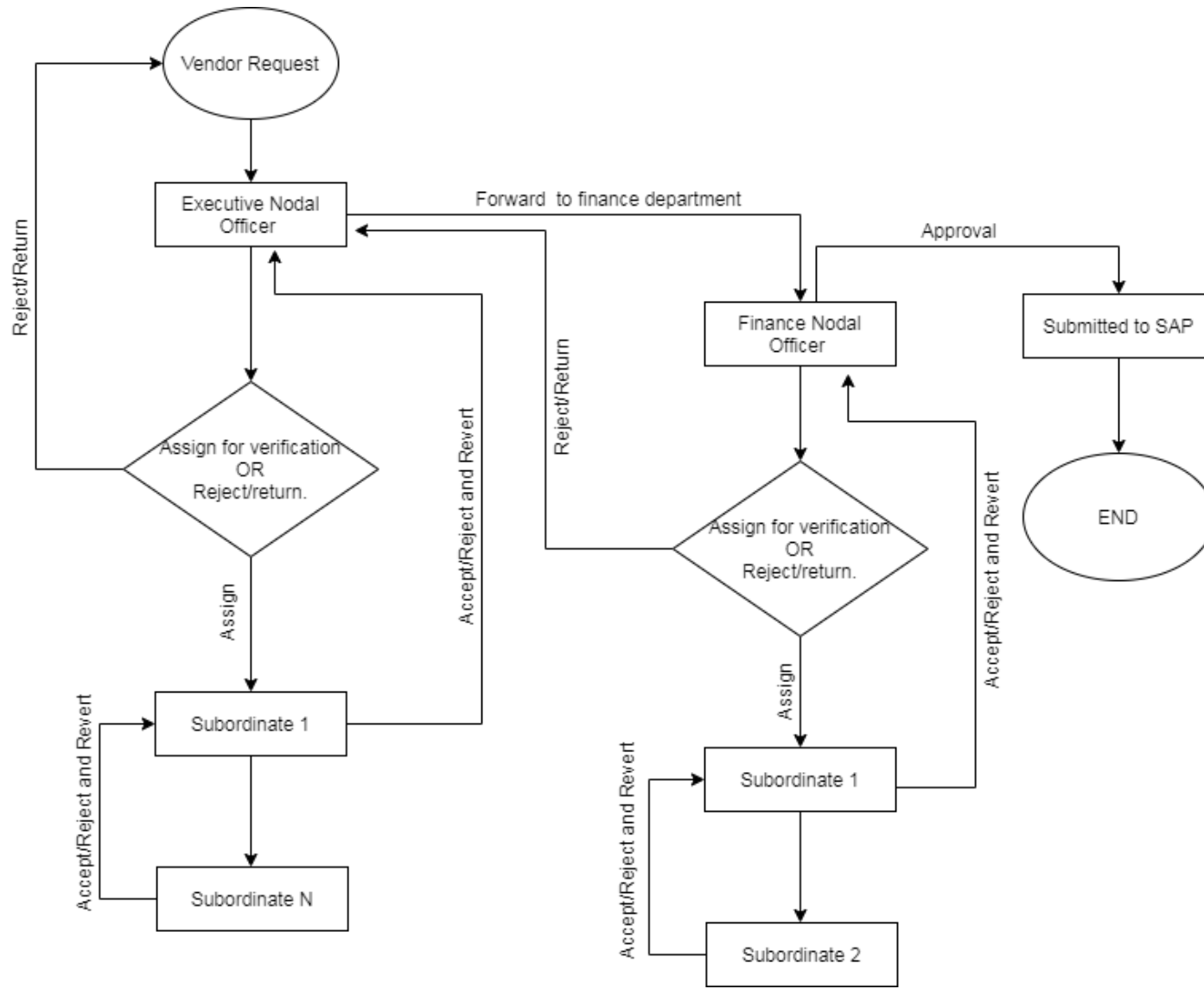
Select action Show Remark Verify SUBMIT Preview

1. The bill request will show in a non editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
2. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
3. DMRC official can upload documents.
4. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
5. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
6. DMRC official will add their remarks for this overall request.
7. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
8. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
9. The nodal officer and verification user can also view remarks of the request and the uploaded files.
10. Appropriate notifications will be sent as follows:  
Approve: Vendor and executive nodal officer  
Forward for verification: executive nodal officer and verification subordinate  
Reject: Vendor and executive nodal officer  
Forward to finance: Executive nodal officer and finance nodal officer

## 6. PAYMENT TO DMRC FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.





The payment to DMRC request will show on the dashboard under Payment to DMRC.

**Contract Detail**  
Lease No: 43983948  
43983948

Service	Qty	Unit Rate	Amount	Currency	Remarks
PARKING	2	10000.00	20000.00	Indian Rupee	DONE

**Documents:\***  
Payment To DMRC  
Choose file

Total Amount:\* 20000.00    Bank:\* ICICI    Payment Ref Number:\* 32904904    Payment Mode:\* RTGS

Remarks\*

Action  
Select action

1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or return to executive nodal officer.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. Appropriate notifications will be sent as follows:  
Approve: executive and finance nodal officer  
Forward for verification: finance nodal officer and verification subordinate  
Reject: finance nodal officer and executive nodal officer.

## a) Vendor Modification

### APPROVAL PROCESS

Once a request for vendor modification has been submitted by the vendor, their nodal officer will receive the request on their dashboard under '**Info Modification**' card.

**Dashboard**

39 Signup Request <input type="button" value="More info"/>	104 Registration <input type="button" value="More info"/>	9 BOQ/PO <input type="button" value="More info"/>	13 BOQ Variation (Vendor) <input type="button" value="More info"/>
36 Advance Payment <input type="button" value="More info"/>	18 Abstract Bill <input type="button" value="More info"/>	9 Non Abstract Bill <input type="button" value="More info"/>	2 Final Bill <input type="button" value="More info"/>
24 Info Modification <input type="button" value="More info"/>	20 Payment To DMRC <input type="button" value="More info"/>	94 BOQ Variation (DMRC) <input type="button" value="More info"/>	2 Store Bill Approval <input type="button" value="More info"/>

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All the pending requests for **vendor modification** will be shown in the grid on which the DMRC official can take action on.

## Vendor Approval Request/Executive

Show 10 rows

Search:

Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
1	LAX001	LAXMI PRIYA SAHOO	Non Store	LAXMIPRIYA SAHOO	LPS@AMITYSOFTWARE.COM	<a href="#">View</a>
2	OM100067	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>
3	NEWFRIDAYTEST	NAITIK GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
4	DMRCTEST01	RACHIT	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
5	TESTWED02	MANNU SINGH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
6	SANJAY	RANGIT	Non Store	SANJAY ONE	DMRC@AMITYSOFTWARE.COM	<a href="#">View</a>
7	THURSDAY TEST 01	ARJUN GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	SXR@AMITYSOFTWARE.COM	<a href="#">View</a>
8	WEDNESDAY TEST	AKASH	Non Store	TESTING	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
9	TESTMONDAY 01	AKASH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
10	OM100035	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>

Showing 1 to 10 of 25 entries

First **1** 2 3 Last

1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. On clicking show remark, all the remarks history will be shown for that particular request by each DMRC official.
3. The nodal officer will have an option to either assign to subordinate, approve and forward to finance or sent the request back to vendor if any discrepancy is found in the data/attachments submitted.
4. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
5. DMRC official can upload documents.
6. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
7. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

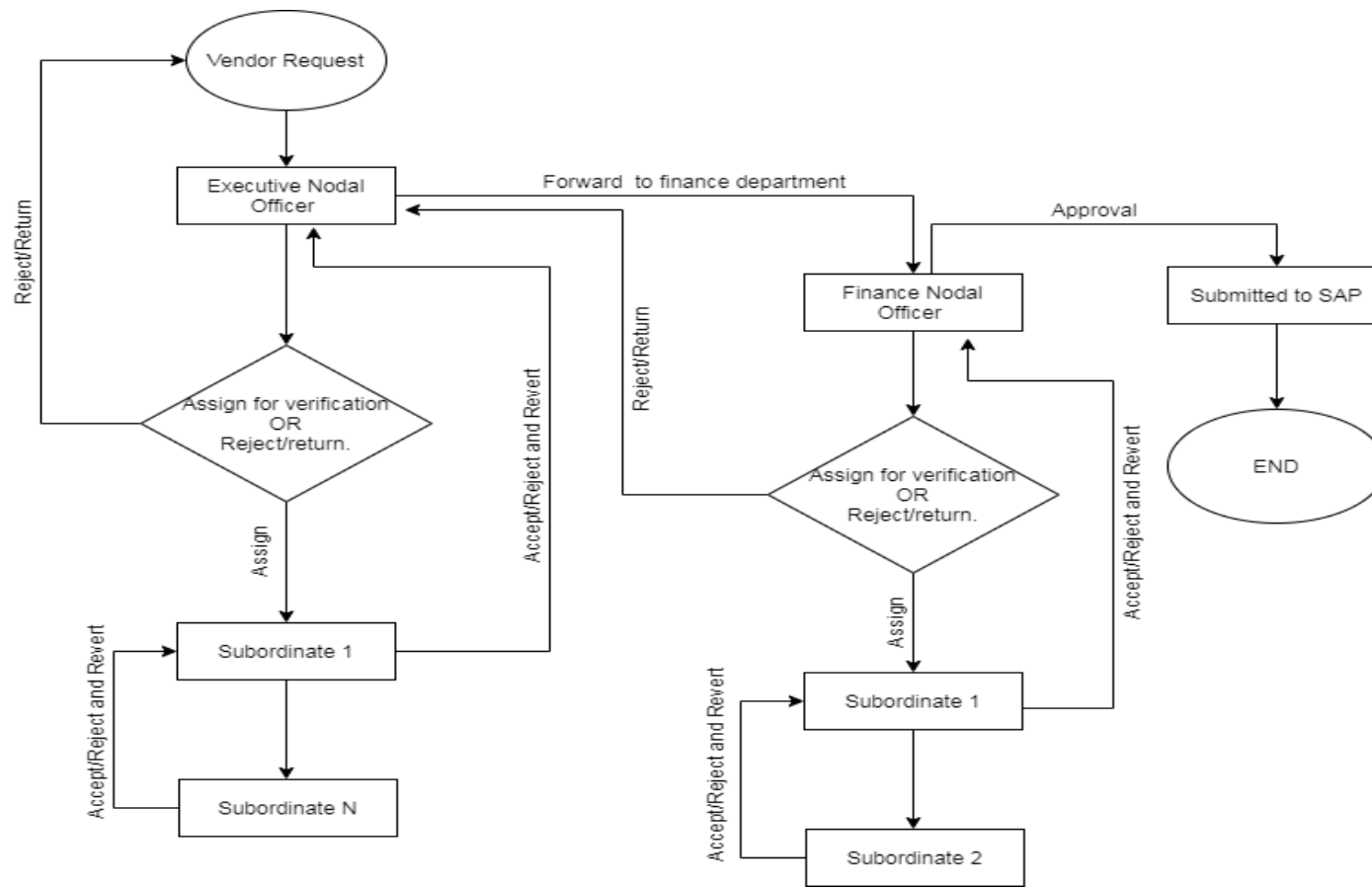
## Vendor Registration Approval/Executive

<b>Contract Details</b> LDA /PO Number - OM100067 Contract Number -210386 Contract Description -OM PRAKASH			
<b>Vendor Information</b>			
Title	Name	Country	Region
Mr	OM PRAKASH	India	Delhi
Postal Code	City	Street House No	Telephone
110011	SOUTH DELHI	A-5/116, B-BLOCK, SECOND FLOOR	8888888888
Mobile	Phone Fax	Email	Contract Number
+918888888888	22222213	OM.PRAKASH621@GMAIL.COM	210386
<b>Bank Details</b>			
<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
	07AABCU9603R1ZP	HGDP7896G	AXIS BANK
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
IN-DELHI	India	Saving Account	OM PRAKASH
Beneficiary Account Number	IFSC Code	<input checked="" type="checkbox"/> MSME	MSME Number
8979797443454	UTI800003		34533332
<b>Existing Contract</b>			
<input checked="" type="checkbox"/> OM100067	<input checked="" type="checkbox"/> LX100068		
Purchase Organization *	Remarks *		
Project Purchase Org		<a href="#">Show Remark</a>	
Action *			
Select action			
<input type="button" value="SUBMIT"/> <input type="button" value="PREVIEW"/> <input type="button" value="Verify"/>			

### 1. Add New Contract Executive Approval

This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS



Vendor approval will follow this flow.

All the pending **registration** requests will be shown in the dashboard.

The dashboard displays the following metrics:

- 39 Signup Request
- 104 Registration
- 9 BOQ/PO
- 13 BOQ Variation (Vendor)
- 36 Advance Payment
- 18 Abstract Bill
- 9 Non Abstract Bill
- 2 Final Bill
- 24 Info Modification
- 20 Payment To DMRC
- 94 BOQ Variation (DMRC)
- 2 Store Bill Approval

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Vendor Registration Request/Executive

Show 10 rows

Search: Search here

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	View

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

Contract Details  
LOA /PO Number- 88776655  
TEST CONTRACT

Vendor Information

Title: Mr. Name: TEST APPLICATION. Street House No: B16. Region: Uttar Pradesh.  
 Postal Code: 201301. City: NOIDA. Country: India. Telephone: 09463562377.  
 Mobile: +919971417985. Phone/Fax: 09463562377. E-Mail: KVA@AMITYSOFTWARE.COM

Bank Details

Registered Under GST ACT: . GST Registration Number: 09PLMOK1228A225. PAN Number: PLMOK1228A. Bank Name: ICICI.  
 Bank Address with State PIN: UTTAR PRADESH. Bank Country: India. Beneficiary Account Type: Saving Account. Beneficiary Account Name: ABHISHEK LAL.  
 Beneficiary Account Number: 94922942. IFSC Code: SBIN0005943.

Documents

Bill Copy:  Choose file

Purchase Organization:  Remarks:

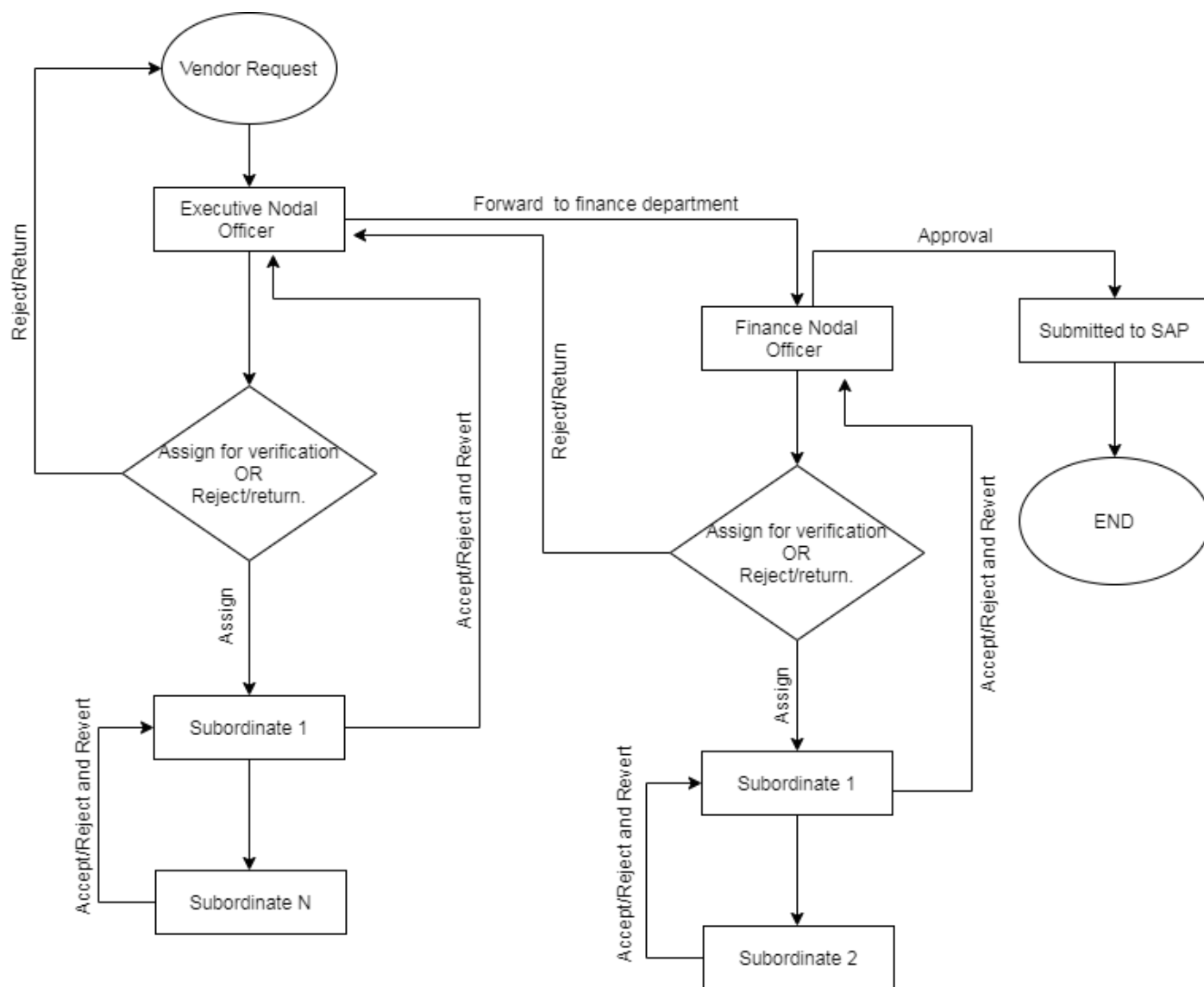
Action:

1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, and then either send it for verification to subordinate or forward it to finance nodal officer directly.

4. The subordinate will have an option to either approve/reject the request and send it back to the nodal officer or send it further for verification to another subordinate.
5. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
6. DMRC official can upload documents.
7. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

## 7. Add New Contract Finance Approval

This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



Vendor approval will follow this flow.



The dashboard displays a grid of 10 pending requests, each with a 'More info' button:

- Signup Request: 0
- Registration: 1
- BOQ/PO: 0
- BOQ Variation (Vendor): 0
- Provisional Payment: 0
- Abstract Bill: 0
- Non Abstract Bill: 0
- Final Bill: 0
- Info Modification: 0
- Payment To DMRC: 0
- BOQ Variation (DMRC): 0

All the pending registration requests will be shown in the dashboard.

The page displays a table of registration requests with the following data:

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

The page displays the following details for the vendor:

**Contract Details**  
LOA/PO Number - 88776655  
TEST CONTRACT

**Vendor Information**

Title: Mr	Name: TEST APPLICATION	Street House No: B16	Region: Uttar Pradesh
Postal Code: 201301	City: NOIDA	Country: India	Telephone: 09663562377
Mobile: +919971417985	Phone Fax: 09663562377	E-Mail: KVA@AMITYSOFTWARE.COM	

**Bank Details**

Registered Under GST ACT: <input checked="" type="checkbox"/>	GST Registration Number: 09PLMOK1238A2Z5	PAN Number: PLMOK1238A	Bank Name: ICICI
Bank Address with State PIN: UTTAR PRADESH	Bank Country: India	Beneficiary Account Type: Saving Account	Beneficiary Account Name: ABHISHEK LAL
Beneficiary Account Number: 94929942	IFSC Code: SBIN0005943		

**Documents**  
Bill Copy:  [Upload](#)

**Purchase Organization**  
Select purchase organization:  [Show Remark](#)

**Action**  
Select action:

[SUBMIT](#) [PREVIEW](#) [VERIFY](#)

### Account Details

Recon Account	Search Term	Sort Key	Cash Management Group
Select Recon Acc		Select Short key	Select Cash Mgmt Grp
Payment Terms	Chk Cashing Time	Payment Method	House Bank
Select Payment Terms		Select Payment Method	Select Payment Method
Order Currency	Inco Terms	Schema Group	Account Group
Select Order Currency	Select Income Terms	Select Schema Group	DMRC - Services

GR Based Invoice Verification     Service Based Invoice Verification

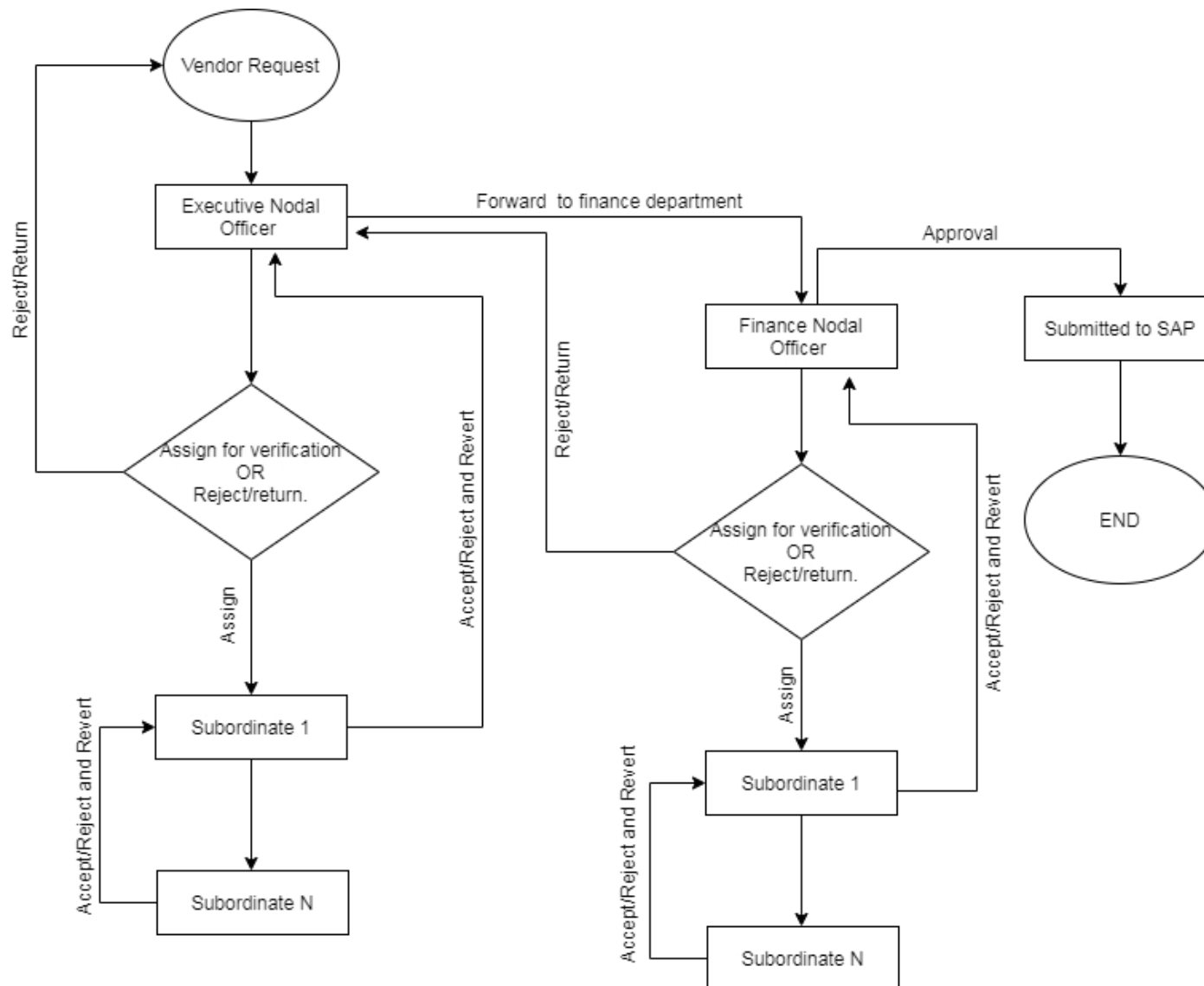
### Withholding TAX

Withholding Tax Type	<input type="checkbox"/> W/tax Liabile	Rec Type	W/ Tax ID
Select Withholding Tax Type		Select Rec Type	

**ADD**

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
4. All the account and withholding tax details will be interfaced from SAP.
5. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.
6. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
7. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send It further for verification to another subordinate.

