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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.

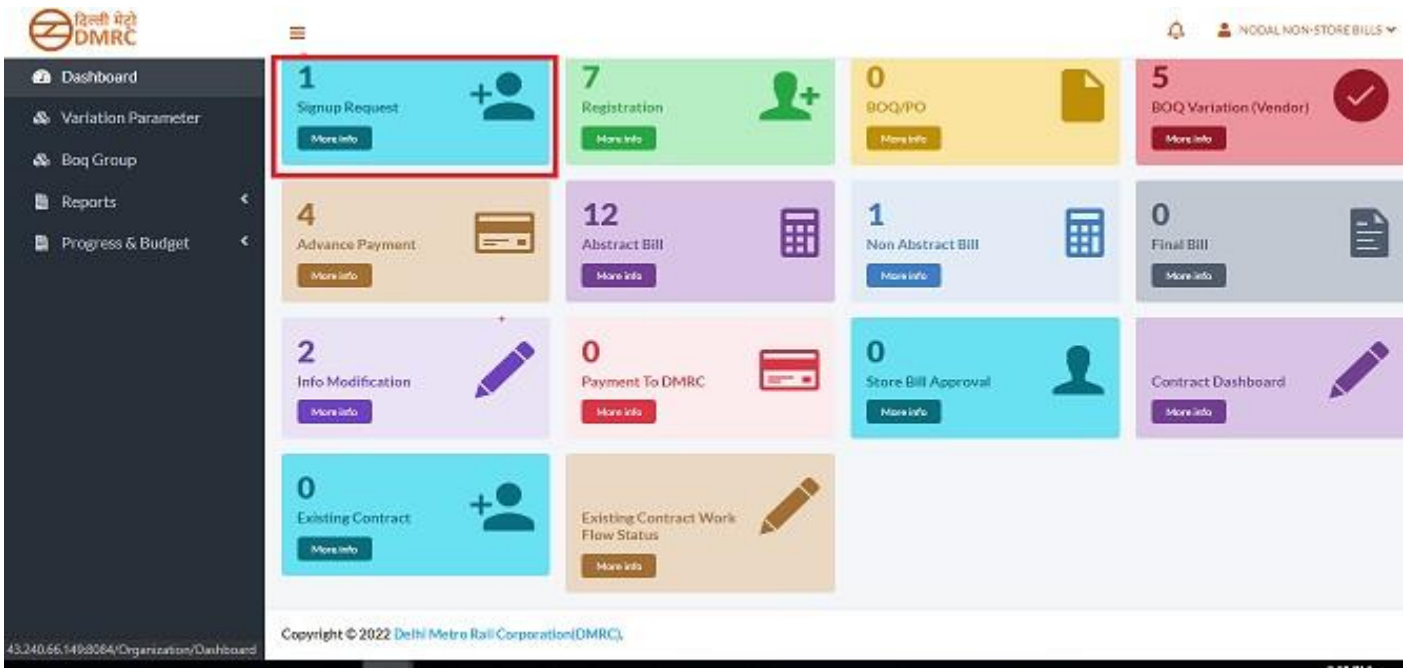
VPP Works Module User Manual for DMRC

EXECUTIVE NODAL OFFICER

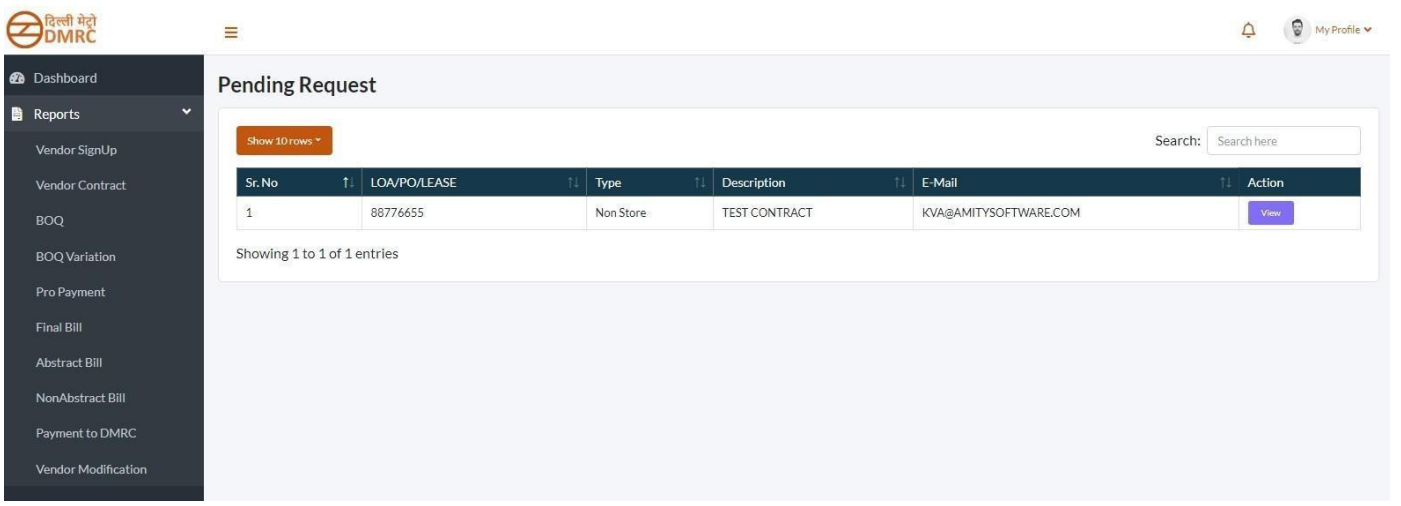
1. Works/Non Store

1. SIGNUP APPROVAL NODAL OFFICER

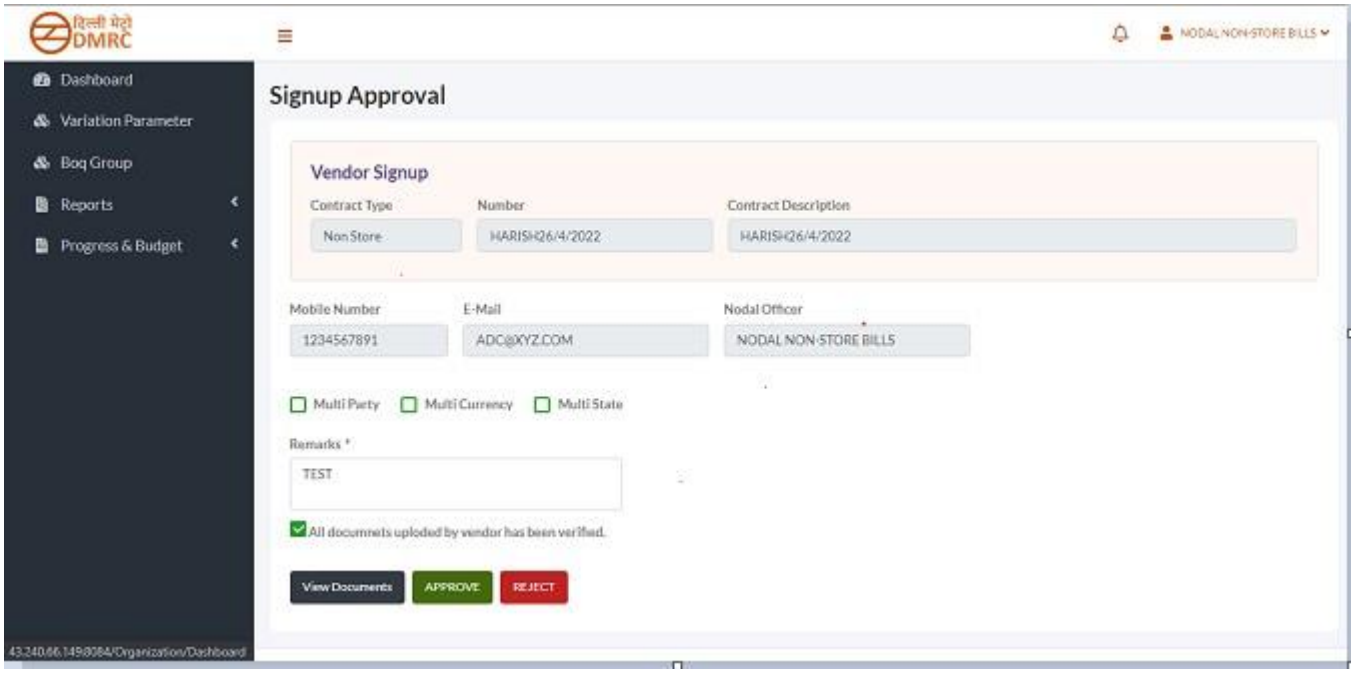
This option will be used by the executive nodal officer to approve the sign up requests generated by thevendors.



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.

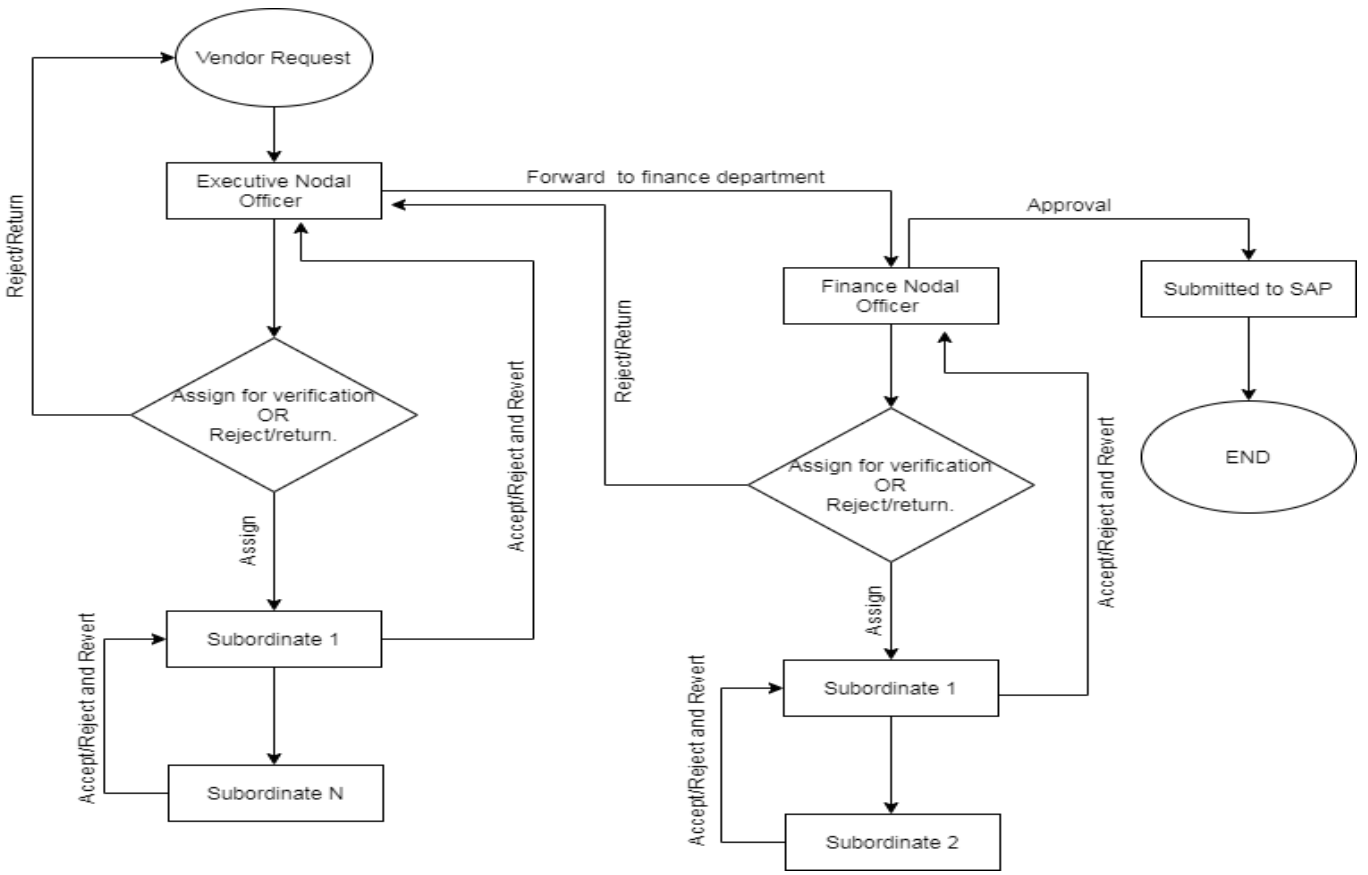


1. Once the nodal officer selects a request for approval, all the details filled by the user will show in a non-editable format.
2. The nodal officer has the option to either approve or reject the request.
3. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
4. DMRC 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.

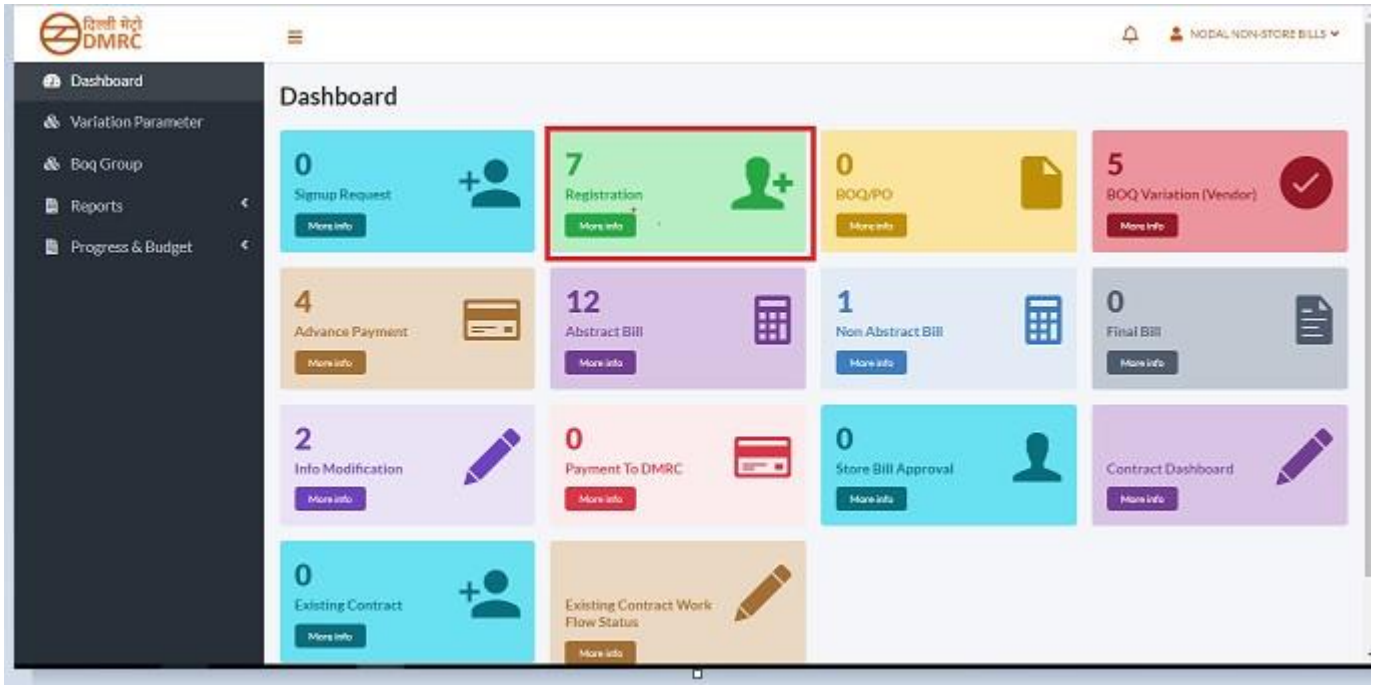
2. VENDOR ONBOARDING EXECUTIVE NODAL APPROVAL

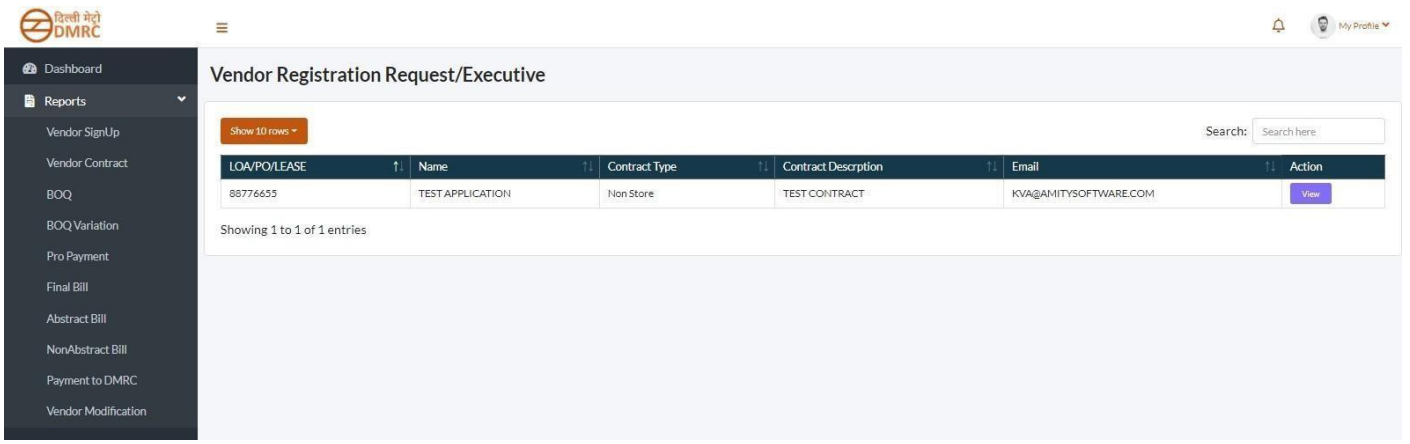
This screen will be used by the executive nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.

APPROVAL PROCESS

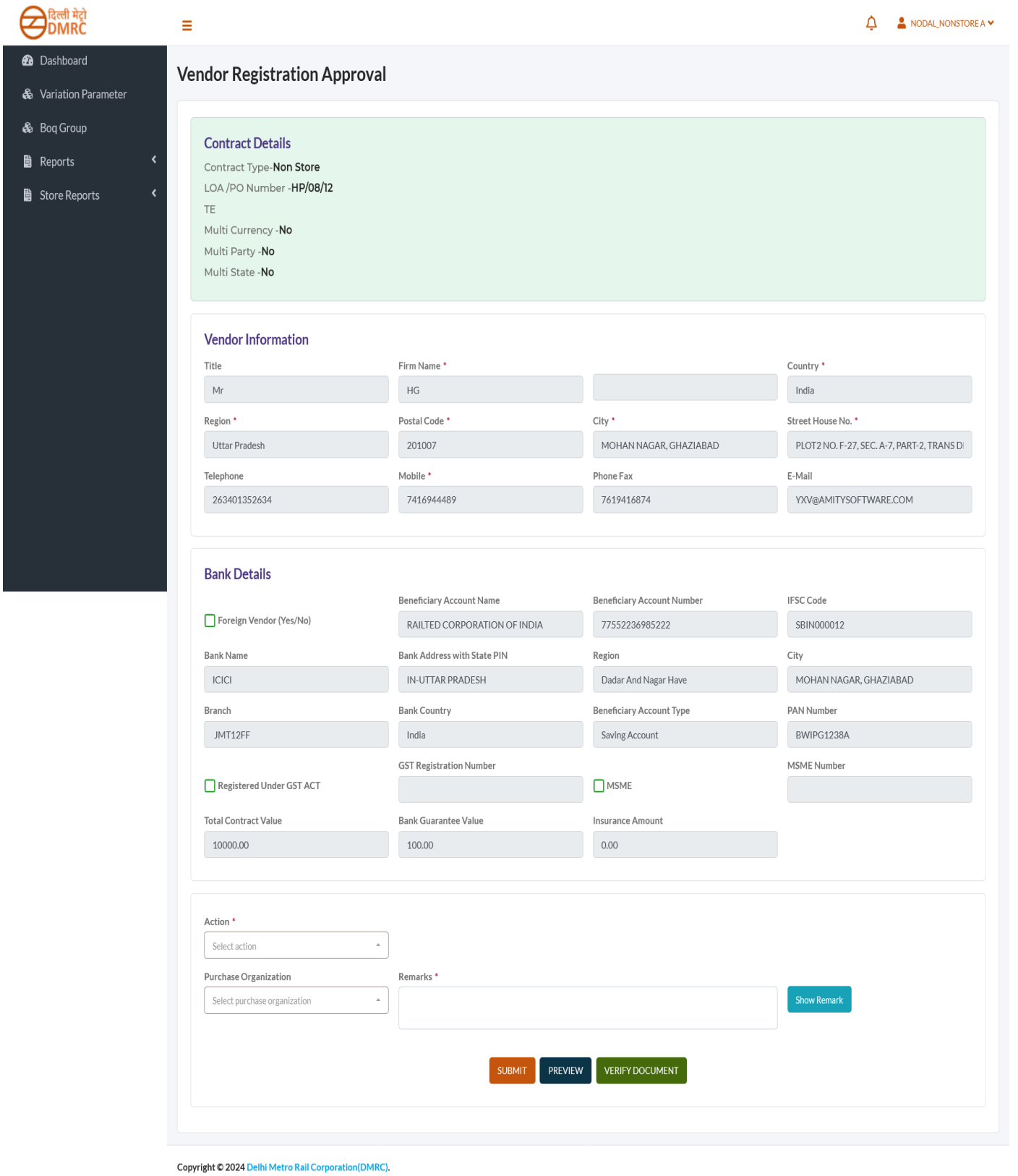


All the pending **registration** requests will be shown in the dashboard.





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

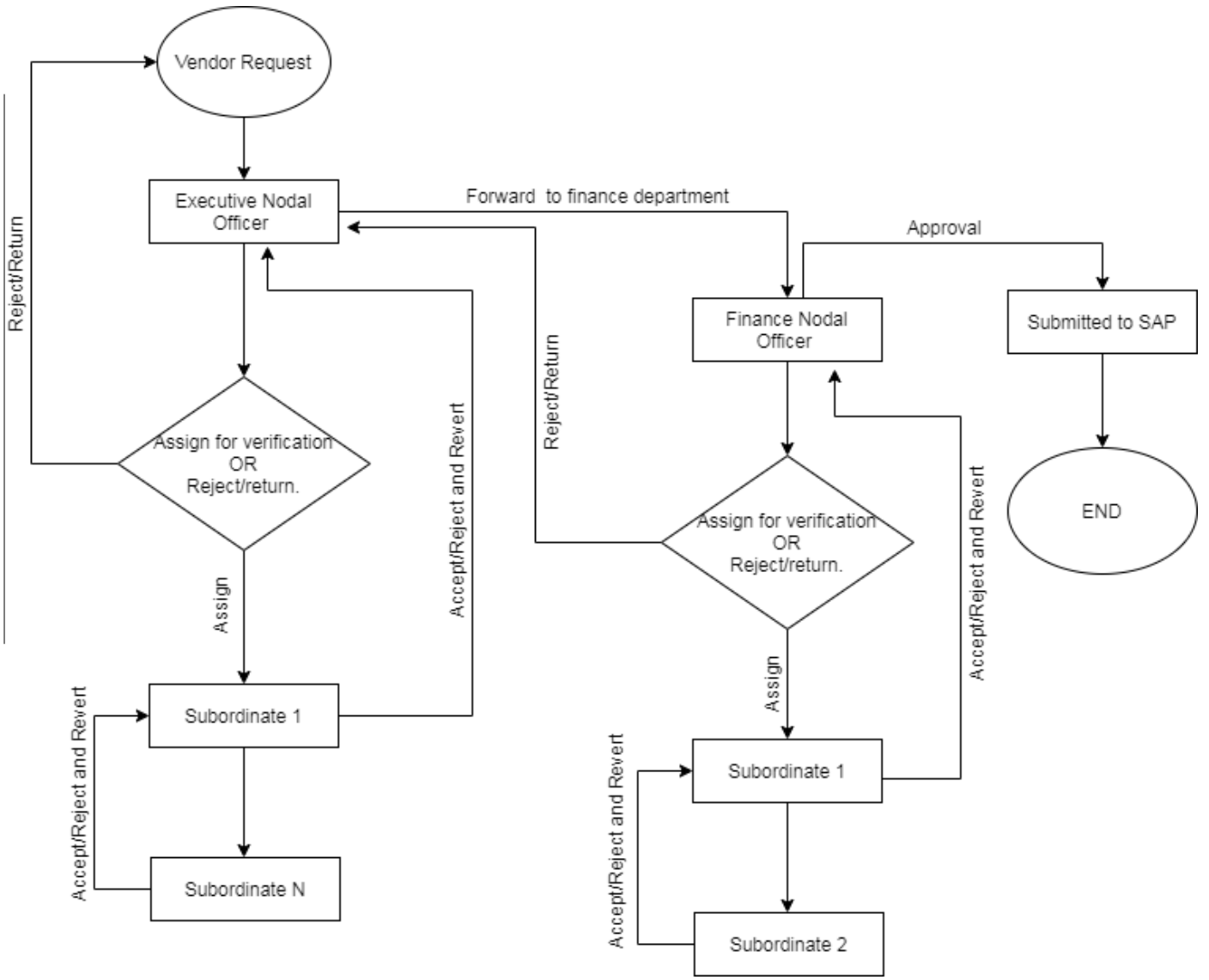


1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking ‘VERIFY’, and then either send it for verification to 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’.

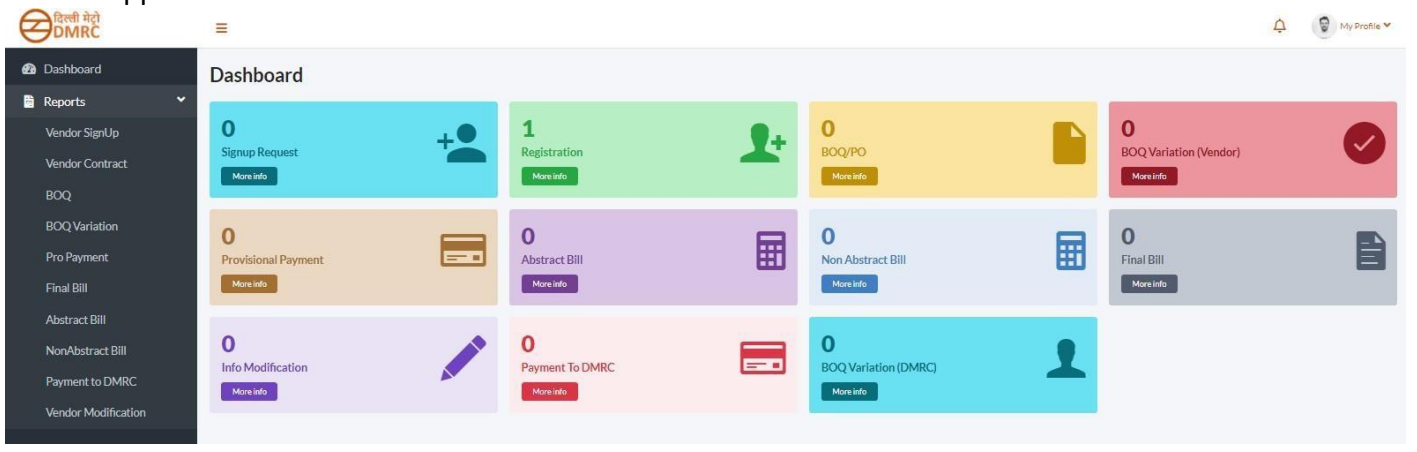
6. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
7. DMRC officials will upload documents required by DMRC.
8. DMRC official will add their remarks for this overall request.
9. DMRC official can preview their request before submitting by clicking 'PREVIEW'.
10. Notifications 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

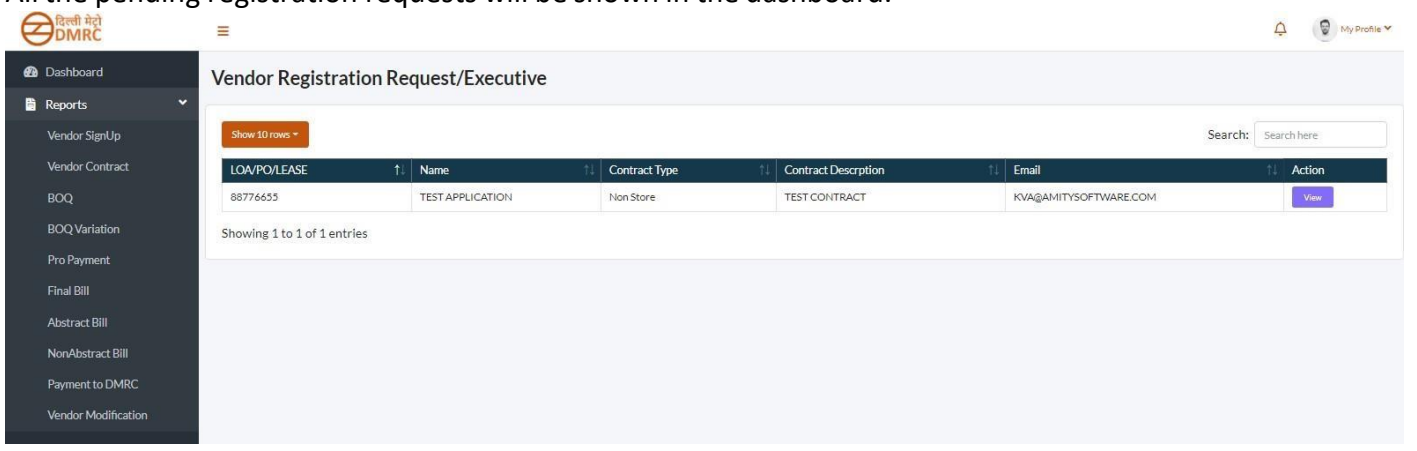
This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.



Vendor approval will follow this flow.



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.