## 4. APPROVAL PROCESS



Once a vendor submits a request, the executive nodal officer will receive it.

The executive nodal officer will have an option either approve it and send it to finance nodal officer or send it to a subordinate for verification or return to vendor if there's any discrepancy in the request details.

The subordinate will then have an option to either approve it, reject it or assign it further to another subordinate.

Subordinate to subordinate assignment of a request can go on to as many levels and the current subordinate who is holding the request can also approve or reject it.

Once it is approved from the subordinate, request will go back to the executive nodal officer who will then forward it to finance nodal officer.

Once finance nodal officer receives the request, they will again follow the same process as executive nodal officer i.e. they can approve the request and send it back to executive nodal officer or assign it to a finance subordinate for approval.

The subordinate will then have an option to either approve it, reject it or assign it further to another subordinate.

Subordinate to subordinate assignment of a request can go on to as many levels and the current subordinate who is holding the request can also approve or reject it.

Once it is approved from the subordinate, request will go back to the finance nodal officer who will then approve and forward it to executive nodal officer.

Once the executive nodal officer receives the request from finance nodal officer, they will only have the option of approve/return based on the action performed by finance department.

On each action, an email and SMS will be sent to the current and next user who will receive the request.

On final executive nodal action, the vendor and executive nodal officer will receive a notification of the action taken.

Appropriate notifications will be sent as follows:

Approve: Vendor and executive nodal officer

Approve by subordinate : Subordinate and nodal officer

Assign by subordinate : Current and next subordinate officer

Forward for verification: executive nodal officer and verification subordinate

Reject: Vendor and executive nodal officer

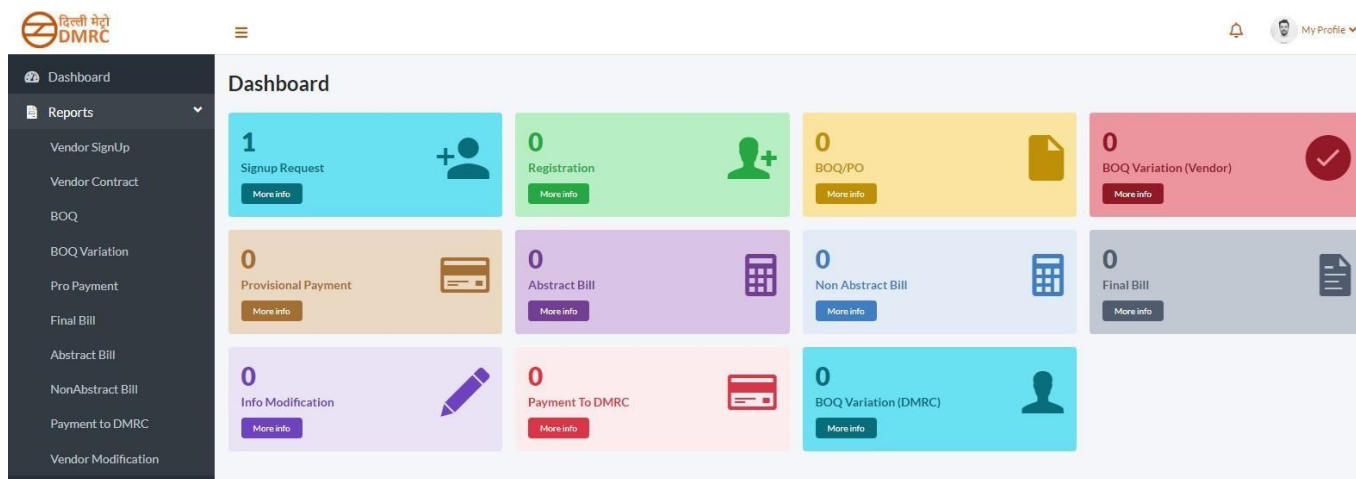
Forward to finance: Executive nodal officer and finance nodal officer

# FINANCE NODAL OFFICER

## 5. Works/Non Store

### 1. SIGNUP APPROVAL NODAL OFFICER

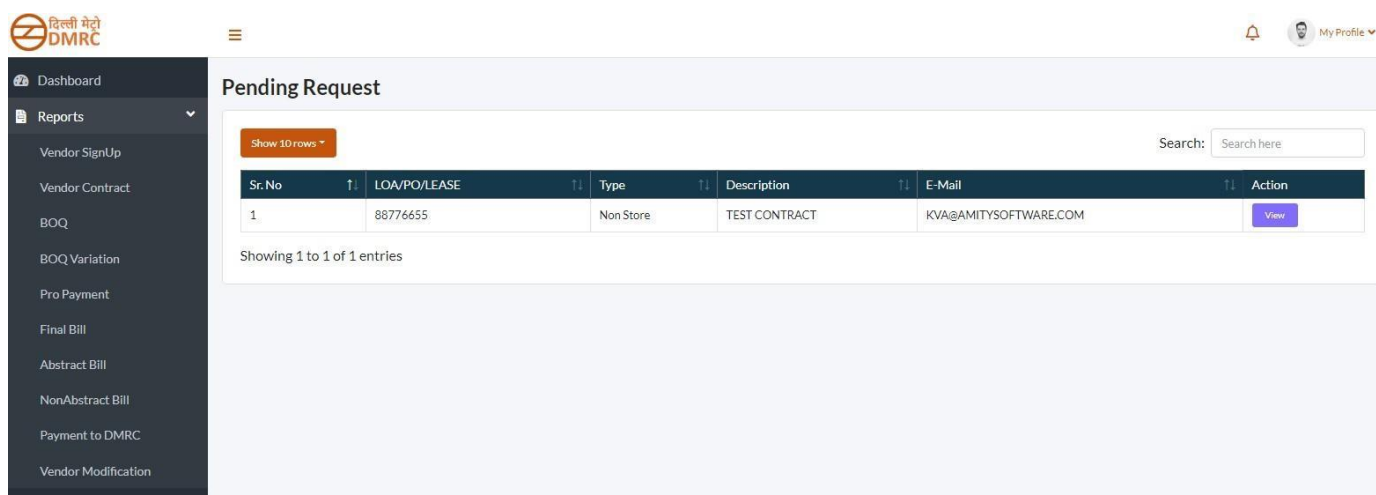
This option will be used by the executive nodal officer to approve the sign-up requests generated by the vendors.



The screenshot shows the DMRC Finance Nodal Officer Dashboard. The dashboard features a sidebar menu on the left with options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main content area displays a grid of 10 cards representing different request types and their counts:

- Signup Request: 1
- Registration: 0
- BOQ/PO: 0
- BOQ Variation (Vendor): 0
- Provisional Payment: 0
- Abstract Bill: 0
- Non Abstract Bill: 0
- Final Bill: 0
- Info Modification: 0
- Payment To DMRC: 0
- BOQ Variation (DMRC): 0

Once the Nodal officer will sign in to the portal, the pending signup request will show.



The screenshot shows the DMRC Finance Nodal Officer Pending Request grid. The grid displays a table with the following data:

Sr.No	LOA/PO/LEASE	Type	Description	E-Mail	Action
1	88776655	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

The entire pending request will show in the grid for the nodal officer to take action on.

- Dashboard
- Reports
- Vendor SignUp
- Vendor Contract
- BOQ
- BOQ Variation
- Pro Payment
- Final Bill
- Abstract Bill
- NonAbstract Bill
- Payment to DMRC
- Vendor Modification

## Signup Approval

### Vendor Signup

Contract Type	Number	Contract Description
Non Store	88776655	TEST CONTRACT

Mobile Number	E-Mail	Nodal Officer	<input type="checkbox"/> Multi Party	<input checked="" type="checkbox"/> Multi Currency
+919971417985	KVA@AMITYSOFTWARE.COM	amity_nodal		

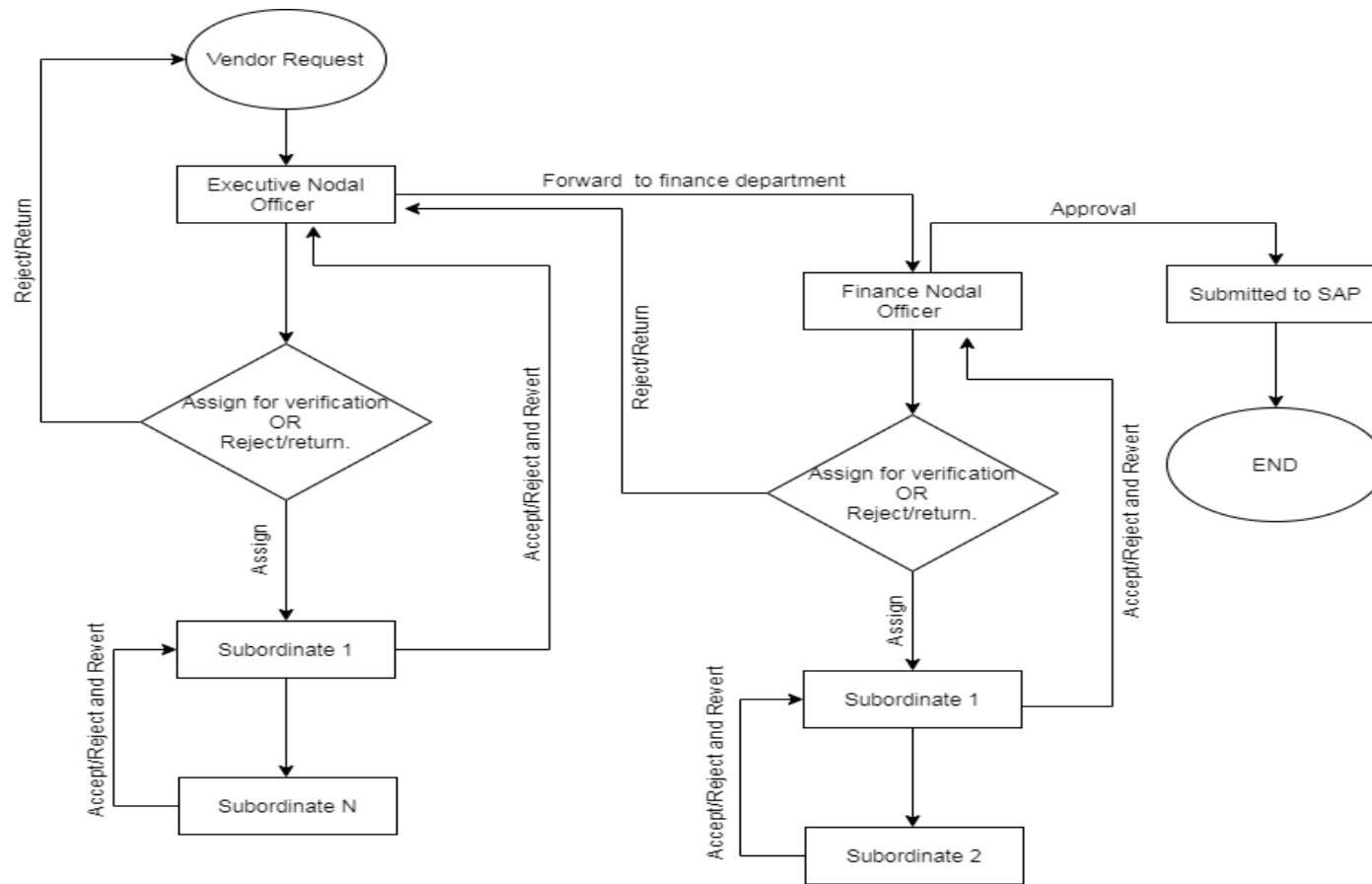
Remarks\*

1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non-editable format.
2. The nodal officer has the option to either approve or reject the request.
3. Nodal officer also has the option to view the documents uploaded by the vendor.
4. If the nodal officer accepts the request, vendor will receive a notification along with their login credentials to proceed further in the portal.

## 2. VENDOR ONBOARDING EXECUTIVE NODAL APPROVAL

This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to executive nodal officer.

### APPROVAL PROCESS



All the pending **registration** requests will be shown in the dashboard.

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### Vendor Registration Request/Finance

Show 10 rows

Search:

Sr.No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Created Dt	Action
1	DEMO 1	NAME 1	Non Store	DESCRIPTION 1	ABC@XYZ.COM	01-06-2021	<a href="#">View</a>
2	DEMO 2	NAME 2	Store	DESCRIPTION 2	ABC@XYZ.COM	28-05-2021	<a href="#">View</a>
3	DEMO 3	NAME 3	Non Store	DESCRIPTION 3	ABC@XYZ.COM	25-03-2021	<a href="#">View</a>

Showing 1 to 3 of 3 entries

- Dashboard
- Reports
  - Vendor Contract
  - BOQ
  - BOQ Variation
  - Pro Payment
  - Final Bill
  - Abstract Bill
  - NonAbstract Bill
  - Store Bill
  - Payment to DMRC
  - Vendor Modification
  - SAP

A grid of all the registration requests will be shown for the nodal officer to proceed from.



## Vendor Registration Approval

### Contract Details

Contract Type-Non Store  
LOA /PO Number -AABBCCDD  
PO CREATION IN SAP  
Multi Currency-Yes  
Multi Party-Yes

### Vendor Information

Title	Name	Country	Region
Mr	NAME 1	India	Uttar Pradesh
Postal Code	City	Street House No.	Telephone
201301	Noida	16	9999999999
Mobile	Phone Fax	E-Mail	Contract Number
9999999999	9999999999	ABC@XYZ.COM	ABC987

### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
	09BW/PL9238A2Z5	BW/PL9238A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
Uttar Pradesh	India	Saving Account	NAME 1
Beneficiary Account Number	IFSC Code	<input type="checkbox"/> MSME	MSME Number
99999999	SBIN0005943		4902392

### Account Details

Recon Account *	Search Term *	Sort Key *	Cash Management Group *
Creditors of the enterprise, 3rd party securities	NO	Allocation number	Domestic
Payment Terms *	Chk Cashing Time *	Payment Method *	House Bank *
0002	10	C	CENTRAL BANK OF INDIA - IT PARK
Order Currency *	Inco Terms *	Schema Group *	Account Group *
Albanian Lek	Carriage and Insurance paid to	DMRC Local Vendor	DMRC - Services
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification		

### Withholding TAX

Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Tax-payer not self-withholding	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Service Tax Reverse Charge	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Taxed paym.cards -small busine	333
<input type="button" value="ADD"/>			

### Documents

Document 12

Choose file

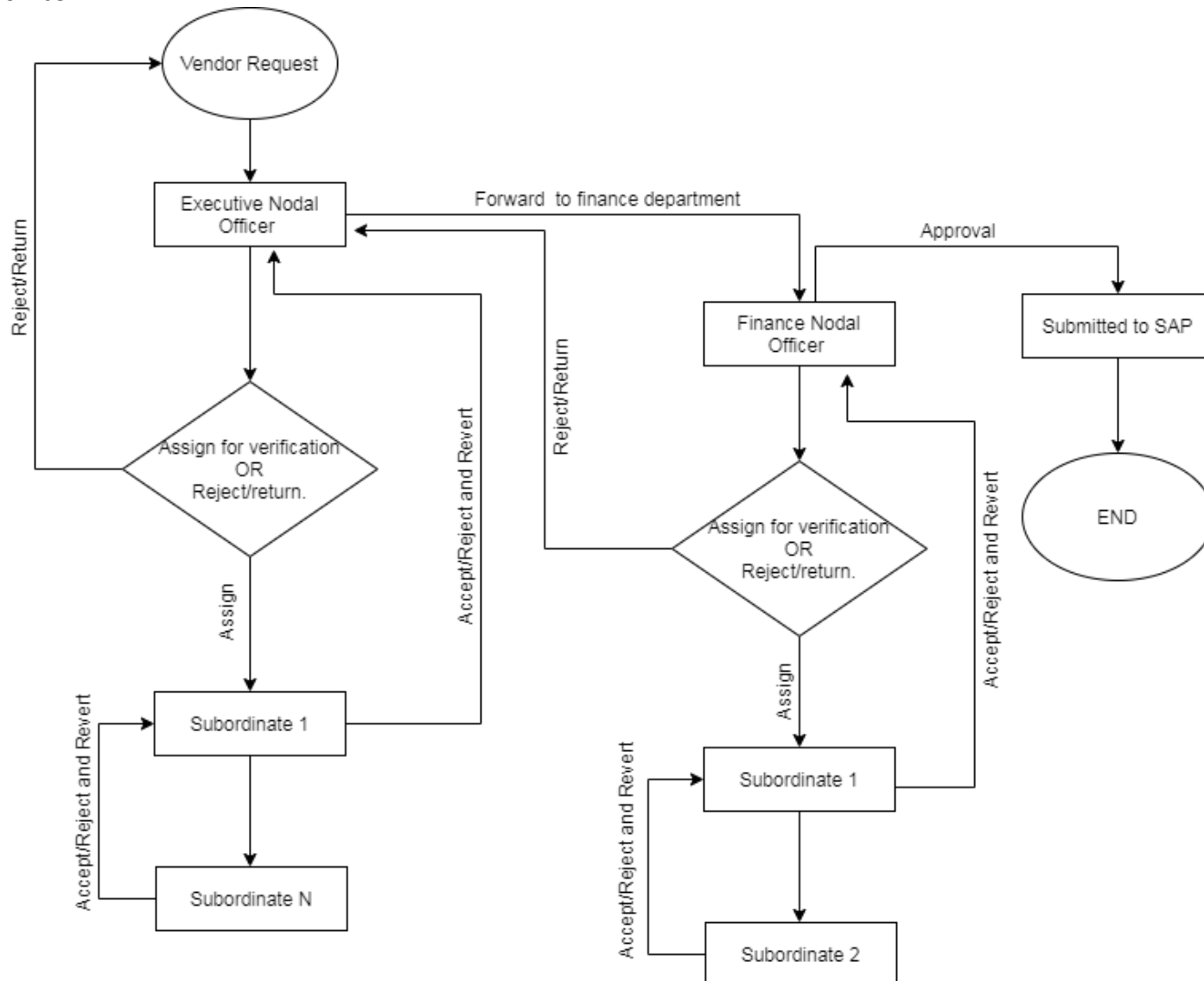
Action	SAP Vendor Code
Approve	Create New
Purchase Organization	Remarks
Central Purchase Org	
	<input type="button" value="Show Remark"/>

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Based upon the GST + PAN + Account number, the system will identify if the vendor already exists in SAP. The finance department will choose if they wish to create a new vendor in SAP by selecting **'Create New'** in the **'SAP Vendor Code'** drop-down list. They can also move forward with an existing vendor if the GST+ PAN + Account number + Purchase organization + Bank key combination already exists in SAP. Such vendors will be shown in the same drop-down and the user can choose the same. In this case, the vendor will not be created in SAP.
5. The finance nodal officer has to verify the documents by clicking **'VERIFY'** and then either send it for verification to subordinate or forward it to the finance nodal officer directly.

6. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax.
7. The finance user can add as many withholding tax as they want by clicking '**ADD**' which will add a newline of item to input the tax.
8. All the account and withholding tax details will be interfaced from SAP.
9. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
10. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
11. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
12. DMRC official will upload documents required by DMRC.
13. DMRC official will add their remarks for this overall request.
14. DMRC official can preview their request before submitting by clicking 'PREVIEW'.
15. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
16. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

### 3. VENDOR ONBOARDING FINANCE APPROVAL

This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.



Vendor approval will follow this flow.

The dashboard displays a grid of 10 cards representing different types of pending requests:

- 0 Signup Request
- 1 Registration
- 0 BOQ/PO
- 0 BOQ Variation (Vendor)
- 0 Provisional Payment
- 0 Abstract Bill
- 0 Non Abstract Bill
- 0 Final Bill
- 0 Info Modification
- 0 Payment To DMRC
- 0 BOQ Variation (DMRC)

All the pending registration requests will be shown in the dashboard.

The Vendor Registration Request/Executive page shows a table with the following data:

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	<a href="#">View</a>

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

The Vendor Registration Approval form contains the following sections:

- Contract Details:** Contract Type - Non Store, LOA/PO Number - 01TH JUNE 2024, OTTH JUNE 2024, Multi Currency - No, Multi Party - No, Multi State - No.
- Vendor Information:** Firm Name (01THJUNE), Country (India), Region (DELHI), Telephone, Mobile, Phone Fax, E-Mail (DKP@AMITYSOFTWARE.COM).
- Bank Details:** Beneficiary Account Name (DEE), Beneficiary Account Number (00392320001041), IFSC Code (HDFC0000019), Bank Name (HDFC), Branch (BRAN111), Bank Address with State PIN (110011), Bank Country (India), Beneficiary Account Type (Saving Account), PAN Number (AAACE3104N), MSME Number.
- Account Details:** SAP Vendor Code, Recon Account, Search Term, Sort Key, Cash Management Group, Payment Terms, Chk Cashing Time, House Bank, Order Currency, Inco Terms, Scheme Group, Account Group, GST Type, Vendor Type.
- Withholding TAX:** Withholding Tax Type, Rec Type, W/Tax Liabile, W/ Tax ID.
- Documents:** Other Documents, Upload, Other Document Name.
- Action:** Select action, Purchase Organization, Remarks, Save Remark.

Buttons: SUBMIT, PREVIEW, VERIFY DOCUMENT, SAP VENDOR POSTING.

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax.
4. In the case of Creating a new vendor without SAP VENDOR POSTING action the Financer user can not approve the request or proceed ahead.
5. All the account and withholding tax details will be interfaced from SAP.
6. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY, and then either send it for verification to subordinate or forward it to the finance nodal officer directly.
7. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
8. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

#### 4. BOQ EXECUTIVE APPROVAL

Once the vendor successfully creates a BOQ request, it will come to the executive nodal officer for approval where he will create header, and groups and assign items to it.

The screenshot displays the 'Details' page of a BOQ request. On the left is a navigation menu with options like Dashboard, Reports, Vendor SignUp, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main content area is titled 'Details' and includes sections for 'Header', 'Groups', and 'Items'. The 'Items' section shows a table with columns for Service, Qty, Rate, Unit, Amount, Remarks, Group, and Action. Below the table is an 'Assign Group' button. The 'Documents' section features file upload fields and a 'Remark' field with an 'Actions' dropdown menu containing 'Submit', 'View Remarks', 'View Files', and 'Back to list'. A watermark for 'Activate Windows' is visible in the bottom right corner.

Service	Qty	Rate	Unit	Amount	Remarks	Group	Action
ITEM 1	10	20	Activity unit	200		N/A	View Remark
ITEM 2	20	30	Activity unit	600		N/A	View Remark
ITEM 3	30	40	Activity unit	1,200		N/A	View Remark
ITEM 4	40	50	Activity unit	2,000		N/A	View Remark

On choosing the pending request, executive nodal officer will have the provision to create header, groups and then assign items to the created groups. They can also add conditions to the group and header.

All the fields in Header and groups will be interfaced through SAP.

This screenshot shows the 'Header' and 'Condition' sections of the BOQ request. The 'Header' section contains a table with columns for Doc. Type, Purchase Grp., Purchase Org., Collective No., Payment Terms, Start Date, End Date, and Action. The 'Condition' section includes a 'Condition Type' dropdown and a 'Value' input field with an 'Add' button. The 'Groups' and 'Items' sections are visible at the bottom of the page.

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms.	Start Date	End Date	Action
TB-Constr Limited tende	P56-PM3A	PORG-Project Purchase Org	123		01 May 2021	31 May 2021	Edit Conditions

The nodal officer can add multiple conditions to the header and view the same by clicking the CONDITIONS button against the header line of the item.

The user will have the option to add multiple groups. Each group will have certain things which will be interfaced with SAP.

Group Name	Qty	Amount	Remarks	Action
SCHEDULE A	N/A	N/A	REMARK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a>

Once a group is added, the user has an option to delete the group, add conditions to it or view the existing conditions.

1. The nodal officer then needs to assign groups to items added in BOQ.
2. The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab.
3. Once all the items have been assigned, a group, the user can upload required documents and then either approve, send it for verification or return it back to the vendor.
4. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
5. The nodal officer and verification user can also view remarks of the request and the uploaded files.
6. Appropriate notifications will be sent as follows:
  - Approve: Vendor and executive nodal officer
  - Forward for verification: executive nodal officer and verification subordinate
  - Reject: Vendor and executive nodal officer

## 5. BOQ VARIATION EXECUTIVE APPROVAL

Once the executive nodal forwards the request to finance nodal, it will come to finance nodal officer for approval.

### APPROVAL PROCESS

The screenshot shows the DMRC dashboard with a sidebar menu on the left. The main content area displays several modules, each with a number and a 'More info' button. The 'BOQ Variation (Vendor)' module is highlighted with a red box. The modules are:

- 3 Registration
- 4 BOQ Variation (Vendor)
- 4 Advance Payment
- 7 Abstract Bill
- 1 Non Abstract Bill
- 3 Final Bill
- 3 Info Modification
- 3 Payment To DMRC
- 11 BOQ Variation (DMRC)
- 2 Store Bill Approval

On choosing the pending request, executive nodal officer will have the provision to create new groups and then assign new items to the created groups. They can also add conditions to then new/existing group and header.

All the fields in Header and groups will be interfaced through SAP.

The screenshot shows the 'Details' page in the DMRC system. It features a table with the following columns: Doc. Type, Purchase Grp., Purchase Org., Collective No., Payment Terms, Start Date, End Date, and Action. The 'Action' column contains 'Edit' and 'Conditions' buttons. Below the table, there is a 'Condition' section with a dropdown for 'Condition Type' and a text input for 'Value'. The 'Groups' and 'Items' sections are also visible.

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms.	Start Date	End Date	Action
TB-Constr Limited tende	P56-PM3A	PORG-Project Purchase Org	123		01 May 2021	31 May 2021	Edit Conditions

The nodal officer can add multiple conditions to the header and view the same by clicking CONDITIONS button against the header line of item.

The user will have an option to add multiple groups. Each group will have certain things which will be interfaced with SAP.

Group Name	Qty	Amount	Remarks	Action
SCHEDULE A	N/A	N/A	REMARK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a>

Once a group is added, the user has an option to delete the group, add conditions to it or view the existing conditions.

1. All the groups and header created, items assigned to groups and conditions added on header and group level will be shown in a non-editable format along with the item details.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
4. DMRC official will add their remarks for this overall request.
5. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
6. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
7. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
8. The nodal officer then needs to assign groups to items added in BOQ.

9. The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab.
10. Once all the items have been assigned, a group, the user can upload required documents and then either approve, send it for verification, forward to finance or return it back to the vendor.
11. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
12. The nodal officer and verification user can also view remarks of the request and the uploaded files.
13. Appropriate notifications will be sent as follows:
14. Approve: Vendor and executive nodal officer
15. Forward for verification: executive nodal officer and verification subordinate
16. Reject: Vendor and executive nodal officer
17. Forward to finance: Executive nodal officer and finance nodal officer

## 6. BOQ VARIATION FINANCE APPROVAL

Once the vendor successfully creates BOQ request, it will come to executive nodal officer for approval where he will create header, groups and assign items to it.

The screenshot displays the 'Details' page for a BOQ request. The table below shows the items assigned to the request:

Service	Qty	Rate	Unit	Amount	Remarks	Group	Action
ITEM 1	10	20	Activity unit	200		N/A	View Remark
ITEM 2	20	30	Activity unit	600		N/A	View Remark
ITEM 3	30	40	Activity unit	1,200		N/A	View Remark
ITEM 4	40	50	Activity unit	2,000		N/A	View Remark

On choosing the pending request, executive nodal officer will have the provision to create header, groups and then assign items to the created groups. They can also add conditions to the group and header.

All the fields in Header and groups will be interfaced through SAP.

The screenshot displays the 'Details' page for a BOQ request, showing the 'Header' and 'Condition' sections. The table below shows the header details:

Doc. Type	Purchase Grp.	Purchase Org.	Collective No.	Payment Terms	Start Date	End Date	Action
TB-Constr Limited tende	P56-PM3A	PORG-Project Purchase Org	123		01 May 2021	31 May 2021	Edit Conditions

The 'Condition' section includes a 'Condition Type' dropdown menu and a 'Value' input field with an 'Add' button.

The nodal officer can add multiple conditions to the header and view the same by clicking CONDITIONS button against the header line of item.



The user will have an option to add multiple groups. Each group will have certain things which will be interfaced with SAP.

Group Name	Qty	Amount	Remarks	Action
SCHEDULE A	N/A	N/A	REMARK	<a href="#">Delete</a> <a href="#">Add Conditions</a> <a href="#">View Conditions</a>

Once a group is added, the user has an option to delete the group, add conditions to it or view the existing conditions.

The nodal officer then needs to assign groups to items added in BOQ.

The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab. Once all the items have been assigned, a group, the user can upload required documents and then either approve, send it for verification or return it back to the nodal officer. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: executive and finance nodal officer

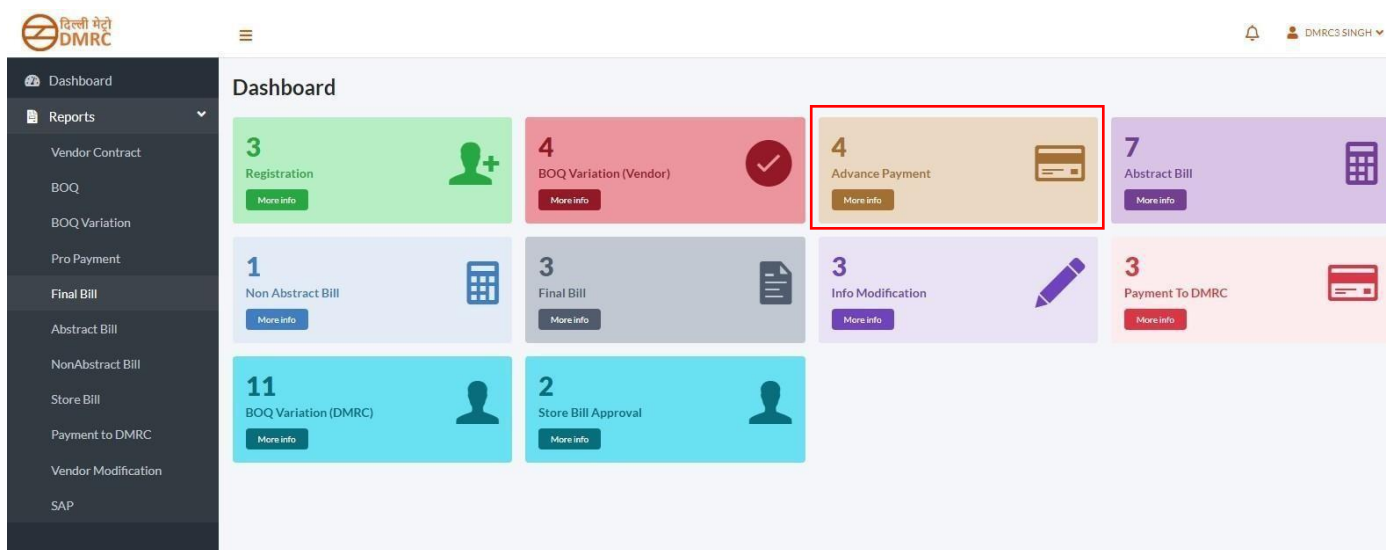
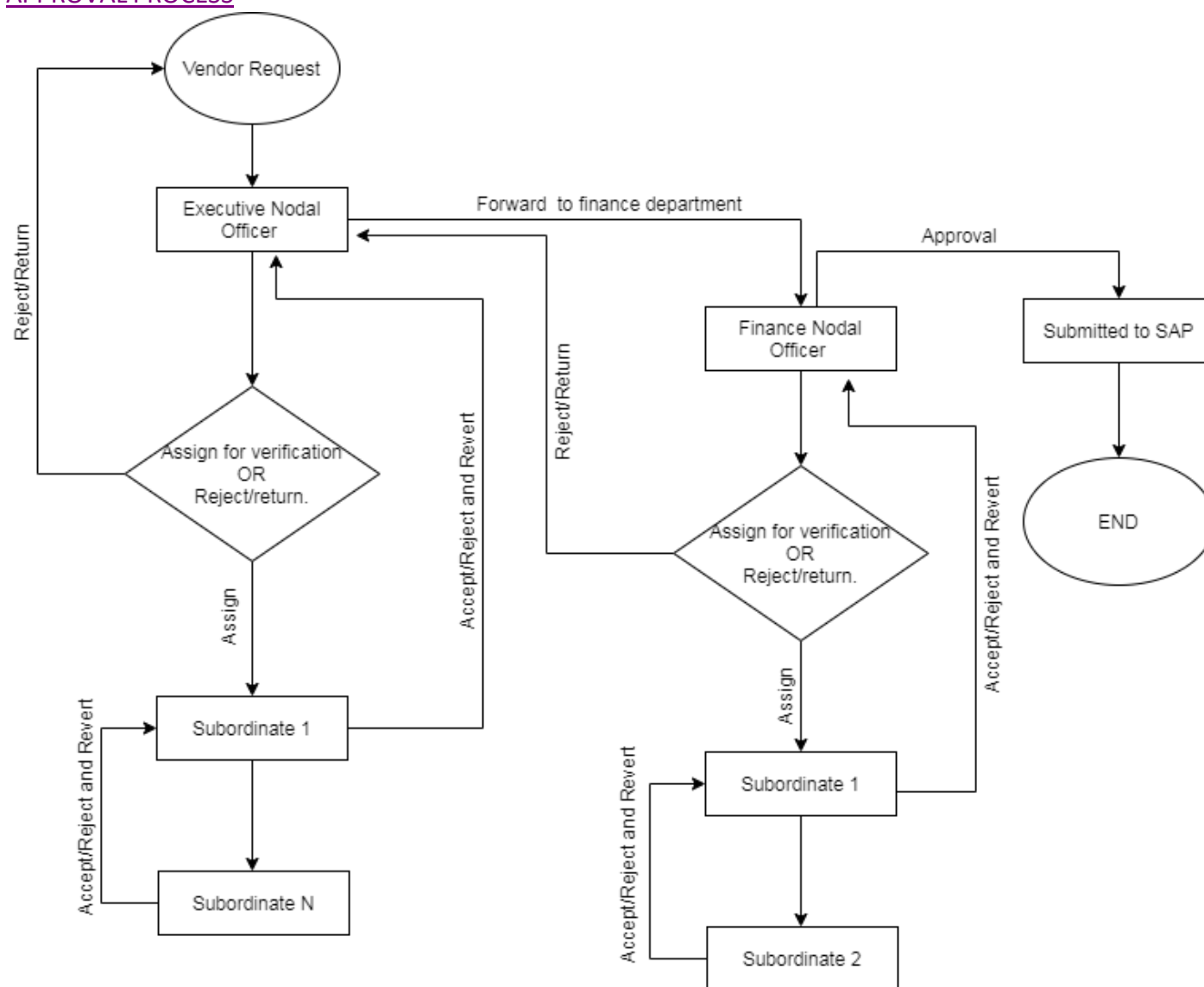
Forward for verification: finance nodal officer and verification subordinate

Reject: finance nodal officer and executive nodal officer

## 7. PROVISIONAL PAYMENT EXECUTIVE APPROVAL

This screen will be used by the finance nodal officer to send either assign the advance payment request to his subordinate or verify himself and send it to executive nodal officer on approval.

APPROVAL PROCESS



The new provisional payment request will show on the dashboard under Provisional Payment.

- Dashboard
- Reports
  - Vendor SignUp
  - Vendor Contract
  - BOQ
  - BOQ Variation
  - Pro Payment
  - Final Bill
  - Abstract Bill
  - NonAbstract Bill
  - Payment to DMRC
  - Vendor Modification

### Contract Details

LOA/PO Number - 88776655  
Description - TEST CONTRACT  
Currency - Indian Rupee

Service Details	Qty	Unit Rate	Unit	Amount	Approved Qty	Approved Amount	Remarks	Action
MOBILISATION	1	100000	Activity unit	100000	1	100000		<a href="#">View Remark</a>

#### Documents

PAN CARD

Remark

[Show Remark](#)
[Verify](#)

Final %

Final Amount

Action

The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.

The provisional payment request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.

If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: Vendor and executive nodal officer

Forward for verification: executive nodal officer and verification subordinate

Reject: Vendor and executive nodal officer

Forward to finance: Executive nodal officer and finance nodal officer

Service Details	Qty	Unit Rate	Unit	Amount	Approved Qty	Approved Amount	Remarks	Remarks
S1	10.000	1200.00	Inch	12000.00	5	6000.00		<a href="#">View Remark</a>

#### Deductions

Description	Amount	Action
ASDFASDF	5000.00	<a href="#">Remove</a>

[Add Deduction](#)

Requested Bill \*

Approved Bill \*

Total Deduction \*

Final Bill \*

#### Documents

ABSTRACT BILL4 \*

Remark \*

[Show Remark](#)
[Verify](#)

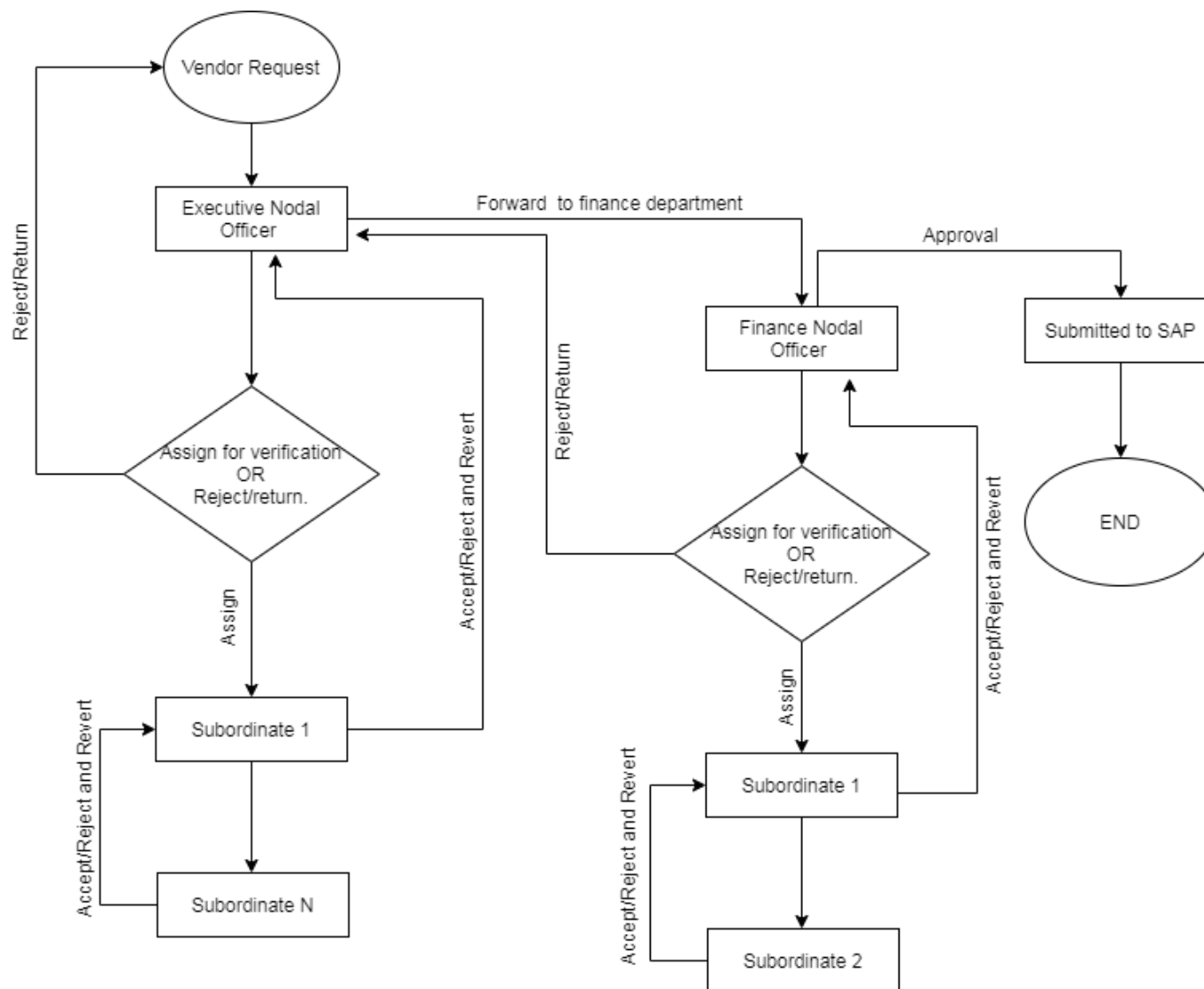
Action \*

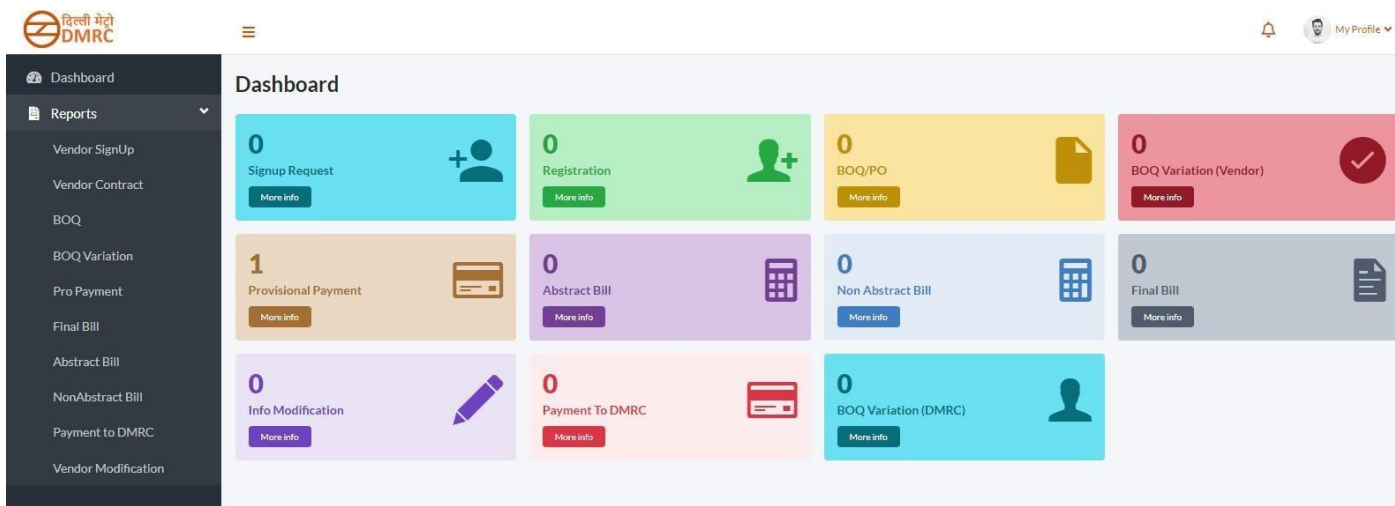
11. The advance payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to executive.