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	01THJUNE	India
Region	**Postal Code**	**City**	**Street House No.**
DELHI	110011	DELHI	1111
Telephone	**Mobile**	**Phone Fax**	**E-Mail**
	9643546153		DKP@AMITYSOFTWARE.COM

Bank Details

☐ 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
☐ Registered Under GST ACT	GST Registration Number	☐ 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 ***		**House Bank ***
Select Payment Terms		Payment Method	Select House Bank
Order Currency *	**Inco Terms**	**Schema Group ***	**Account Group ***
Select Order Currency	Select Income Terms	Select Schema Group	Select Account Group
☑ GR Based Invoice Verification	☑ Service Based Invoice Verification	**GST Type**	**Vendor Type ***
		-Registered	Select Vendor Type

Withholding TAX

Witholding Tax Type		Rec Type	W/ Tax ID
Select Rec Type	☐ W/tax Liable	Select Rec Type	

ADD

Documents

Other Documents: Choose file | Upload

Click here to compress your documents

Other Document Name

Action

Select action

Purchase Organization	Remarks *	
PORG-Project Purchase Org		Show Remark

SUBMIT | PREVIEW | VERIFY DOCUMENT | SAP VENDOR POSTING

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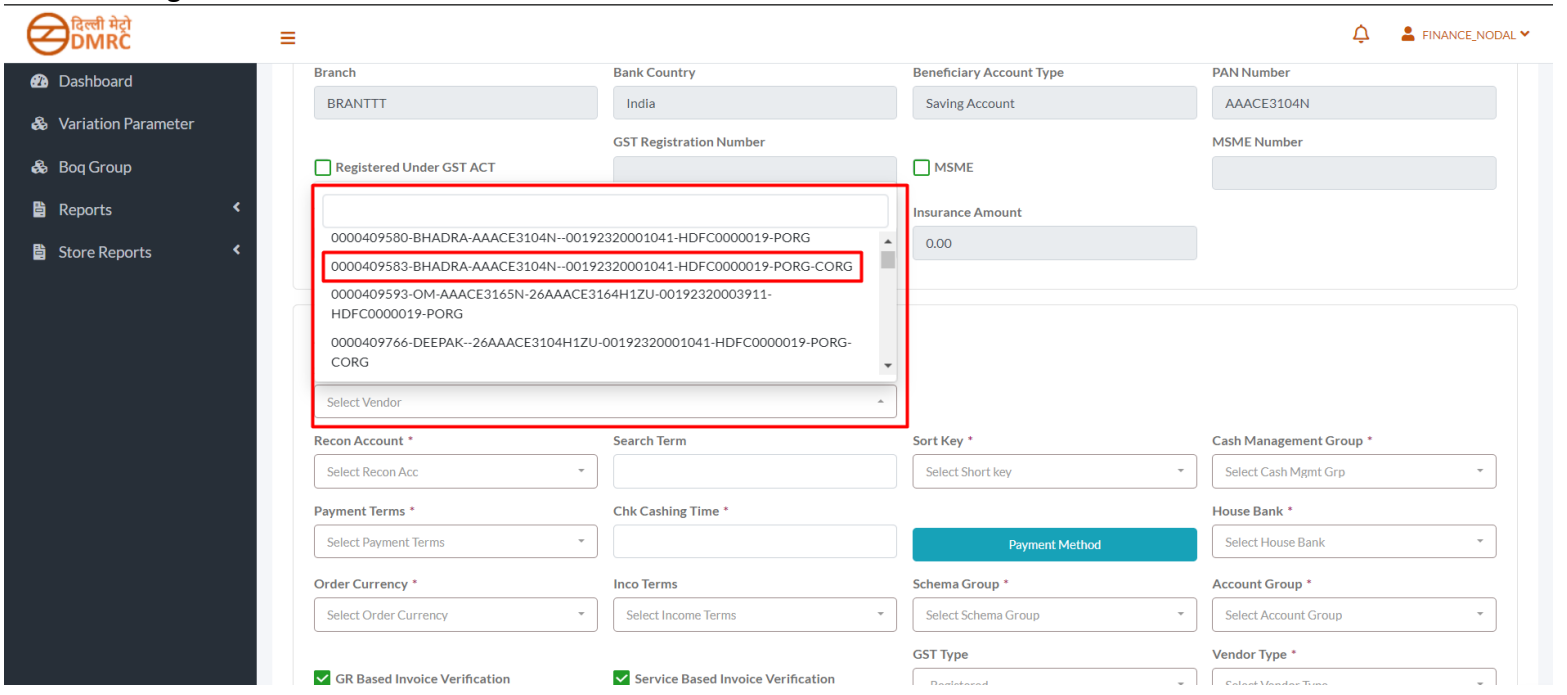
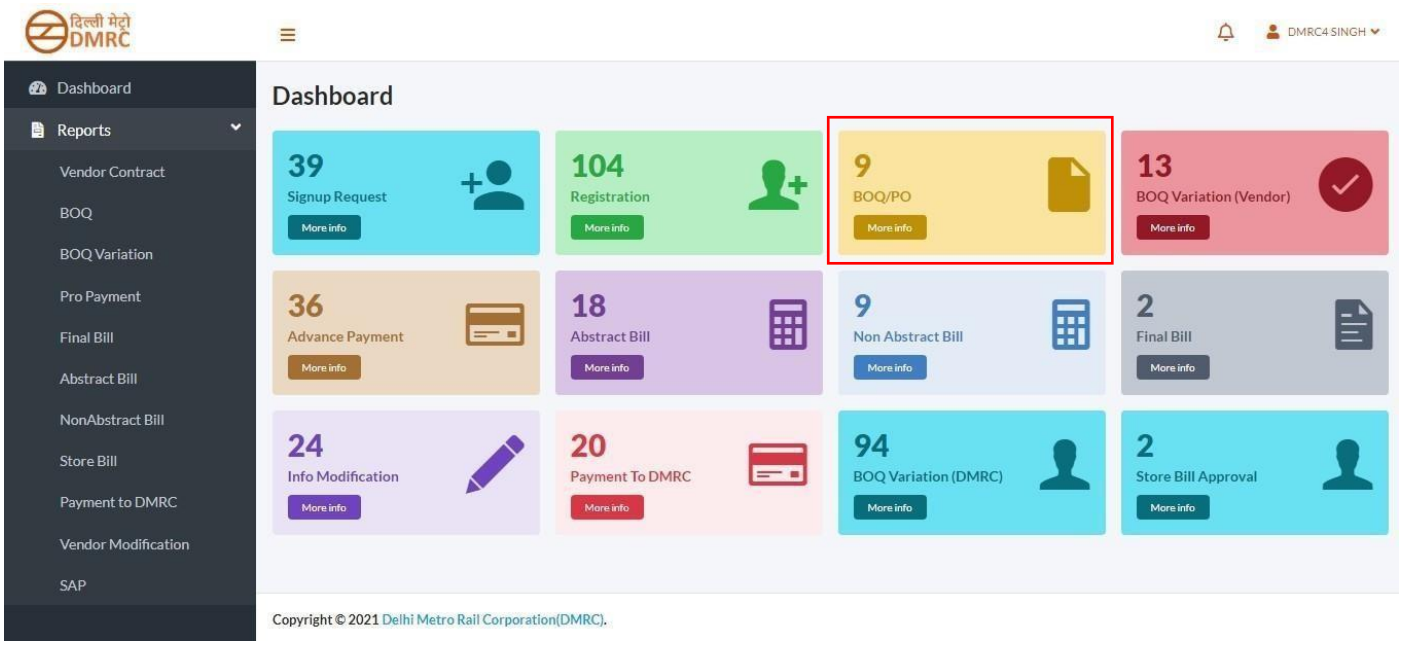
1. When choosing one request, the registration form will be opened in a non-editable format.The nodal officer can also upload documents if required.
2. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax and will do the 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 anothersubordinate.
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.

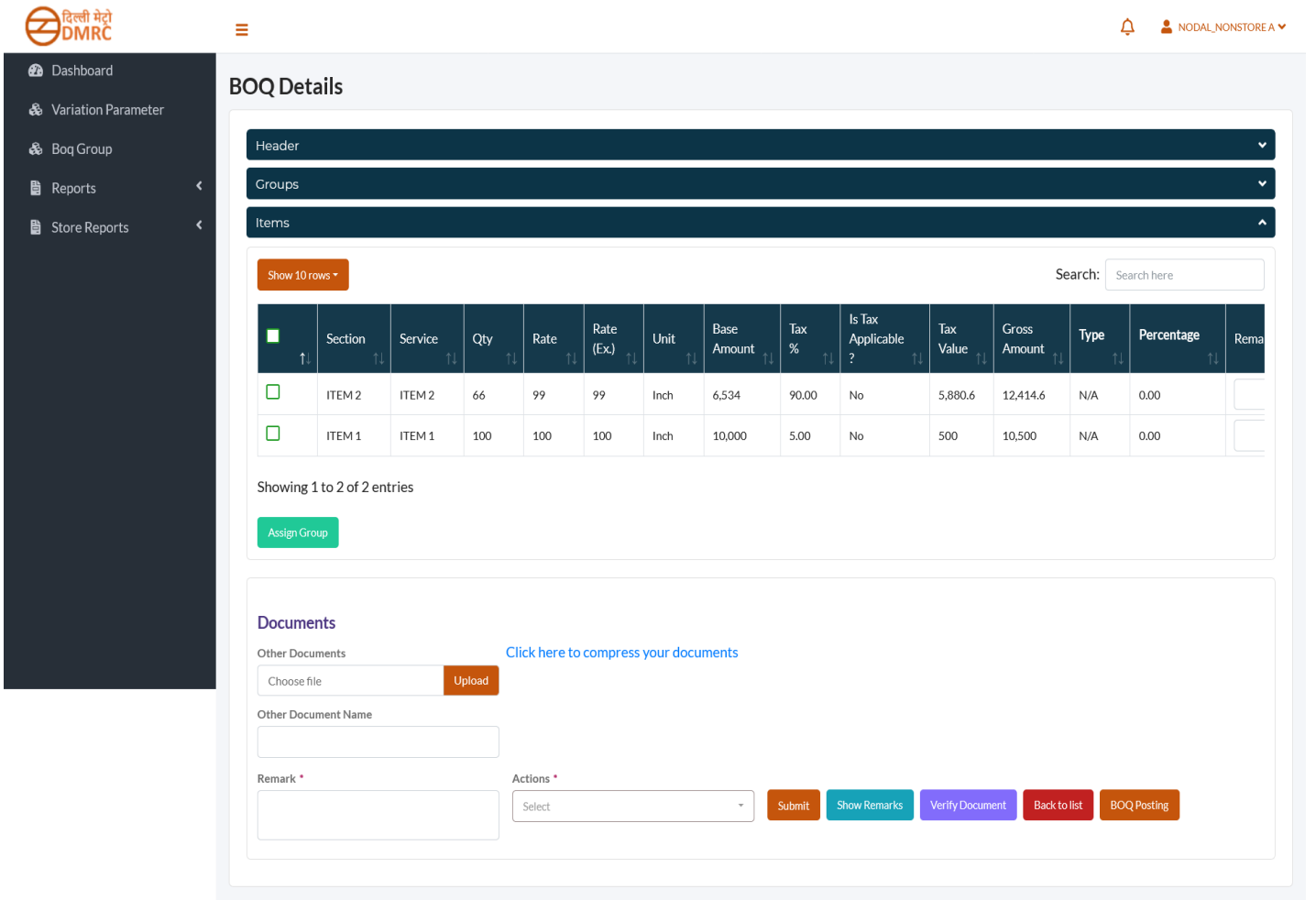


4. BOQ EXECUTIVE APPROVAL

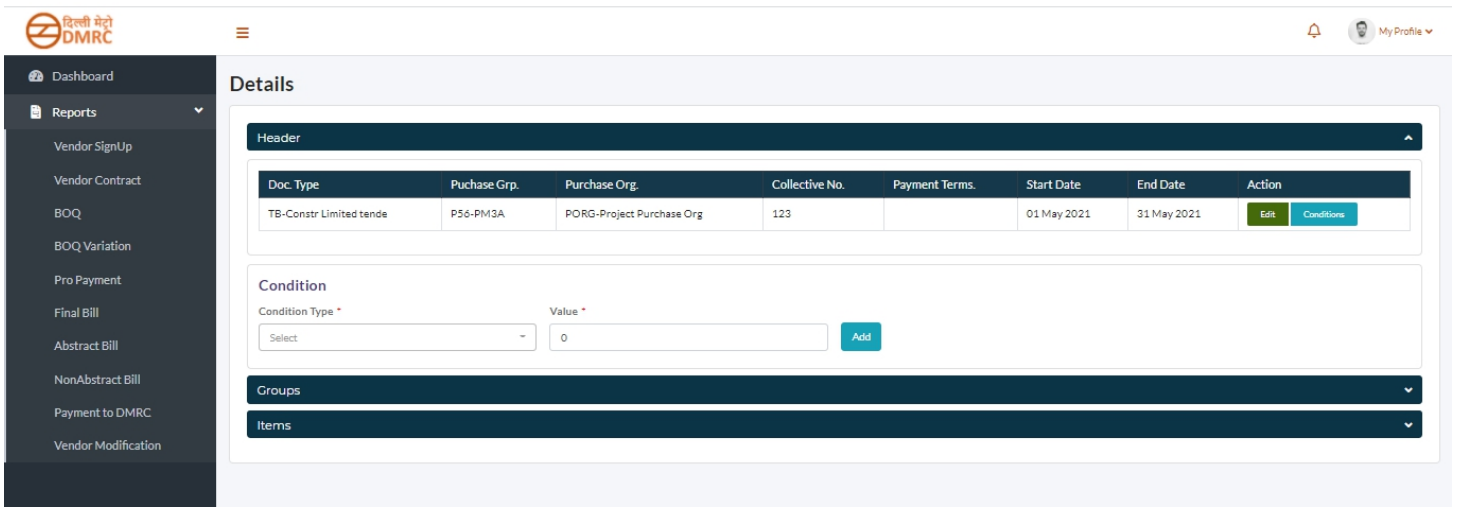
Once the vendor successfully creates a BOQ request, it will come to the executive nodal officer for approval where he will create header, and groups and assign items to it.


दिल्ली मेट्रो DMRC
DMRC4 SINGH
Dashboard
Reports
Vendor Contract
BOQ
BOQ Variation
Pro Payment
Final Bill
Abstract Bill
NonAbstract Bill
Store Bill
Payment to DMRC
Vendor Modification
SAP
Dashboard
39
Signup Request
More info
104
Registration
More info
9
BOQ/PO
More info
13
BOQ Variation (Vendor)
More info
36
Advance Payment
More info
18
Abstract Bill
More info
9
Non Abstract Bill
More info
2
Final Bill
More info
24
Info Modification
More info
20
Payment To DMRC
More info
94
BOQ Variation (DMRC)
More info
2
Store Bill Approval
More info
Copyright © 2021 Delhi Metro Rail Corporation(DMRC).

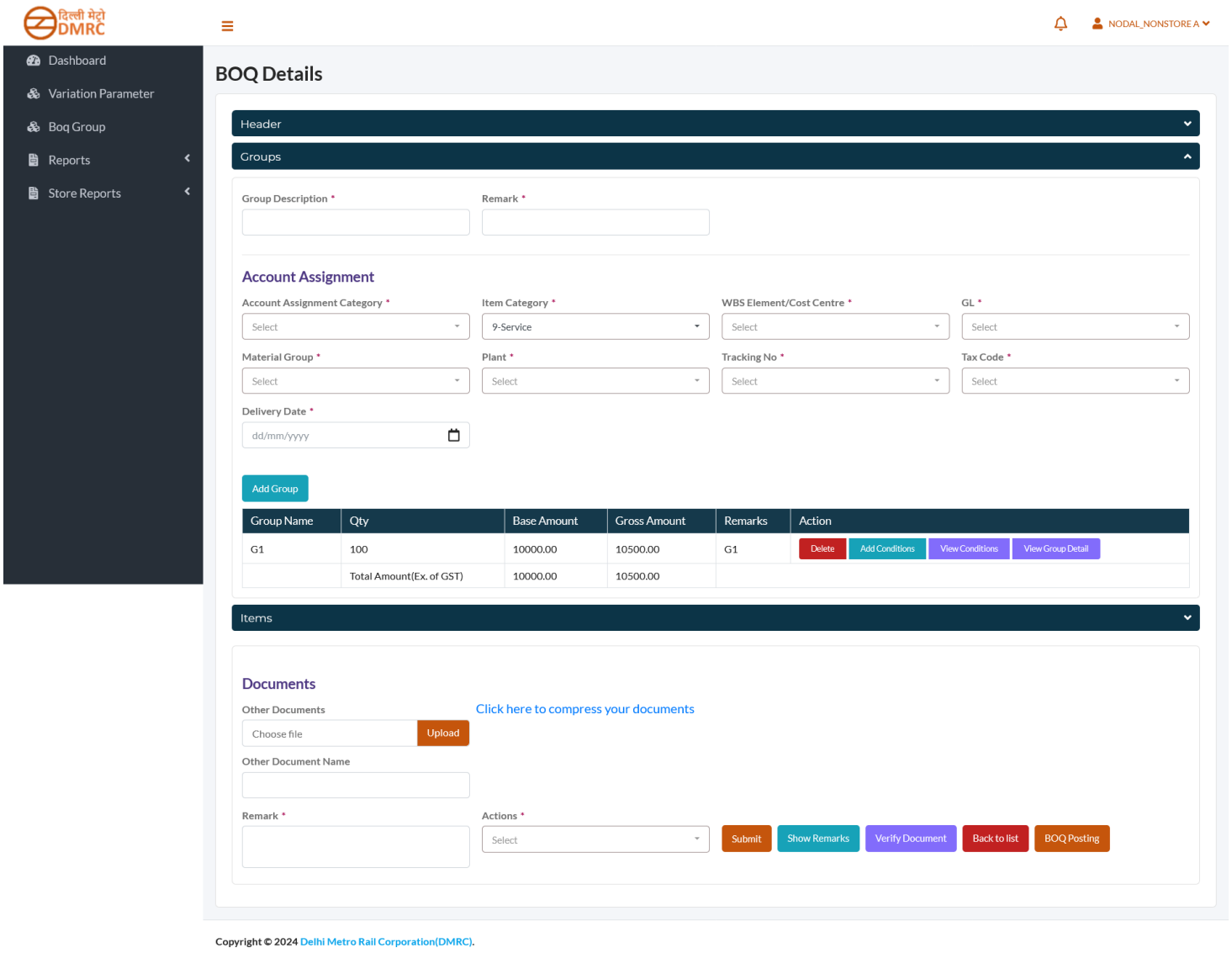
All pending BOQ requests will be shown under **BOQ/PO**



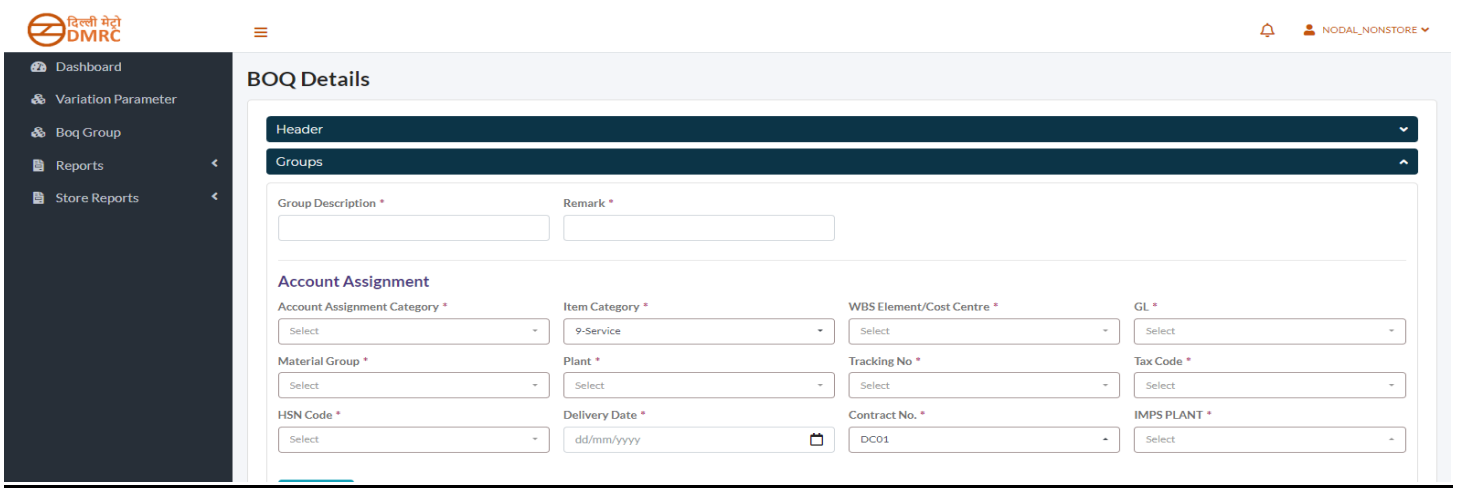
1. On choosing the pending request, the executive nodal officer will have the provision to create header, groups.Service line items will be assigned to groups for posting in SAP. This is the same as items in SAP. They can also add conditions to the group or header. Only 1 condition either at the header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



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.



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

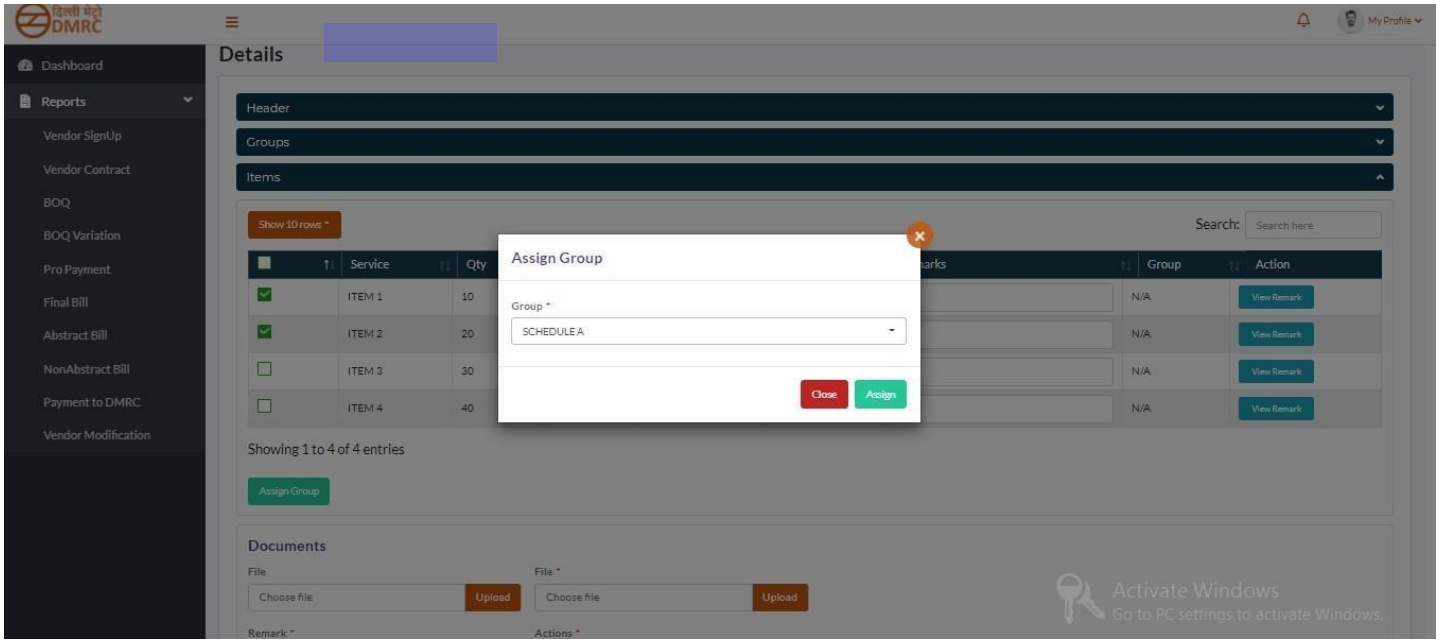


If a contract would be an IPMS contract, then only 2 fields named **Contract No and IPMS Plant** will be shown otherwise, not.

- 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	Delete Add Conditions View Conditions

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.



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-Discount % 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-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
   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.

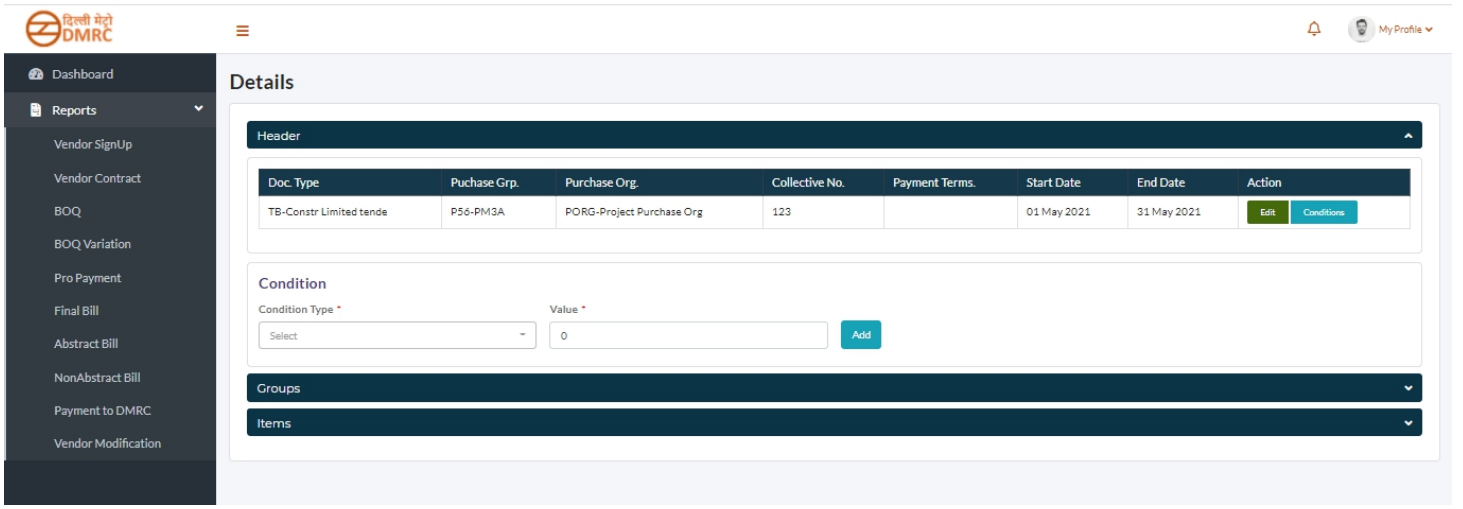
7. Remarks entered in all previous steps on the request or service line of item level will be available for reference purposes on clicking '**View Remarks**'.
8. If forwarded to the verification user, they can also make changes to the request and send it back to thenodal officer as approved/rejected.
9. The nodal officer and verification user can also view remarks on the request and the uploaded files bythe 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

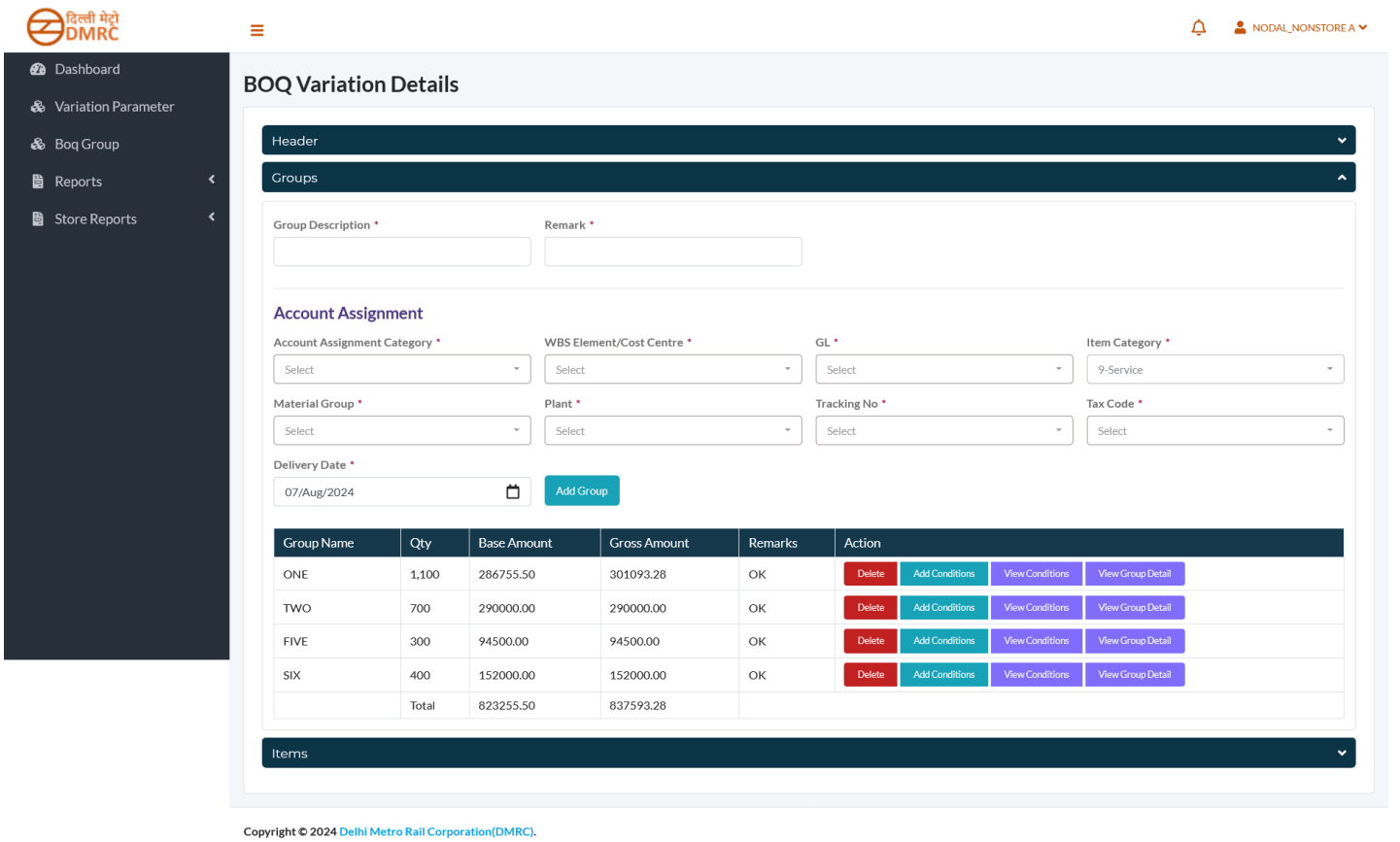
Once the vendor successfully creates a BOQ variation request, it will come to the executive nodal officer for approval.

APPROVAL PROCESS

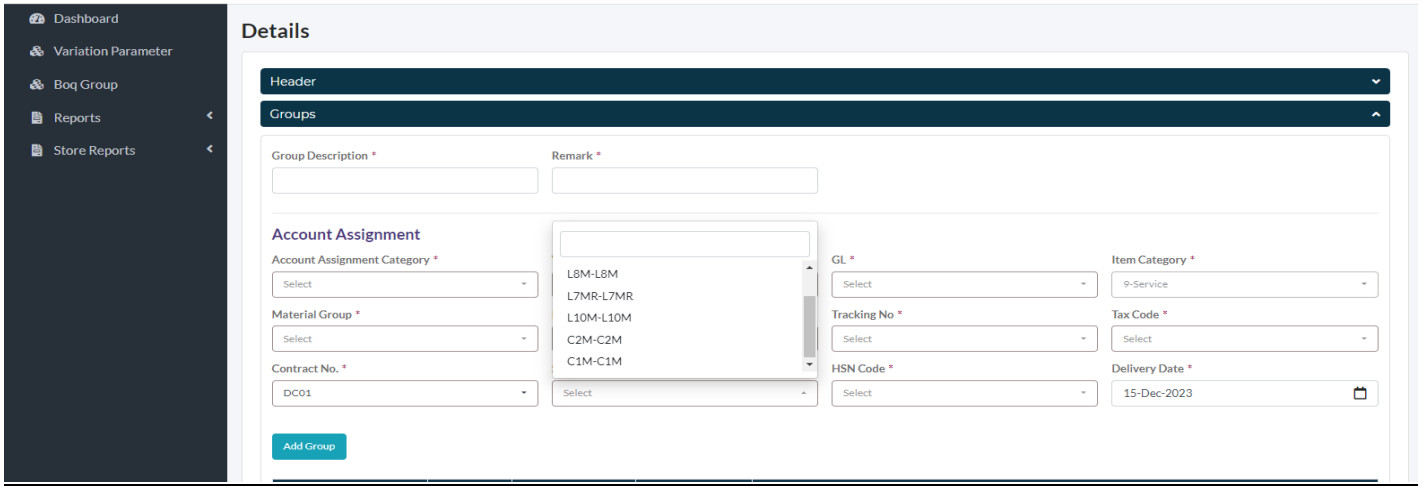
All PO variation requests will be shown in **'BOQ Variation (Vendor)'**
On choosing the pending request, the executive nodal officer will have the provision to create new groups andthen assign new items to the created groups. They can also add conditions to the new/existing group andheader.
All the fields in the Header and groups will be interfaced through SAP.



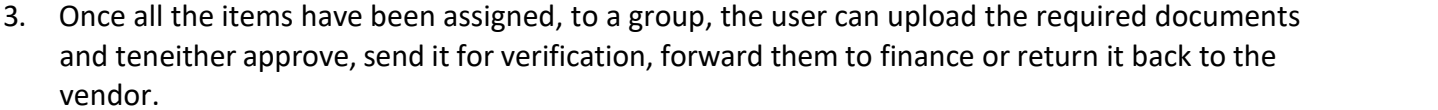
The nodal officer can add conditions to the header and view the same by clicking the CONDITIONS button against the header line of the item.



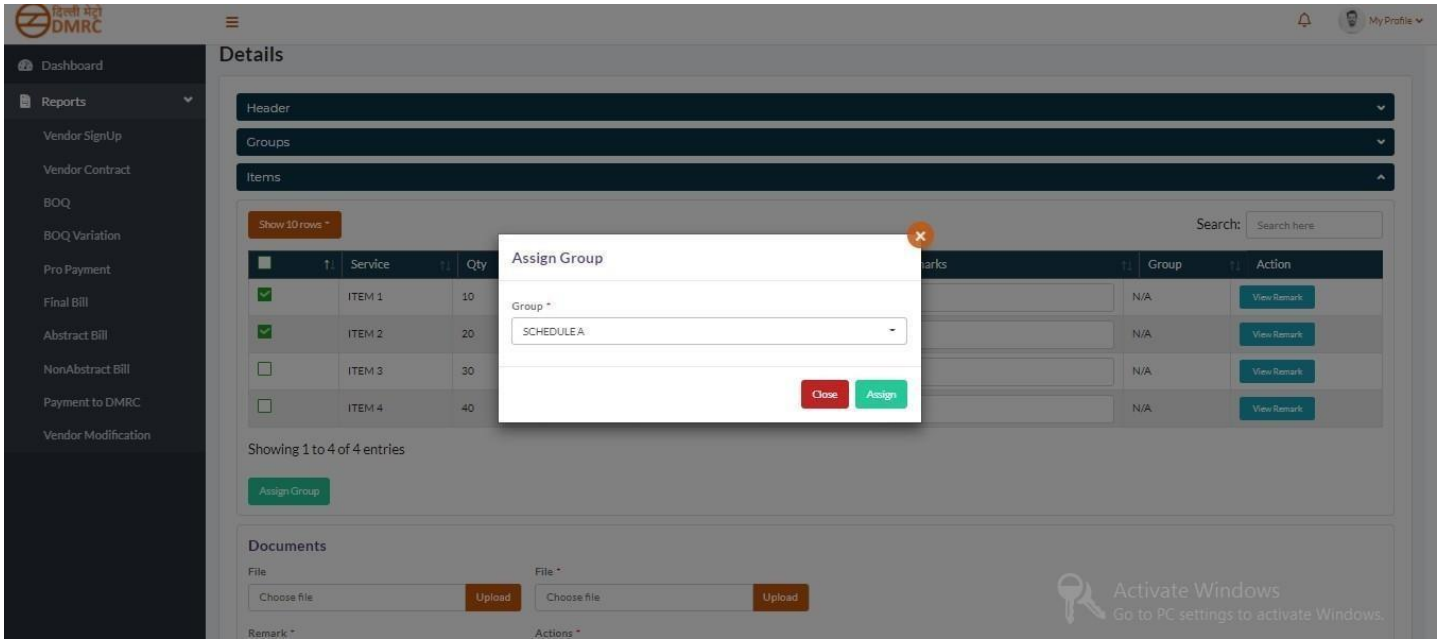
The user will have the option to add multiple groups. Each group will have certain things which will be interfaced with SAP.



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



Once a group is added, the user has the 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, 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.