12. The finance user can also add deductions to the bill by clicking '**ADD DEDUCTION**'. The description and amount will be needed for the same.
13. Total amount, deduction amount and amount payable will also be shown for reference purposes.
14. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
15. The nodal officer and verification user can also view remarks of the request and the uploaded files.
16. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
17. DMRC official can upload documents.
18. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
19. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
20. DMRC official will add their remarks for this overall request.
21. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

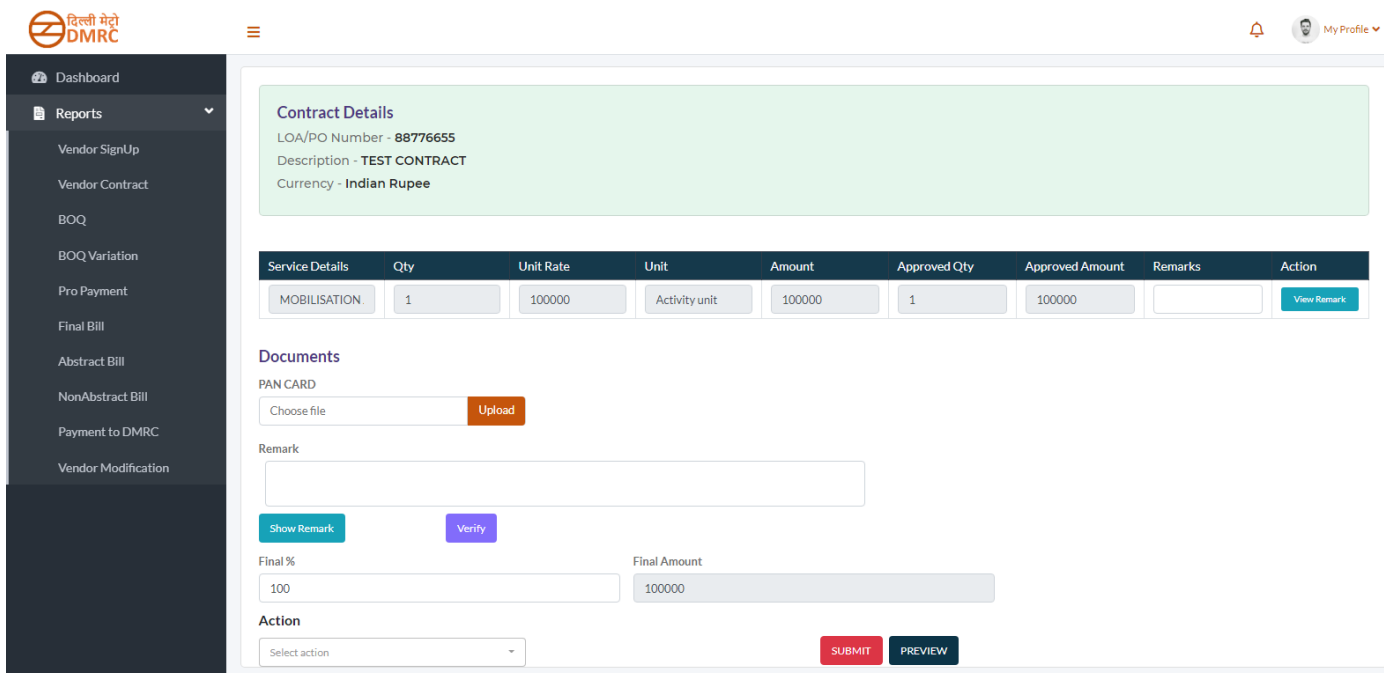
## 8. PROVISIONAL PAYMENT FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the provisional payment request to his subordinate or verify himself and send it back to executive nodal officer.





The new provisional payment request will show on the dashboard under Provisional Payment.



The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.

The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: executive and finance nodal officer

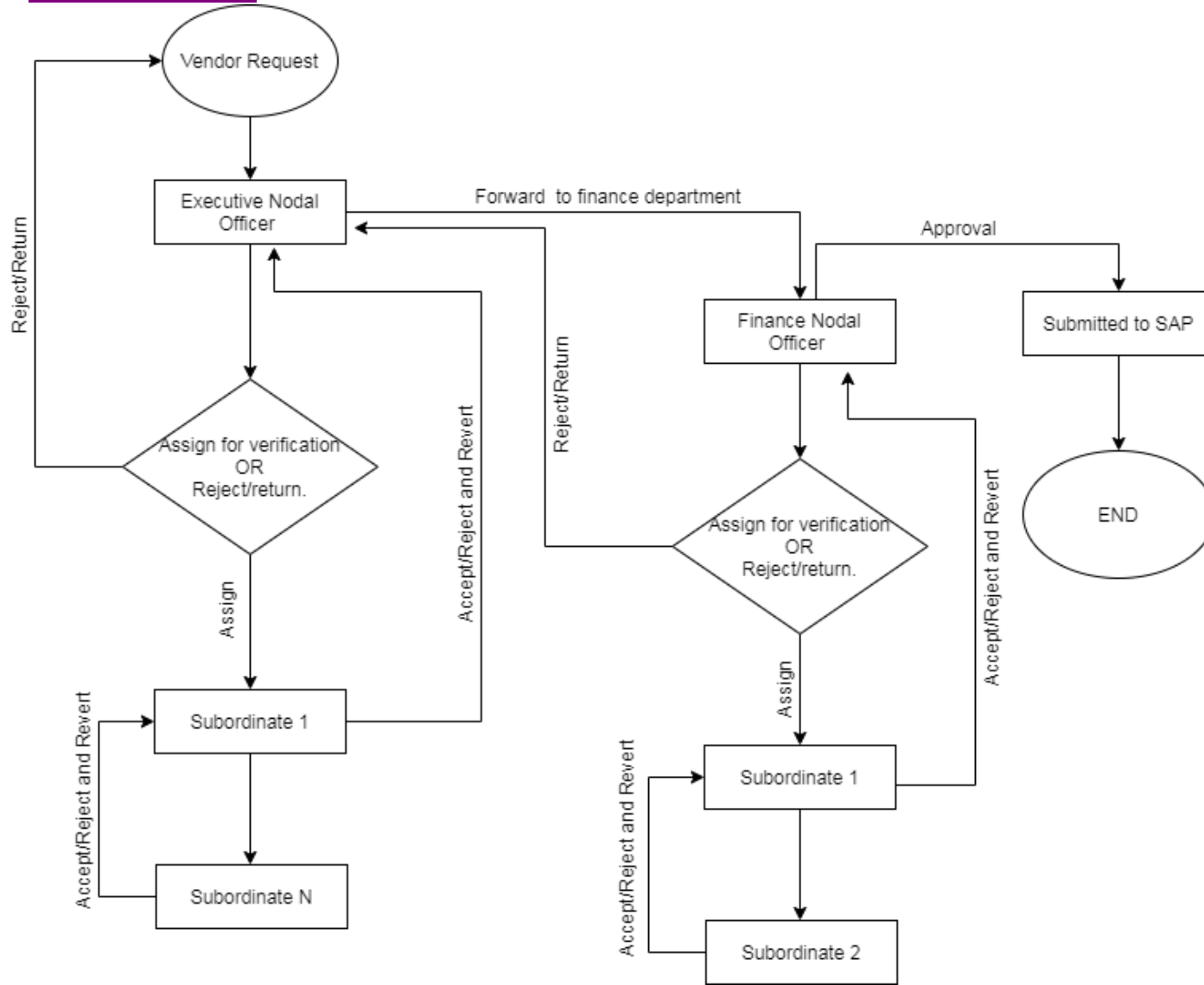
Forward for verification: finance nodal officer and verification subordinate

Reject: finance nodal officer and executive nodal officer

## 9. RA BILL (With Abstract) EXECUTIVE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

## APPROVAL PROCESS



The screenshot shows the DMRC dashboard with a sidebar menu on the left and a main dashboard area. The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays several metrics in colored boxes:

- Registration: 3 (green box)
- BOQ Variation (Vendor): 4 (red box)
- Advance Payment: 4 (orange box)
- Abstract Bill: 7 (purple box, highlighted with a red border)
- Non Abstract Bill: 1 (light blue box)
- Final Bill: 3 (grey box)
- Info Modification: 3 (light purple box)
- Payment To DMRC: 3 (pink box)
- BOQ Variation (DMRC): 11 (cyan box)
- Store Bill Approval: 2 (cyan box)

The new RA bill request will show on the dashboard under **Abstract Bill**.

Reports

- Vendor SignUp
- Vendor Contract
- BOQ
- BOQ Variation
- Pro Payment
- Final Bill
- Abstract Bill
- NonAbstract Bill
- Payment to DMRC
- Vendor Modification

Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approve %	Approve Qty	Approve Amt.	Remarks
ITEM 1	20	20.00	Activity u	200.00	20.00	100.00	20.00	200.00	
ITEM 2	30	30.00	Activity u	600.00	15.00	50.00	15.00	300.00	

**Deductions**

Description	Amount	Action
Add Deduction		

Total Bill Percentage \*

Total Bill \*

Total Deduction \*

Final Amount \*

Item Text \*

Place of Supply \*

Business Place \*

GRN/SERVICE Header Text \*

Invoice Header Text \*

**Documents**

Abstract bill2

Abstract bill3

Remark \*

Actions \*

The bill amount can be altered by the nodal officer by changing final percentage of the amount.

The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.

If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: Vendor and executive nodal officer

Forward for verification: executive nodal officer and verification subordinate

Reject: Vendor and executive nodal officer

Forward to finance: Executive nodal officer and finance nodal officer

Total Bill \* 1687.50 Total Deduction \* 0.00 Final Amount \* 1687.50

Item Text \* ITEM TEXT Place of Supply \* IN-AS\N(deleted) Business Place \* DMRC-DMRC GRN/SERVICE Header Text \* GRN/SERVICE HEADER TEXT

Invoice Header Text \* INVOICE HEADER TEXT Bill Assign \* Delivery Date 19/Feb/2000 Bill Pay Reference No.

Parking Inv. No. Service No.

**Documents**  
ABSTRACT BILL4 \*  
Choose file. Upload

Remark \* Actions \*  
Select

Submit Show Remarks Verify Back to list

12. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
13. The finance department will also add SAP related fields like texts and payment reference number along with delivery date.
14. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to executive.

**Add Deduction**

Total Bill \* 1687.50 Total Deduction \* 0.00 Final Amount \* 1687.50

Item Text \* ITEM TEXT Place of Supply \* IN-AS\N(deleted) Business Place \* DMRC-DMRC GRN/SERVICE Header Text \* GRN/SERVICE HEADER TEXT

Invoice Header Text \* INVOICE HEADER TEXT Bill Assign \* Delivery Date 19/Feb/2000 Bill Pay Reference No.

Parking Inv. No. Service No.  Reverse service entry sheet/Invoice parking

**Documents**  
ABSTRACT BILL4 \*  
Choose file. Upload

Remark \* Actions \*  
Return

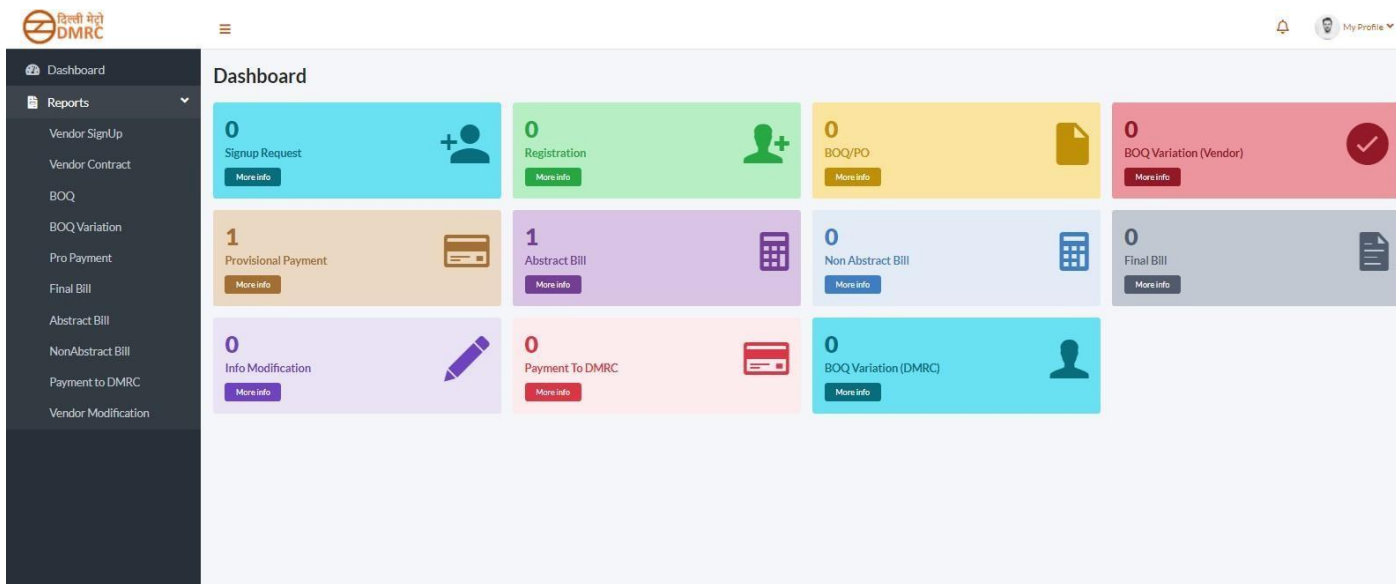
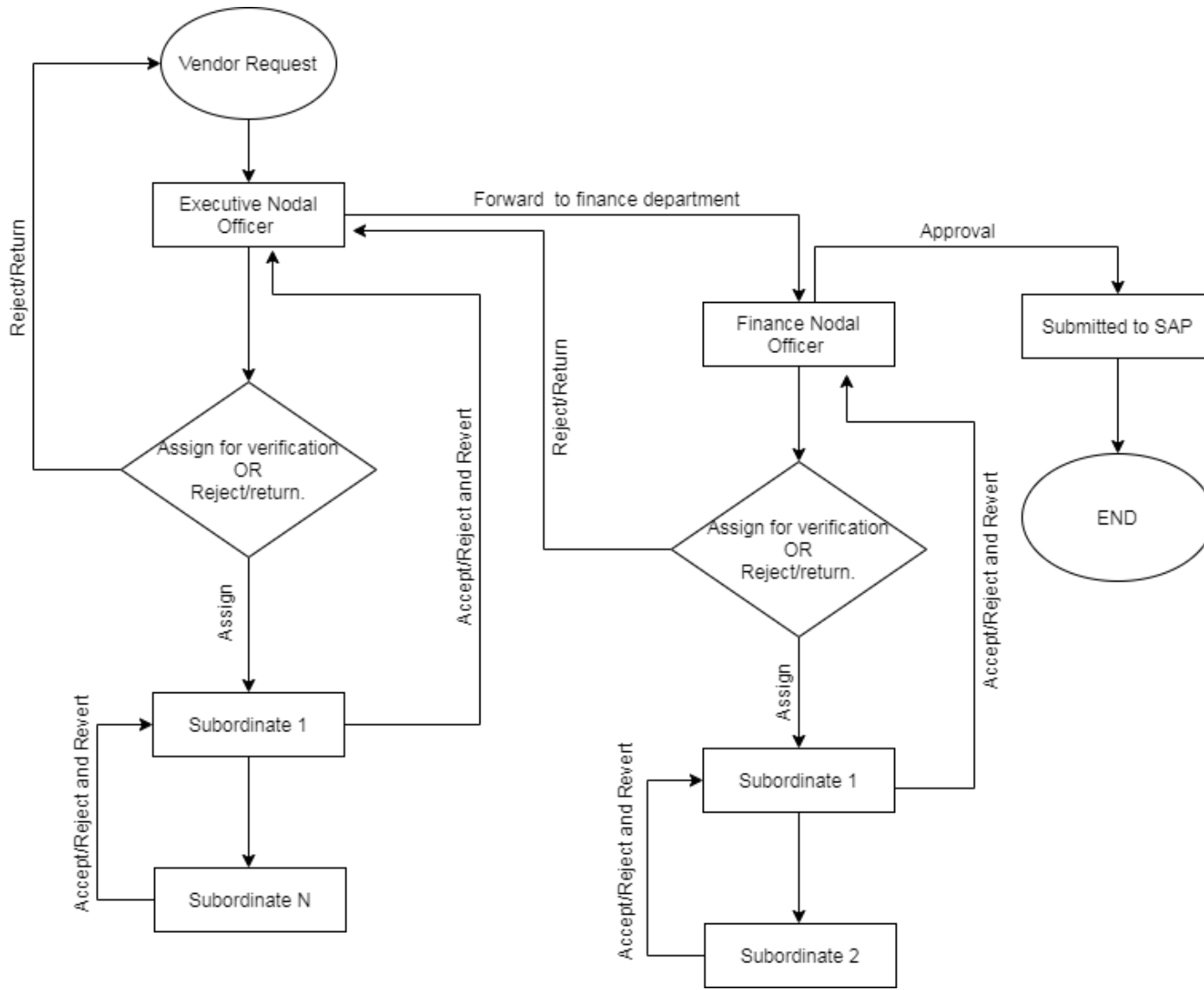
Submit Show Remarks Verify Back to list

15. 15.
16. In case the finance department wishes to return the request back to nodal officer, they will have an option to reverse the service entry sheet created by checking the checkbox for '**Reverse Service Entry Sheet/Invoice parking**'.
17. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
18. DMRC official can upload documents.
19. DMRC official will add their remarks for this overall request.
20. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
21. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
22. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
23. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
24. The nodal officer and verification user can also view remarks of the request and the uploaded files.

## 10. RA BILL (With Abstract) FINANCE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.





The new RA bill request will show on the dashboard under Abstract Bill.

Reports

- Vendor SignUp
- Vendor Contract
- BOQ
- BOQ Variation
- Pro Payment
- Final Bill
- Abstract Bill
- NonAbstract Bill
- Payment to DMRC
- Vendor Modification

Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approve %	Approve Qty.	Approve Amt.	Remarks
ITEM 1	20	20.00	Activity u	200.00	20.00	100.00	20.00	200.00	
ITEM 2	30	30.00	Activity u	600.00	15.00	50.00	15.00	300.00	

---

**Deductions**

Description	Amount	Action
<a href="#">Add Deduction</a>		

Total Bill Percentage \*

Total Bill \*

Total Deduction \*

Final Amount \*

Item Text \*

Place of Supply \*

Business Place \*

GRN/SERVICE Header Text \*

Invoice Header Text \*



---

**Documents**

Abstract bill2

 [Upload](#)

Abstract bill3

 [Upload](#)

Remark \*

Actions \*

[Submit](#)
[View Remarks](#)
[View Files](#)
[Back to list](#)

The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: executive and finance nodal officer

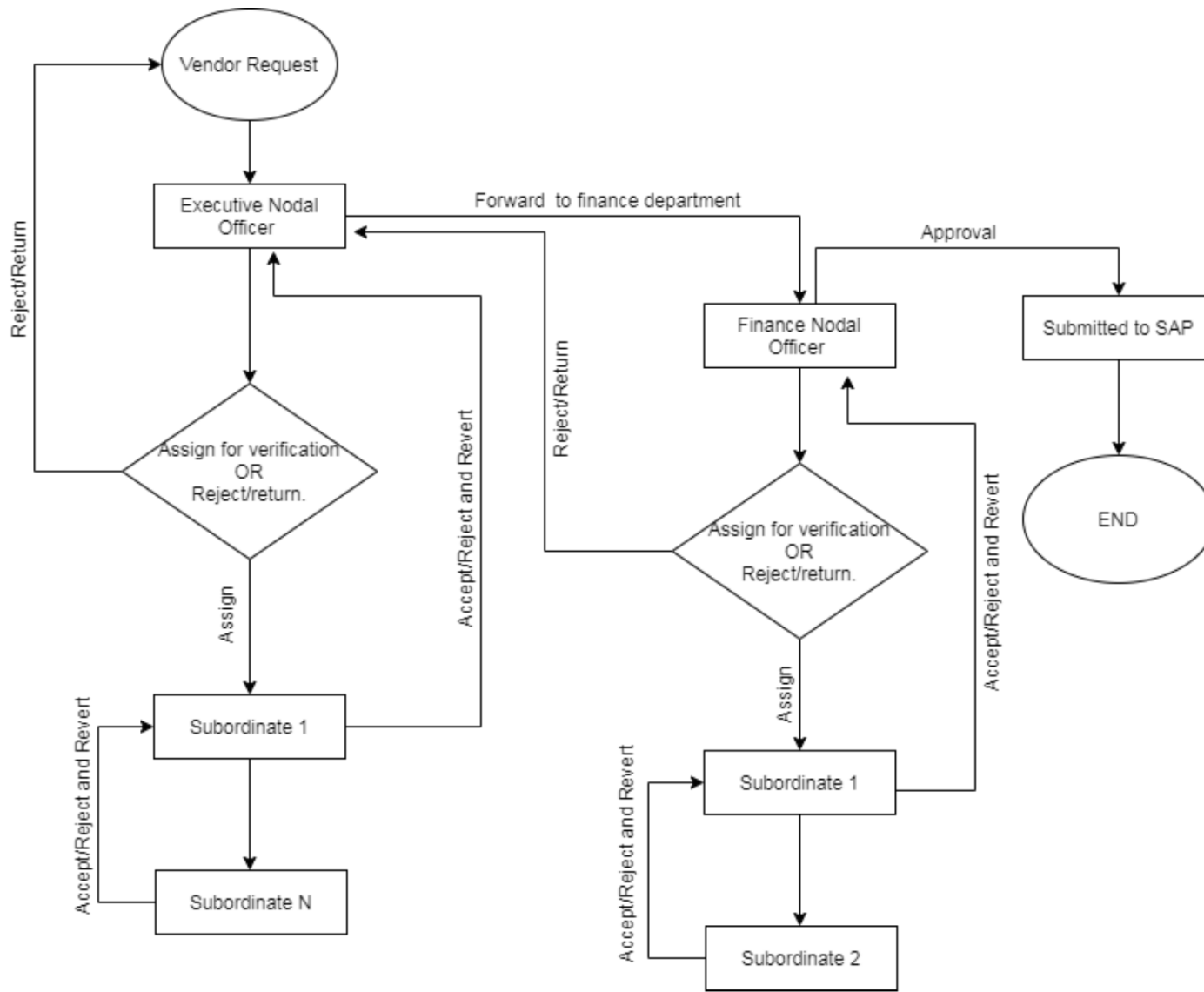
Forward for verification: finance nodal officer and verification subordinate

Reject: finance nodal officer and executive nodal officer

## 11. RA BILL (Without Abstract) EXECUTIVE APPROVAL

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

## APPROVAL PROCESS



The screenshot shows the DMRC (Delhi Metro Rail Corporation) dashboard. The top left features the DMRC logo and a navigation menu with items like Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays several key performance indicators (KPIs) in colored boxes:

- Registration:** 3 (green box)
- BOQ Variation (Vendor):** 4 (red box)
- Advance Payment:** 4 (orange box)
- Abstract Bill:** 7 (purple box)
- Non Abstract Bill:** 1 (light blue box, highlighted with a red border)
- Final Bill:** 3 (grey box)
- Info Modification:** 3 (light purple box)
- Payment To DMRC:** 3 (pink box)
- BOQ Variation (DMRC):** 11 (cyan box)
- Store Bill Approval:** 2 (light blue box)

The user's name 'DMRCS SINGH' is visible in the top right corner.