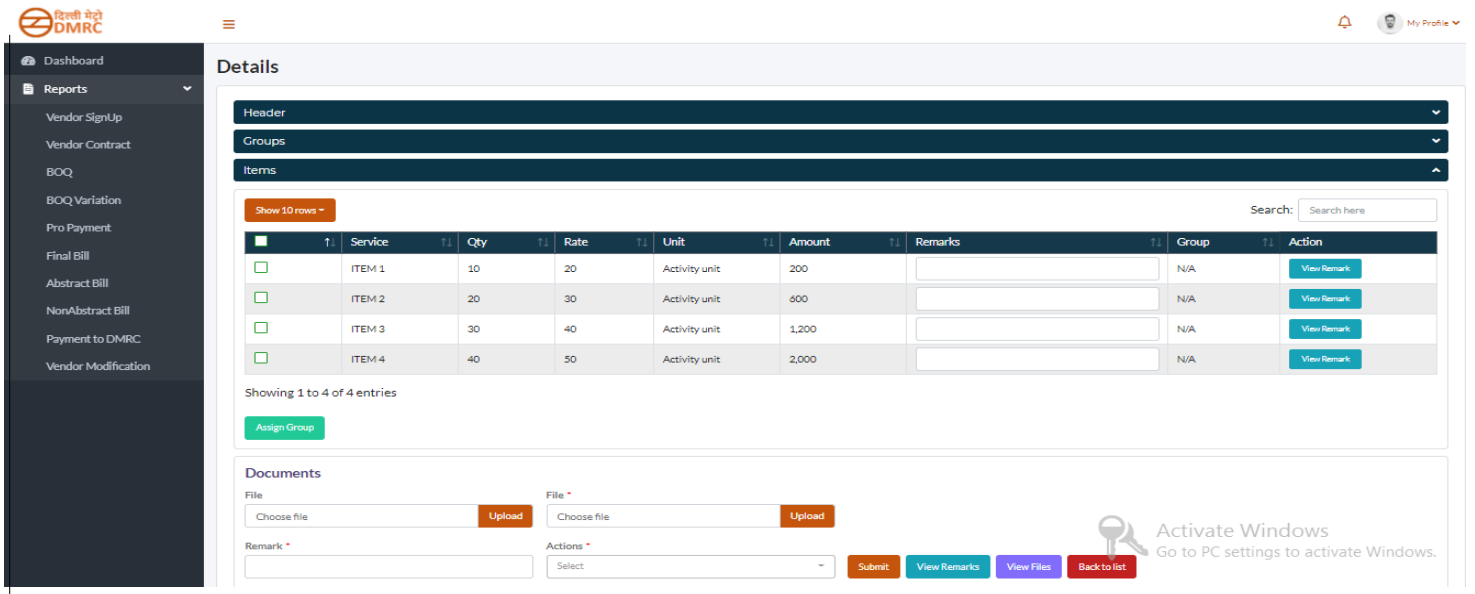
7. While applying conditions, only 2 types of conditions would be available on the screen to select and those are
   - RA01-Discount % on Gross | Type- A
   - ZPEX- Price escalation (%) | Type-A

   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.

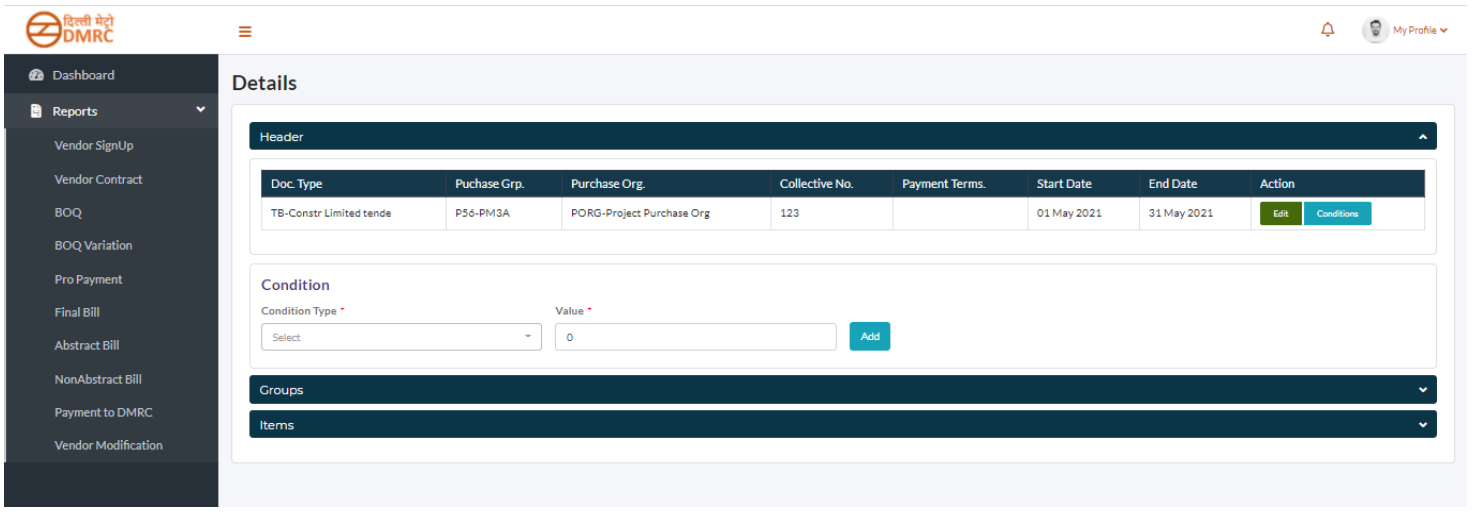
8. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
9. DMRC official will add their remarks for this overall request.
10. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
11. Documents uploaded in all previous steps of approval will 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

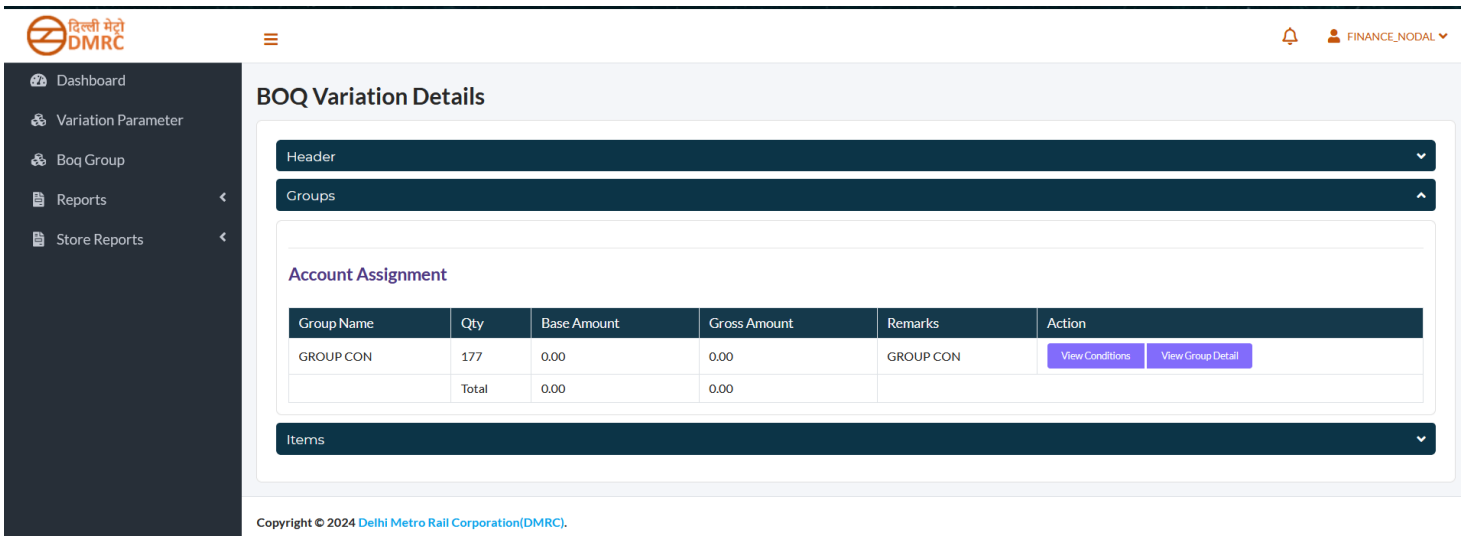
Once the vendor successfully creates a BOQ variation request, first it will go to the nodal officer and on approval, will come to the finance nodal officer for approval.



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.

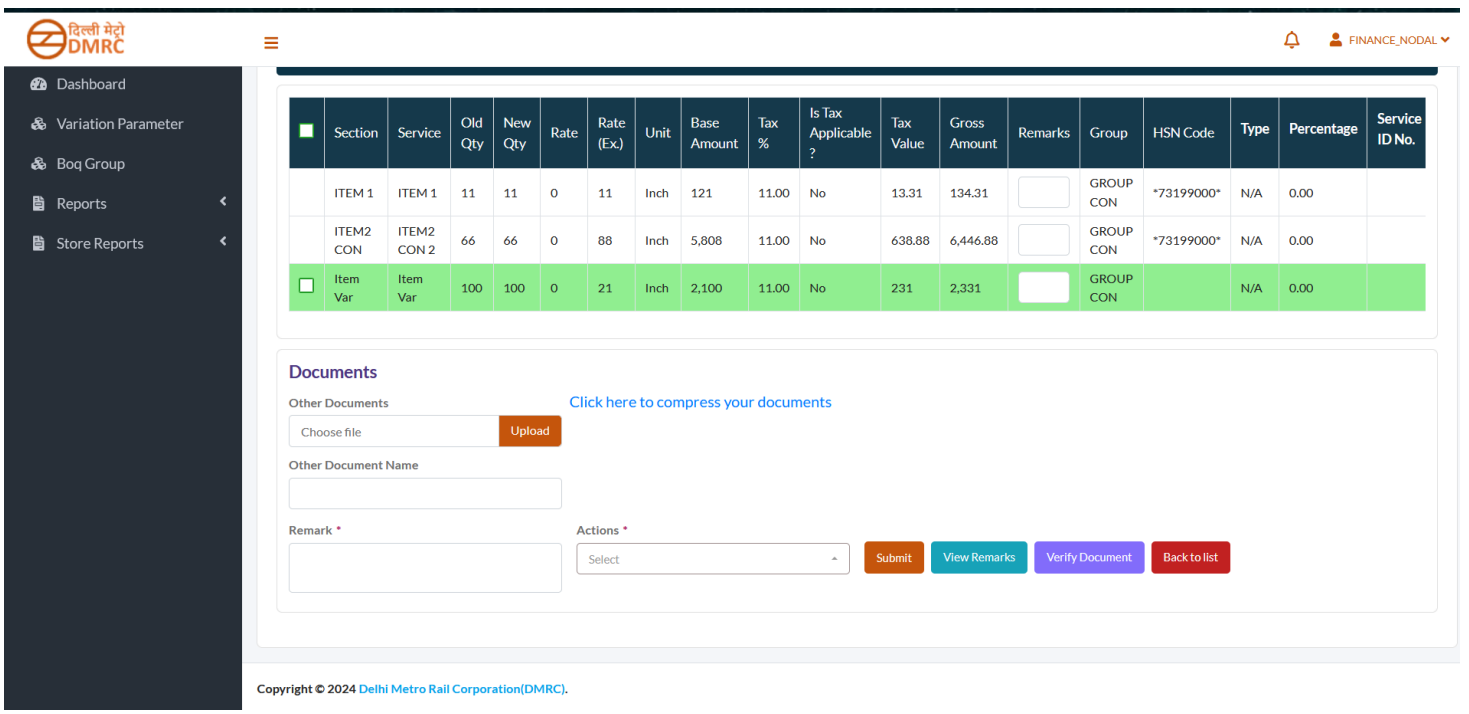


The finance nodal officer can see the header details as well as view the condition being applied by clicking the CONDITIONS button against the header line of the item.



The 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.



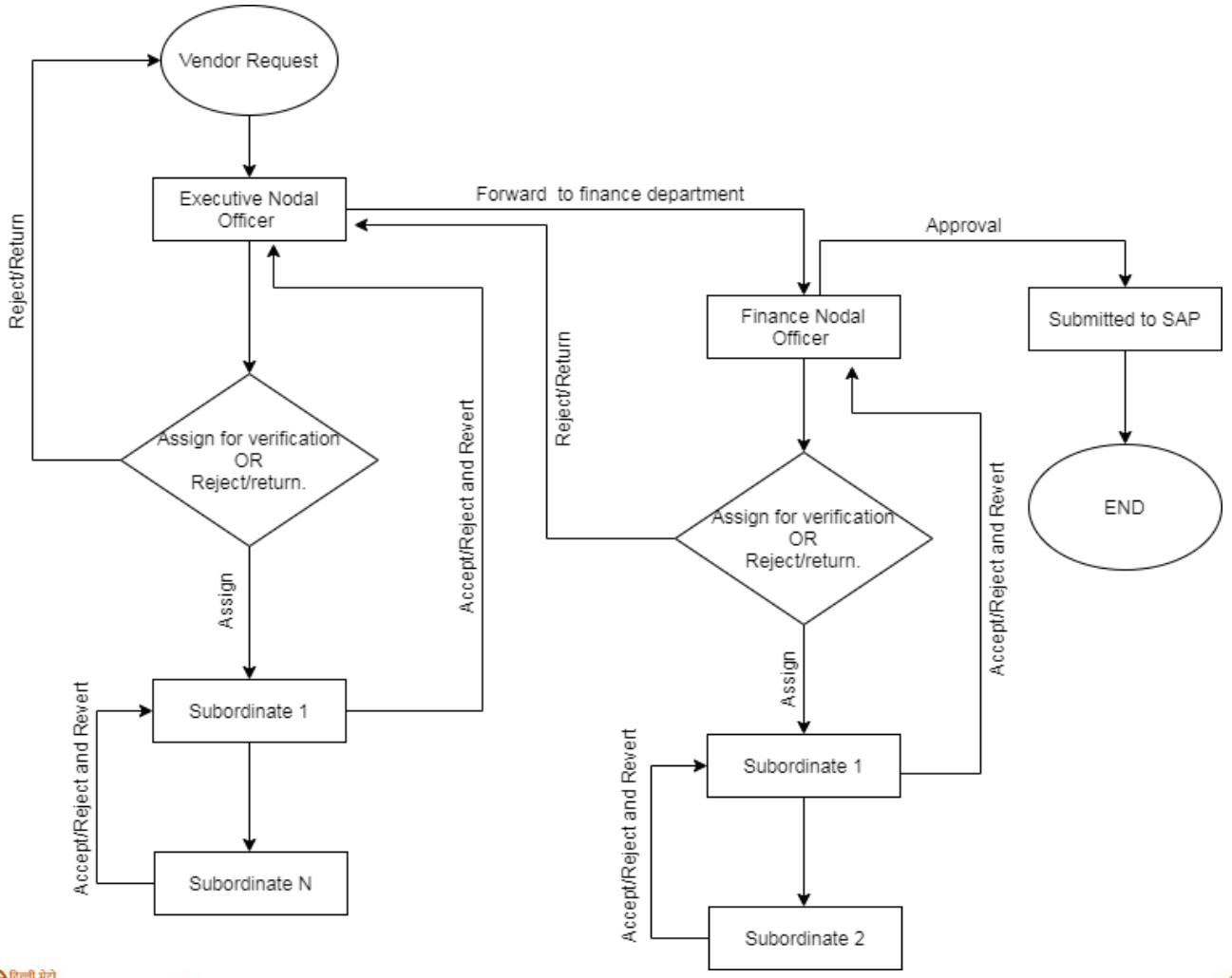
1. The financer user can upload the required documents and then either approve, send it for verification, or return it to the nodal officer.
2. The nodal officer and verification user can also view remarks on the request and the uploaded files.
3. Appropriate notifications will be sent as follows:

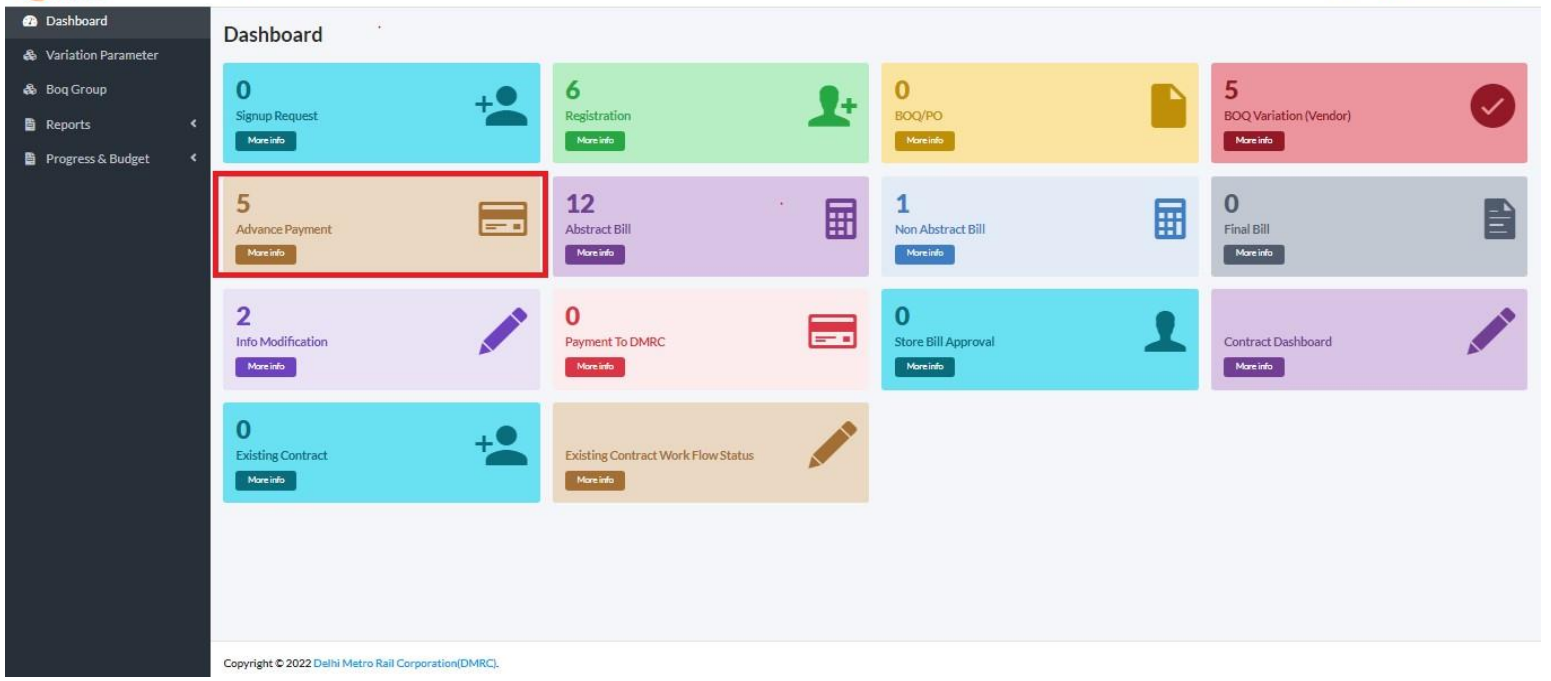
Approve: executive and finance nodal officer
Forward for verification: finance nodal officer and verification subordinateReject:
finance nodal officer and executive nodal officer

4. PROVISIONAL PAYMENT EXECUTIVE APPROVAL

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

APPROVAL PROCESS





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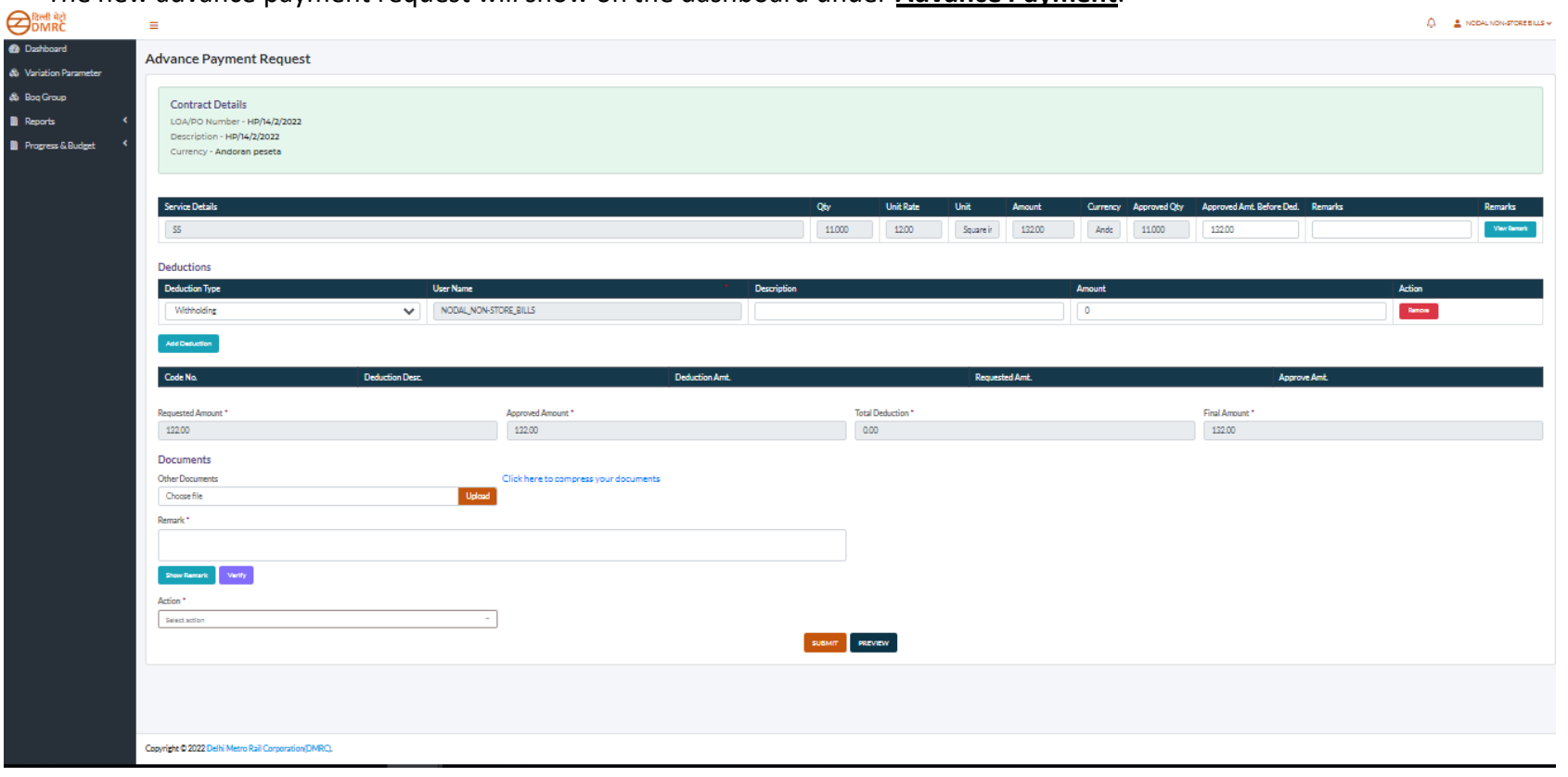
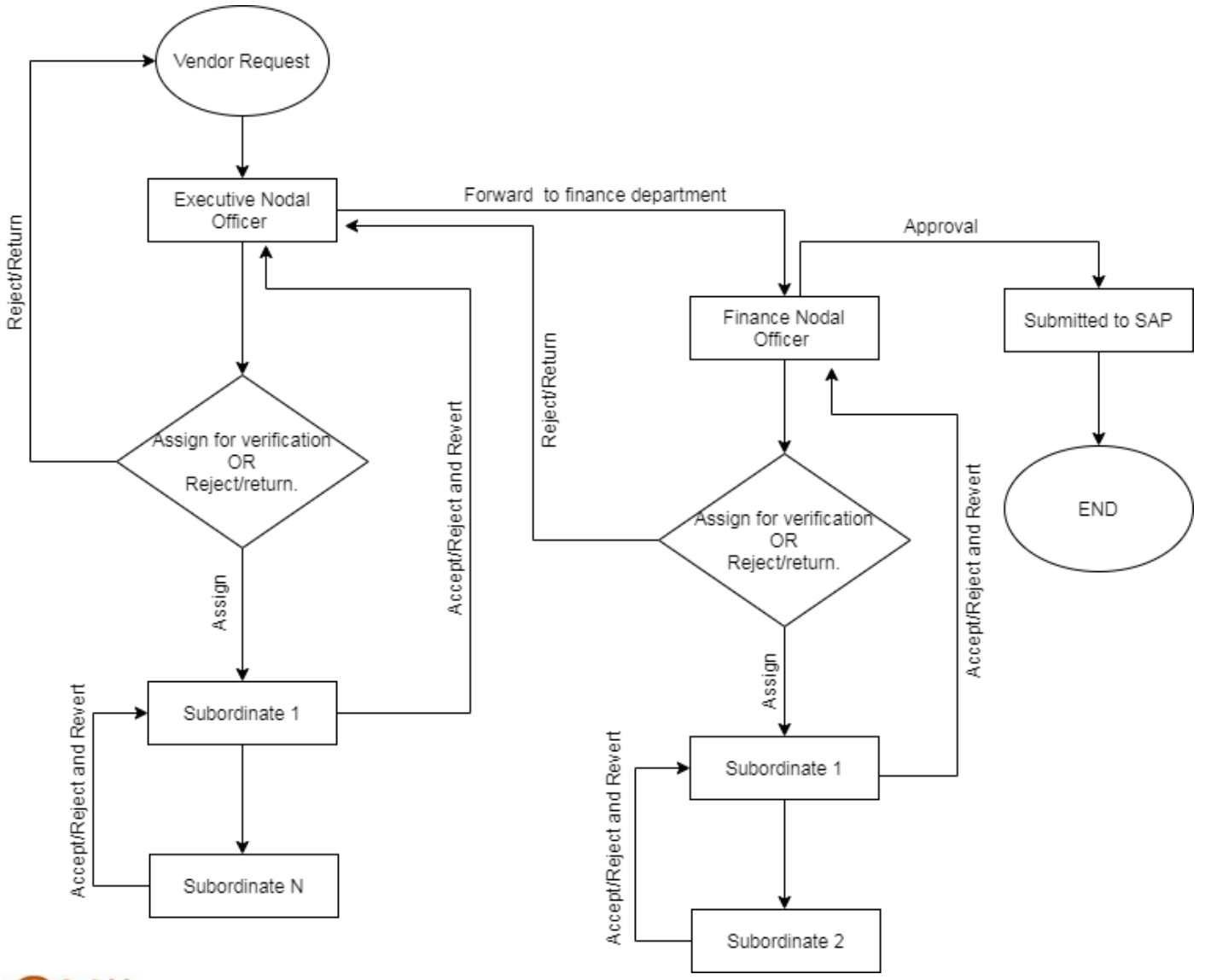
The new advance payment request will show on the dashboard under **Advance Payment**.

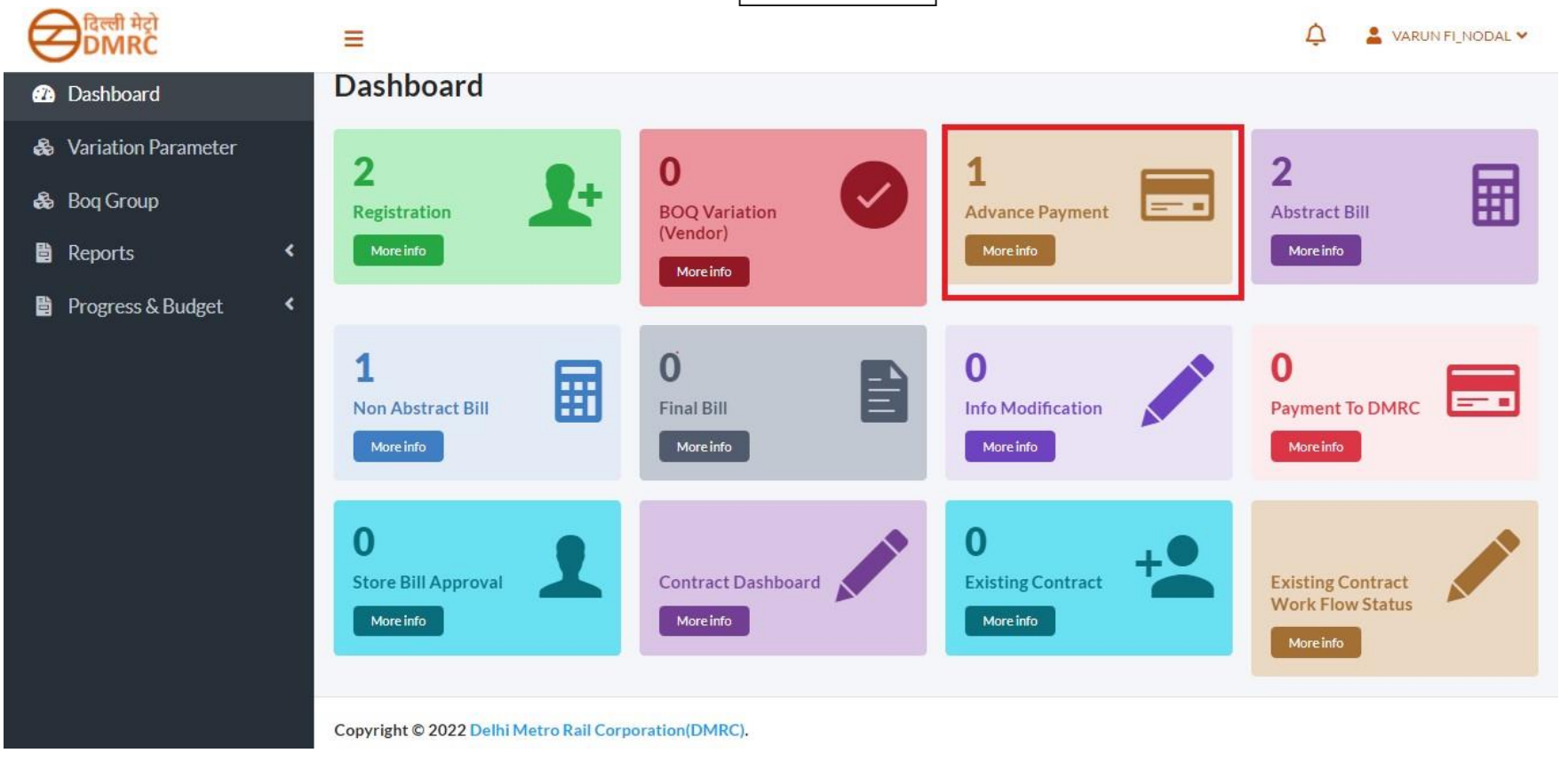


1. The advance payment total amount can be altered by the nodal officer by changing the final percentage ofthe amount.
2. The advance payment request will show in a non-editable format to the executive nodal officer who will have the option to either return it to the vendor, assign it to a subordinate 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 thenodal 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 subordinateReject: Vendor and executive nodal officer
    Forward to finance: Executive nodal officer and finance nodal officer