The new RA bill request will show on the dashboard under **Non Abstract Bill**.

## Details

### Contract Details

LOA/PO Number - PPQQMZ

Description - TESTING

Currency - Indian Rupee

Applied Total Bill Percentage \*

50.00

Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Bill %	Approve %	Approve Qty	Approve Amt.	Remarks
ITEM 2	95	25.00	Activity unit	1375.00	37.500	50.00	50.00	37.50	687.50	
ITEM 4	80	25.00	Activity unit	2000.00	40.000	50.00	50.00	40.00	1000.00	

### Deductions

Description	Amount	Action
-------------	--------	--------

[Add Deduction](#)

Total Bill *	Total Deduction *	Final Amount *	
1687.50	0.00	1687.50	
Item Text *	Place of Supply *	Business Place *	GRN/SERVICE Header Text *
ITEM TEXT	IN-AG/Idelated	DMRC-DMRC	GRN/SERVICE HEADER TEXT
Invoice Header Text *	Bill Assign *	Delivery Date	Bill Pay Reference No.
INVOICE HEADER TEXT		19/Feb/2000	
Parking Inv. No.	Service No.		

### Documents

ABSTRACT BILL4 \*

Choose file [Upload](#)

Remark *	Actions *
	Select

[Submit](#) [Show Remarks](#) [Verify](#) [Back to list](#)

1. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
2. The finance department will also add SAP related fields like texts and payment reference number along with delivery date.
3. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to executive.

**Add Deduction**

Total Bill *	Total Deduction *	Final Amount *
1687.50	0.00	1687.50

Item Text *	Place of Supply *	Business Place *	GRN/SERVICE Header Text *
ITEM TEXT	IN-AGN(Deleted)	DMRC/DMRC	GRN/SERVICE HEADER TEXT

Invoice Header Text *	Bill Assign *	Delivery Date	Bill Pay Reference No.
INVOICE HEADER TEXT		19/Feb/2000	

Parking Inv. No.

Service No.   Reverse service entry sheet/Invoice parking

**Documents**

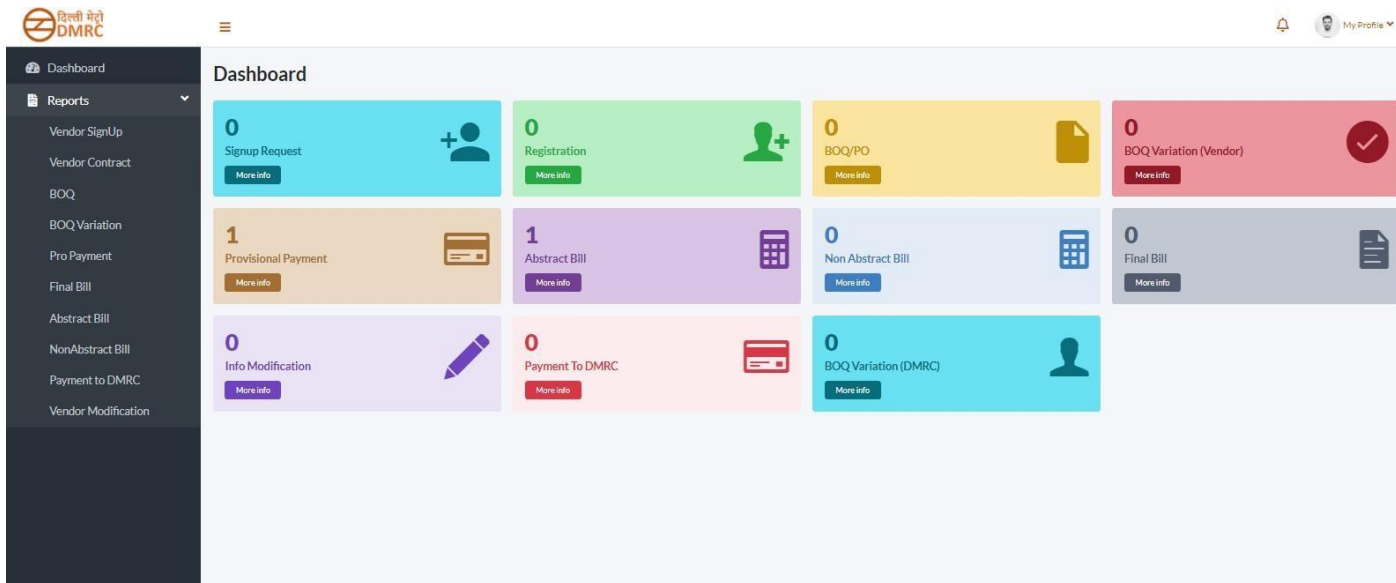
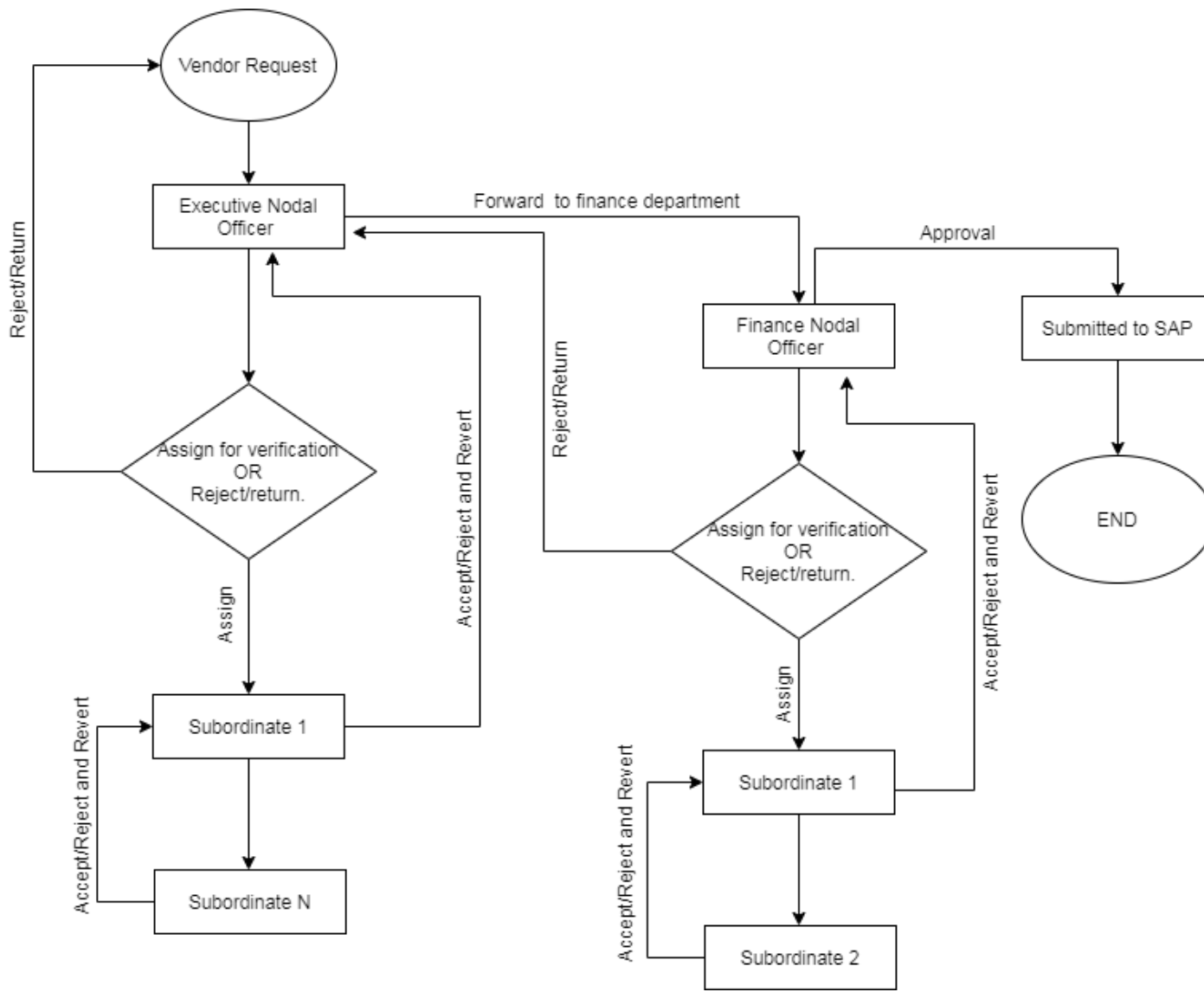
ABSTRACT BILL4 \*

Choose file

Remark \*

Actions \*  
Return

- 4.
  5. In case the finance department wishes to return the request back to nodal officer, they will have an option to reverse the service entry sheet created by checking the checkbox for **'Reverse Service Entry Sheet/Invoice parking'**.
  6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
  7. DMRC official can upload documents.
  8. DMRC official will add their remarks for this overall request.
  9. DMRC official can preview their request before submitting by clicking **'PREVIEW'**.
  10. Documents uploaded in all previous steps of approval will be available under **'VERIFY DOCUMENTS'** for download or view.
  11. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking **'View Remarks'**.
  12. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
  13. The nodal officer and verification user can also view remarks of the request and the uploaded files.
  14. The bill amount can be altered by the nodal officer by changing final percentage of the amount.
  15. The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
  16. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
  17. The nodal officer and verification user can also view remarks of the request and the uploaded files.
  18. Appropriate notifications will be sent as follows:
  19. Approve: Vendor and executive nodal officer
  20. Forward for verification: executive nodal officer and verification subordinate
  21. Reject: Vendor and executive nodal officer
  22. Forward to finance: Executive nodal officer and finance nodal officer
- 12. RA BILL (Without Abstract) FINANCE APPROVAL**
13. This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.



The new RA bill request will show on the dashboard under Abstract Bill.

Reports

- Vendor SignUp
- Vendor Contract
- BOQ
- BOQ Variation
- Pro Payment
- Final Bill
- Abstract Bill
- NonAbstract Bill
- Payment to DMRC
- Vendor Modification

Service Details	Quantity	Unit Rate	Unit	Amount	Requested Qty	Approve %	Approve Qty.	Approve Amt.	Remarks
ITEM 1	20	20.00	Activity u	200.00	20.00	100.00	20.00	200.00	
ITEM 2	30	30.00	Activity u	600.00	15.00	50.00	15.00	300.00	

**Deductions**

Description	Amount	Action
Add Deduction		

Total Bill Percentage \*

Total Bill \*

Total Deduction \*

Final Amount \*

Item Text \*

Place of Supply \*

Business Place \*

GRN/SERVICE Header Text \*

Invoice Header Text \*

**Documents**

Abstract bill2

Abstract bill3

Remark \*

Actions \*

The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

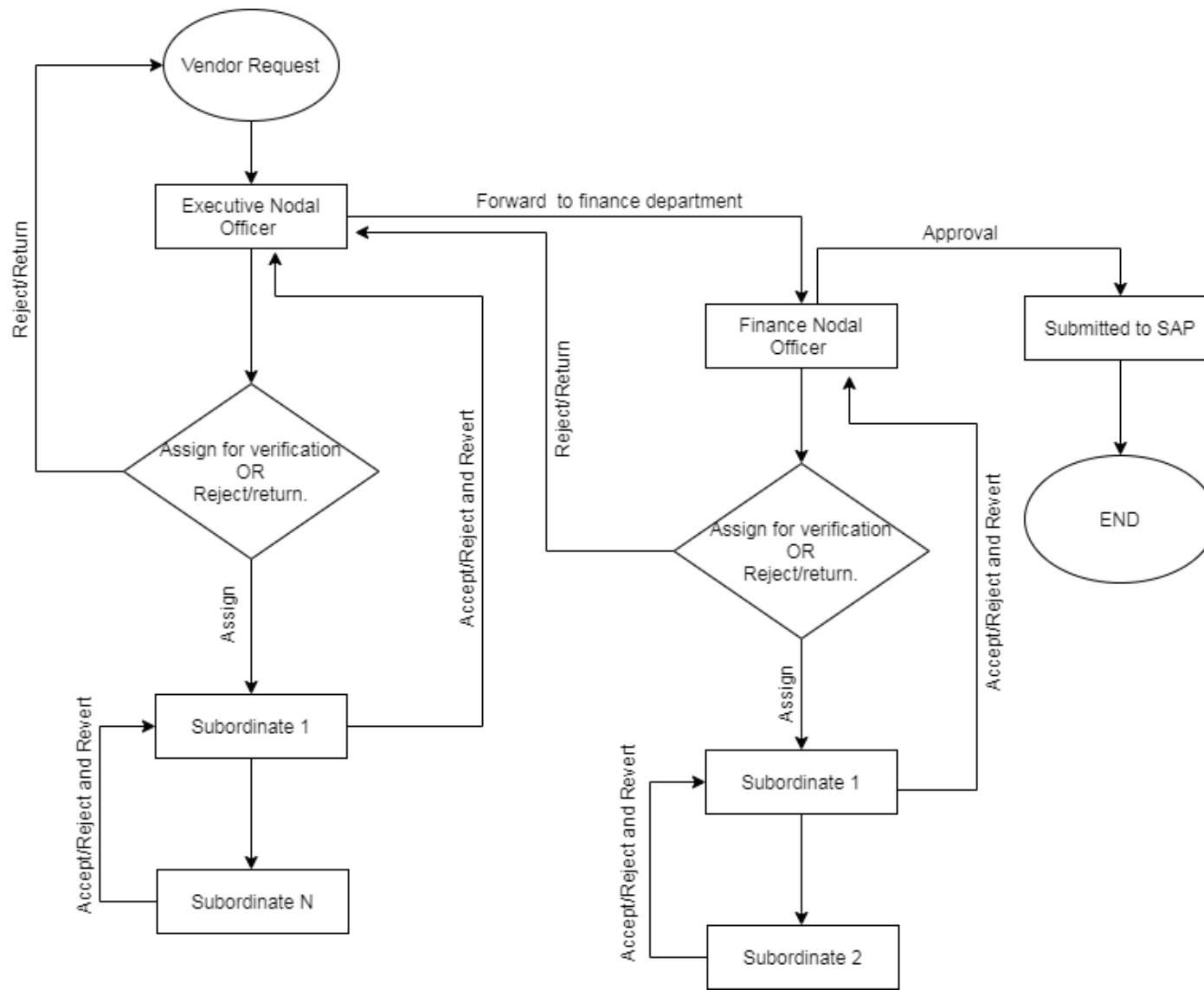
Approve: executive and finance nodal officer

Forward for verification: finance nodal officer and verification subordinate

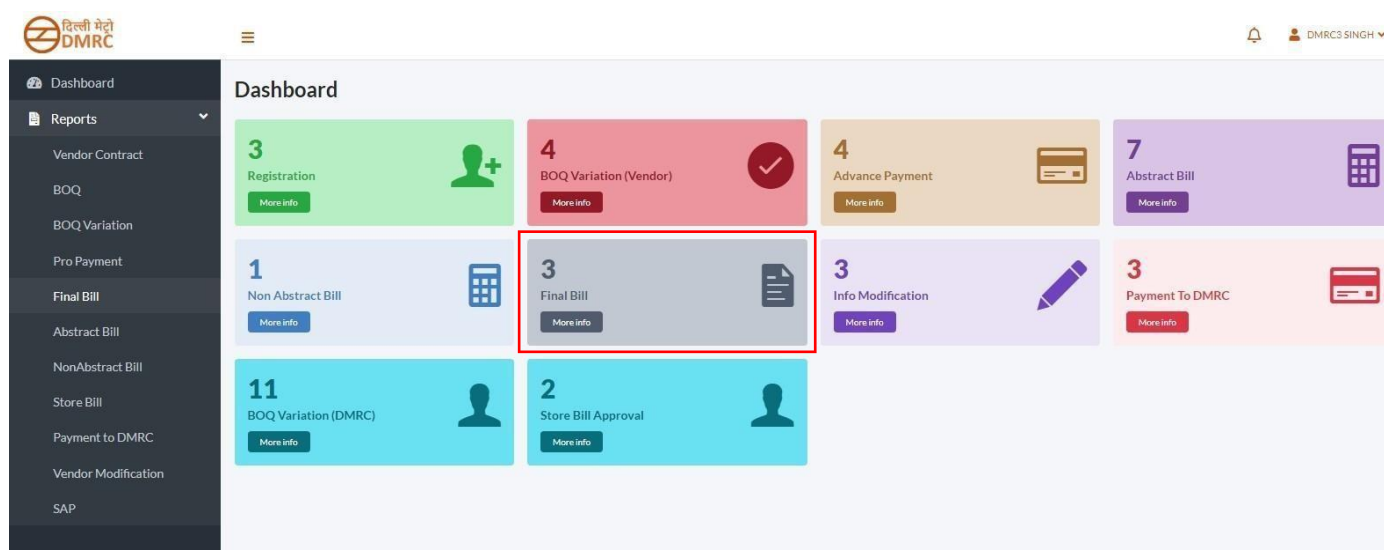
Reject: finance nodal officer and executive nodal officer

## 14. FINAL BILL EXECUTIVE APPROVAL

### APPROVAL PROCESS



This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.



The new final bill request will show on the dashboard under **Final Bill**.



Service Details	Base Qty	Base Rate	Base Amt	Total App. Bill Qty	Rate	Total App. Bill Amt	Pending Qty	Rate	Unit	Pending Amt	Remarks	Action
ITEM 1	1,000	15	150	1,000	15	150	1,000	15	Activity unit	150		<a href="#">View Remark</a>
ITEM 10	10,000	105	10,50,000	10,000	105	10,50,000	10,000	105	Activity unit	10,50,000		<a href="#">View Remark</a>
ITEM 2	2,000	25	500	2,000	25	500	2,000	25	Activity unit	500		<a href="#">View Remark</a>
ITEM 3	3,000	35	1,050	3,000	35	1,050	3,000	35	Activity unit	1,050		<a href="#">View Remark</a>
ITEM 4	4,000	45	1,800	4,000	45	1,800	4,000	45	Activity unit	1,800		<a href="#">View Remark</a>
ITEM 5	5,000	55	2,750	5,000	55	2,750	5,000	55	Activity unit	2,750		<a href="#">View Remark</a>
ITEM 6	6,000	65	3,900	6,000	65	3,900	6,000	65	Activity unit	3,900		<a href="#">View Remark</a>
ITEM 7	7,000	75	52,500	7,000	75	52,500	7,000	75	Activity unit	52,500		<a href="#">View Remark</a>
ITEM 8	8,000	85	68,000	8,000	85	68,000	8,000	85	Activity unit	68,000		<a href="#">View Remark</a>
ITEM 9	9,000	95	8,55,000	9,000	95	8,55,000	9,000	95	Activity unit	8,55,000		<a href="#">View Remark</a>

Showing 1 to 10 of 10 entries

**Deductions**

Description	Amount	Action
<a href="#">Add Deduction</a>		

Total Bill: 2035550.00    Total Deduction: 0.00    Provisional/Advanced: 0    Final Bill: 2035550.00

Item Text \*    Place of Supply \*    Business Place \*    GRN/SERVICE Header Text \*

Invoice Header Text \*

**Documents**

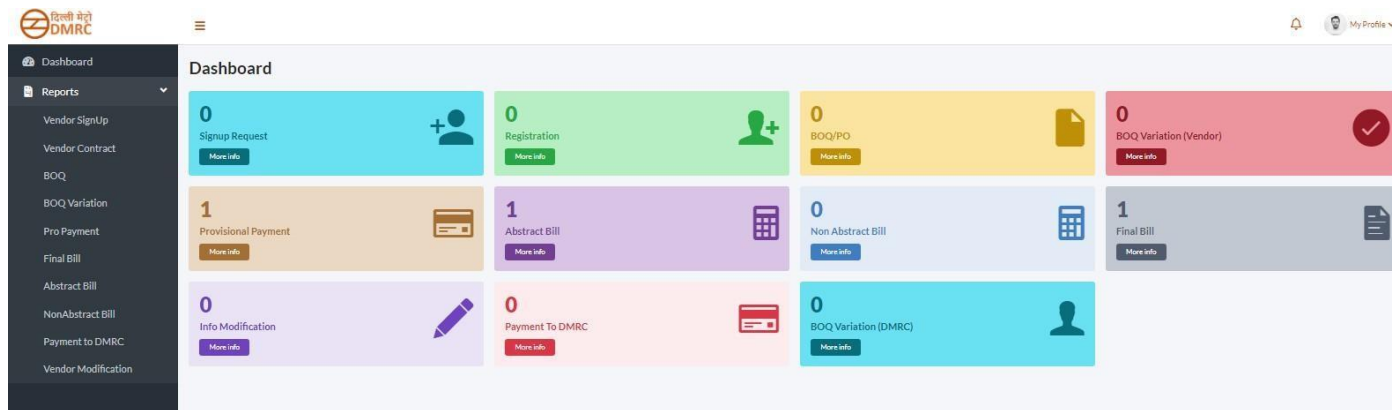
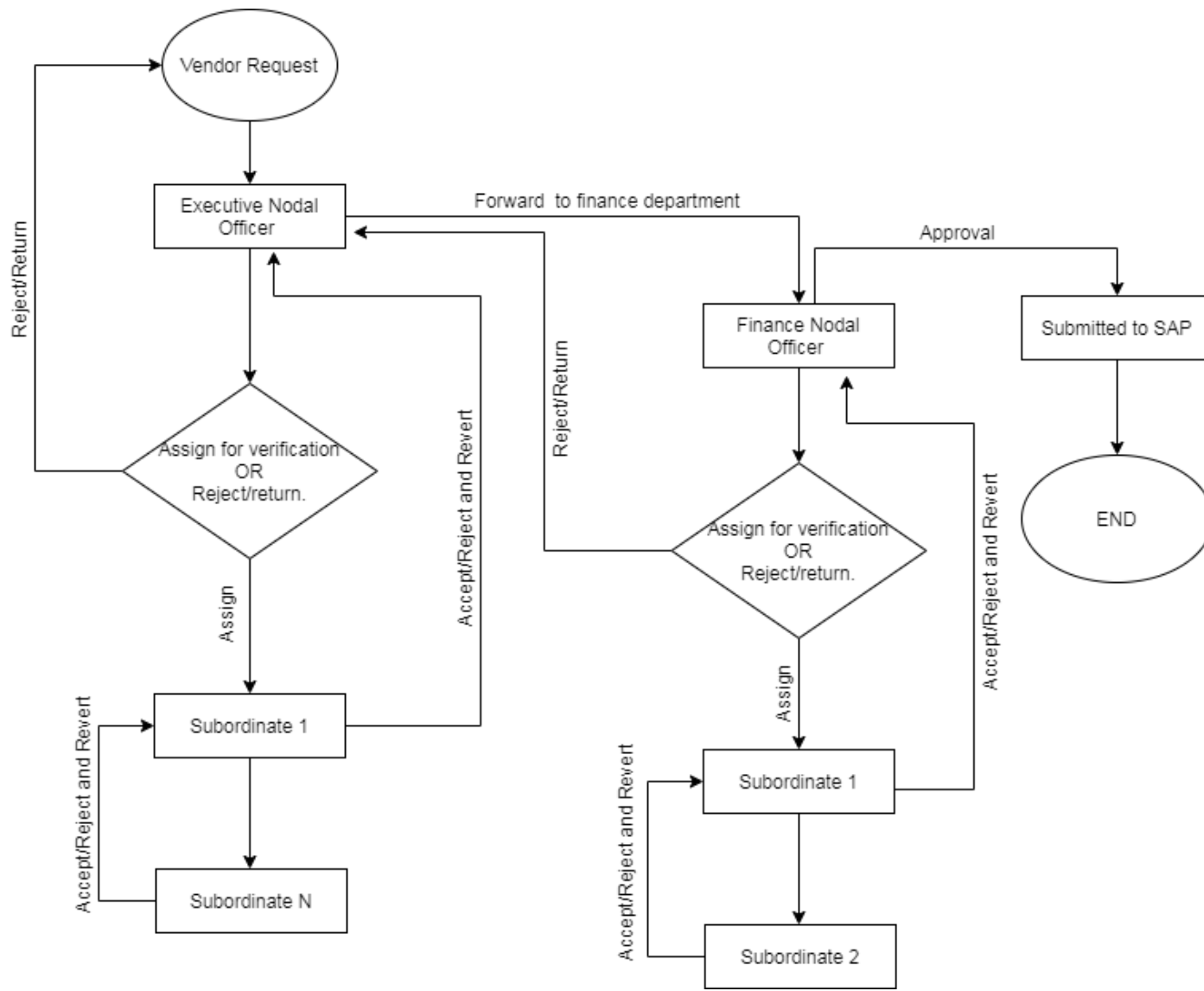
Document 233

Choose file    [Upload](#)

12. This request will be generated by vendor to generate a final bill of all the unbilled quantities and services.
13. All the total deductions on this contract and net payable amount will also be shown.
14. The finance department can also add deductions to the bill by clicking '**Add Deductions**'. They can add as many deductions as they whose total will be deducted from the final bill.
15. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to executive.
16. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
17. DMRC official can upload documents.
18. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
19. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
20. DMRC official will add their remarks for this overall request.
21. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
22. Appropriate notifications will be sent as follows:
23. Approve: Vendor and executive nodal officer
24. Forward for verification: executive nodal officer and verification subordinate
25. Reject: Vendor and executive nodal officer
26. Forward to finance: Executive nodal officer and finance nodal officer

## 15. FINAL BILL FINANCE APPROVAL

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.



The new final bill request will show on the dashboard under Final Bill.

The screenshot displays the DMRC system interface. On the left is a navigation menu with options like Dashboard, Reports, Vendor Sign Up, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Payment to DMRC, and Vendor Modification. The main area shows a table of bill items with columns for Service Details, Base Qty, Base Rate, Base Amt, Total App. Bill Qty, Rate, Total App. Bill Amt, Pending Qty, Rate, Unit, Pending Amt, Remarks, and Action. Below the table is a 'Deductions' form with fields for Total Bill (2035550.00), Total Deduction (0.00), Provisional/Advanced (0), and Final Bill (2035550.00). There are also dropdown menus for Item Text, Place of Supply, Business Place, and GRN/SERVICE Header Text, along with an Invoice Header Text field and a Documents section with an Upload button.

Service Details	Base Qty	Base Rate	Base Amt	Total App. Bill Qty	Rate	Total App. Bill Amt	Pending Qty	Rate	Unit	Pending Amt	Remarks	Action
ITEM 1	1,000	15	150	1,000	15	150	1,000	15	Activity unit	150		View Remark
ITEM 10	10,000	105	10,50,000	10,000	105	10,50,000	10,000	105	Activity unit	10,50,000		View Remark
ITEM 2	2,000	25	500	2,000	25	500	2,000	25	Activity unit	500		View Remark
ITEM 3	3,000	35	1,050	3,000	35	1,050	3,000	35	Activity unit	1,050		View Remark
ITEM 4	4,000	45	1,800	4,000	45	1,800	4,000	45	Activity unit	1,800		View Remark
ITEM 5	5,000	55	2,750	5,000	55	2,750	5,000	55	Activity unit	2,750		View Remark
ITEM 6	6,000	65	3,900	6,000	65	3,900	6,000	65	Activity unit	3,900		View Remark
ITEM 7	7,000	75	52,500	7,000	75	52,500	7,000	75	Activity unit	52,500		View Remark
ITEM 8	8,000	85	68,000	8,000	85	68,000	8,000	85	Activity unit	68,000		View Remark
ITEM 9	9,000	95	8,55,000	9,000	95	8,55,000	9,000	95	Activity unit	8,55,000		View Remark

Showing 1 to 10 of 10 entries

**Deductions**

Description	Amount	Action
Add Deduction		
Total Bill	Total Deduction	Provisional/Advanced
2035550.00	0.00	0
Final Bill	2035550.00	
Item Text *	Place of Supply *	Business Place *
<input type="text"/>	Select	Select
Invoice Header Text *	<input type="text"/>	
<b>Documents</b>		
Document 233	Choose file <input type="button" value="Upload"/>	

The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: executive and finance nodal officer

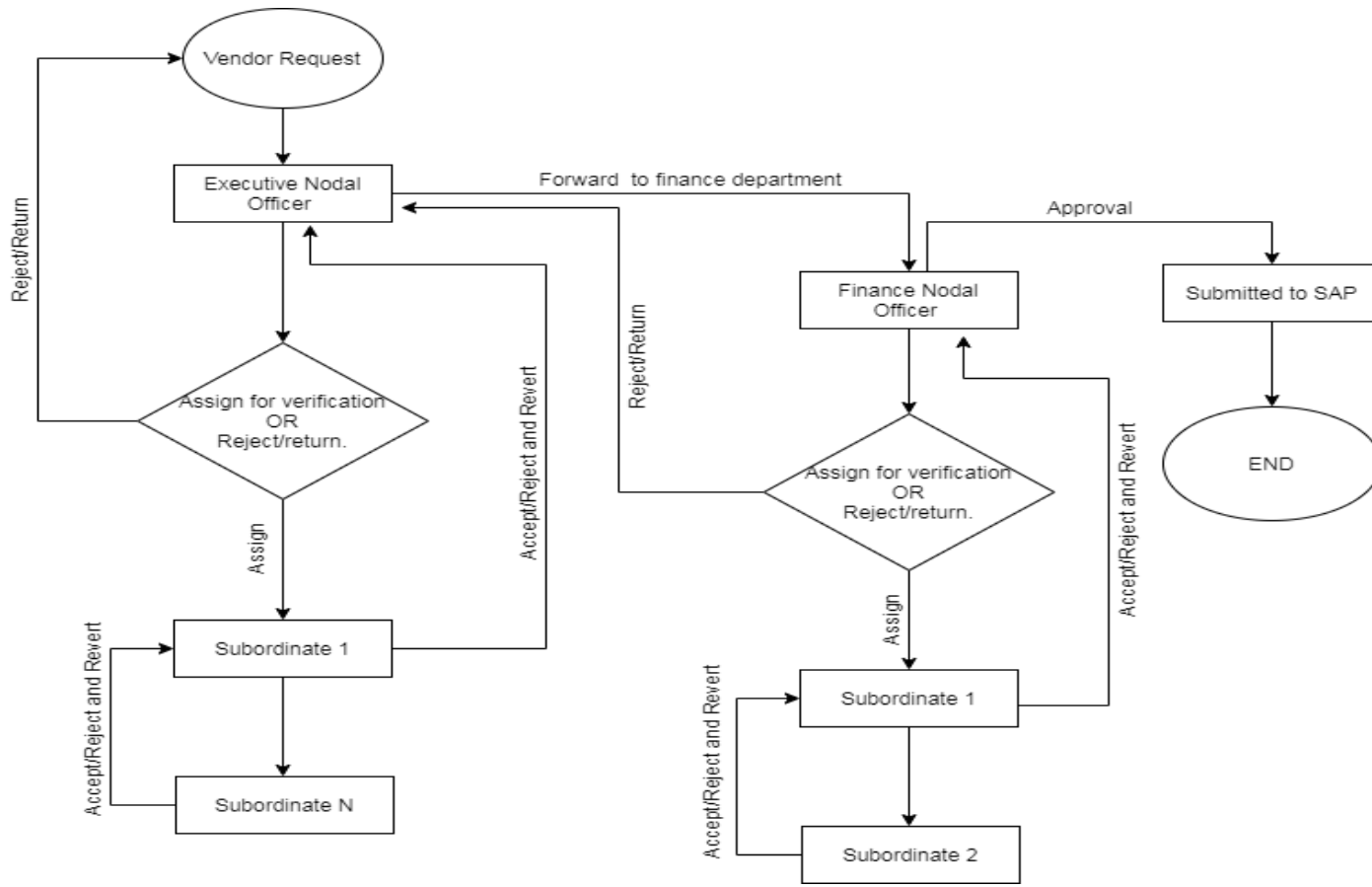
Forward for verification: finance nodal officer and verification subordinate

Reject: finance nodal officer and executive nodal officer

## 16. Add New Contract Executive Approval

This screen will be used by the finance nodal officer to send either assign the new contract request to his subordinate or verify himself and send it to executive nodal officer.

### APPROVAL PROCESS



Vendor approval will follow this flow.

The dashboard displays several key metrics:

- Registration:** 3 (highlighted with a red box)
- BOQ Variation (Vendor):** 4
- Advance Payment:** 4
- Abstract Bill:** 7
- Non Abstract Bill:** 1
- Final Bill:** 3
- Info Modification:** 3
- Payment To DMRC:** 3
- BOQ Variation (DMRC):** 11
- Store Bill Approval:** 2

All the pending **registration** requests will be shown in the dashboard.

The Vendor Registration Request/Finance page displays a table with the following data:

Sr.No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Created Dt	Action
1	DEMO 1	NAME 1	Non Store	DESCRIPTION 1	ABC@XYZ.COM	01-06-2021	<a href="#">View</a>
2	DEMO 2	NAME 2	Store	DESCRIPTION 2	ABC@XYZ.COM	28-05-2021	<a href="#">View</a>
3	DEMO 3	NAME 3	Non Store	DESCRIPTION 3	ABC@XYZ.COM	25-03-2021	<a href="#">View</a>

Showing 1 to 3 of 3 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

The Vendor Registration Approval page displays the following details:

**Contract Details**

- Contract Type: Non Store
- LOA /PO Number :AABBCCDD
- PO CREATION IN SAP
- Multi Currency:Yes
- Multi Party:Yes

**Vendor Information**

Title: Mr	Name: NAME 1	Country: India	Region: Uttar Pradesh
Postal Code: 201301	City: Noida	Street House No.: 16	Telephone: 999999999
Mobile: 999999999	Phone Fax: 999999999	E-Mail: ABC@XYZ.COM	Contract Number: ABC987

#### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number 09BWIPL9238A2Z5	PAN Number BWIPL9238A	Bank Name ICICI
Bank Address with State PIN Uttar Pradesh	Bank Country India	Beneficiary Account Type Saving Account	Beneficiary Account Name NAME 1
Beneficiary Account Number 99999999	IFSC Code SBIN0005943	<input type="checkbox"/> MSME	MSME Number 4902392

#### Account Details

Recon Account * Creditors of the enterprise, 3rd party securities	Search Term * NO	Sort Key * Allocation number	Cash Management Group * Domestic
Payment Terms * 0002	Chk Cashing Time * 10	Payment Method * C	House Bank * CENTRAL BANK OF INDIA - IT PARK
Order Currency * Albanian Lek	Inco Terms * Carriage and insurance paid to	Schema Group * DMRC Local Vendor	Account Group * DMRC - Services

GR Based Invoice Verification       Service Based Invoice Verification

#### Withholding TAX

Withholding Tax Type SS Withholding tax: Possible employees	<input checked="" type="checkbox"/> W/tax Liable	Rec Type Tax-payer not self-withholding	W/ Tax ID 05464
Withholding Tax Type SS Withholding tax: Possible employees	<input checked="" type="checkbox"/> W/tax Liable	Rec Type Service Tax Reverse Charge	W/ Tax ID 05464 <span style="color: red; font-weight: bold;">Delete</span>
Withholding Tax Type SS Withholding tax: Possible employees	<input checked="" type="checkbox"/> W/tax Liable	Rec Type Taxed paym.cards -small busine	W/ Tax ID 333 <span style="color: red; font-weight: bold;">Delete</span>

ADD

#### Documents

Document 12

Choose file Upload

Action Approve	SAP Vendor Code Create New
Purchase Organization Central Purchase Org	Remarks <input type="text"/>

Show Remark

SUBMIT PREVIEW VERIFY

1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Based upon the GST + PAN + Account number, system will identify if the vendor already exists in SAP. The finance department will choose if they wish to create a new vendor in SAP by selecting **'Create New'** in **'SAP Vendor Code'** drop-down list. They can also move forward with an existing vendor if the GST+PAN+Account number combination already exists in SAP. Such vendors will be shown in the same drop-down and user can choose the same. In this case the vendor will not be created in SAP.

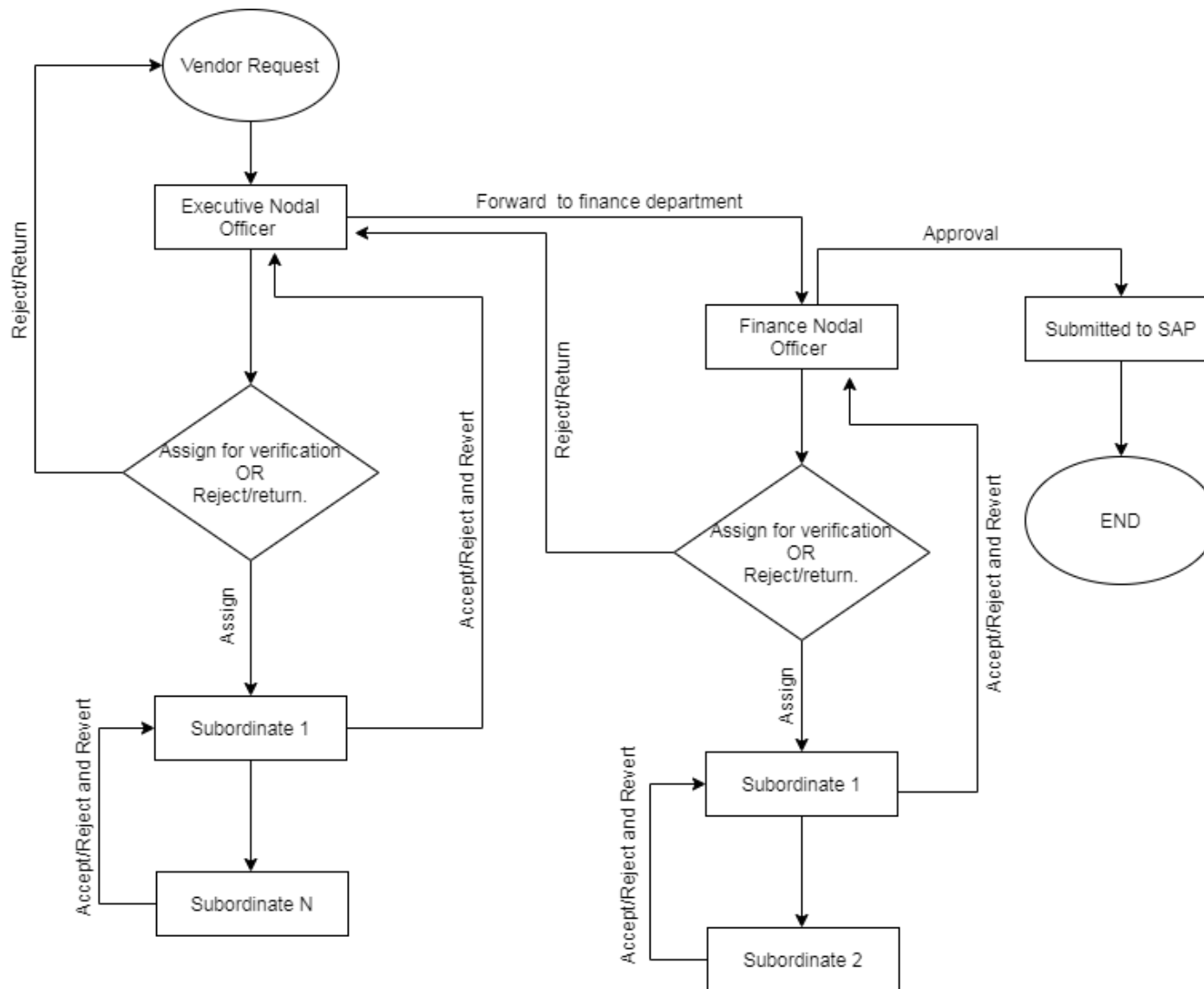
<p>SAP Vendor Code</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p style="background-color: #f0f0f0; padding: 2px;">Enter vendor code</p> </div>	<p>Enter SAP Vendor Code *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 20px;"></div>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

- 4.
5. They can also add the SAP vendor code manually by selecting **'Enter vendor code'**.
6. The finance nodal officer has to verify the documents by clicking **'VERIFY'** and then either send it for verification to subordinate or forward it to finance nodal officer directly.
7. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
8. The finance user can add as many withholding tax as they want by clicking **'ADD'** which will add a new line of item to input the tax.
9. All the account and withholding tax details will be interfaced from SAP.

10. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
11. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
12. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
13. DMRC official will upload documents required by DMRC.
14. DMRC official will add their remarks for this overall request.
15. DMRC official can preview their request before submitting by clicking 'PREVIEW'.
16. On choosing one request, the registration form will be open in a non-editable format.
17. The nodal officer can also upload documents if required.
  
18. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.
  
19. Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.
  
20. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

### 17. Add New Contract Finance Approval

This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



Vendor approval will follow this flow.

The dashboard displays a grid of pending requests for the user. The requests are as follows:

Request Type	Count	Action
Signup Request	0	More info
Registration	1	More info
BOQ/PO	0	More info
BOQ Variation (Vendor)	0	More info
Provisional Payment	0	More info
Abstract Bill	0	More info
Non Abstract Bill	0	More info
Final Bill	0	More info
Info Modification	0	More info
Payment to DMRC	0	More info
BOQ Variation (DMRC)	0	More info

All the pending registration requests will be shown in the dashboard.

The Vendor Registration Request/Executive page displays a table of pending registration requests. The table has the following data:

LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
88776655	TEST APPLICATION	Non Store	TEST CONTRACT	KVA@AMITYSOFTWARE.COM	View

Showing 1 to 1 of 1 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

The Vendor Registration details page shows the following information:

**Contract Details**  
LOA /PO Number - 88776655  
TEST CONTRACT

**Vendor Information**

Title	Name	Street/House No	Region
Mr	TEST APPLICATION	B16	Uttar Pradesh
Postal Code	City	Country	Telephone
201301	NOIDA	India	0965352377
Mobile	Phone Fax	E-Mail	
+919971417985	0965352377	KVA@AMITYSOFTWARE.COM	

**Bank Details**

Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
<input checked="" type="checkbox"/>	09PLMCK1238A225	PLMCK1238A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
UTTAR PRADESH	India	Saving Account	ABHISHEK LAL
Beneficiary Account Number	IFSC Code		
949329842	SBIN0005943		

**Documents**

Bill Copy  
Choose file

Purchase Organization:  Remarks:   
Action:



**Account Details**

Recon Account <input type="text" value="Select Recon Acc"/>	Search Term <input type="text"/>	Sort Key <input type="text" value="Select Short key"/>	Cash Management Group <input type="text" value="Select Cash Mgmt Grp"/>
Payment Terms <input type="text" value="Select Payment Terms"/>	Chk Cashing Time <input type="text"/>	Payment Method <input type="text" value="Select Payment Method"/>	House Bank <input type="text" value="Select Payment Method"/>
Order Currency <input type="text" value="Select Order Currency"/>	Inco Terms <input type="text" value="Select Income Terms"/>	Schema Group <input type="text" value="Select Schema Group"/>	Account Group <input type="text" value="DMRC - Services"/>

GR Based Invoice Verification     Service Based Invoice Verification

**Withholding TAX**

Withholding Tax Type <input type="text" value="Select Withholding Tax Type"/>	<input type="checkbox"/> W/tax Liable	Rec Type <input type="text" value="Select Rec Type"/>	W/ Tax ID <input type="text"/>
----------------------------------------------------------------------------------	---------------------------------------	----------------------------------------------------------	-----------------------------------

On choosing one request, the registration form will be open in a non-editable format. The nodal officer can also upload documents if required.

Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.

All the account and withholding tax details will be interfaced from SAP.

The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.

Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.

The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send it further for verification to another subordinate.

The nodal officer and verification user can also view remarks of the request and the uploaded files.

Appropriate notifications will be sent as follows:

Approve: Vendor and executive nodal officer

Forward for verification: executive nodal officer and verification subordinate

Reject: Vendor and executive nodal officer

Forward to finance: Executive nodal officer and finance nodal officer

## 18. Vendor Modification Executive Approval

Once a request for vendor modification has been submitted by the vendor, their nodal officer will receive the request on their dashboard under '**Info Modification**' card.

The screenshot displays the DMRC (District Milk Producers' Cooperative Societies) dashboard. The top left corner features the DMRC logo and name in Hindi. The top right corner shows a notification bell and the user's name, DMRC SINGH. A dark sidebar on the left contains a menu with items like Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area is titled "Dashboard" and contains a grid of eight colored cards, each representing a different type of request with a count and a "More info" button. The "Info Modification" card is highlighted with a red border.