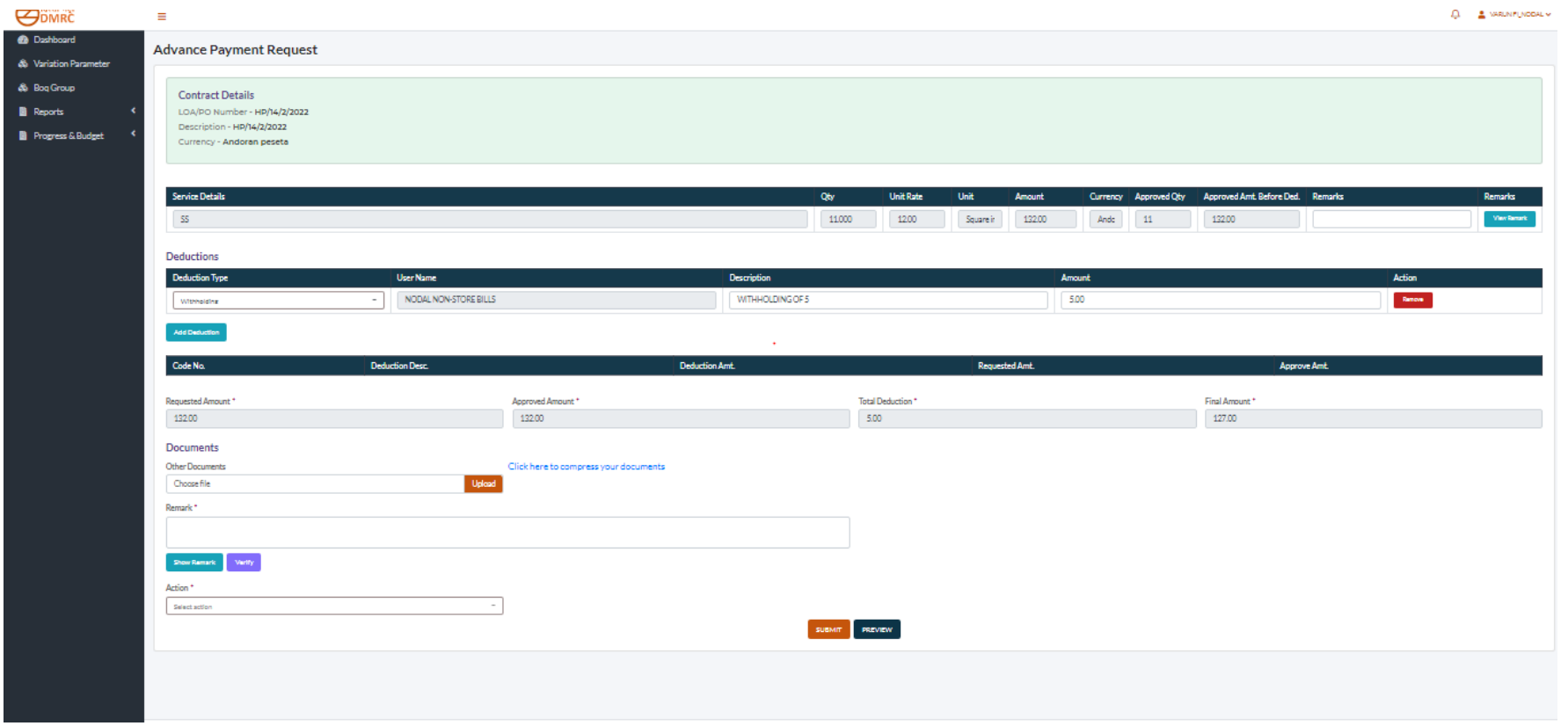
8. PROVISIONAL PAYMENT FINANCE APPROVAL

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





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

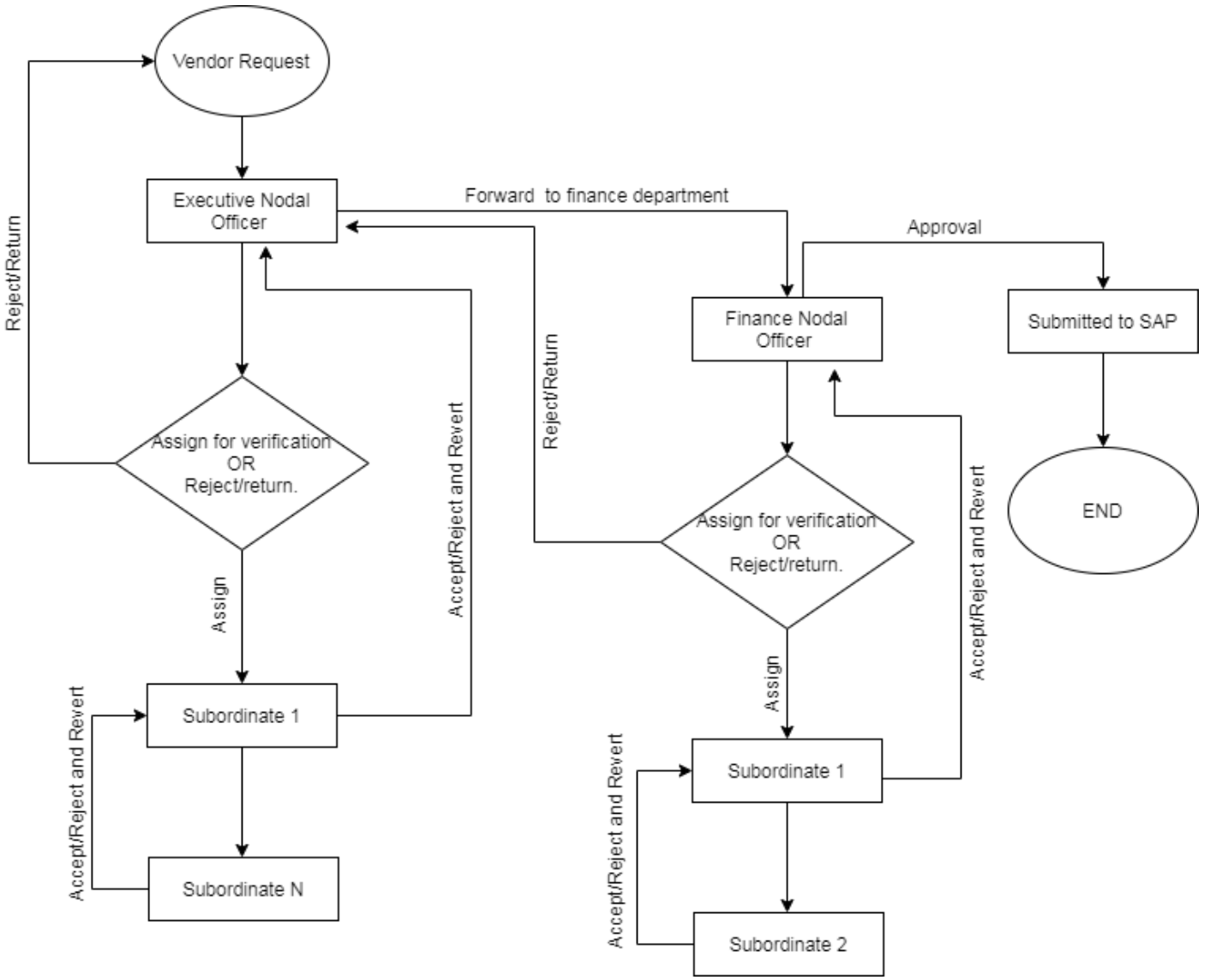


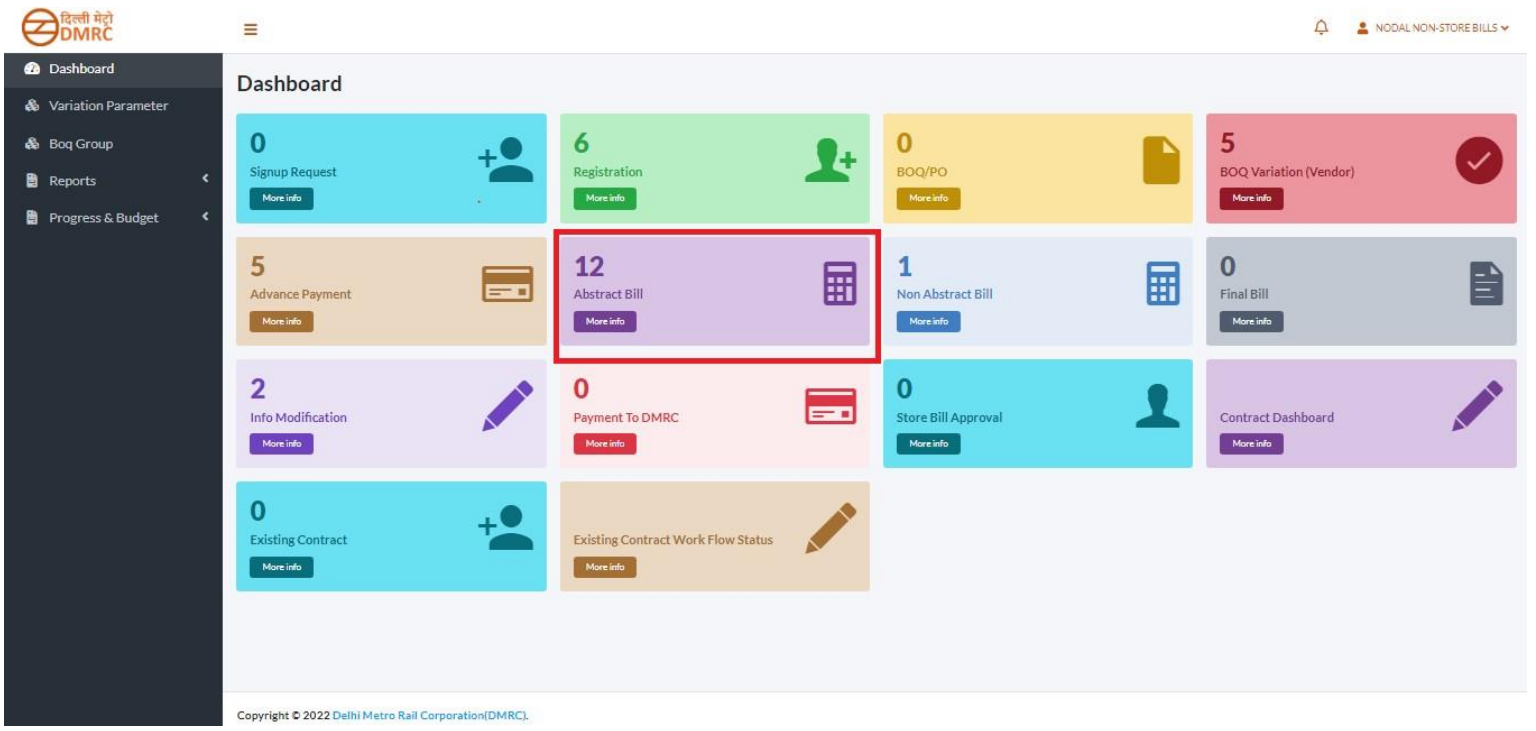
1. The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return nodal officer, to the executive assign to 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

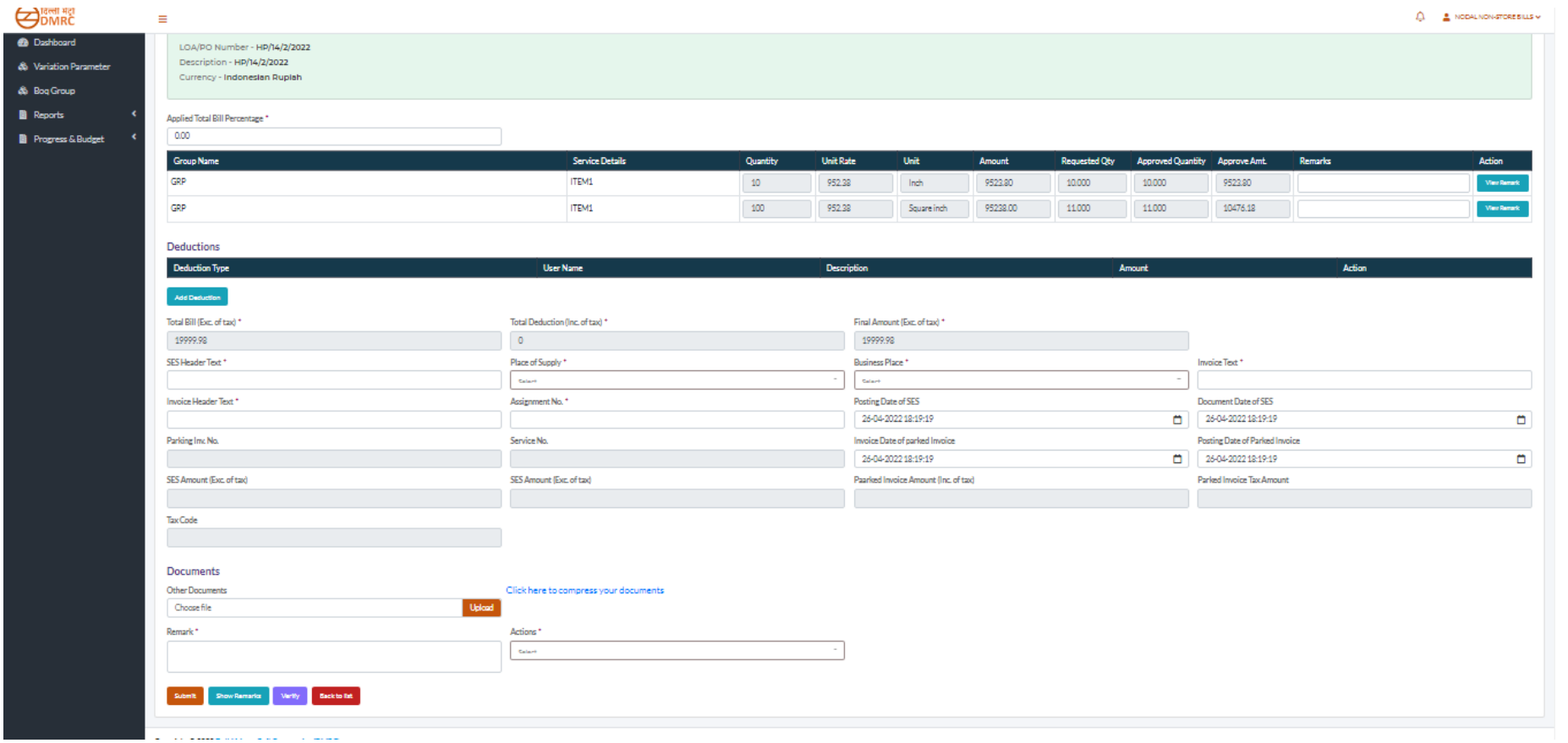
This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

APPROVAL PROCESS





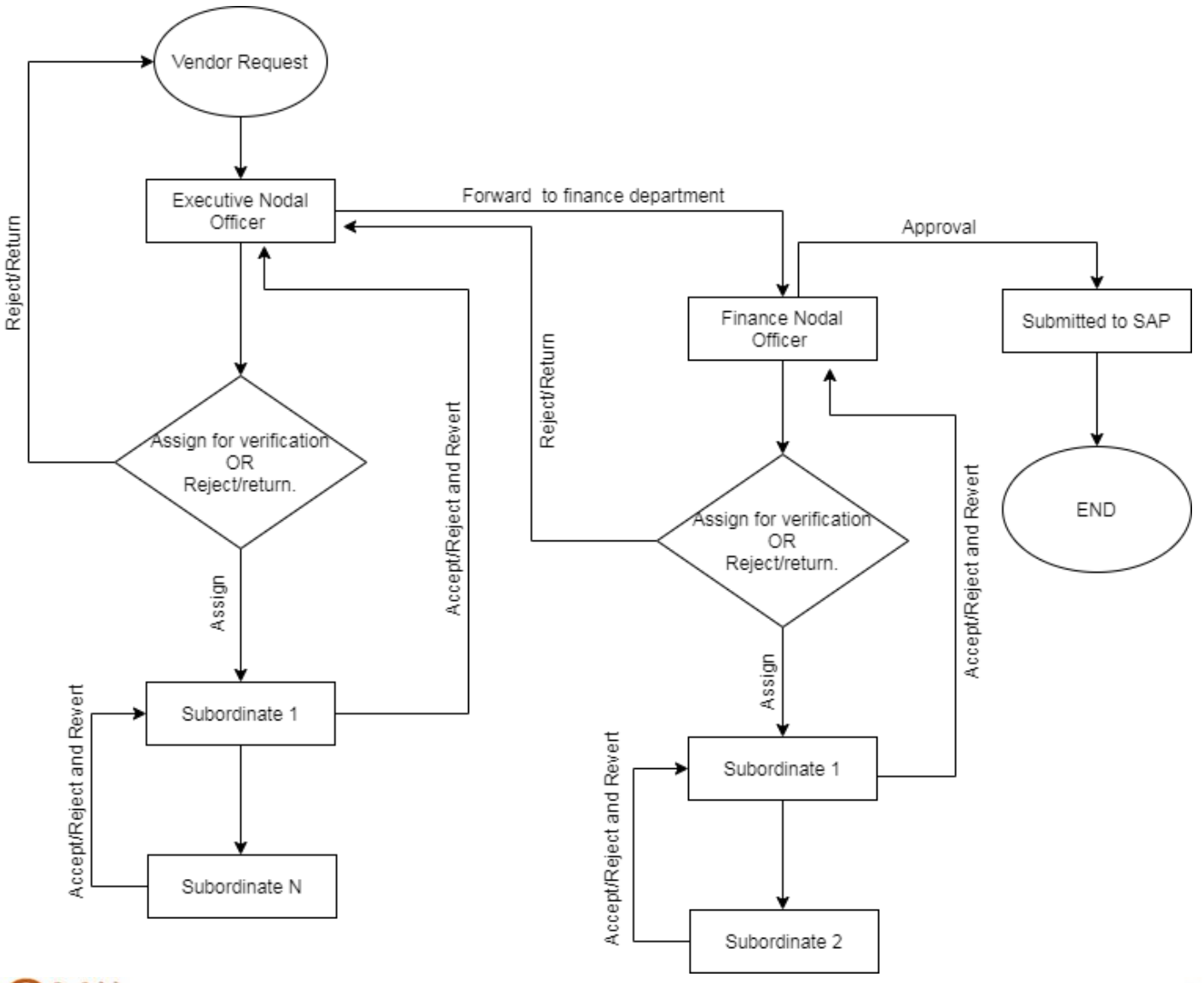
The new RA bill request will show on the dashboard under **Abstract Bill**.

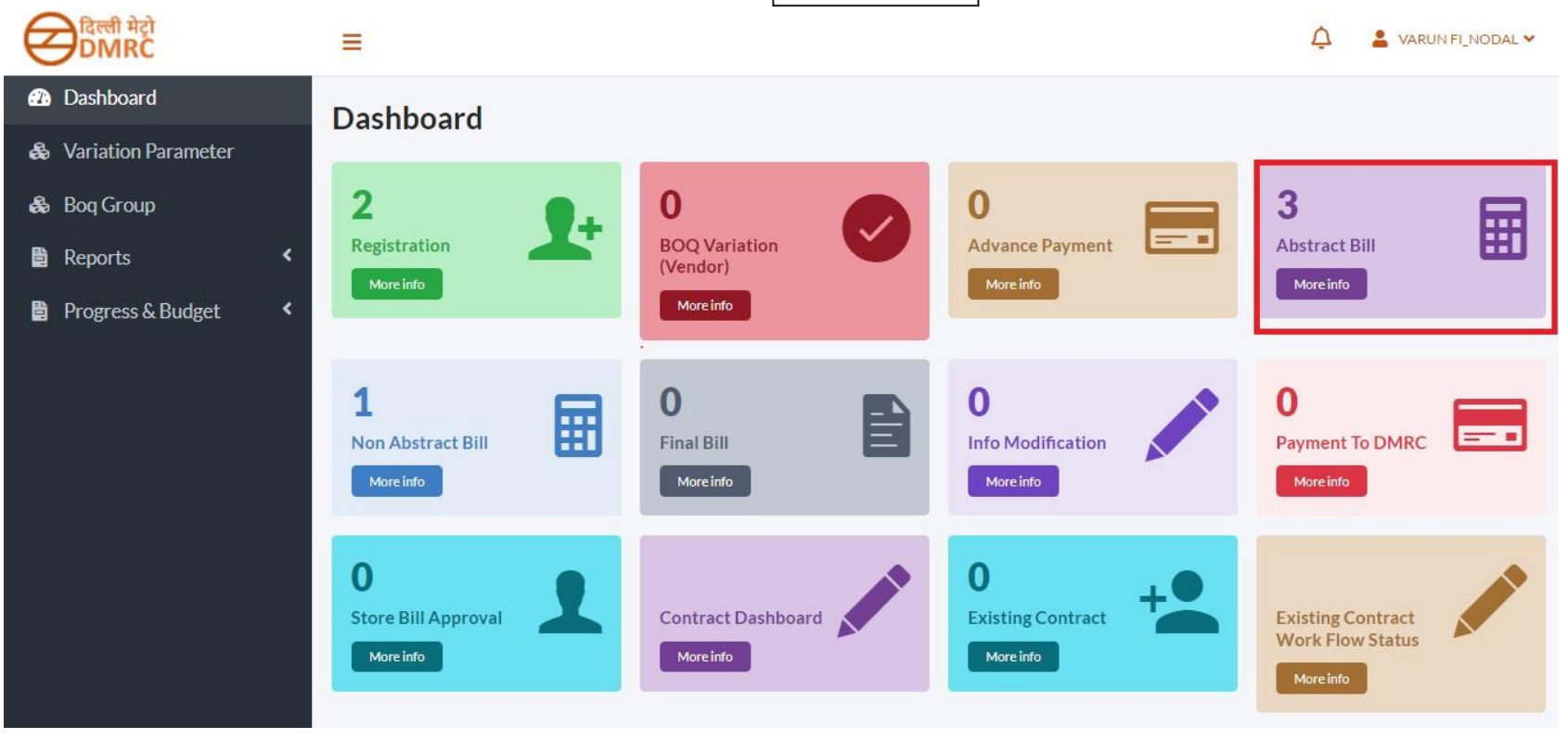


1. The bill amount can be altered by the nodal officer by changing final percentage of the amount. This percentage will be applied on the overall bill in case of partial payment. This percentage will be applied on all the quantities selected for user convenience.
2. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
3. 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.
4. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG,.JPG.
5. DMRC official can upload documents.
6. DMRC official will add their remarks for this overall request.
7. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
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. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
11. The nodal officer and verification user can also view remarks of the request and the uploaded files.
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

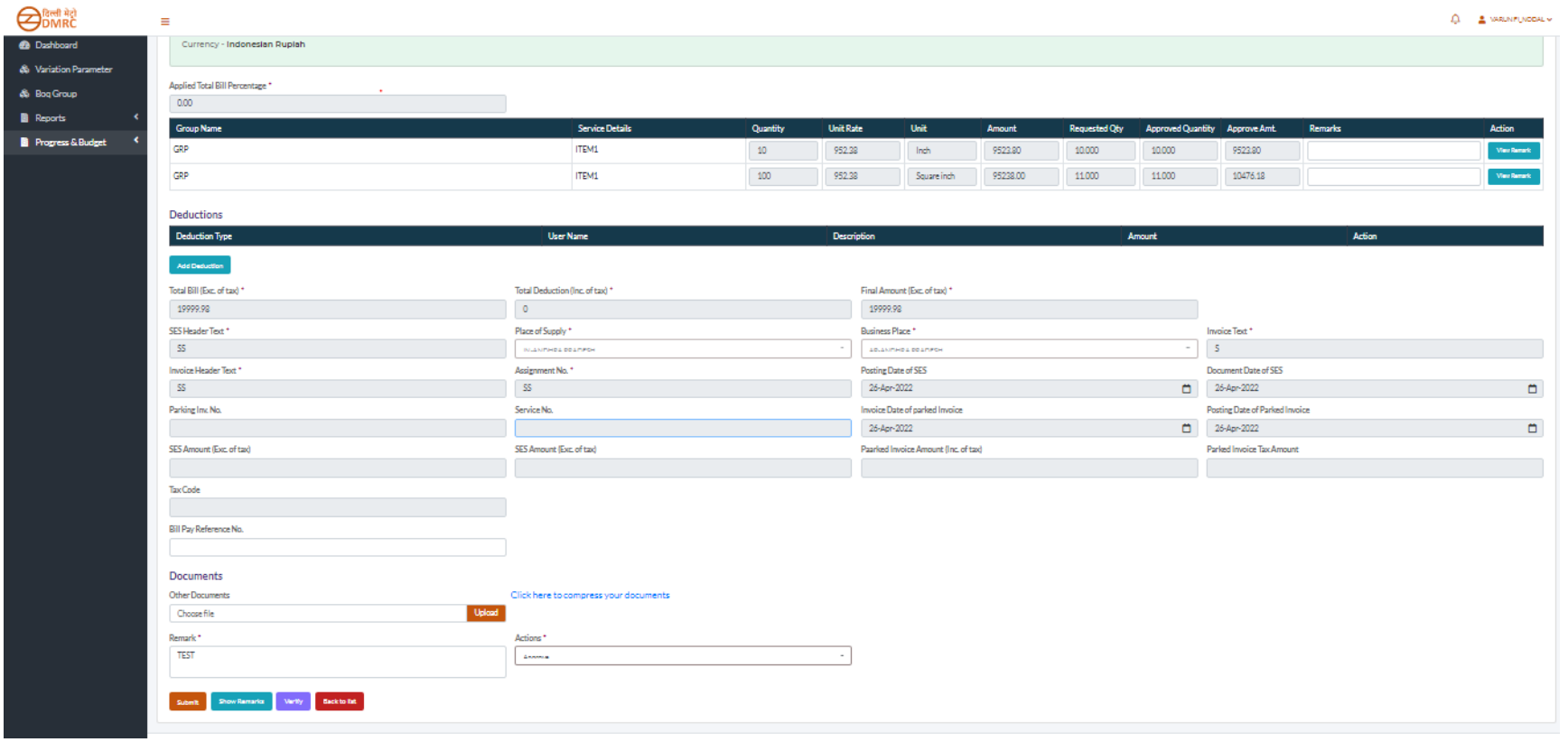
10. RA BILL (With Abstract) FINANCE APPROVAL

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.

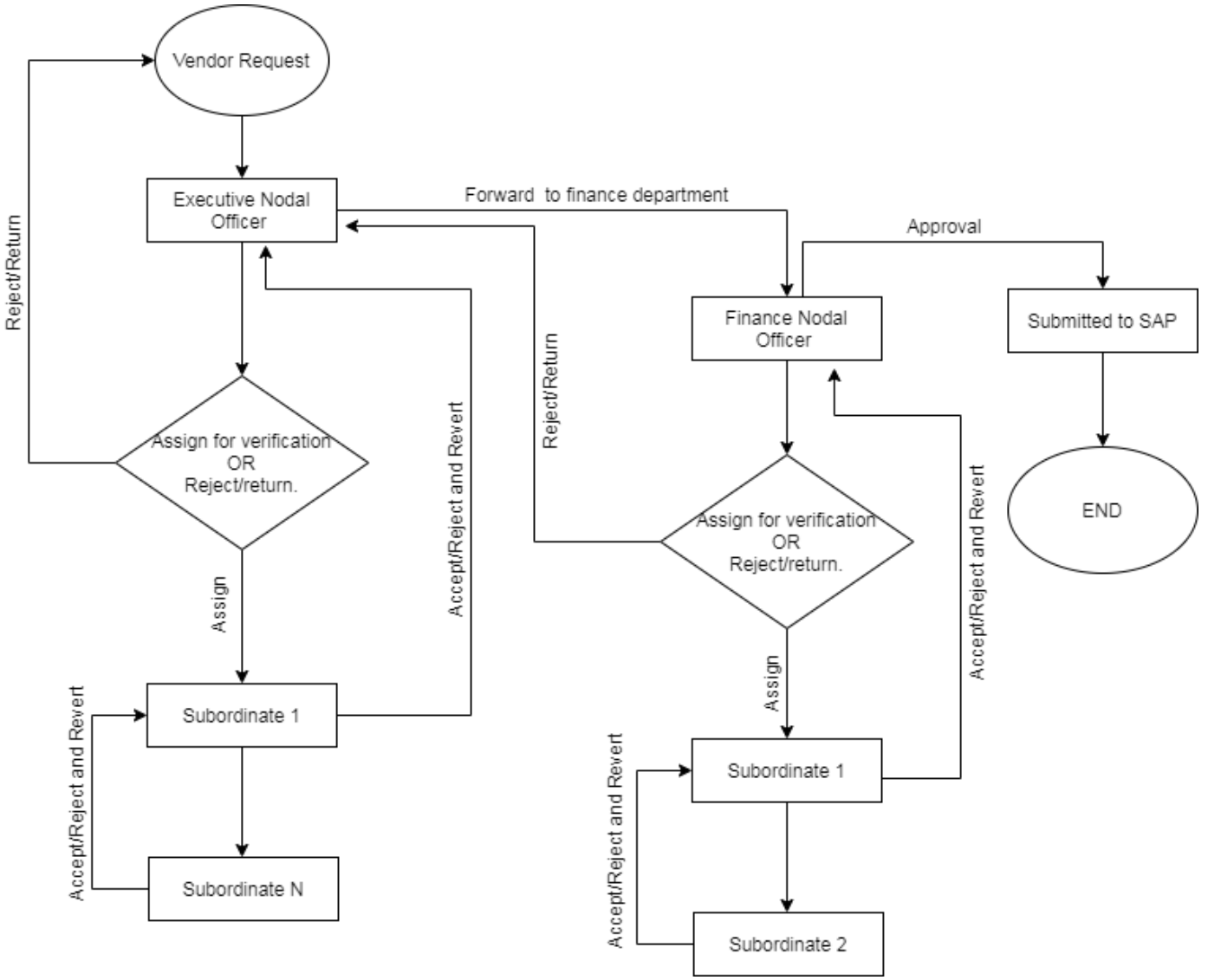


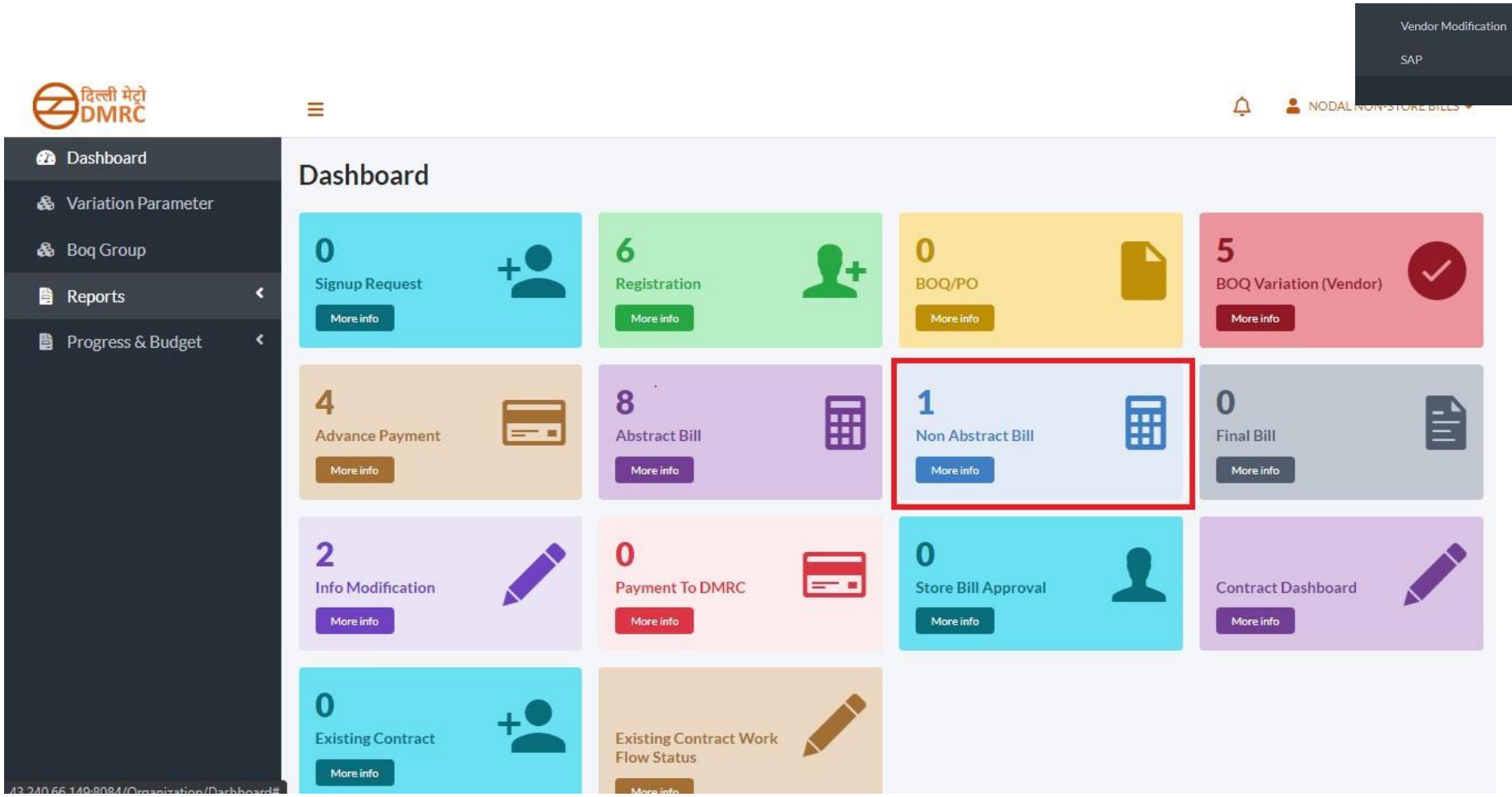
1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, or assign toa subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
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

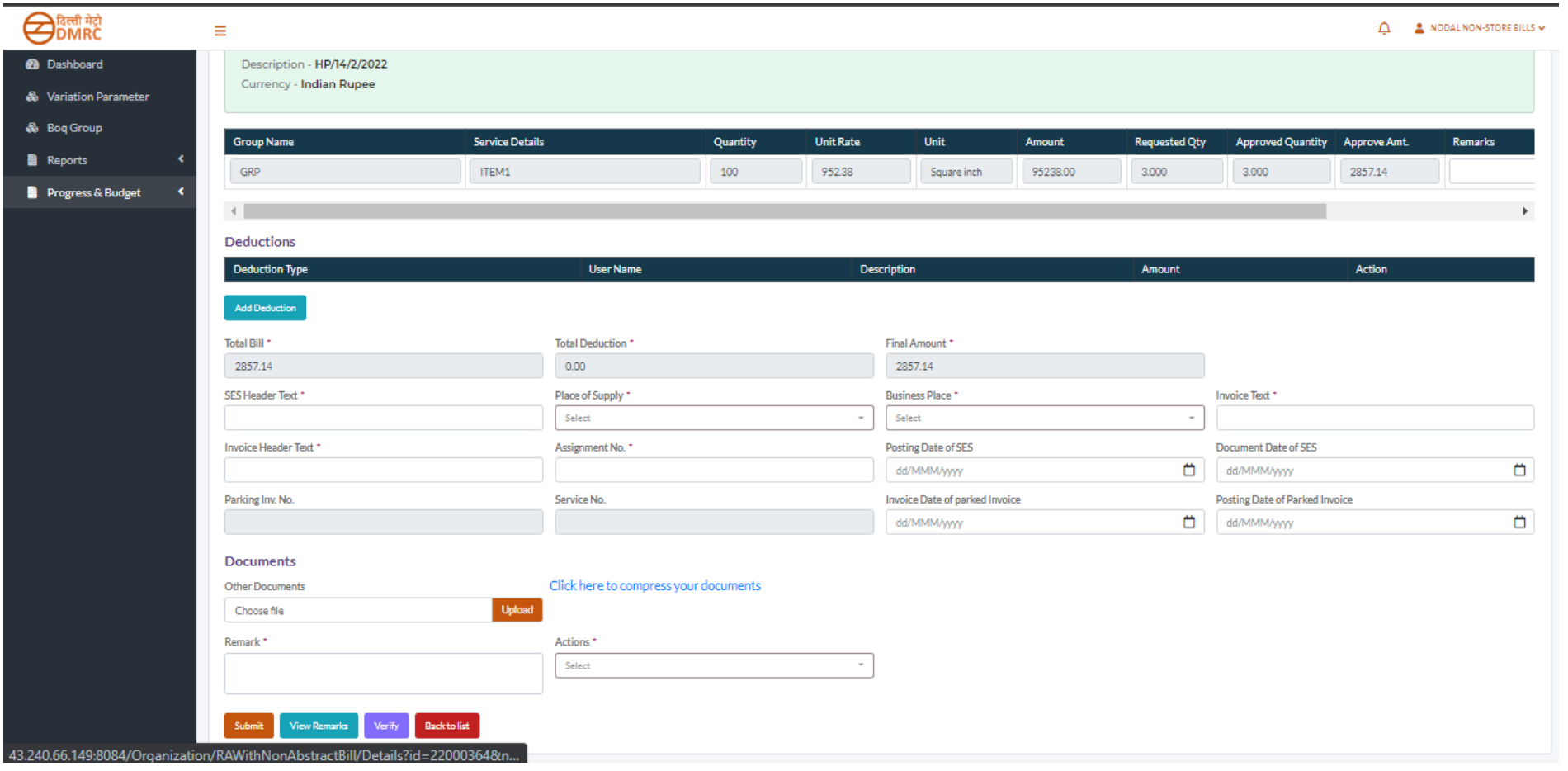
This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

APPROVAL PROCESS


Vendor Request
Executive Nodal Officer
Reject/Return
Assign for verification OR Reject/return.
Assign
Accept/Reject and Revert
Subordinate 1
Accept/Reject and Revert
Subordinate N
Forward to finance department
Reject/Return
Finance Nodal Officer
Assign for verification OR Reject/return.
Assign
Accept/Reject and Revert
Subordinate 1
Accept/Reject and Revert
Subordinate 2
Approval
Submitted to SAP
END



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

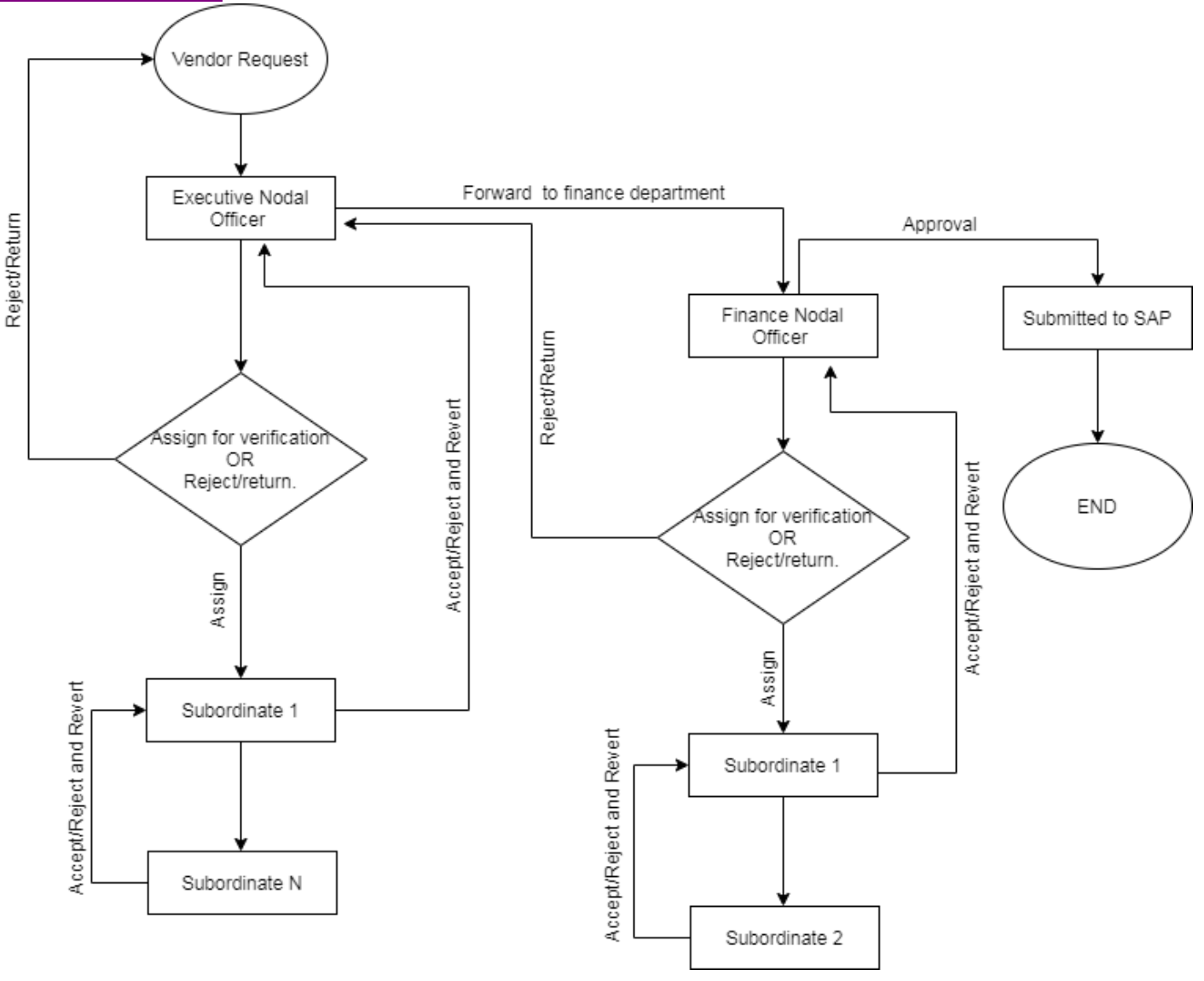


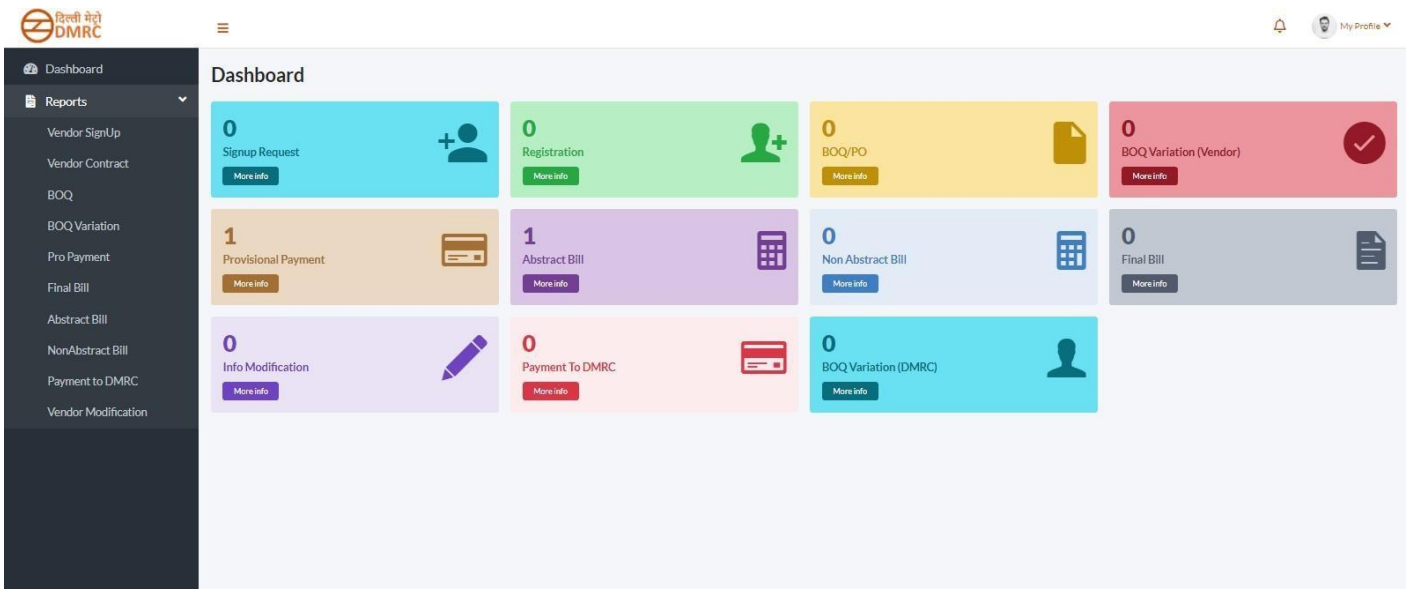
1. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added
2. The bill request will show in a non-editable format to the executive nodal officer who will have the option toeither return it to the vendor, assign it to a subordinate for verification or forward tofinance.
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 nodalofficer 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

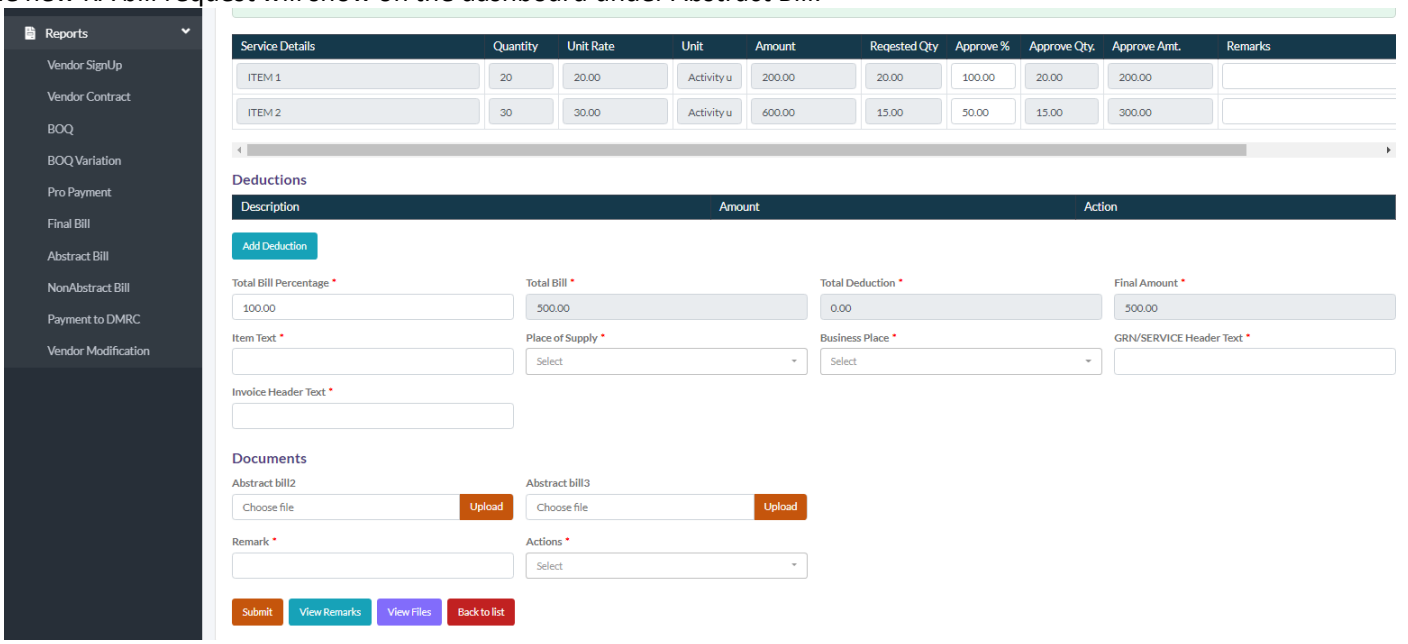
This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

APPROVAL PROCESS





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

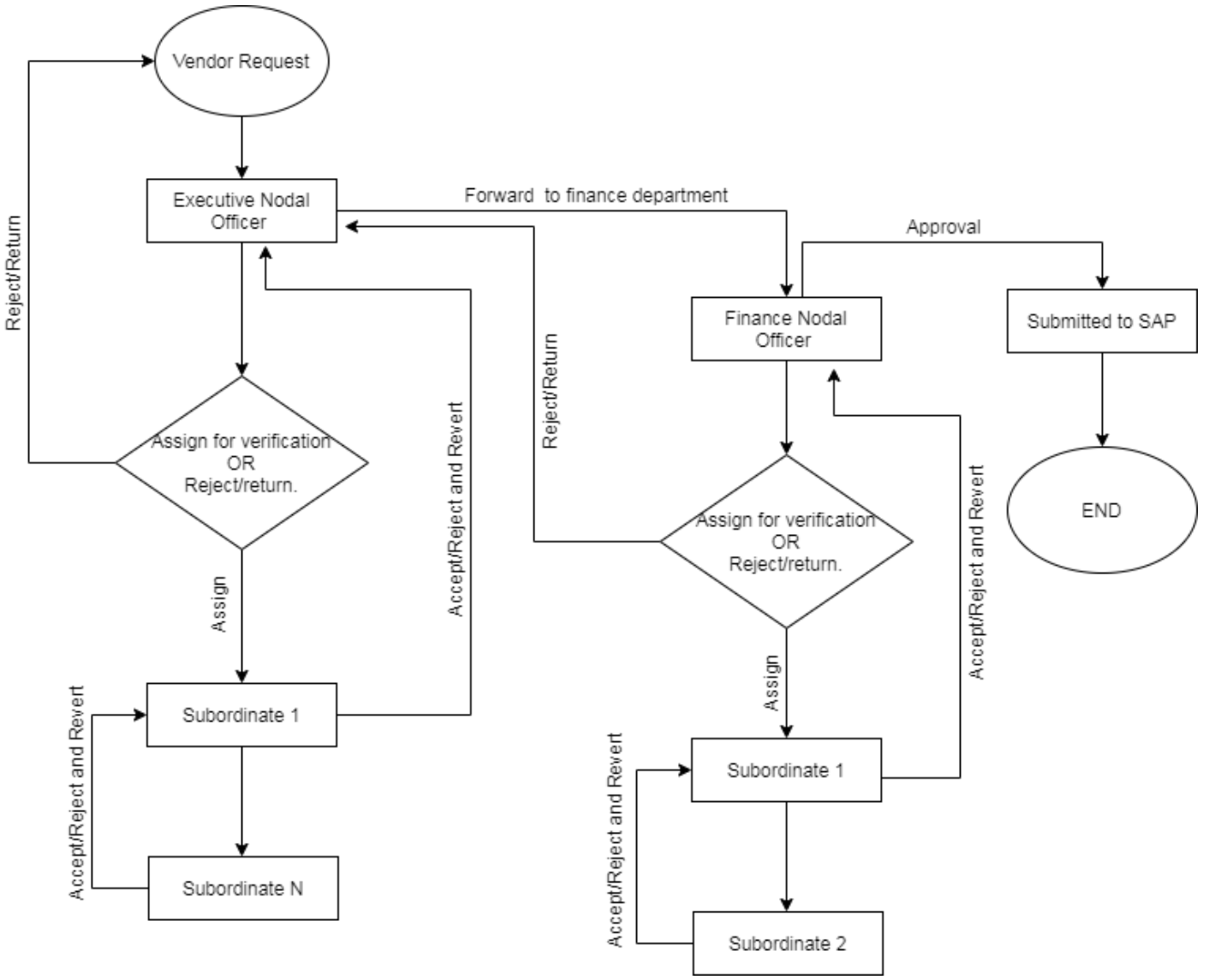


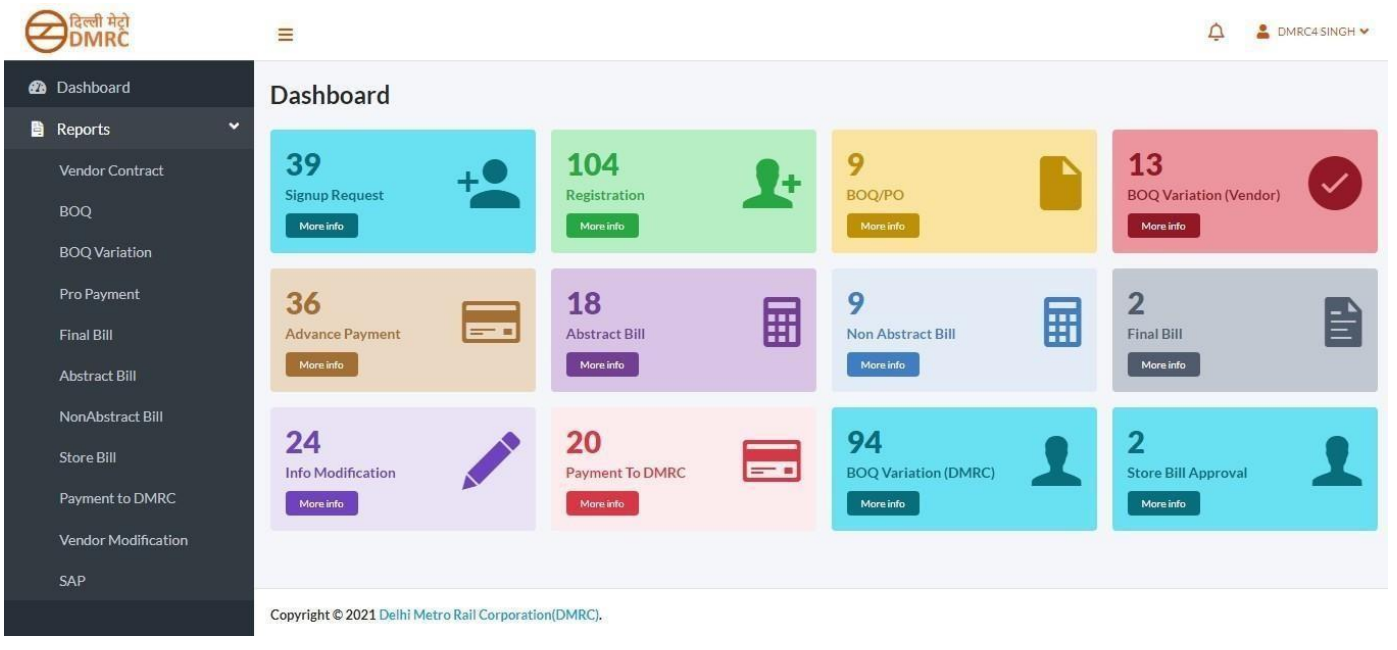
1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
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

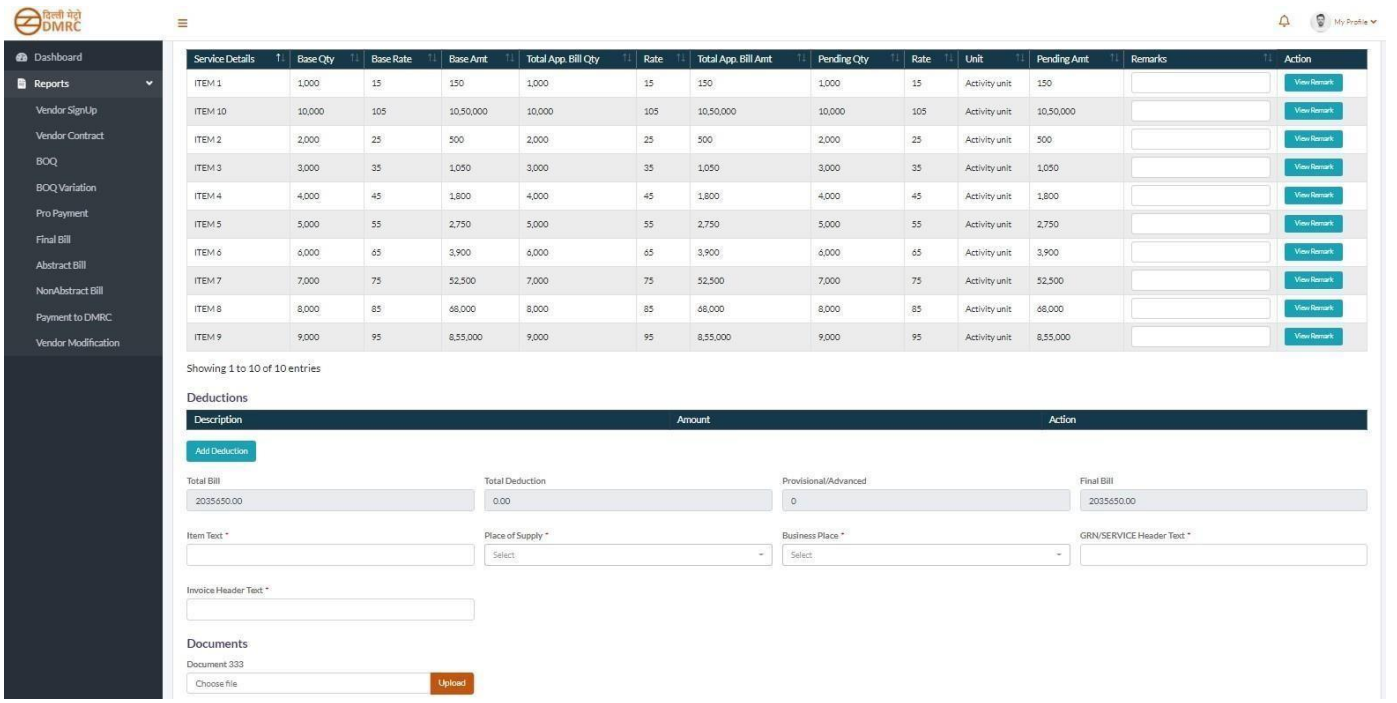
APPROVAL PROCESS

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.





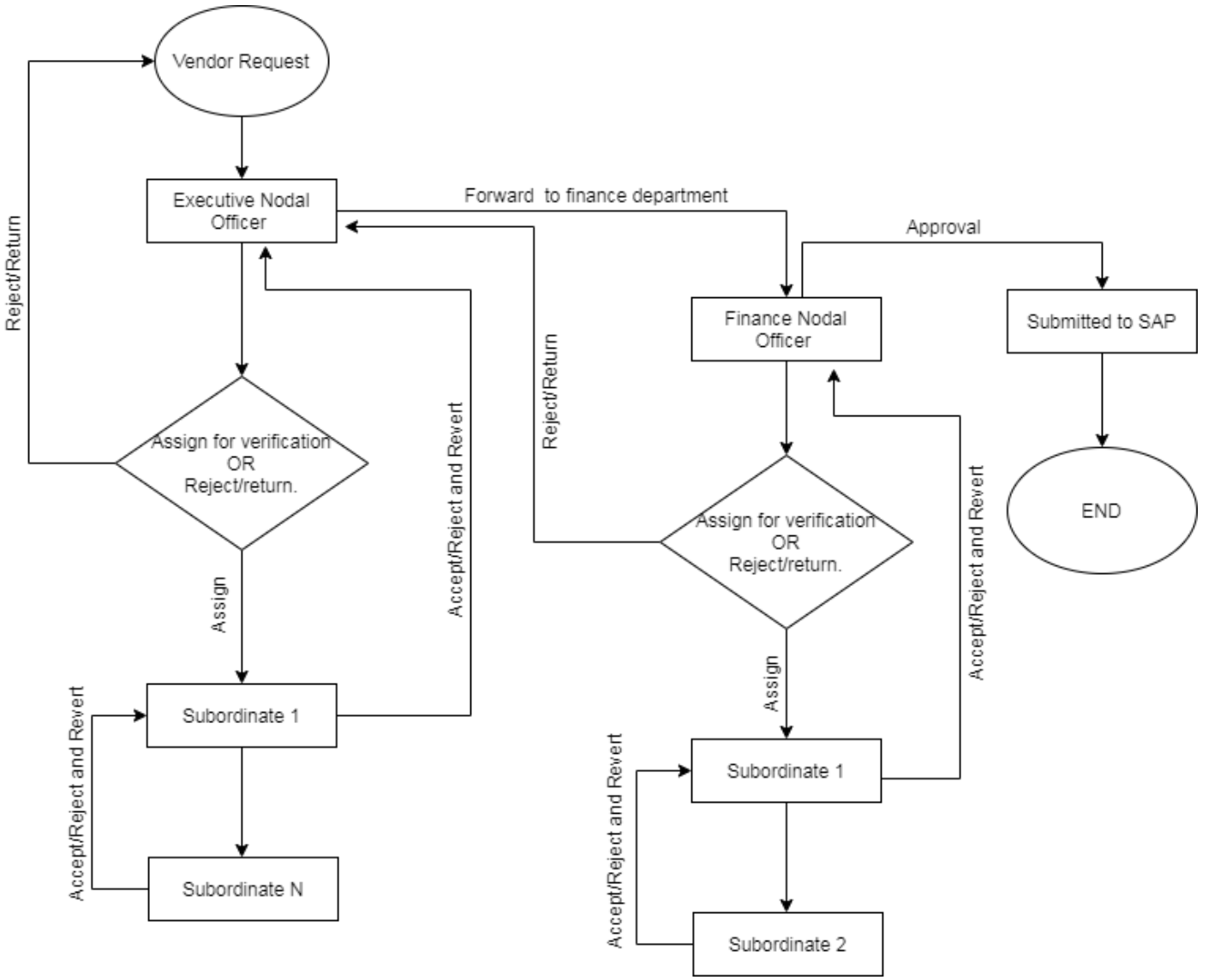
The new final bill request will show on the dashboard under **Final Bill**.

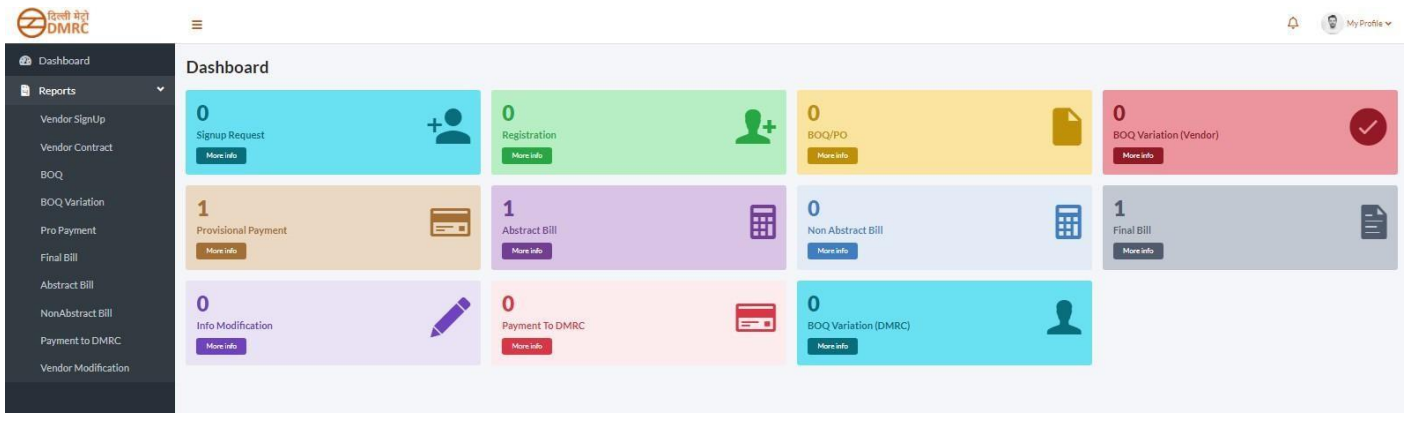


1. This request will be generated by vendor to generate a final bill of all the unbilled quantities and services.
2. All the total deductions on this contract and net payable amount will also be shown.
3. Other inputs on the bill level will be used for posting service entry sheet into SAP.
4. Further 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

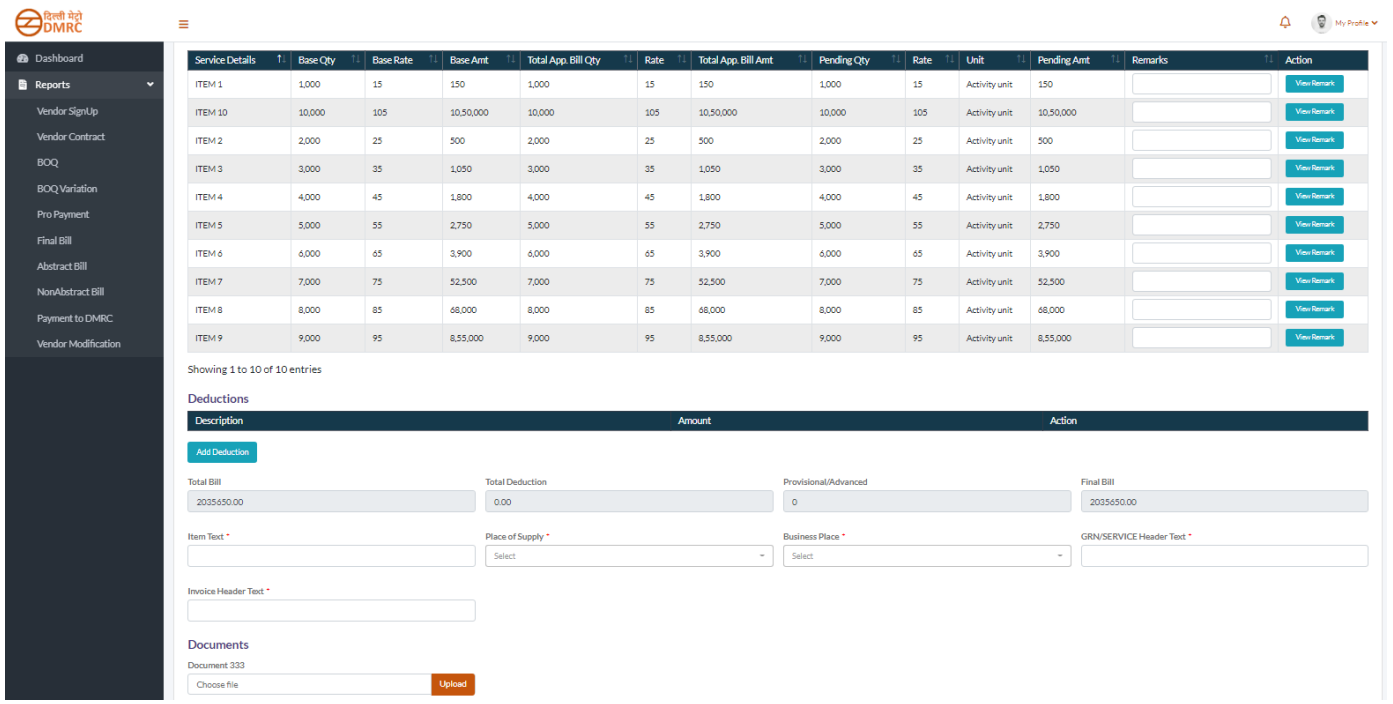
13. FINAL BILL FINANCE APPROVAL

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.



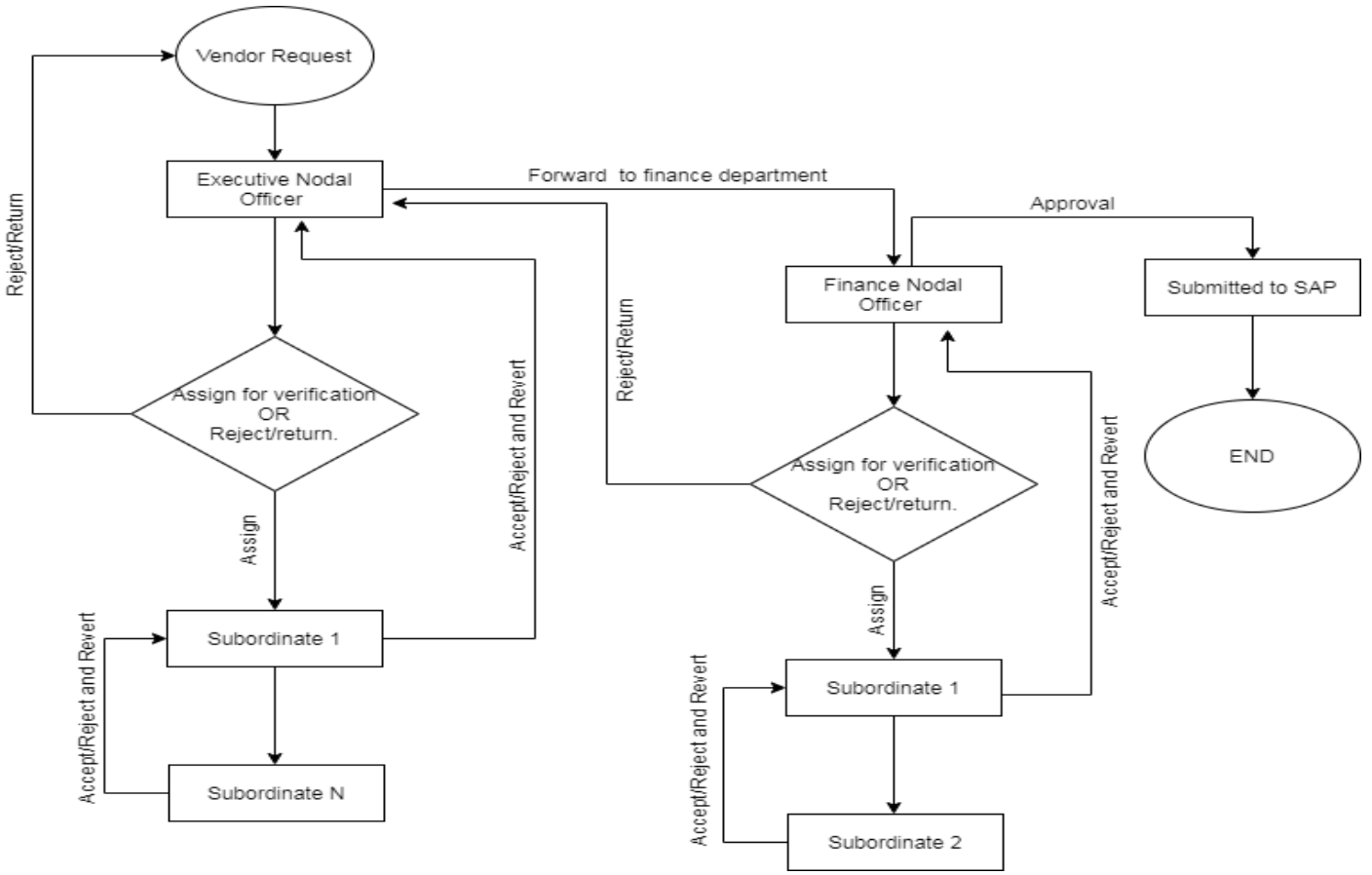
1. The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
2. The nodal officer and verification user can also view remarks of the request and the uploaded 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

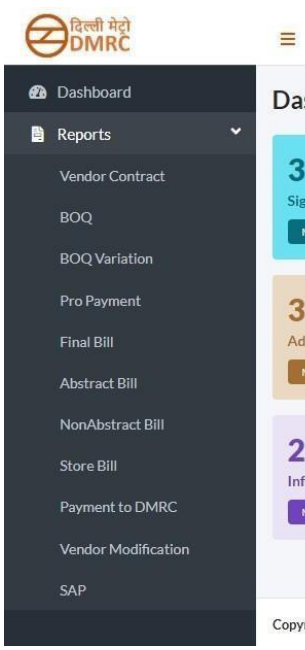
16. Add New Contract Executive Approval

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.