Request Type	Count	Action
Registration	3	More info
BOQ Variation (Vendor)	4	More info
Advance Payment	4	More info
Abstract Bill	7	More info
Non Abstract Bill	1	More info
Final Bill	3	More info
Info Modification	3	More info
Payment To DMRC	3	More info
BOQ Variation (DMRC)	11	More info
Store Bill Approval	2	More info

All the pending requests for **Vendor Modification** will be shown in the grid on which the DMRC official can take action on.

## Vendor Approval Request/Executive

Show 10 rows

Search:

Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
1	LAX001	LAXMI PRIYA SAHOO	Non Store	LAXMIPRIYA SAHOO	LPS@AMITYSOFTWARE.COM	<a href="#">View</a>
2	OM100067	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>
3	NEWFRIDAYTEST	NAITIK GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
4	DMRCTEST01	RACHIT	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
5	TESTWED02	MANNU SINGH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
6	SANJAY	RANGIT	Non Store	SANJAY ONE	DMRC@AMITYSOFTWARE.COM	<a href="#">View</a>
7	THURSDAY TEST 01	ARJUN GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	SXR@AMITYSOFTWARE.COM	<a href="#">View</a>
8	WEDNESDAY TEST	AKASH	Non Store	TESTING	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
9	TESTMONDAY 01	AKASH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
10	OM100035	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>

Showing 1 to 10 of 25 entries

First **1** 2 3 Last

1. All the pending requests will be shown in the grid on clicking 'More Info' in the dashboard for info correction.
2. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
3. On clicking show remark, all the remarks history will be shown for that particular request by each DMRC official.
4. The nodal officer will have an option to either assign to subordinate, approve and forward to finance or sent the request back to vendor if any discrepancy is found in the data/attachments submitted.

## Vendor Modification Approval/Finance

### Contract Details

LOA /PO Number -**TESTDMRC01**  
TESTING

### Vendor Information

Title <input type="text" value="Mr"/>	Name <input type="text" value="DEMO 1"/>	Country <input type="text" value="India"/>	Region <input type="text" value="Uttar Pradesh"/>
Postal Code <input type="text" value="208021"/>	City <input type="text" value="KANPUR"/>	Stree House No <input type="text" value="STREET 2"/>	Telephone <input type="text" value="9999999999"/>
Mobile <input type="text" value="9999999999"/>	Phone Fax <input type="text" value="9999999999"/>	Email <input type="text" value="ABC@XYZ.COM"/>	Contract Number <input type="text" value="1254785698"/>

### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT.	GST Registration Number <input type="text" value="22AAAAA0125A1Z5"/>	PAN Number <input type="text" value="F54135WER"/>	Bank Name <input type="text" value="DBS"/>
Bank Address with State PIN <input type="text" value="BANK 002 KOYLA NAGAR"/>	Bank County <input type="text" value="India"/>	Beneficiary Account Type <input type="text" value="Saving Account"/>	Beneficiary Account Name <input type="text" value="SBI BANK"/>
Beneficiary Account Number <input type="text" value="9999999999"/>	IFSC Code <input type="text" value="9999999999"/>	<input checked="" type="checkbox"/> MSME	MSME Number <input type="text" value="123456"/>

### Account Details

Recon Account Depreciation - land and similar rights	Search Term 12345	Sort Key Allocation number	Cash Management Group V-affil
Payment Terms 0003	Chk Cashing Time 12546	Payment Method E	House Bank Bank for loc. currency
Order Currency Albanian Lek	Inco Terms Costs and freight	Schema Group DMRC Local Vendor	Account Group DMRC - Services

GR Based Invoice Verification   
 Service Based Invoice Verification

### Withholding TAX

Withholding Tax Type:    
 W/tax Liabile   
Rec Type:    
W/ Tax ID:

**ADD**

### Existing Contract

TESTDMRC01

Purchase Organization:    
Remarks:    

Action:

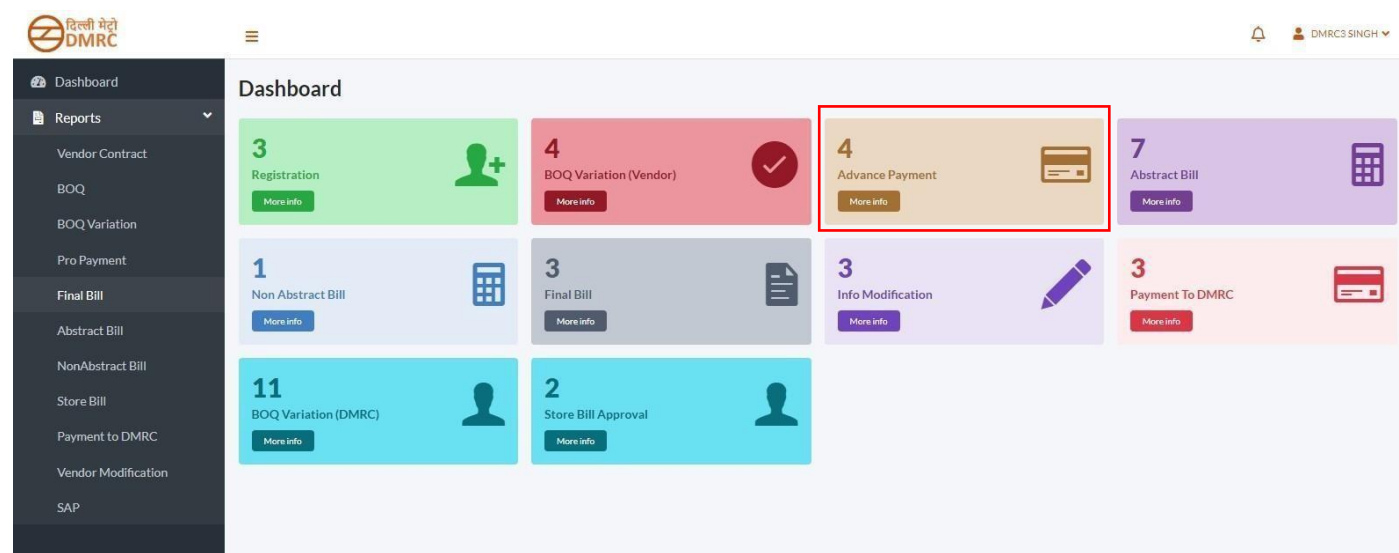
10. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
11. The existing contracts on which these changes have been requested by the vendor will be shown as selected automatically.
12. The finance department will only have the option to take suitable action and not change any details.
13. On clicking show remark, all the remarks history will be shown for that particular request by each DMRC official.
14. The nodal officer will have an option to either assign to subordinate, approve and forward to finance or sent the request back to vendor if any discrepancy is found in the data/attachments submitted.
15. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
16. DMRC official can upload documents.
17. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
18. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
19. DMRC official will add their remarks for this overall request.
20. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

## 6. Store

### e) Advance Bill

This screen will be used by the finance nodal officer to send either assign the advance payment request to his subordinate or verify himself and send it to executive nodal officer on approval.

#### APPROVAL PROCESS



The screenshot shows the DMRC dashboard with a sidebar menu on the left. The main dashboard area contains several cards representing different modules. The 'Advance Payment' card, located in the top row, second from the right, is highlighted with a red border. It shows a count of 4 and a 'More info' button. Other cards include 'Registration' (3), 'BOQ Variation (Vendor)' (4), 'Abstract Bill' (7), 'Non Abstract Bill' (1), 'Final Bill' (3), 'Info Modification' (3), 'Payment To DMRC' (3), 'BOQ Variation (DMRC)' (11), and 'Store Bill Approval' (2).

The new advance payment request will show on the dashboard under **Advance Payment**.

Service Details	Qty	Unit Rate	Unit	Amount	Approved Qty	Approved Amount	Remarks	Remarks
S1	10.000	1200.00	Inch	12000.00	5	6000.00		<a href="#">View Remark</a>

Description	Amount	Action
ASDFASDF	5000.00	<a href="#">Remove</a>

[Add Deduction](#)

Requested Bill *	Approved Bill *	Total Deduction *	Final Bill *
12000.00	6000.00	5000.00	1000.00

Documents

ABSTRACT BILL4 \*

Choose file [Upload](#)

Remark \*

[Show Remark](#) [Verify](#)

Action \*

Select action

[SUBMIT](#) [PREVIEW](#)

1. The advance payment request will show in a non editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
2. The finance user can also add deductions to the bill by clicking '**ADD DEDUCTION**'. The description and amount will be needed for the same.

3. Total amount, deduction amount and amount payable will also be shown for reference purposes.
4. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
5. The nodal officer and verification user can also view remarks of the request and the uploaded files.
6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
7. DMRC official can upload documents.
8. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
9. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
10. DMRC official will add their remarks for this overall request.
11. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

## f) Store Bill

This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive/store nodal officer.

### APPROVAL PROCESS

The screenshot shows the DMRC dashboard with a sidebar menu on the left and a main dashboard area. The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area displays several cards for different modules: Registration (3), BOQ Variation (Vendor) (4), Advance Payment (4), Abstract Bill (7), Non Abstract Bill (1), Final Bill (3), Info Modification (3), Payment To DMRC (3), BOQ Variation (DMRC) (11), and Store Bill Approval (2). The 'Store Bill Approval' card is highlighted with a red border.

The new store bill request will show on the dashboard under **Store Bill**.

### Store Bill Approval

Show 10 rows Search:

Sr.No	Number	Total Amount	Paid	Balance	Action
1	51000161	0	0	0	<a href="#">View Bills</a>
2	51000161	2,11,644.4	0	0	<a href="#">View Bills</a>

Showing 1 to 2 of 2 entries

All the pending requests will be shown in the grid and the DMRC official can click on **'View Bill'** to take action on the same.

Sr.No	Type	Number	Final Amt	Final %	Final Payable Amt	Created Date	Action
1	Store	51000161	7,500	100.00	0.00	01 Jun 2021	View
2	Store	51000161	5,500	100.00	0.00	27 May 2021	View

On clicking **'View Bill'**, a popup will open which will show all the store bills that have been submitted for that particular contract.

The finance user can then choose a particular bill by clicking **'View'**, and take suitable action on the same.

1. All the details of the bill will be available in a non editable format and the finance user will have the option to only take action on the same.
2. They can also add deductions to the bill by clicking **'Add Deduction'**. They can add as many deductions as they want and the total deduction amount will be deducted from the total payable amount.
3. Total bill, total deduction and final payable amount will also be shown in a non editable format.
4. The finance officer can also view terms of payment for the PO for which this bill has been submitted by clicking **'View Terms of Payment'**.
5. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
6. DMRC official can upload documents.
7. Documents uploaded in all previous steps of approval will be available under **'VERIFY DOCUMENTS'** for download or view.
8. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking 'View Remarks'.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking **'PREVIEW'**.

## **g) Add New Contract**

This screen will be used by the finance nodal officer to send either assign the new contract request to his subordinate or verify himself and send it to executive nodal officer.

### **APPROVAL PROCESS**

The dashboard displays several key metrics:

- Registration:** 3 (highlighted with a red box)
- BOQ Variation (Vendor):** 4
- Advance Payment:** 4
- Abstract Bill:** 7
- Non Abstract Bill:** 1
- Final Bill:** 3
- Info Modification:** 3
- Payment To DMRC:** 3
- BOQ Variation (DMRC):** 11
- Store Bill Approval:** 2

The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP.

All the pending **registration** requests will be shown in the dashboard.

The page displays a table of Vendor Registration Requests:

Sr.No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Created Dt	Action
1	DEMO 1	NAME 1	Non Store	DESCRIPTION 1	ABC@XYZ.COM	01-06-2021	<a href="#">View</a>
2	DEMO 2	NAME 2	Store	DESCRIPTION 2	ABC@XYZ.COM	28-05-2021	<a href="#">View</a>
3	DEMO 3	NAME 3	Non Store	DESCRIPTION 3	ABC@XYZ.COM	25-03-2021	<a href="#">View</a>

Showing 1 to 3 of 3 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

#### Vendor Registration Approval

**Contract Details**

Contract Type-Non Store  
 LOA /PO Number -AABBCCDD  
 PO CREATION IN SAP  
 Multi Currency-Yes  
 Multi Party-Yes

**Vendor Information**

Title	Name	Country	Region
Mr	NAME 1	India	Uttar Pradesh
Postal Code	City	Street House No.	Telephone
201301	Noida	16	9999999999
Mobile	Phone Fax	E-Mail	Contract Number
9999999999	9999999999	ABC@XYZ.COM	ABC987



### Bank Details

Registered Under GST ACT

Bank Address with State PIN: Uttar Pradesh

Bank Country: India

Beneficiary Account Number: 99999999

GST Registration Number: 09BWVWPL9238A2Z5

PAN Number: BWVWPL9238A

Bank Name: ICICI

Beneficiary Account Type: Saving Account

Beneficiary Account Name: NAME 1

IFSC Code: SBIN0005943

MSME

MSME Number: 4902392

### Account Details

Recon Account: Creditors of the enterprise, 3rd party securities

Search Term: NO

Sort Key: Allocation number

Cash Management Group: Domestic

Payment Terms: 0002

Chk Cashing Time: 10

Payment Method: C

House Bank: CENTRAL BANK OF INDIA - IT PARK

Order Currency: Albanian Lek

Inco Terms: Carriage and insurance paid to

Schema Group: DMRC Local Vendor

Account Group: DMRC - Services

GR Based Invoice Verification

Service Based Invoice Verification

### Withholding TAX

Withholding Tax Type: SS Withholding tax: Possible employees

W/tax Liable

Rec Type: Tax-payer not self-withholding

W/ Tax ID: 05464

---

Withholding Tax Type: SS Withholding tax: Possible employees

W/tax Liable

Rec Type: Service Tax Reverse Charge

W/ Tax ID: 05464

---

Withholding Tax Type: SS Withholding tax: Possible employees

W/tax Liable

Rec Type: Taxed paym.cards -small busine

W/ Tax ID: 333

### Documents

Document 12

Choose file

Action: Approve

Purchase Organization: Central Purchase Org

SAP Vendor Code: Create New

Remarks:

1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. Based upon the GST + PAN + Account number, system will identify if the vendor already exists in SAP. The finance department will choose if they wish to create a new vendor in SAP by selecting **'Create New'** in **'SAP Vendor Code'** drop-down list. They can also move forward with an existing vendor if the GST+PAN+Account number combination already exists in SAP. Such vendors will be shown in the same drop-down and user can choose the same. In this case the vendor will not be created in SAP.

SAP Vendor Code

Enter vendor code

Enter SAP Vendor Code \*

- 4.
5. They can also add the SAP vendor code manually by selecting **'Enter vendor code'**.
6. The finance nodal officer has to verify the documents by clicking **'VERIFY'** and then either send it for verification to subordinate or forward it to finance nodal officer directly.
7. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and with holding tax.
8. The finance user can add as many with holding tax as they want by clicking **'ADD'** which will add a new line of item to input the tax.
9. All the account and withholding tax details will be interfaced from SAP.

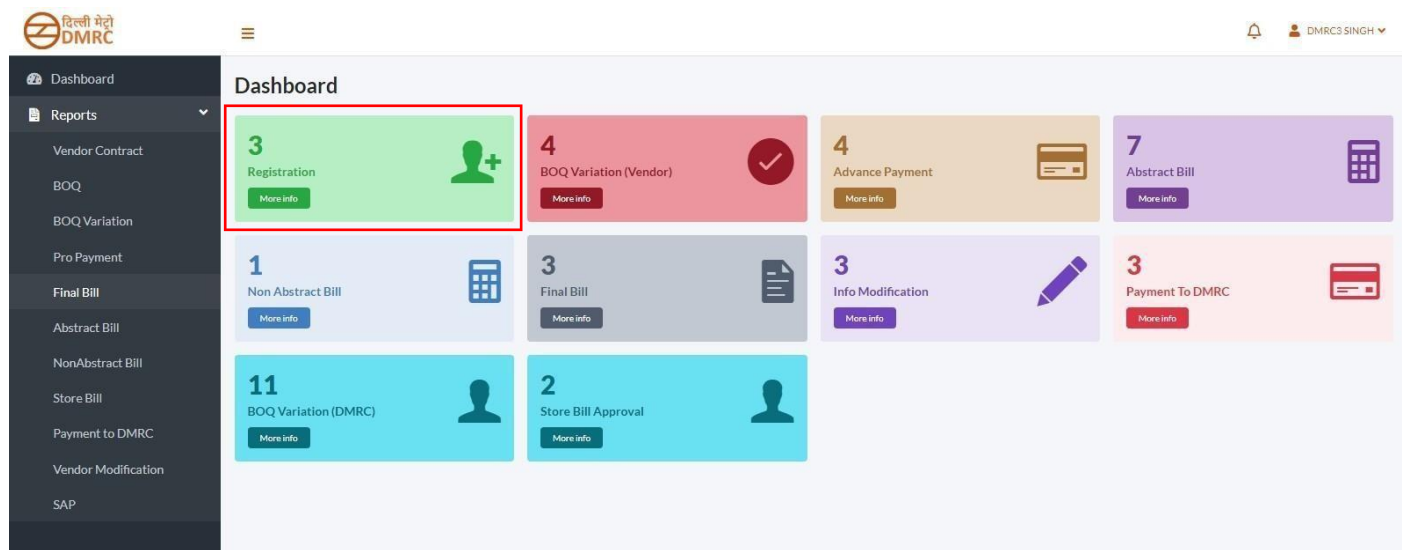
10. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
11. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
12. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
13. DMRC official will upload documents required by DMRC.
14. DMRC official will add their remarks for this overall request.
15. DMRC official can preview their request before submitting by clicking 'PREVIEW'.

## 7. Lease

### f) Onboarding

This screen will be used by the finance nodal officer to send either assign the new contract request to his subordinate or verify himself and send it to executive nodal officer.

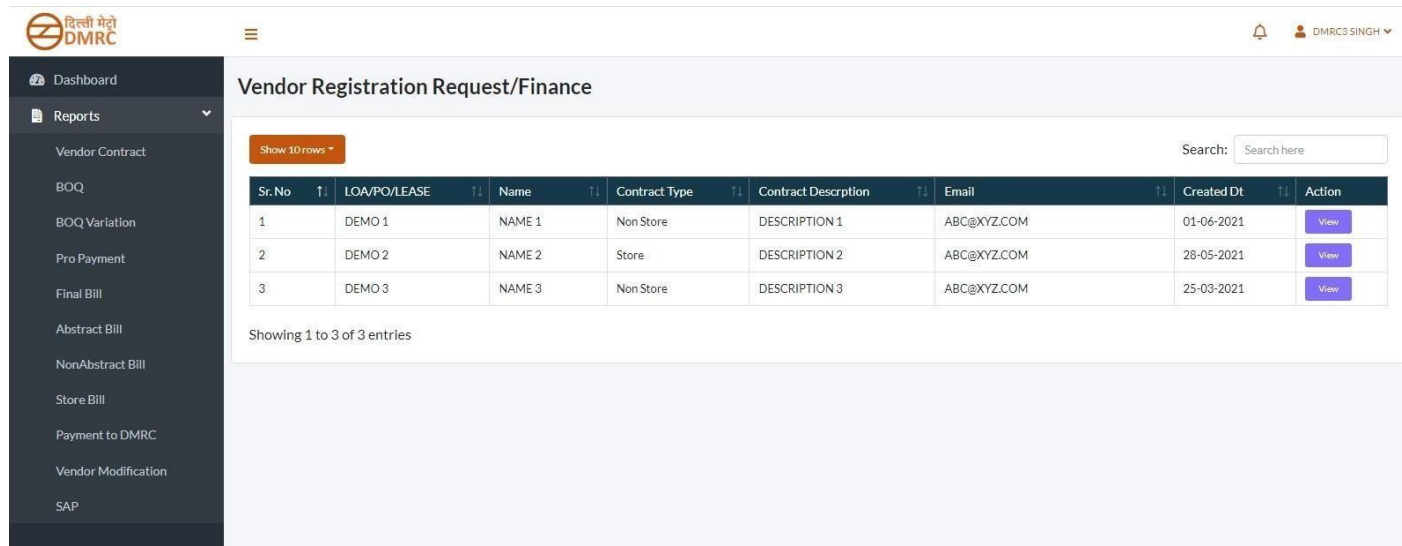
#### APPROVAL PROCESS



The screenshot shows the DMRC dashboard with a sidebar menu on the left. The dashboard features several cards representing different metrics:

- Registration:** 3 (highlighted with a red box)
- BOQ Variation (Vendor):** 4
- Advance Payment:** 4
- Abstract Bill:** 7
- Non Abstract Bill:** 1
- Final Bill:** 3
- Info Modification:** 3
- Payment To DMRC:** 3
- BOQ Variation (DMRC):** 11
- Store Bill Approval:** 2

All the pending **registration** requests will be shown in the dashboard.



The screenshot shows the 'Vendor Registration Request/Finance' page with a table of requests. The table has the following columns: Sr.No, LOA/PO/LEASE, Name, Contract Type, Contract Description, Email, Created Dt, and Action.

Sr.No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Created Dt	Action
1	DEMO 1	NAME 1	Non Store	DESCRIPTION 1	ABC@XYZ.COM	01-06-2021	<a href="#">View</a>
2	DEMO 2	NAME 2	Store	DESCRIPTION 2	ABC@XYZ.COM	28-05-2021	<a href="#">View</a>
3	DEMO 3	NAME 3	Non Store	DESCRIPTION 3	ABC@XYZ.COM	25-03-2021	<a href="#">View</a>

Showing 1 to 3 of 3 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

## Vendor Registration Approval

### Contract Details

Contract Type-Non Store  
LOA /PO Number -AABBCCDD  
PO CREATION IN SAP  
Multi Currency-Yes  
Multi Party-Yes

### Vendor Information

Title	Name	Country	Region
Mr	NAME 1	India	Uttar Pradesh
Postal Code	City	Street House No.	Telephone
201301	Noida	16	9999999999
Mobile	Phone Fax	E-Mail	Contract Number
9999999999	9999999999	ABC@XYZ.COM	ABC987

### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
	09BW/PL9238A2Z5	BW/PL9238A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
Uttar Pradesh	India	Saving Account	NAME 1
Beneficiary Account Number	IFSC Code	<input type="checkbox"/> MSME	MSME Number
99999999	SBIN0005943		4902392

### Account Details

Recon Account *	Search Term *	Sort Key *	Cash Management Group *
Creditors of the enterprise, 3rd party securities	NO	Allocation number	Domestic
Payment Terms *	Chk Cashing Time *	Payment Method *	House Bank *
0002	10	C	CENTRAL BANK OF INDIA - IT PARK
Order Currency *	Inco Terms *	Schema Group *	Account Group *
Albanian Lek	Carriage and Insurance paid to	DMRC Local Vendor	DMRC - Services
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification		

### Withholding TAX

Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liab	Rec Type	W/ Tax ID
SS Withholding tax: Possible employees		Tax-payer not self-withholding	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liab	Rec Type	W/ Tax ID
SS Withholding tax: Possible employees		Service Tax Reverse Charge	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liab	Rec Type	W/ Tax ID
SS Withholding tax: Possible employees		Taxed paym.cards -small busine	333
<input type="button" value="ADD"/>			

### Documents

Document 12

Choose file

Action	SAP Vendor Code
Approve	Create New
Purchase Organization	Remarks
Central Purchase Org	
	<input type="button" value="Show Remark"/>

1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. Based upon the GST + PAN + Account number, system will identify if the vendor already exists in SAP. The finance department will choose if they wish to create a new vendor in SAP by selecting '**Create New**' in '**SAP Vendor Code**' drop-down list. They can also move forward with an existing vendor if the GST+PAN+Account number combination already exists in SAP. Such vendors will be shown in the same drop-down and user can choose the same. In this case the vendor will not be created in SAP.

SAP Vendor Code

Enter SAP Vendor Code \*

- 4.
5. They can also add the SAP vendor code manually by selecting '**Enter vendor code**'.
6. The finance nodal officer has to verify the documents by clicking '**VERIFY**' and then either send it for verification to subordinate or forward it to finance nodal officer directly.
7. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and with holding tax.
8. The finance user can add as many with holding tax as they want by clicking '**ADD**' which will add a new line of item to input the tax.
9. All the account and withholding tax details will be interfaced from SAP.
10. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
11. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
12. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
13. DMRC official will upload documents required by DMRC.
14. DMRC official will add their remarks for this overall request.
15. DMRC official can preview their request before submitting by clicking 'PREVIEW'.

## g) Payment to DMRC

This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

### APPROVAL PROCESS

The screenshot shows the DMRC dashboard interface. At the top left is the DMRC logo with the text 'दिल्ली मेट्रो DMRC'. A navigation menu on the left lists: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area is titled 'Dashboard' and contains several colored cards representing different modules with their respective counts and 'More info' links:

- Registration: 3 (Green card)
- BOQ Variation (Vendor): 4 (Red card)
- Advance Payment: 4 (Orange card)
- Abstract Bill: 7 (Purple card)
- Non Abstract Bill: 1 (Light blue card)
- Final Bill: 3 (Grey card)
- Info Modification: 3 (Light purple card)
- Payment To DMRC: 3 (Light orange card)
- BOQ Variation (DMRC): 11 (Cyan card)
- Store Bill Approval: 2 (Cyan card)

The payment to DMRC request will show on the dashboard under **Payment to DMRC**.

### Contract Detail

LOA/PO Number - SAMSUNG/LEASE

Description - SAMSUNG/LEASE

Currency - Indian Rupee

Service	Qty	Unit Rate	Amount	Remarks	Action
ITEM111	5	10.00	50.00		<a href="#">View Remark</a>
ITEM112	6	5.00	30.00		<a href="#">View Remark</a>

### Documents

Document 13

[Upload](#)

Total Amount: 80.00      Bank: IDFC      Payment Ref Number: 8755666554      Payment Mode: RTGS

Remarks \*

Action \*

[Show Remark](#) [Verify](#) [SUBMIT](#) [Preview](#)

- The bill request will show in a non editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
- The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- DMRC official can upload documents.
- Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
- Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
- DMRC official will add their remarks for this overall request.
- DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
- If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.

## h) Vendor Modification

Once a request for vendor modification has been submitted by the vendor, their nodal officer will receive the request on their dashboard under '**Info Modification**' card.

### APPROVAL PROCESS

The dashboard displays several key metrics:

- 3 Registration
- 4 BOQ Variation (Vendor)
- 4 Advance Payment
- 7 Abstract Bill
- 1 Non Abstract Bill
- 3 Final Bill
- 3 Info Modification (highlighted)
- 3 Payment To DMRC
- 11 BOQ Variation (DMRC)
- 2 Store Bill Approval

The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP.

All the pending requests for **Vendor Modification** will be shown in the grid on which the DMRC official can take action on.

### Vendor Approval Request/Executive

Show 10 rows

Search:

Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Action
1	LAX001	LAXMI PRIYA SAHOO	Non Store	LAXMIPRIYA SAHOO	LPS@AMITYSOFTWARE.COM	<a href="#">View</a>
2	OM100067	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>
3	NEWFRIDAYTEST	NAITIK GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
4	DMRCTEST01	RACHIT	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
5	TESTWED02	MANNU SINGH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
6	SANJAY	RANGIT	Non Store	SANJAY ONE	DMRC@AMITYSOFTWARE.COM	<a href="#">View</a>
7	THURSDAY TEST 01	ARJUN GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	SXR@AMITYSOFTWARE.COM	<a href="#">View</a>
8	WEDNESDAY TEST	AKASH	Non Store	TESTING	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
9	TESTMONDAY 01	AKASH	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM	<a href="#">View</a>
10	OM100035	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	<a href="#">View</a>

Showing 1 to 10 of 25 entries

First 1 2 3 Last

All the pending requests will be shown in the grid on clicking '**More Info**' in the dashboard for info correction.

# Vendor Modification Approval/Finance

## Contract Details

LOA /DO Number -TESTOMRCOT  
TESTING

## Vendor Information

2080Ii

Stree House No  
STREET2

999999999999

## Bank Details

Registered Under GST ACT

Bank Address with State PIN  
BANK002KOYLANAGAA

Beneficiary Account Number  
999999999

GST Registration Number  
22AAAAA0125A1Z5

Bank County  
In+dia

IFSC Code  
999999999

PAN Number

Beneficiary Account Type  
Saving Account

MSME

Bank Name  
DBS

Beneficiary Account Name  
SBI BANK

MSME Number  
123456



### Account Details

Recon Account Depreciation - land and similar rights	Search Term 12345	Sort Key Allocation number	Cash Management Group V-affil
Payment Terms 0003	Chk Cashing Time 12546	Payment Method E	House Bank Bank for loc. currency
Order Currency Albanian Lek	Inco Terms Costs and freight	Schema Group DMRC Local Vendor	Account Group DMRC - Services

GR Based Invoice Verification   
 Service Based Invoice Verification

### Withholding TAX

Withholding Tax Type:    
 W/tax Liabile   
Rec Type:    
W/ Tax ID:

### Existing Contract

TESTDMRC01

Purchase Organization:    
Remarks:    

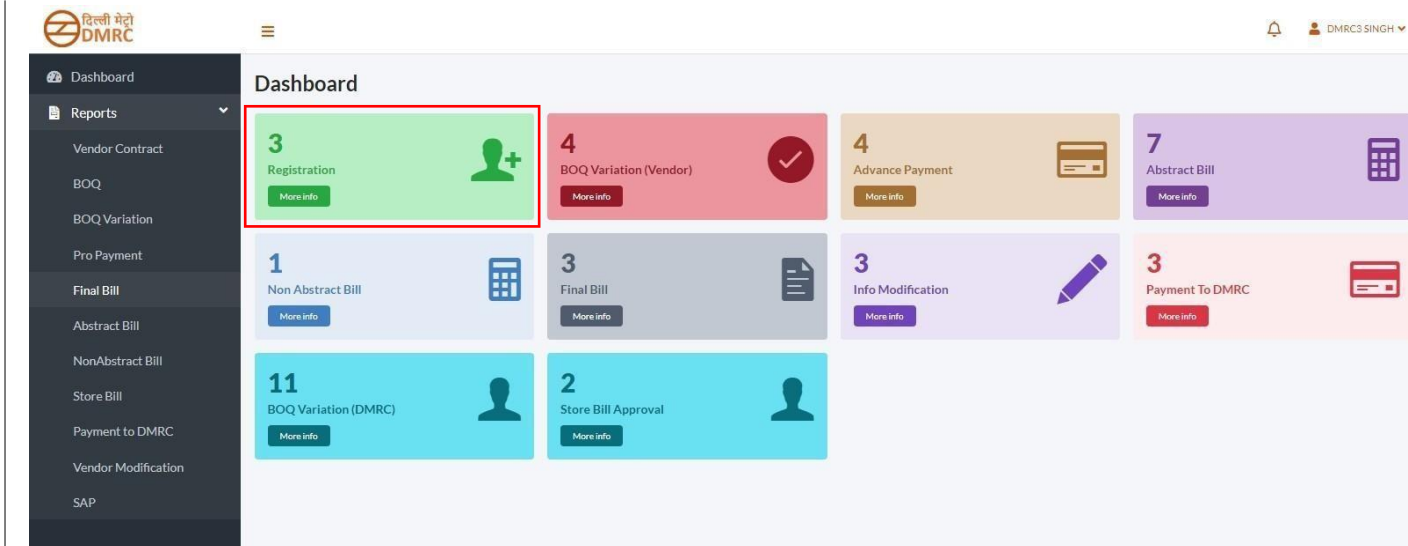
Action:    
   
   

1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. The existing contracts on which these changes have been requested by the vendor will be shown as selected automatically.
3. The finance department will only have the option to take suitable action and not change any details.
4. On clicking show remark, all the remarks history will be shown for that particular request by each DMRC official.
5. The nodal officer will have an option to either assign to subordinate, approve and forward to finance or sent the request back to vendor if any discrepancy is found in the data/attachments submitted.
6. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
7. DMRC official can upload documents.
8. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
9. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
10. DMRC official will add their remarks for this overall request.
11. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.

## i) Add New Contract

This screen will be used by the finance nodal officer to send either assign the new contract request to his subordinate or verify himself and send it to executive nodal officer.

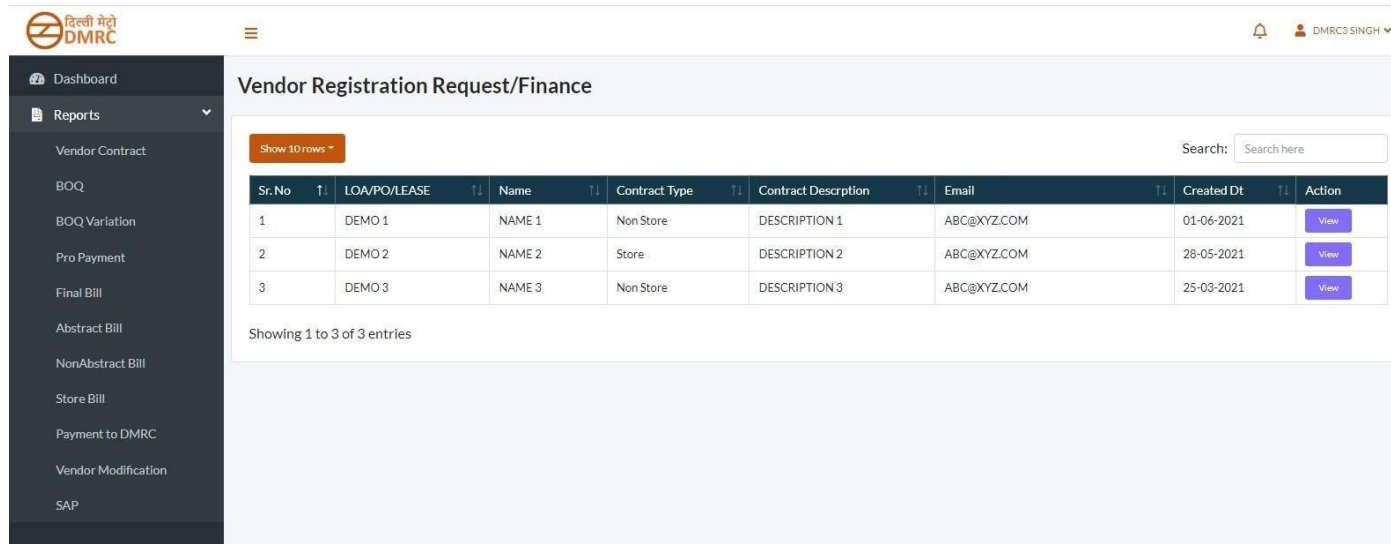
### APPROVAL PROCESS



The screenshot shows the DMRC dashboard with a sidebar menu on the left and a main dashboard area. The sidebar menu includes: Dashboard, Reports, Vendor Contract, BOQ, BOQ Variation, Pro Payment, Final Bill, Abstract Bill, NonAbstract Bill, Store Bill, Payment to DMRC, Vendor Modification, and SAP. The main dashboard area is titled "Dashboard" and contains several cards representing different contract management processes:

- Registration**: 3 pending requests (highlighted with a red box).
- BOQ Variation (Vendor)**: 4 pending requests.
- Advance Payment**: 4 pending requests.
- Abstract Bill**: 7 pending requests.
- Non Abstract Bill**: 1 pending request.
- Final Bill**: 3 pending requests.
- Info Modification**: 3 pending requests.
- Payment To DMRC**: 3 pending requests.
- BOQ Variation (DMRC)**: 11 pending requests.
- Store Bill Approval**: 2 pending requests.

All the pending **registration** requests will be shown in the dashboard.



The screenshot shows the "Vendor Registration Request/Finance" page. It features a search bar and a table with the following data:

Sr.No	LOA/PO/LEASE	Name	Contract Type	Contract Description	Email	Created Dt	Action
1	DEMO 1	NAME 1	Non Store	DESCRIPTION 1	ABC@XYZ.COM	01-06-2021	<a href="#">View</a>
2	DEMO 2	NAME 2	Store	DESCRIPTION 2	ABC@XYZ.COM	28-05-2021	<a href="#">View</a>
3	DEMO 3	NAME 3	Non Store	DESCRIPTION 3	ABC@XYZ.COM	25-03-2021	<a href="#">View</a>

Showing 1 to 3 of 3 entries

A grid of all the registration requests will be shown for the nodal officer to proceed from.

## Vendor Registration Approval

### Contract Details

Contract Type-Non Store  
LOA /PO Number -AABBCCDD  
PO CREATION IN SAP  
Multi Currency-Yes  
Multi Party-Yes

### Vendor Information

Title	Name	Country	Region
Mr	NAME 1	India	Uttar Pradesh
Postal Code	City	Street House No.	Telephone
201301	Noida	16	9999999999
Mobile	Phone Fax	E-Mail	Contract Number
9999999999	9999999999	ABC@XYZ.COM	ABC987

### Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number	Bank Name
	09BW/PL9238A2Z5	BW/PL9238A	ICICI
Bank Address with State PIN	Bank Country	Beneficiary Account Type	Beneficiary Account Name
Uttar Pradesh	India	Saving Account	NAME 1
Beneficiary Account Number	IFSC Code	<input type="checkbox"/> MSME	MSME Number
99999999	SBIN0005943		4902392

### Account Details

Recon Account *	Search Term *	Sort Key *	Cash Management Group *
Creditors of the enterprise, 3rd party securities	NO	Allocation number	Domestic
Payment Terms *	Chk Cashing Time *	Payment Method *	House Bank *
0002	10	C	CENTRAL BANK OF INDIA - IT PARK
Order Currency *	Inco Terms *	Schema Group *	Account Group *
Albanian Lek	Carriage and Insurance paid to	DMRC Local Vendor	DMRC - Services
<input checked="" type="checkbox"/> GR Based Invoice Verification	<input checked="" type="checkbox"/> Service Based Invoice Verification		

### Withholding TAX

Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Tax-payer not self-withholding	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Service Tax Reverse Charge	05464
Withholding Tax Type	<input checked="" type="checkbox"/> W/tax Liable	Rec Type	W/ Tax ID
SS Withholding tax Possible employees		Taxed paym.cards-small busine	333
<input type="button" value="ADD"/>			

### Documents

Document 12

Choose file

Action	SAP Vendor Code
Approve	Create New
Purchase Organization	Remarks
Central Purchase Org	
	<input type="button" value="Show Remark"/>

- On choosing one request, the registration form will be open in a non editable format.
- The nodal officer can also upload documents if required.
- Based upon the GST + PAN + Account number, system will identify if the vendor already exists in SAP. The finance department will choose if they wish to create a new vendor in SAP by selecting '**Create New**' in '**SAP Vendor Code**' drop-down list. They can also move forward with an existing vendor if the GST+PAN+Account number combination already exists in SAP. Such vendors will be shown in the same drop-down and user can choose the same. In this case the vendor will not be created in SAP.

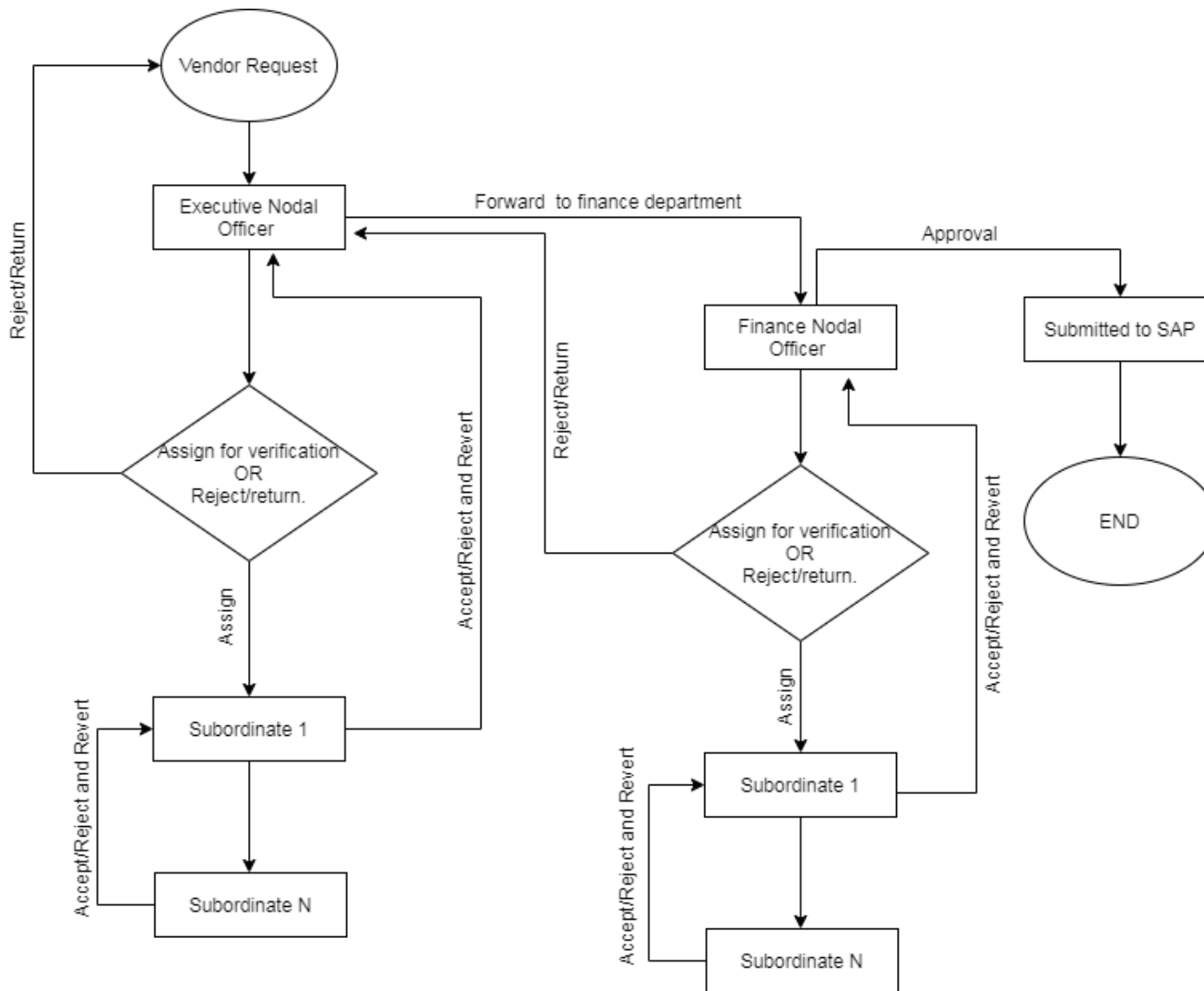
SAP Vendor Code

Enter SAP Vendor Code \*

19.19.

20. They can also add the SAP vendor code manually by selecting **'Enter vendor code'**.
21. The finance nodal officer has to verify the documents by clicking **'VERIFY'** and then either send it for verification to subordinate or forward it to finance nodal officer directly.
22. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and with holding tax.
23. The finance user can add as many with holding tax as they want by clicking **'ADD'** which will add a new line of item to input the tax.
24. All the account and withholding tax details will be interfaced from SAP.
25. Documents uploaded in all previous steps of approval will be available under **'VERIFY DOCUMENTS'** for download or view.
26. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking **'View Remarks'**.
27. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
28. DMRC official will upload documents required by DMRC.
29. DMRC official will add their remarks for this overall request.
30. DMRC official can preview their request before submitting by clicking 'PREVIEW'.

## 8. APPROVAL PROCESS



Once a vendor submits a request, the executive nodal officer will receive it.

The executive nodal officer will have an option either approve it and send it to finance nodal officer or send it to a subordinate for verification or return to vendor if there's any discrepancy in the request details.

The subordinate will then have an option to either approve it, reject it or assign it further to another subordinate.

Subordinate to subordinate assignment of a request can go on to as many levels and the current subordinate who is holding the request can also approve or reject it.

Once it is approved from the subordinate, request will go back to the executive nodal officer who will then forward it to finance nodal officer.

Once finance nodal officer receives the request, they will again follow the same process as executive nodal officer i.e. they can approve the request and send it back to executive nodal officer or assign it to a finance subordinate for approval.

The subordinate will then have an option to either approve it, reject it or assign it further to another subordinate.

Subordinate to subordinate assignment of a request can go on to as many levels and the current subordinate who is holding the request can also approve or reject it.

Once it is approved from the subordinate, request will go back to the finance nodal officer who will then approve and forward it to executive nodal officer.

Once the executive nodal officer receives the request from finance nodal officer, they will only have the option of approve/return based on the action performed by finance department.

On each action, an email and SMS will be sent to the current and next user who will receive the request.

On final executive nodal action, the vendor and executive nodal officer will receive a notification of the action taken.

Appropriate notifications will be sent as follows:

Approve: Vendor and executive nodal officer

Approve by subordinate : Subordinate and nodal officer

Assign by subordinate : Current and next subordinate officer

Forward for verification: executive nodal officer and verification subordinate

Reject: Vendor and executive nodal officer

Forward to finance: Executive nodal officer and finance nodal officer

## GLOSSARY

S. No	Item	Description
1.	Group	Service line items will be assigned to groups for posting in SAP. This is the same as items in SAP.