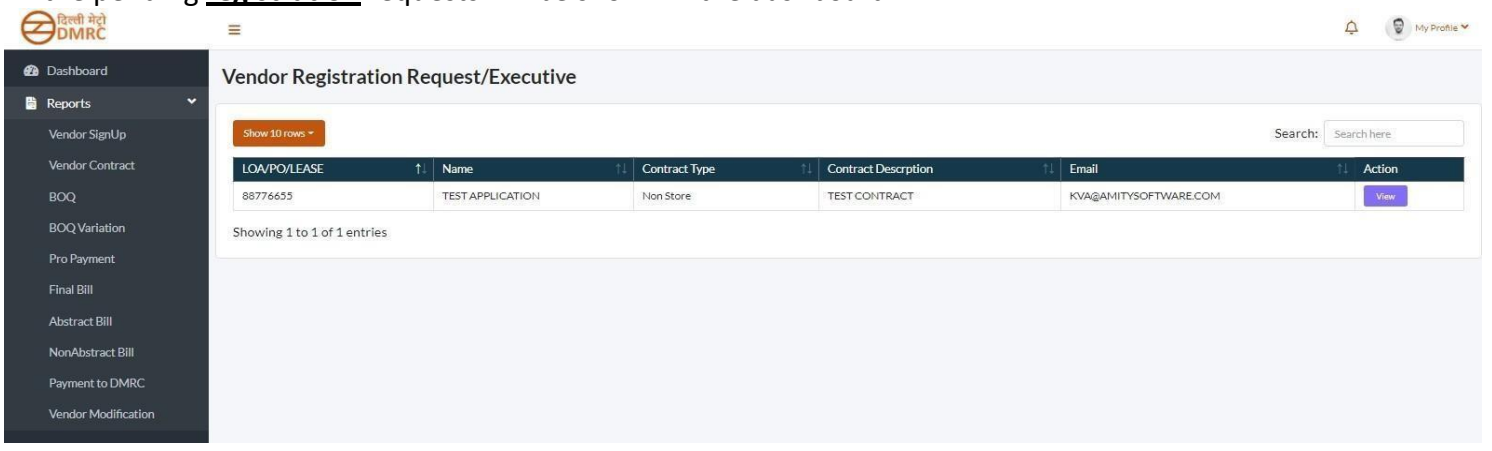
APPROVAL PROCESS

Vendor approval will follow this flow.

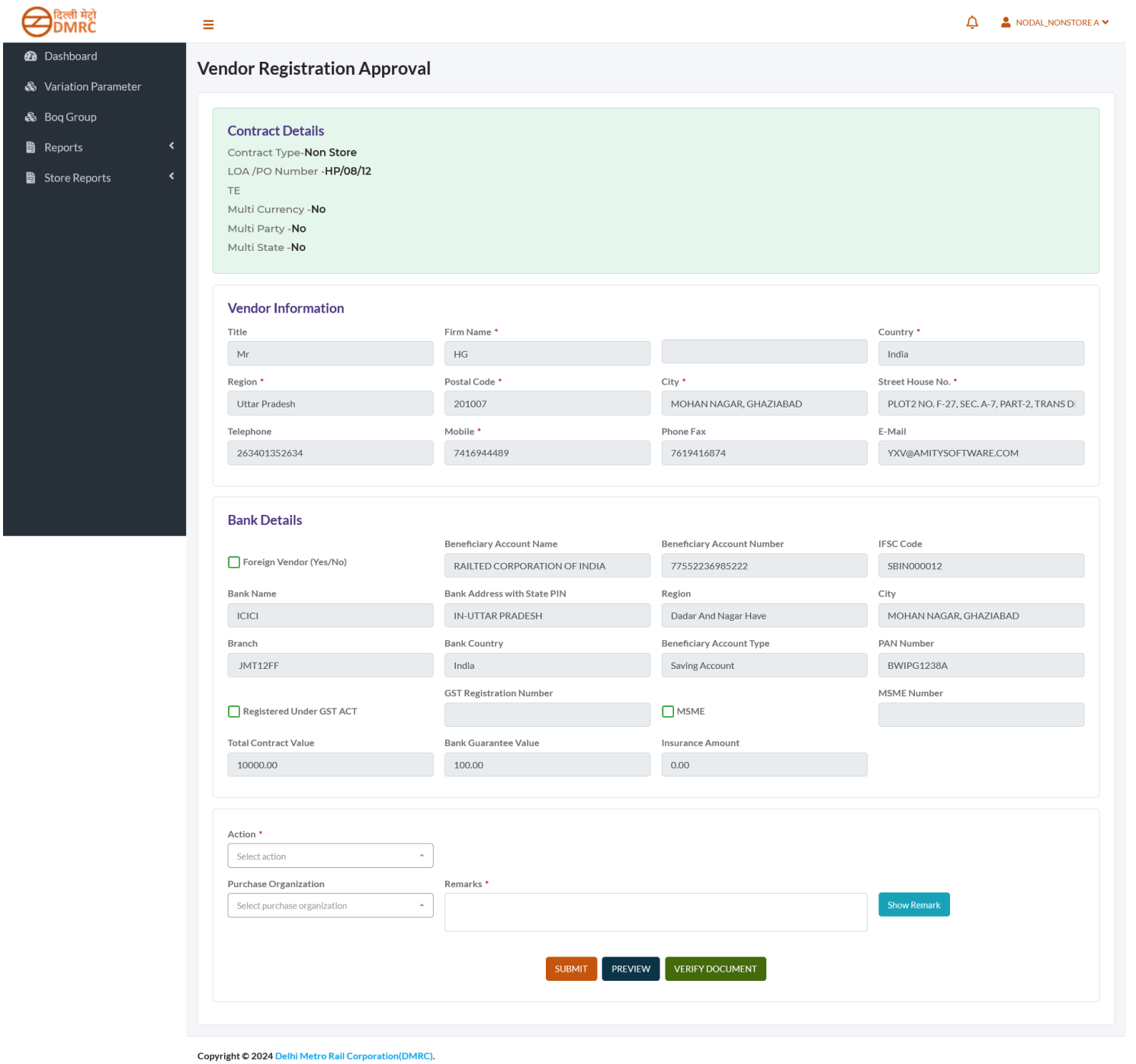




All the pending **registration** requests will be shown in the dashboard.



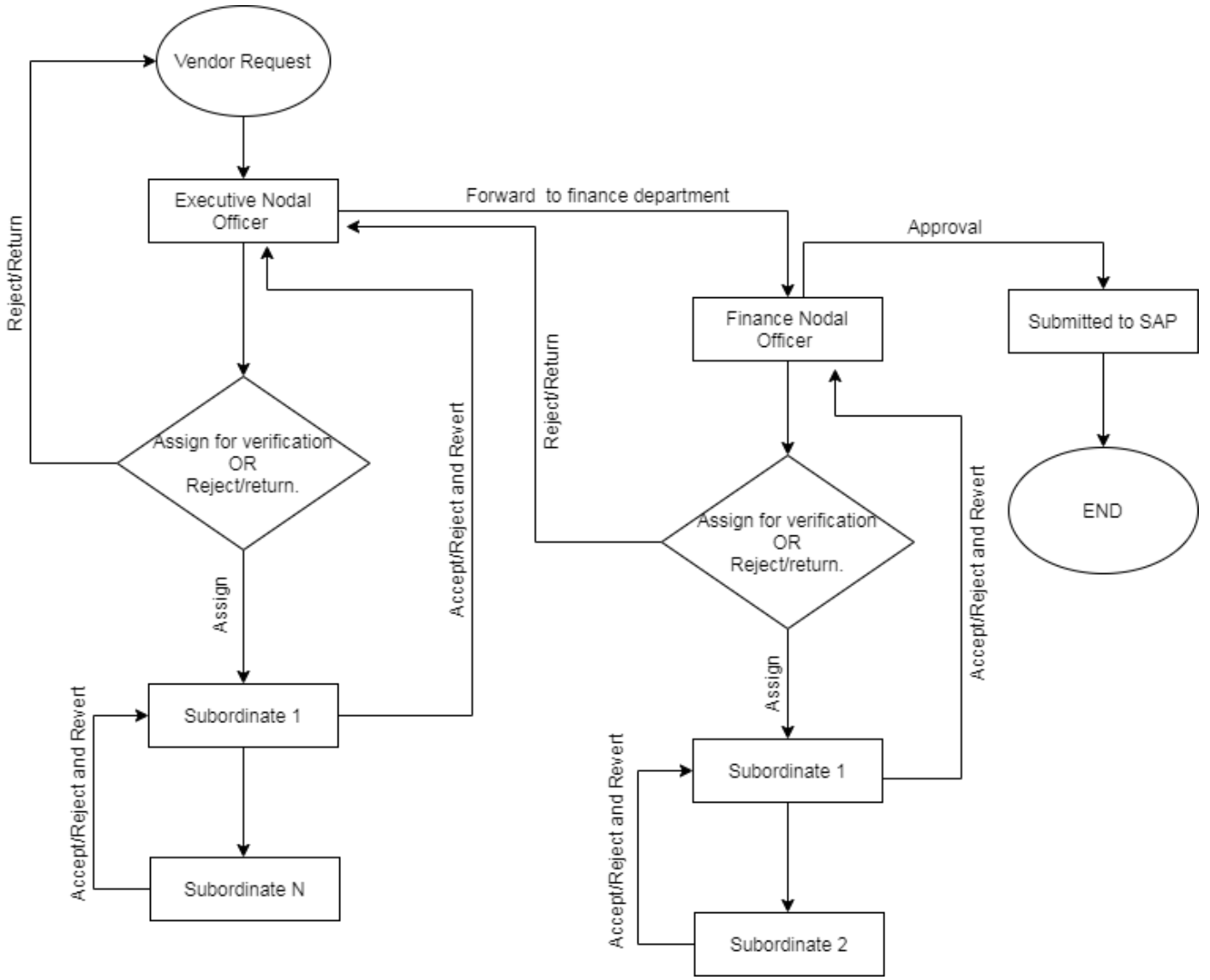
A grid of all the registration requests will be shown for the nodal officer to proceed from.



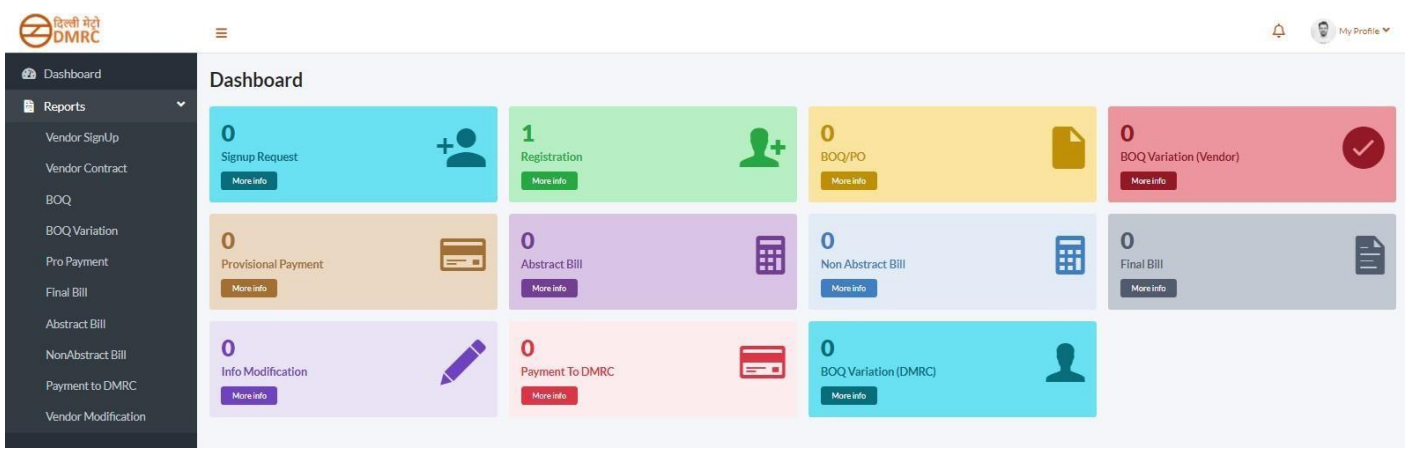
1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, and then either send it for verification to subordinate or forward it to finance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

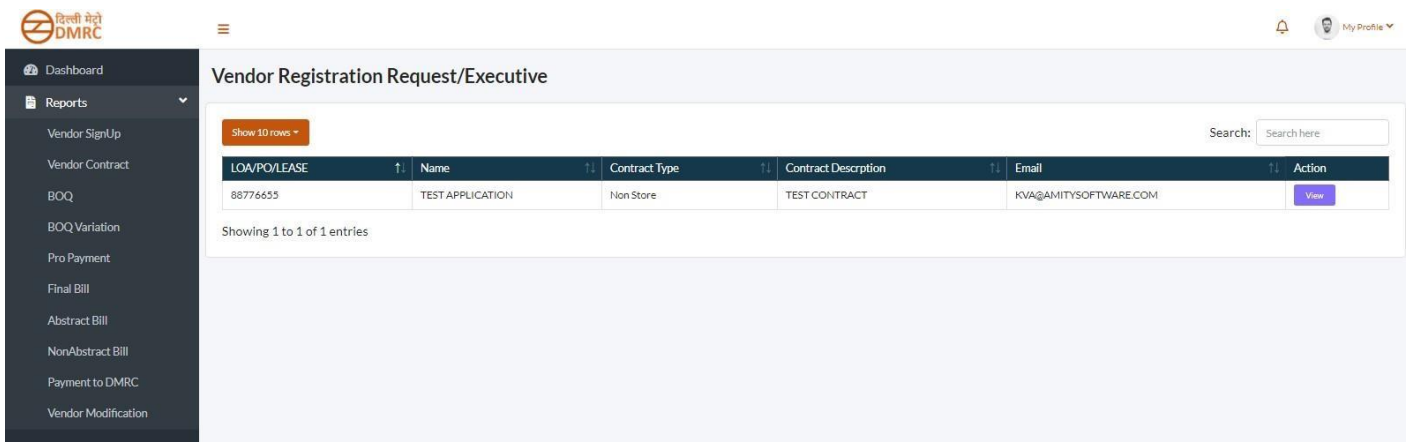
This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.



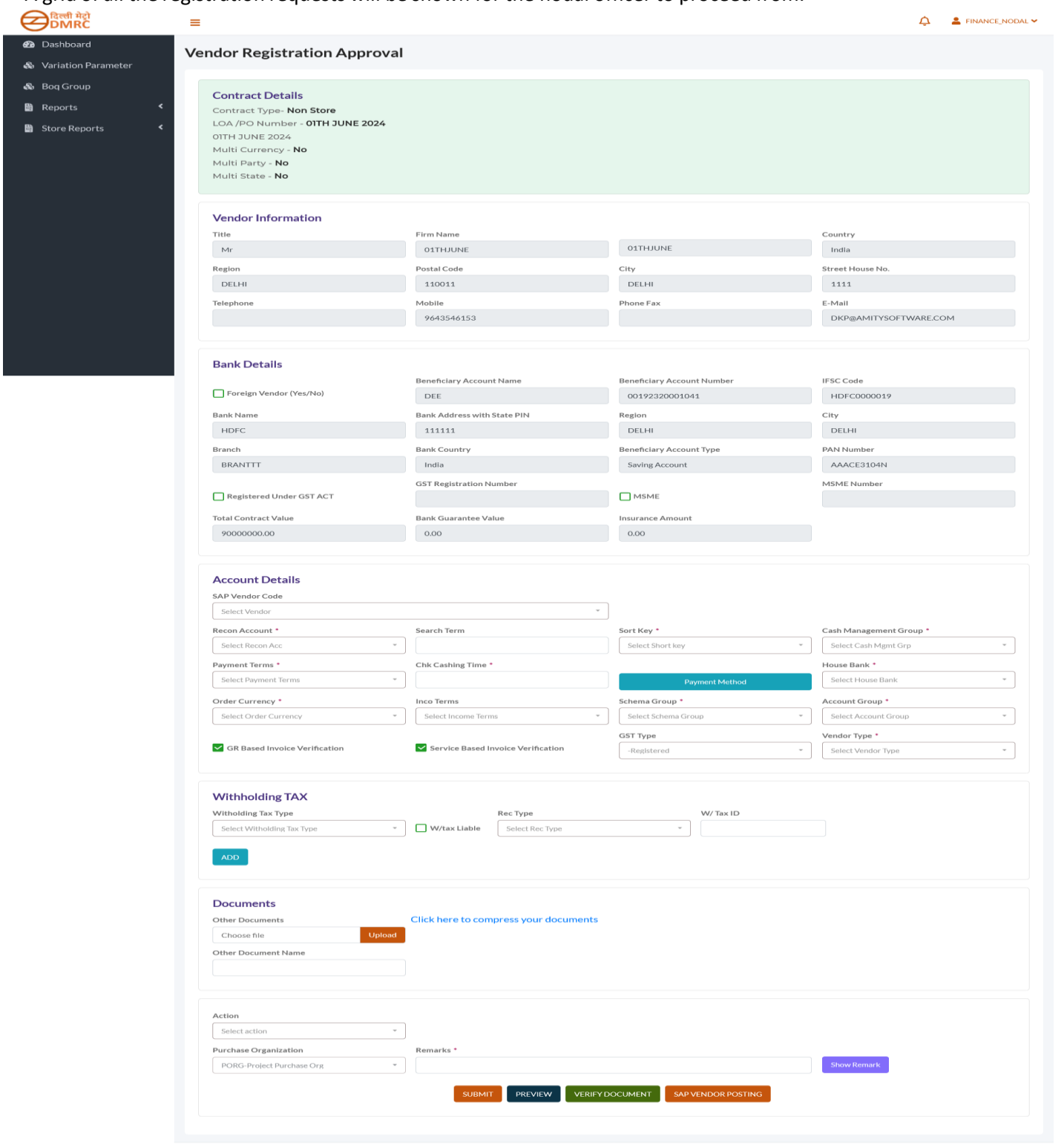
Vendor approval will follow this flow.



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



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



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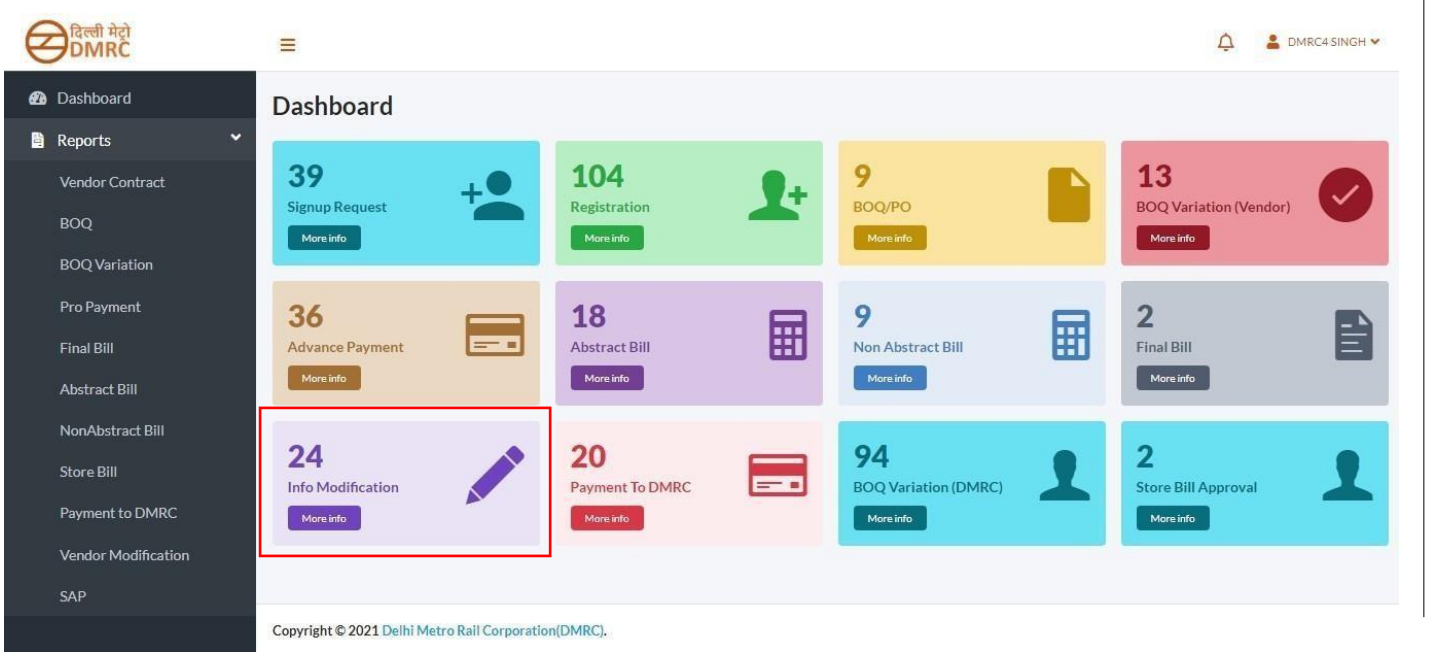
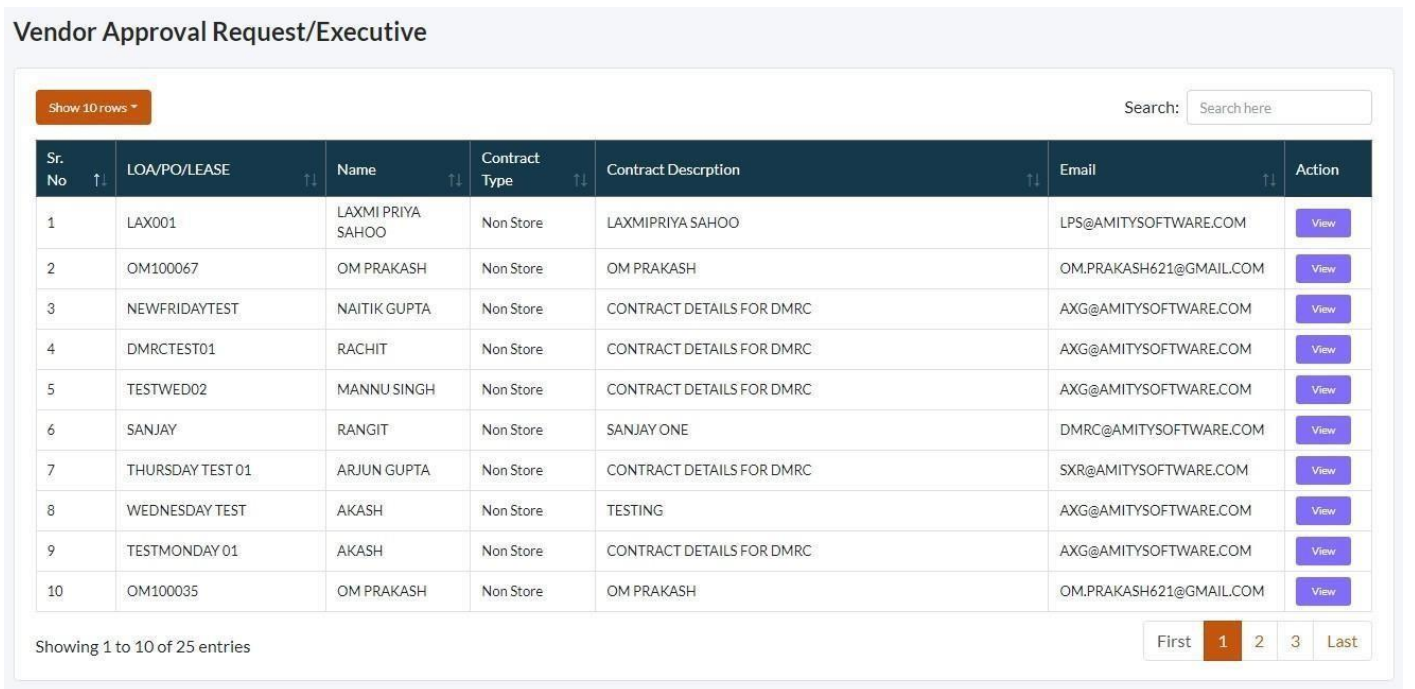
1. When choosing one request, the registration form will be opened in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax and perform 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.



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



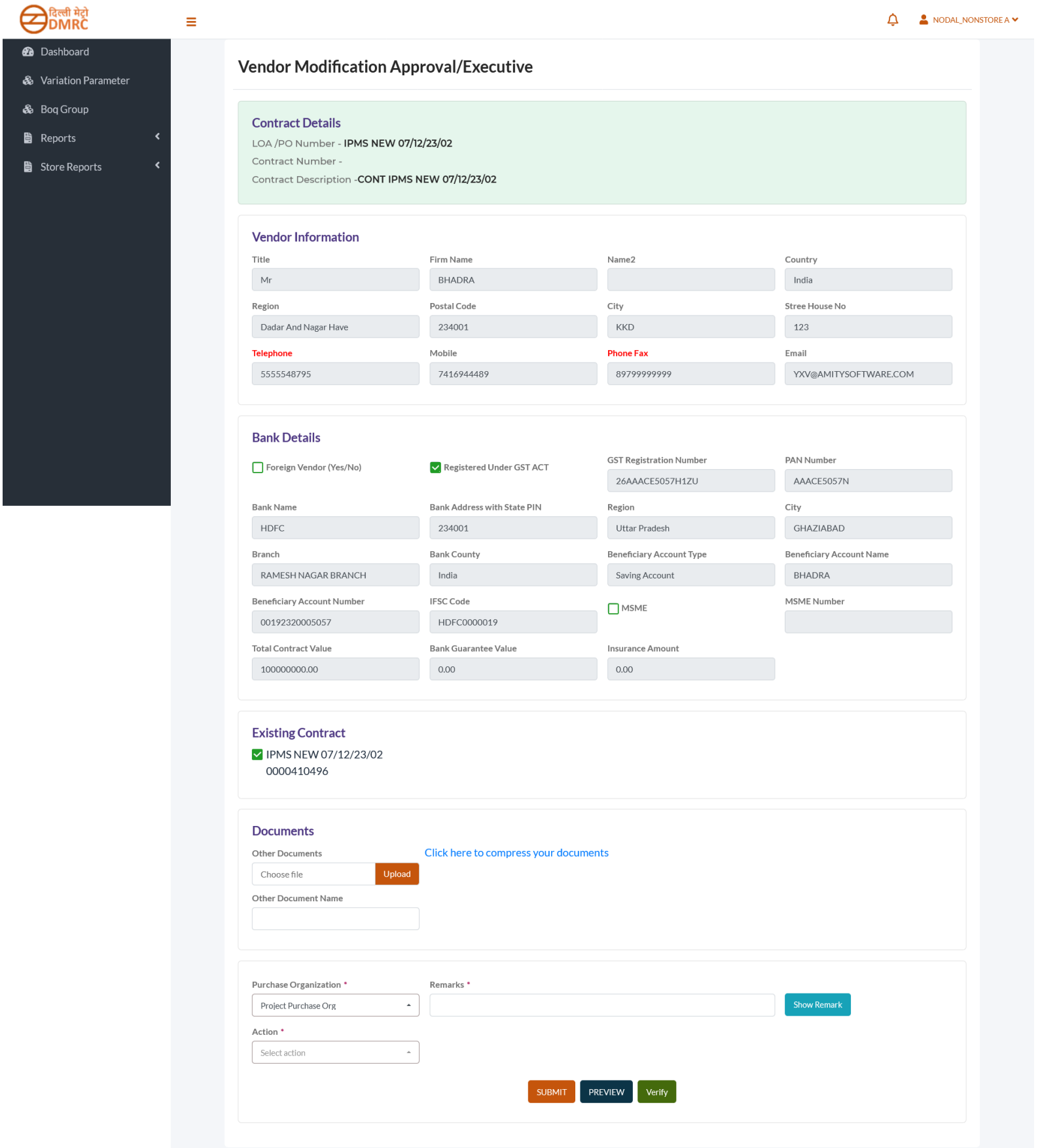
Sr. No	LOA/PO/LEASE	Name	Contract Type	Contract Descrption	Email	Action
1	LAX001	LAXMI PRIYA SAHOO	Non Store	LAXMIPRIYA SAHOO	LPS@AMITYSOFTWARE.COM	View
2	OM100067	OM PRAKASH	Non Store	OM PRAKASH	OM.PRAKASH621@GMAIL.COM	View
3	NEWFRIDAYTEST	NAITIK GUPTA	Non Store	CONTRACT DETAILS FOR DMRC	AXG@AMITYSOFTWARE.COM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

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**'.



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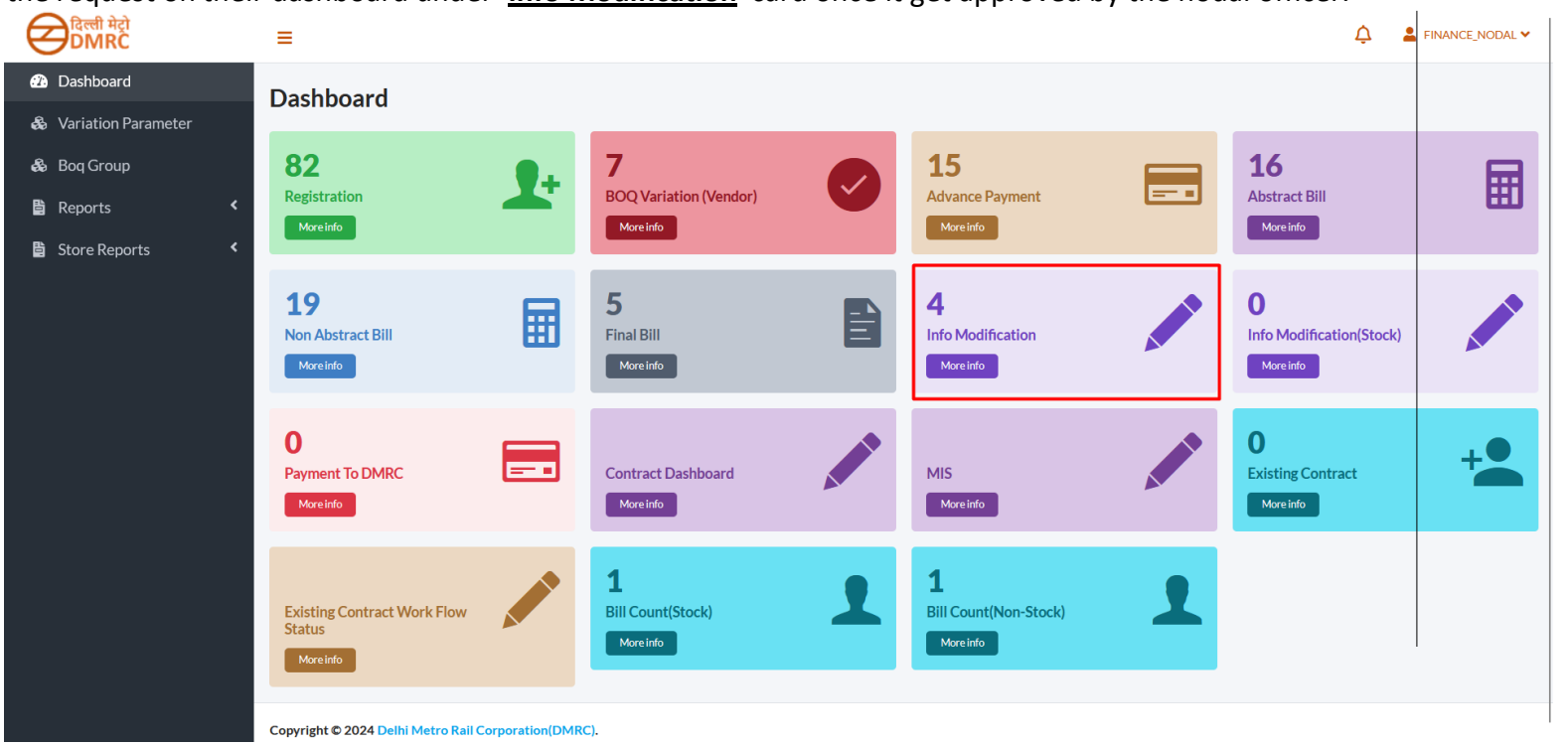
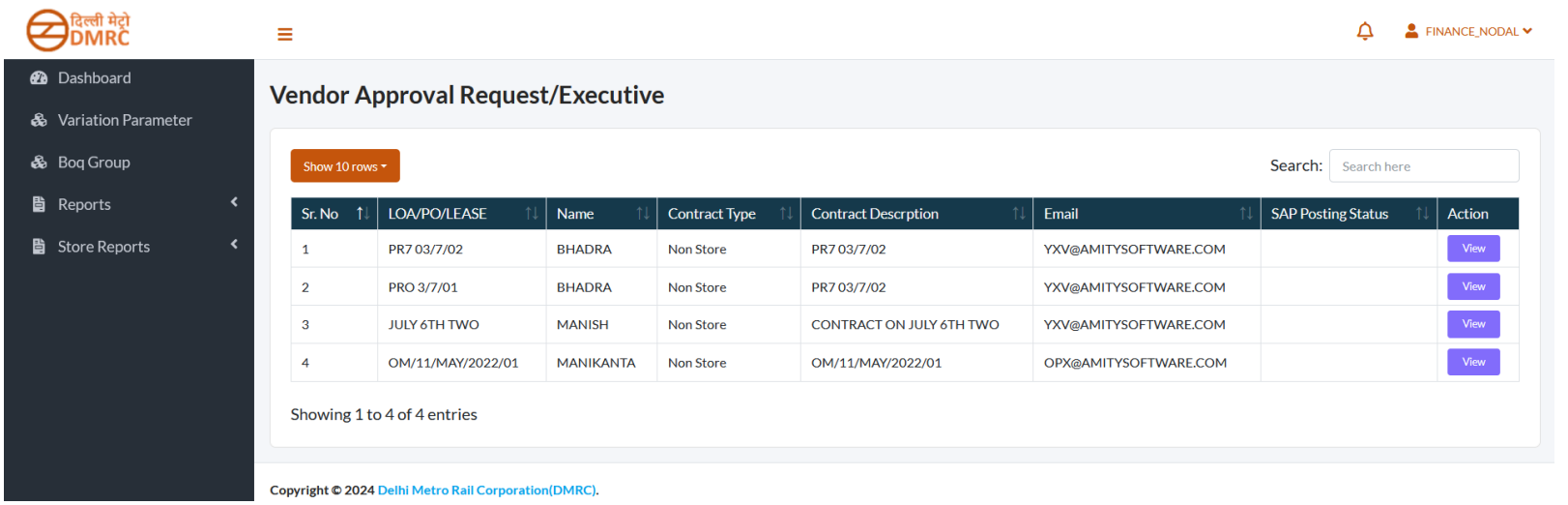
19. Vendor Modification Finance Approval

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.



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



Dashboard
Variation Parameter
Boq Group
Reports
Store Reports

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	Telephone
121211	NODIA	8800	

Mobile	Phone Fax	Email
9643546153		DKP@AMITYSOFTWARE.COM

Bank Details

☐ Foreign Vendor (Yes/No) ☐ Registered Under GST ACT

GST Registration Number:

PAN Number: ZZZCE3104N

Bank Name	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		MSME Number
00192320001041	HDFC9876543	☐ MSME	

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 - 055505

Order Currency	Inco Terms	Schema Group	Account Group
Indian Rupee	Select Income Terms	DMRC Local Vendor	DMRC - Services

☑ GR Based Invoice Verification ☑ Service Based Invoice Verification ☑ GST Type

-Registered

Vendor Type: 0001-DOM PSU

Withholding TAX

Witholding Tax Type: Select Witholding Tax Ty ☐ W/tax Liable

Rec Type: Select Rec Type

W/ Tax ID:

Existing Contract

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

Documents

Other Documents: Choose file Upload

Click here to compress your documents

Other Document Name:

Purchase Organization: Project Purchase Org

Remarks:

Show Remark

Action *: Select action

SUBMIT PREVIEW Verify SAP Posting

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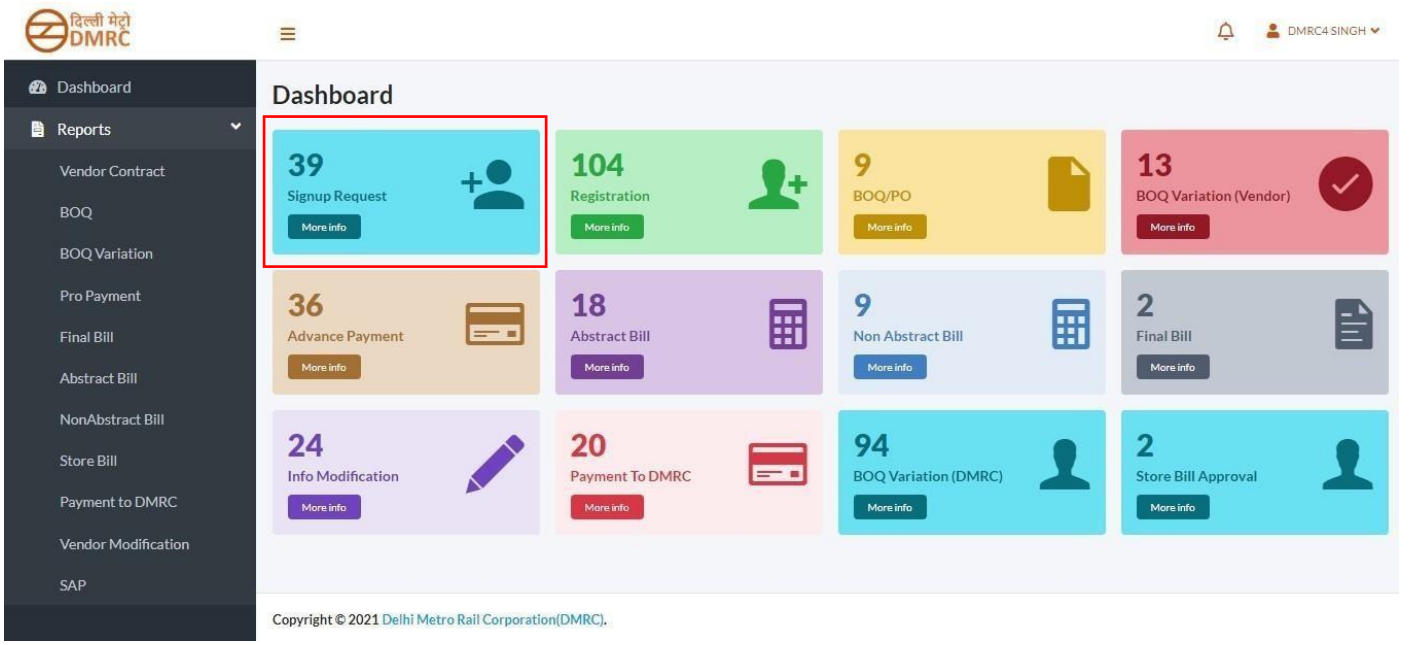
1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. The finance officer will have the option to approve but before that, SAP POSTING has to be performed by 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

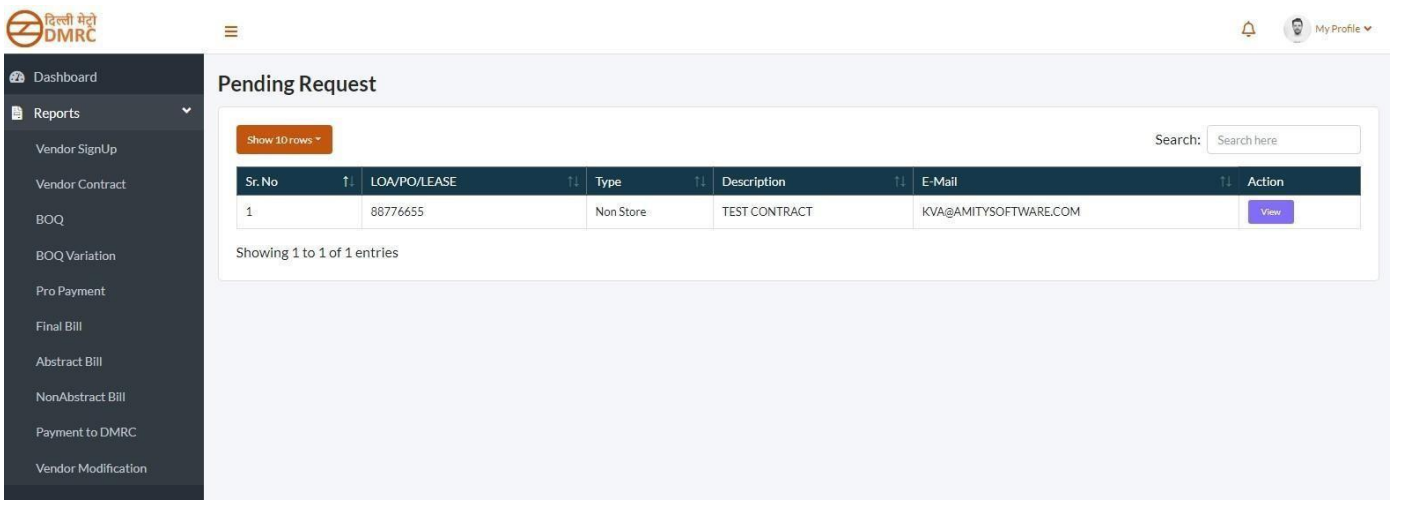
2. Store

1. SIGNUP APPROVAL NODAL OFFICER

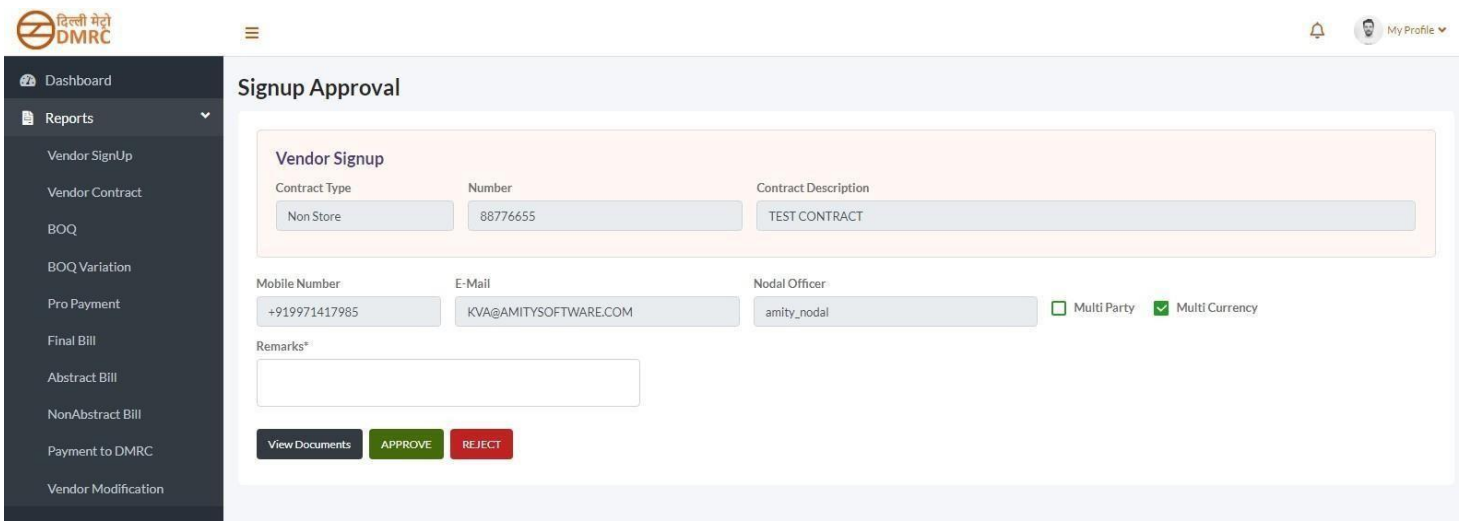
This option will be used by the executive nodal officer to approve the sign up requests generated by the vendors.



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.

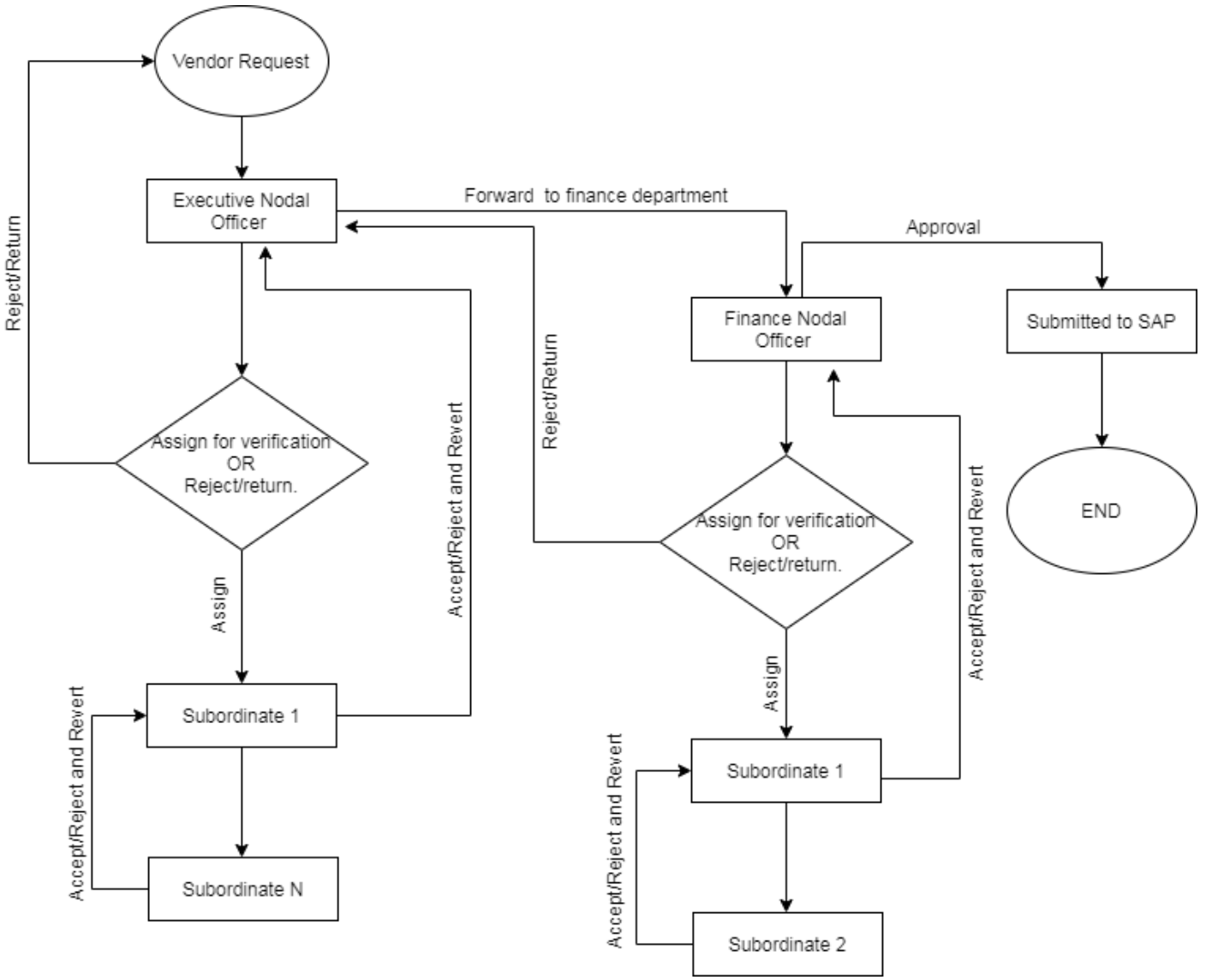


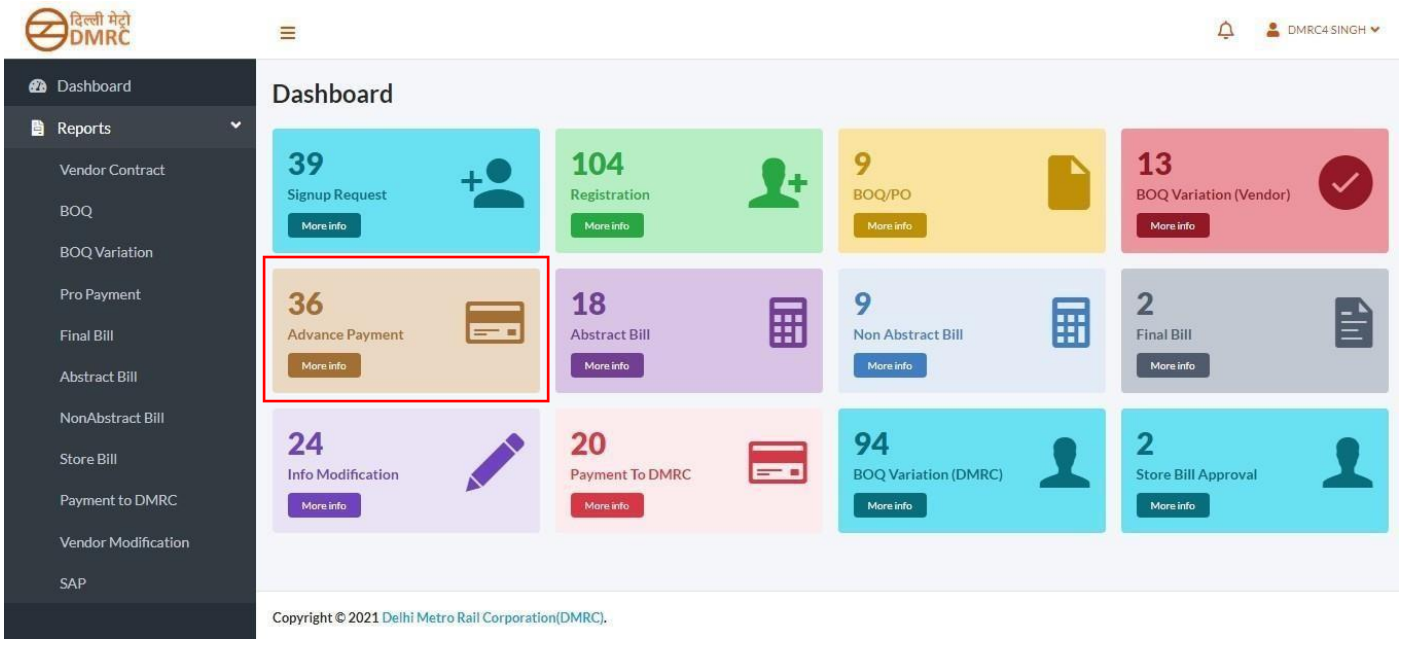
1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non editable format.
2. The nodal officer has the option to either approve or reject the request/transfer to subordinate.
3. Nodal officer also has the option to view the documents uploaded by the 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. PROVISONAL PAYMENT EXECUTIVE APPROVAL

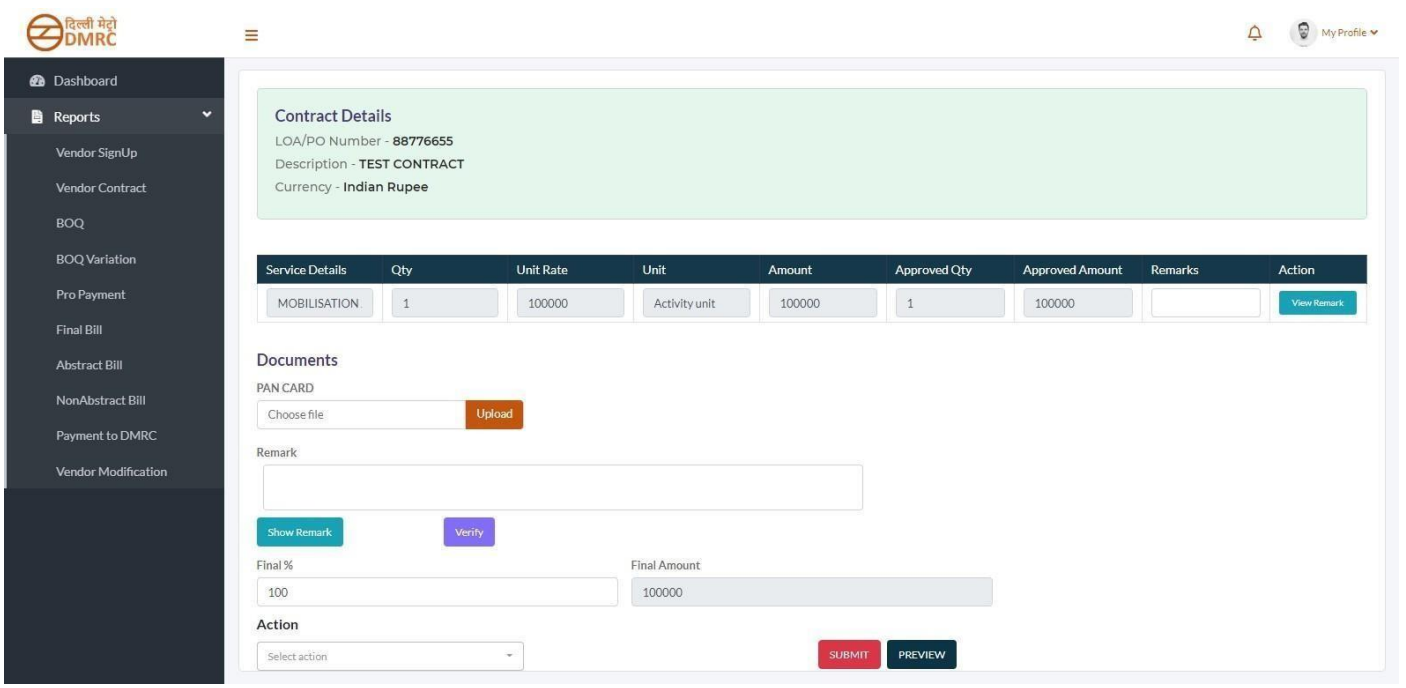
This screen will be used by the executive nodal officer to send either assign the advance payment request to his subordinate or verify himself and send it to finance nodal officer.

APPROVAL PROCESS





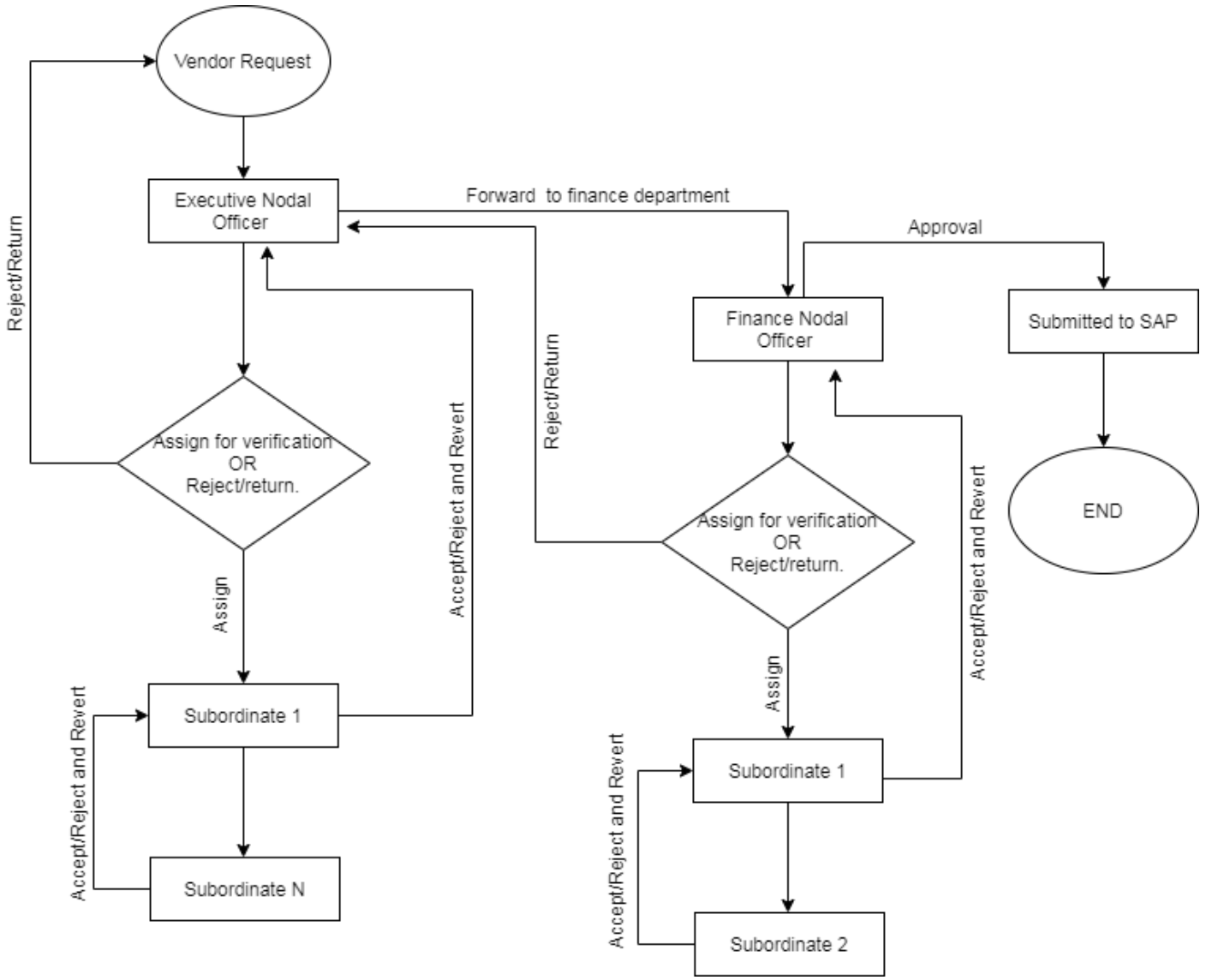
The new advance payment request will show on the dashboard under Provisional Payment.

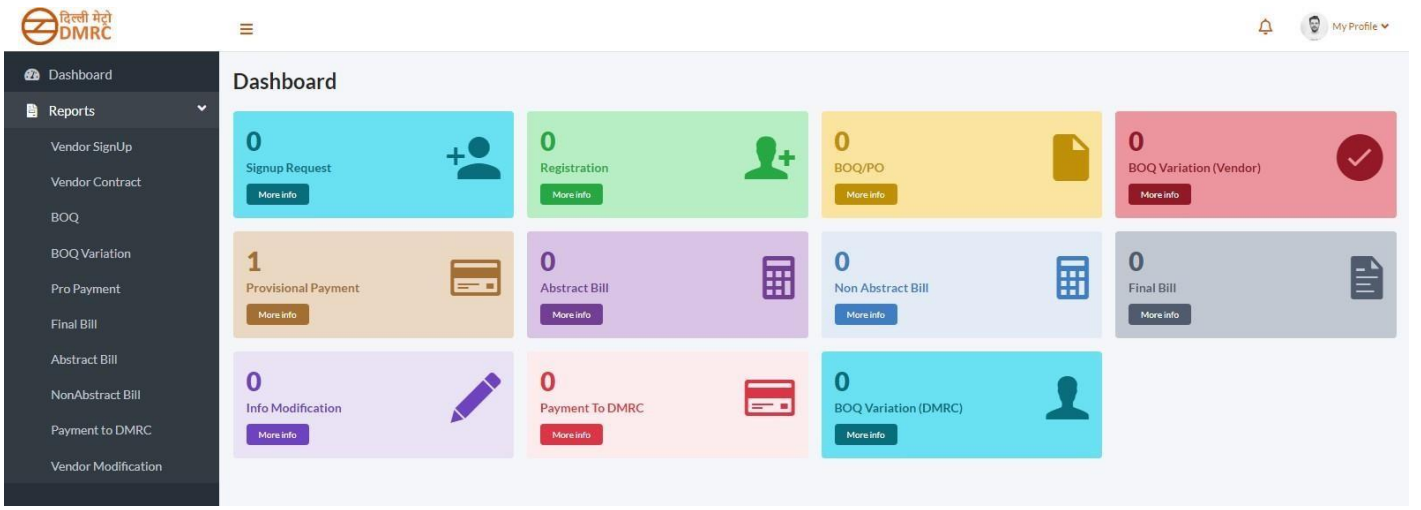


1. The advance payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The advance payment request will show in a non editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification 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

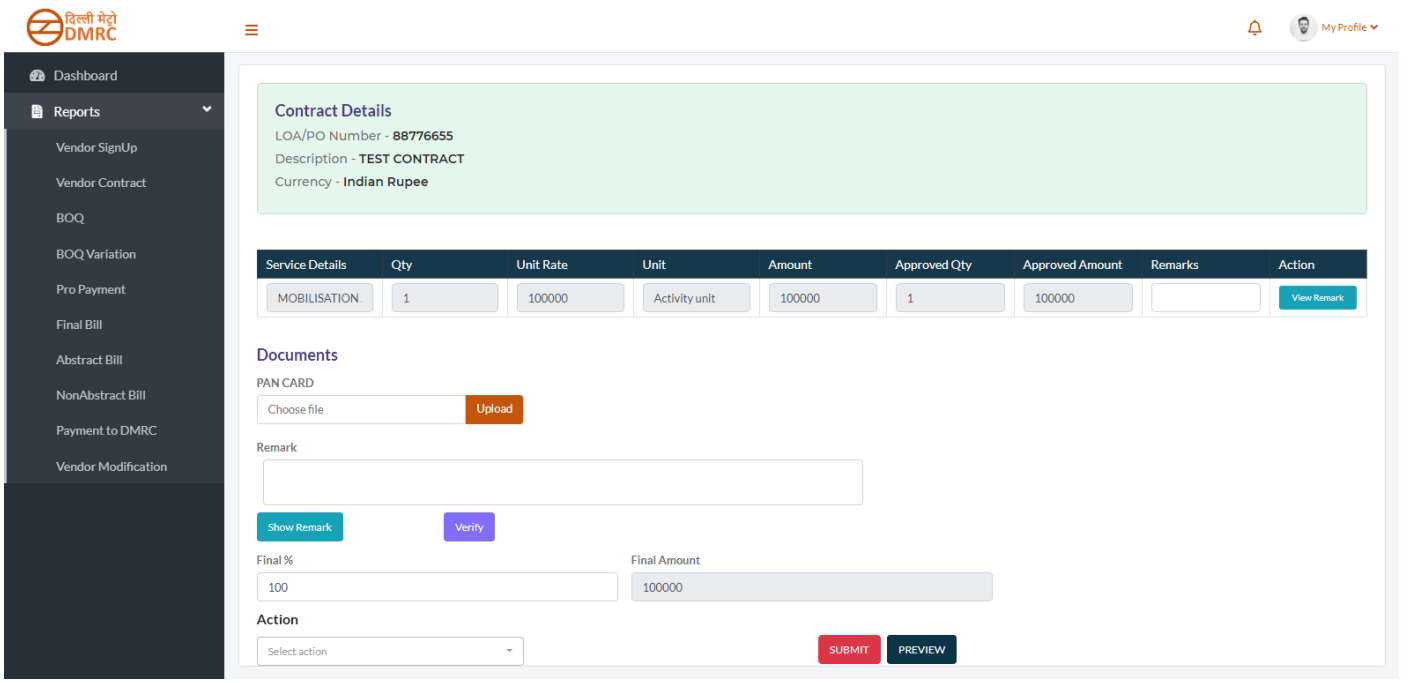
3. PROVISONAL PAYMENT FINANCE APPROVAL

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.



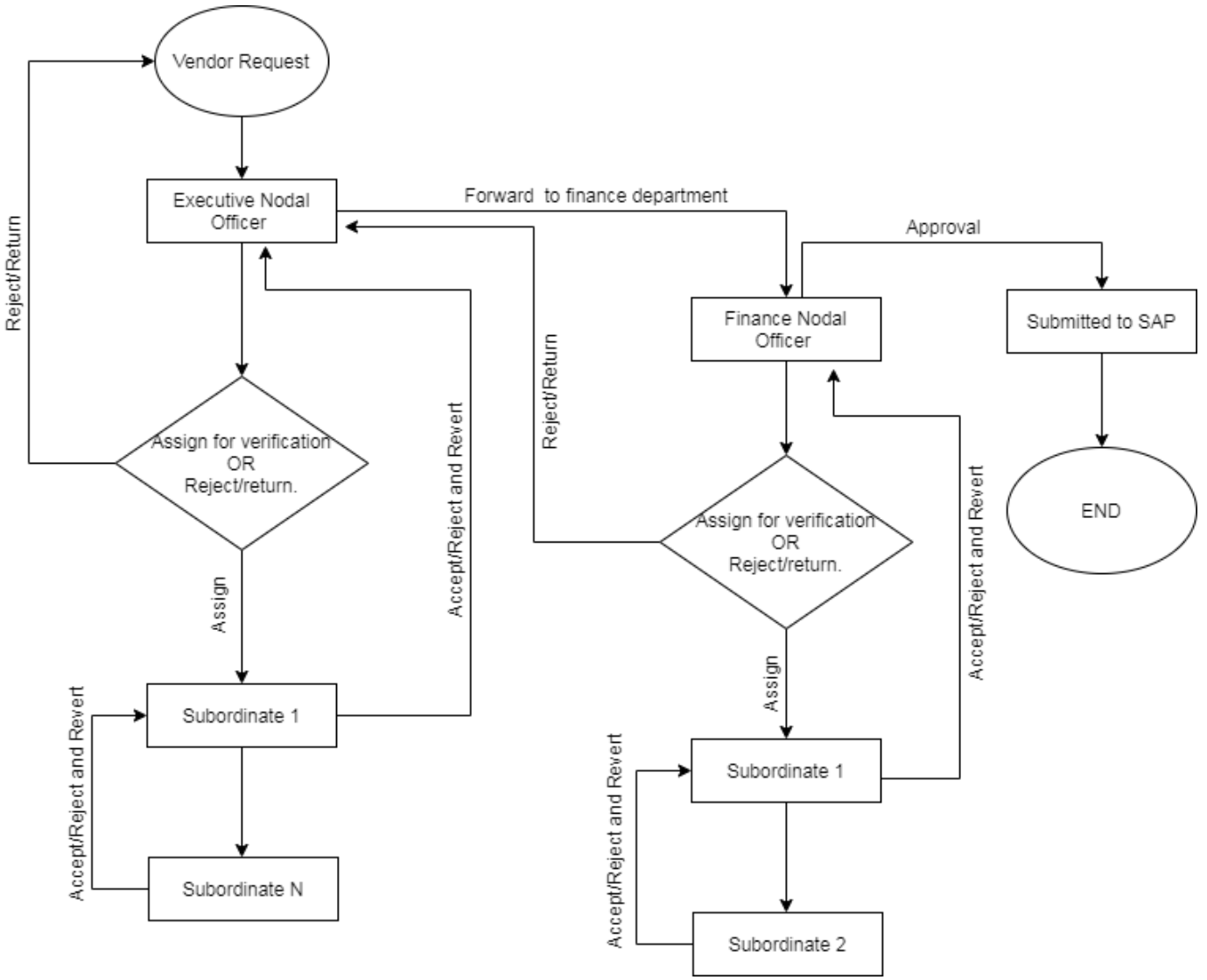
1. The provisional payment total amount can be altered by the nodal officer by changing final percentage of the amount.
2. The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to 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.

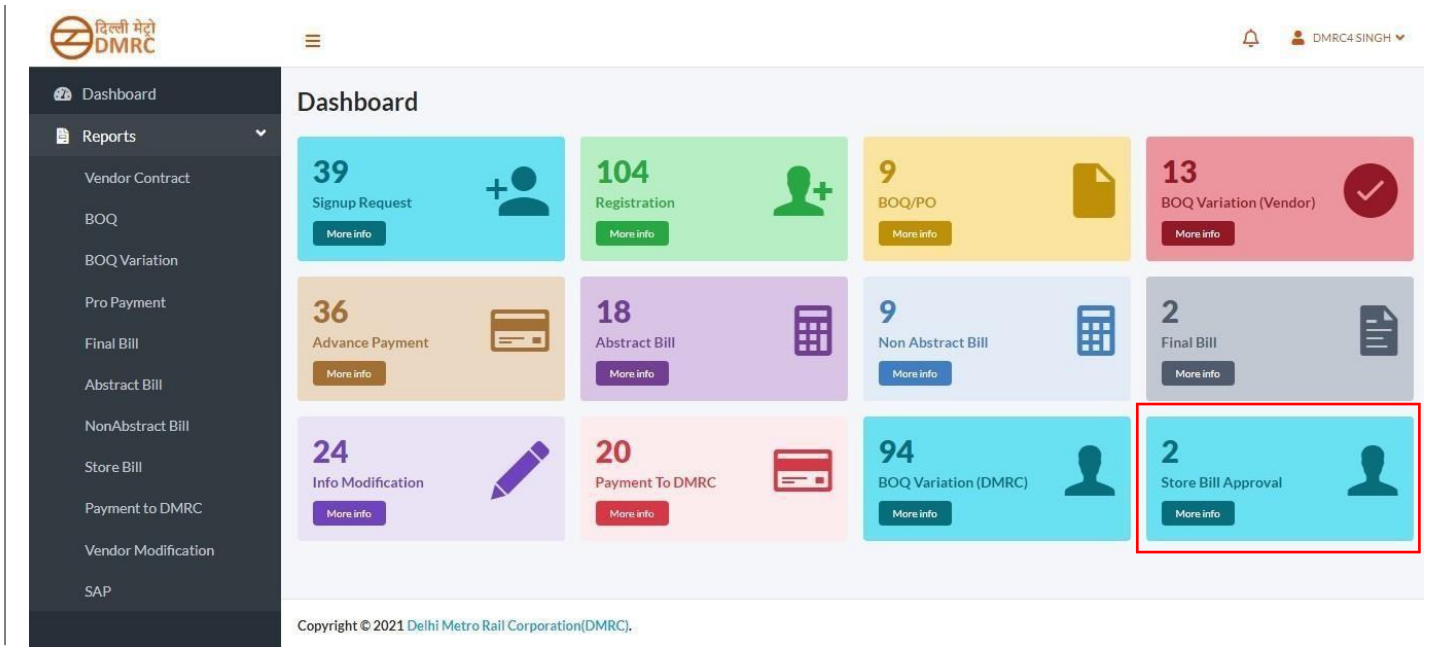
Appropriate notifications will be sent as follows:
Approve: executive and finance nodal officer
Forward for verification: finance nodal officer and verification subordinate
Reject: finance nodal officer and executive nodal officer

4. STORE BILL EXECUTIVE APPROVAL

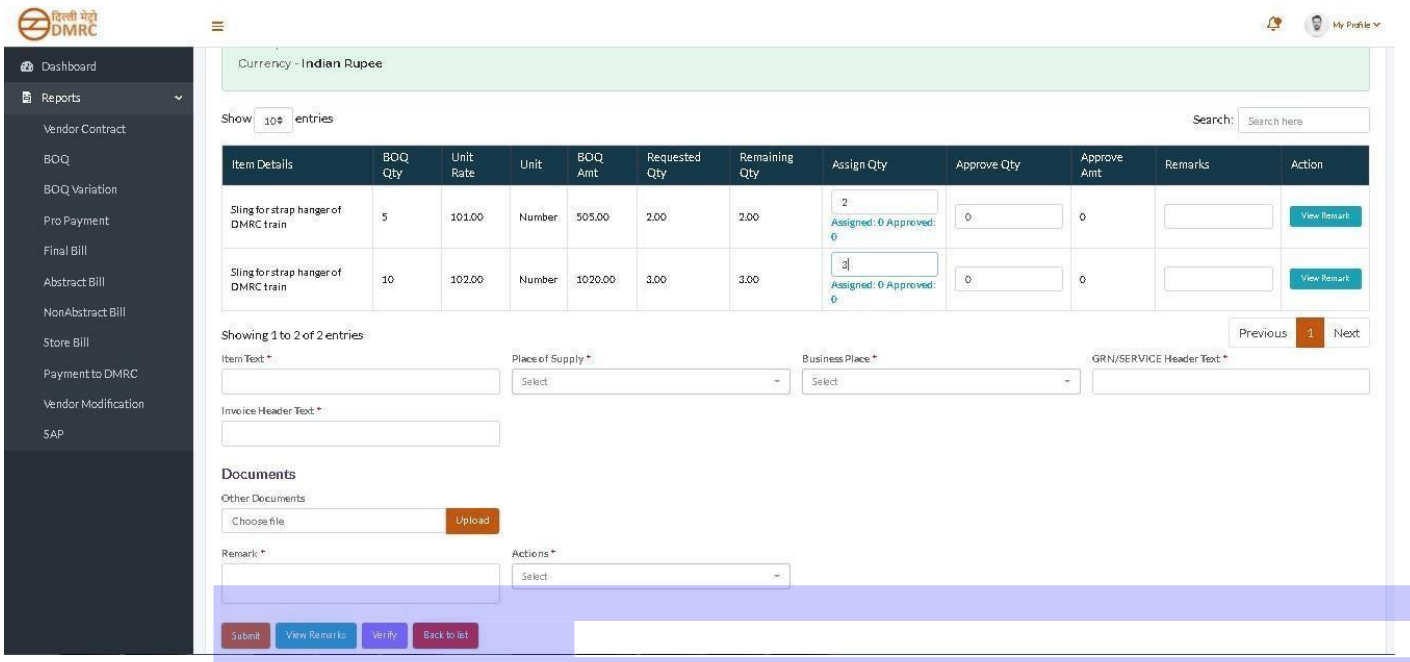
This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

APPROVAL PROCESS


Vendor Request
Executive Nodal Officer
Reject/Return
Assign for verification OR Reject/return.
Assign
Accept/Reject and Revert
Subordinate 1
Accept/Reject and Revert
Subordinate N
Forward to finance department
Reject/Return
Finance Nodal Officer
Assign for verification OR Reject/return.
Assign
Accept/Reject and Revert
Subordinate 1
Accept/Reject and Revert
Subordinate 2
Approval
Submitted to SAP
END



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



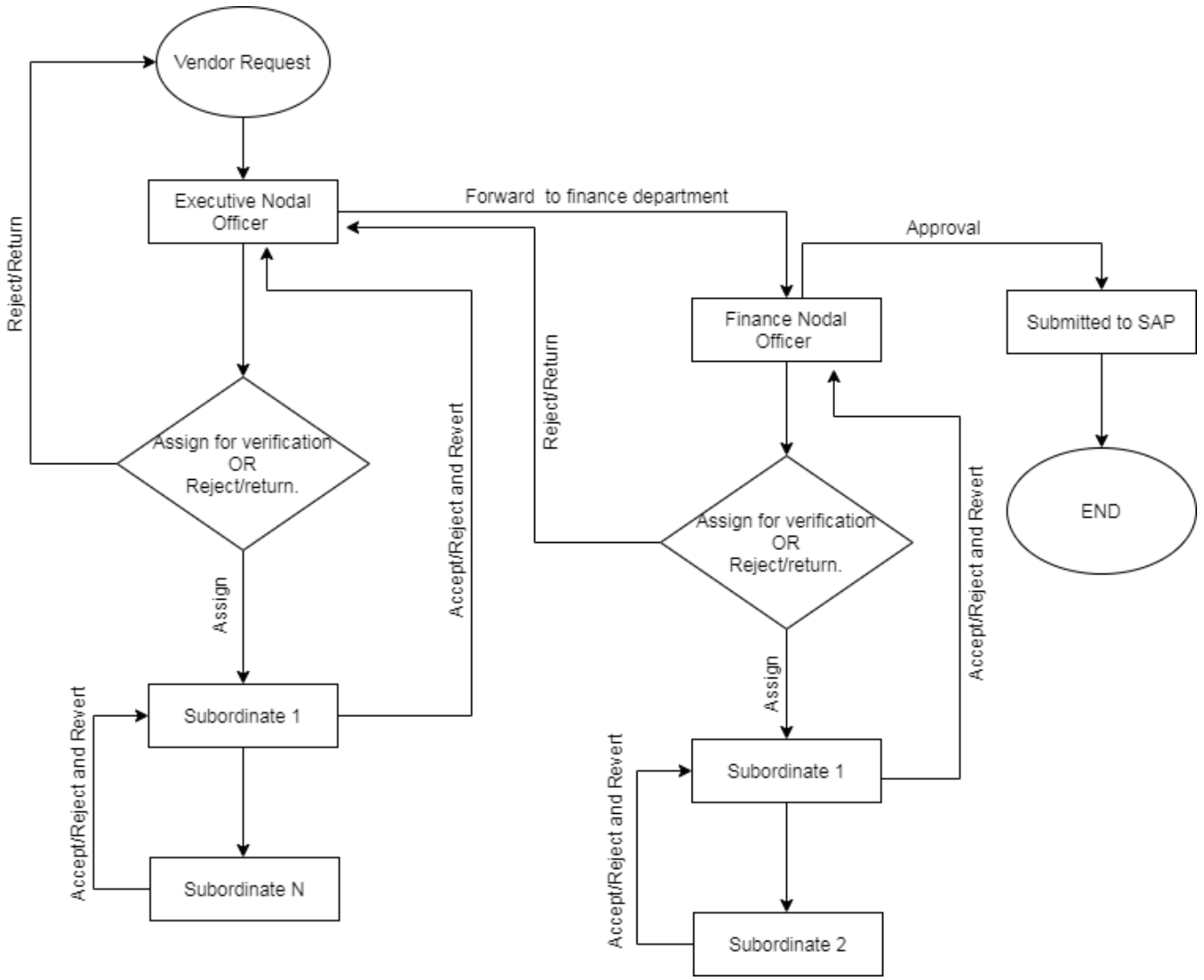
1. The purchase/nodal officer will have an option to assign different quantities for an item to different users for suitability.
2. Once a certain quantity is assigned to a certain user, their login will show a request regarding the same and an option to reject or approve.
3. That quantity will show 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.
4. Once the assigned quantity is approved from suitability officer to whom it was assigned, this will show in the '**Approved**' link for that item.
5. Once a quantity has been assigned, another request can be generated for the remaining quantity.
6. All the other inputs like Header text, Place of supply, Business place etc will be used for GRN.
7. 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.

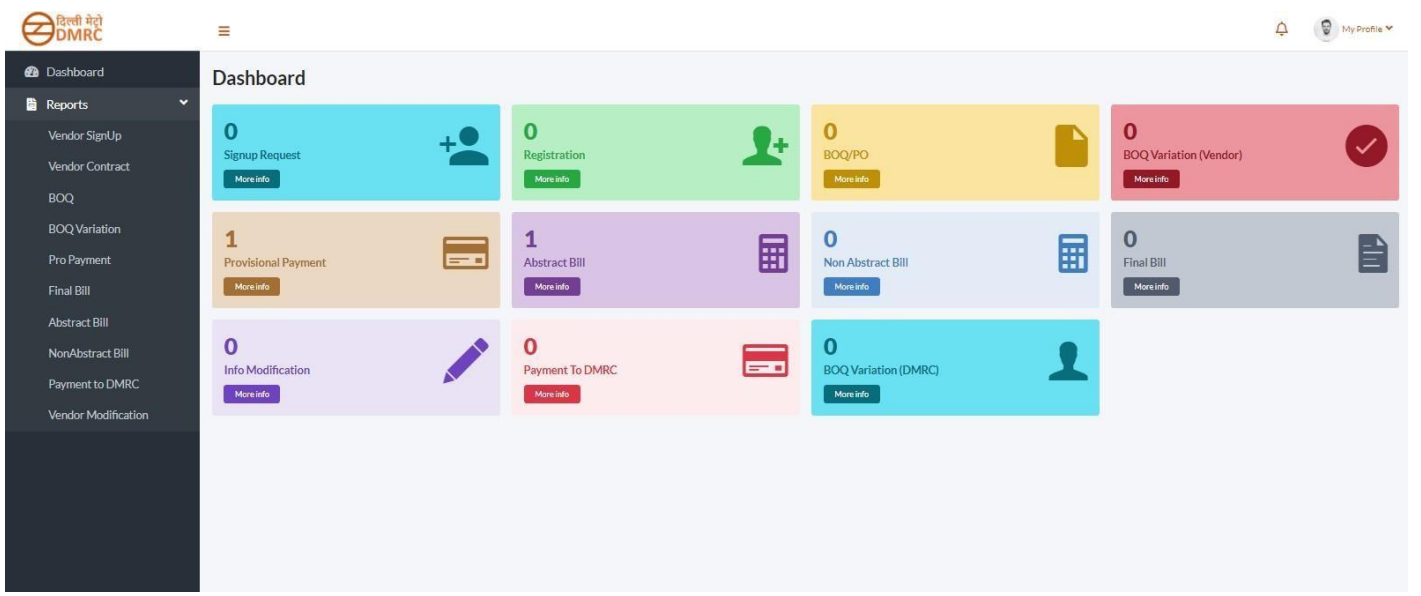
8. If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
9. The nodal officer and verification user can also view remarks of the request and the uploaded files.

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

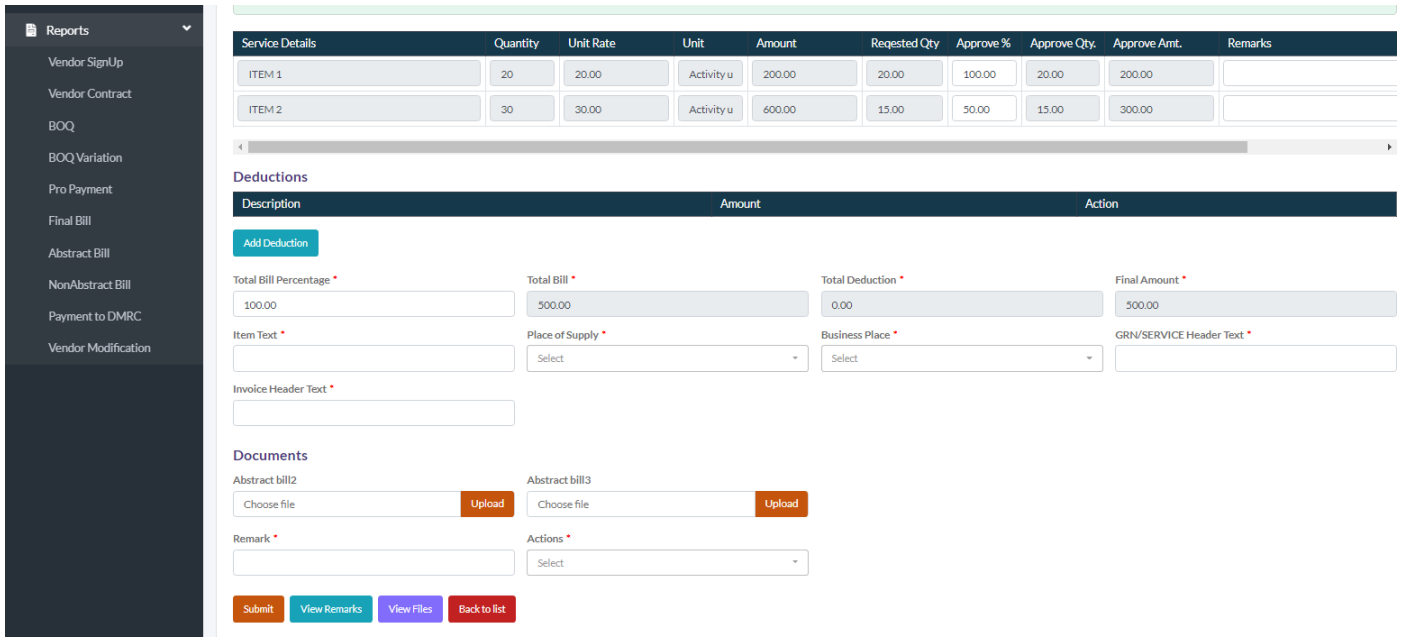
5. STORE BILL FINANCE APPROVAL

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

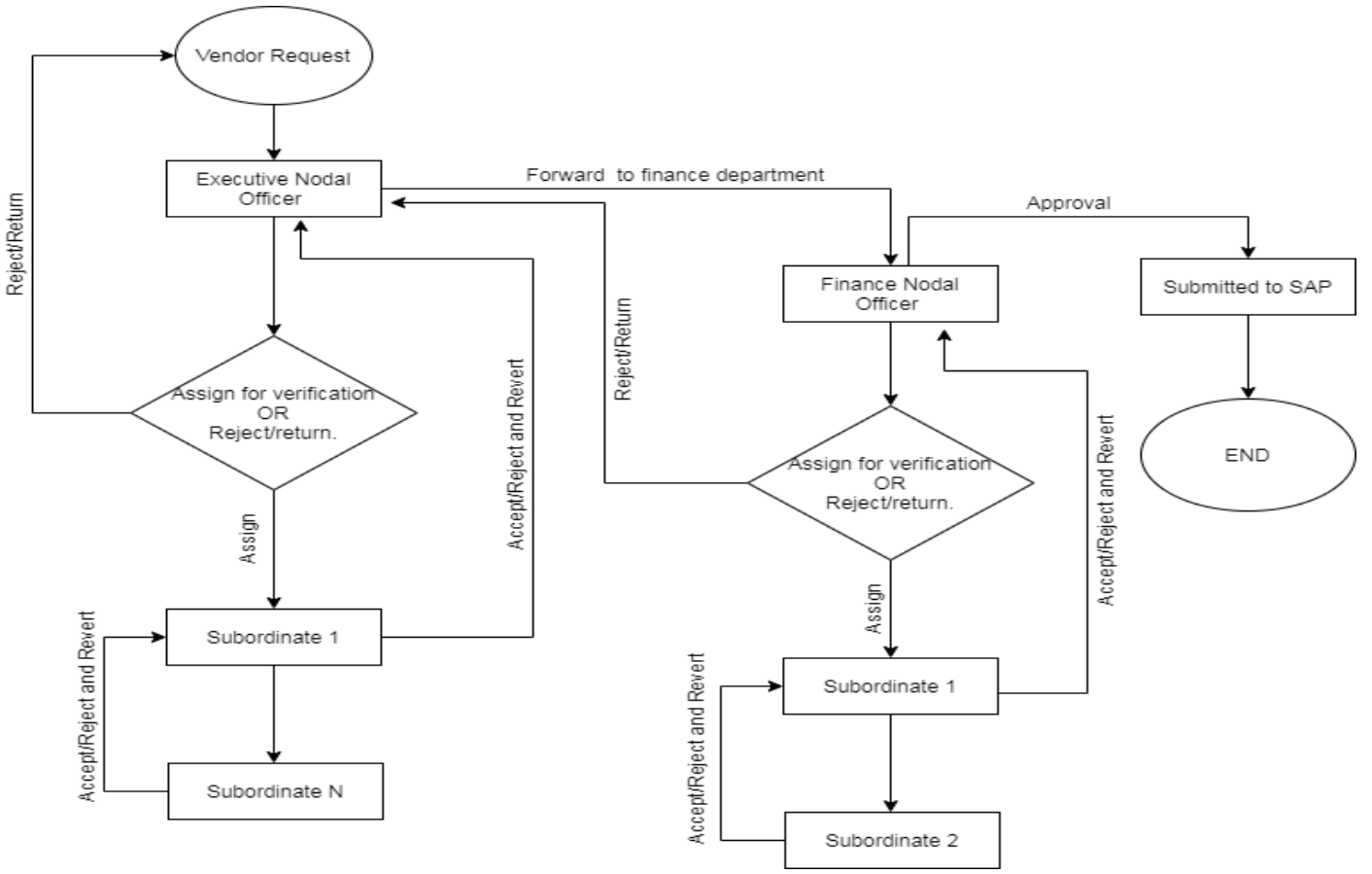


1. The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
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

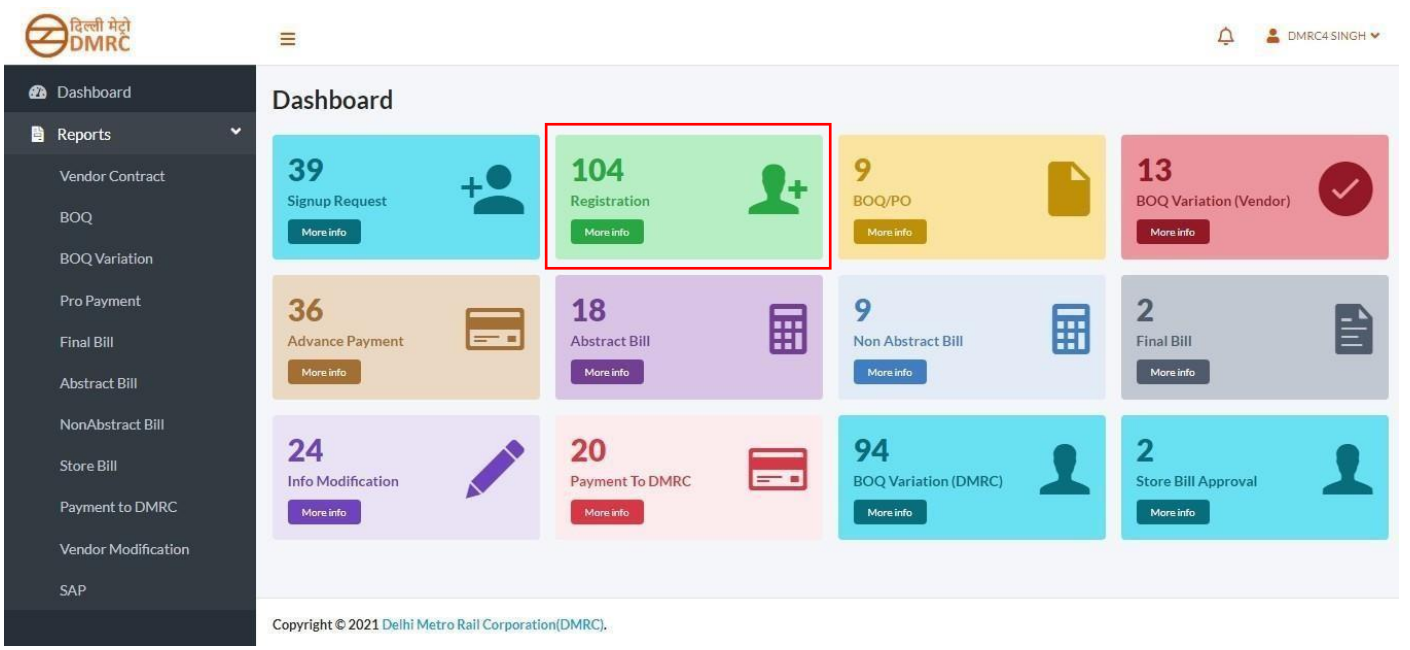
6. Add New Contract Executive Approval

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.

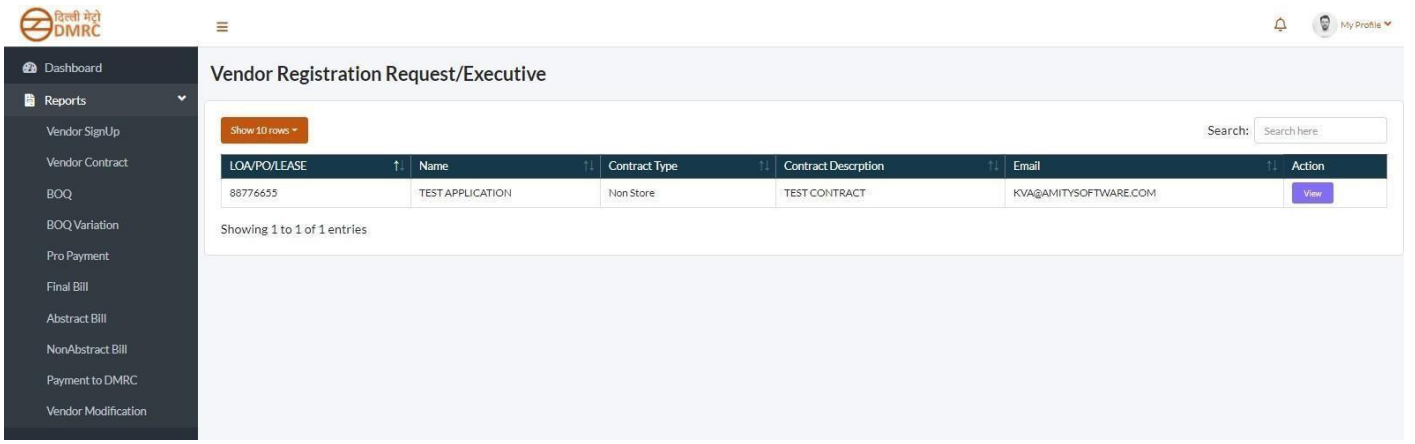
APPROVAL PROCESS



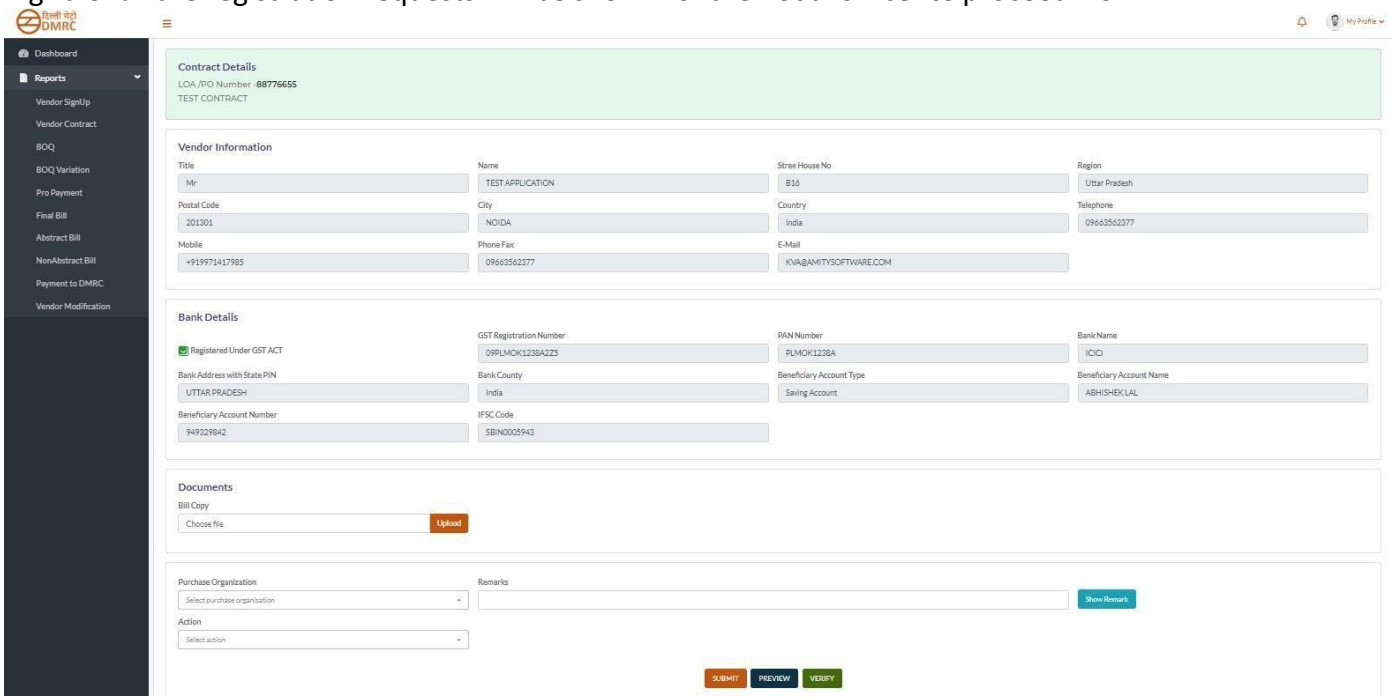
Vendor approval will follow this flow.



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



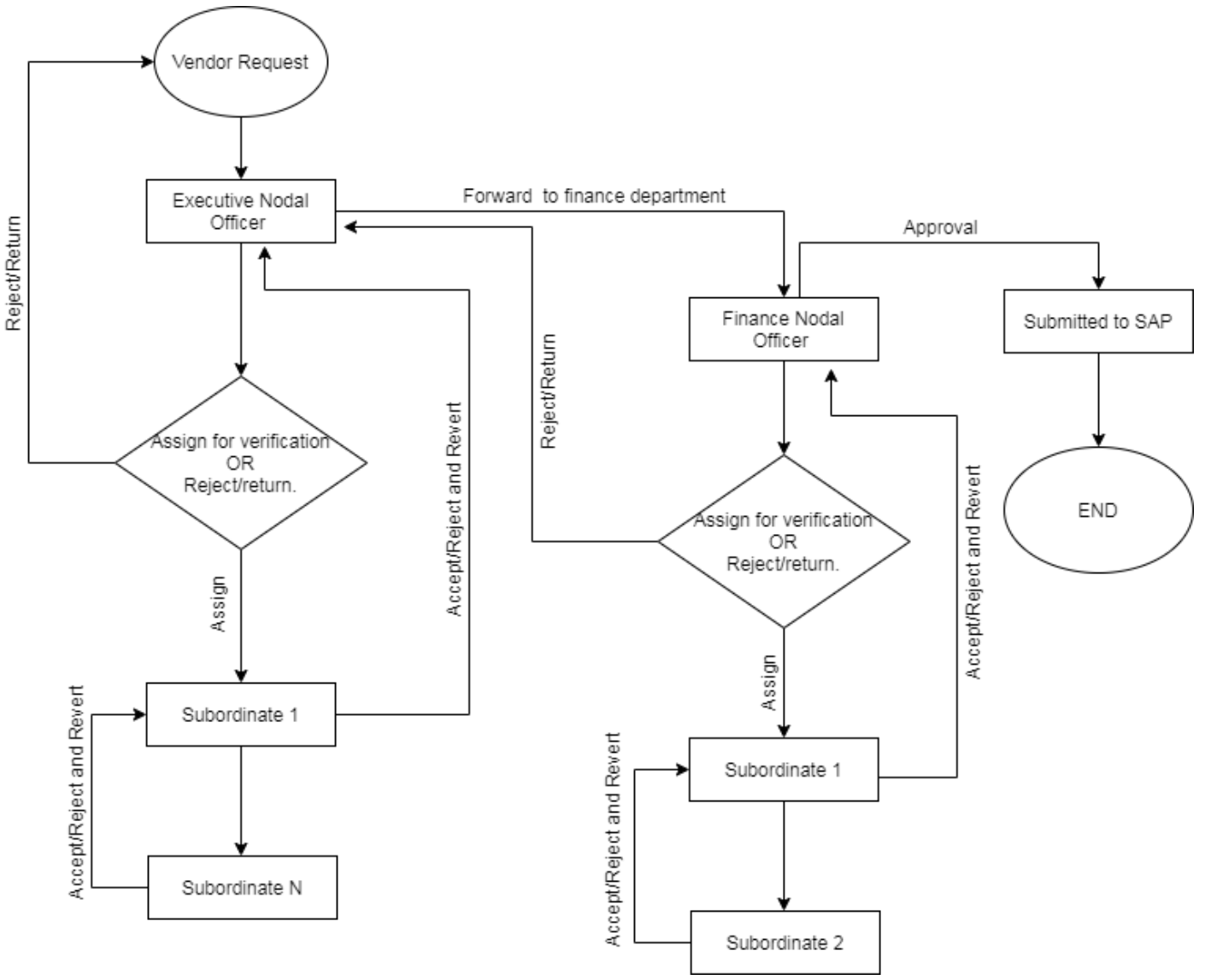
A grid of all the registration requests will be shown for the nodal officer to proceed from.



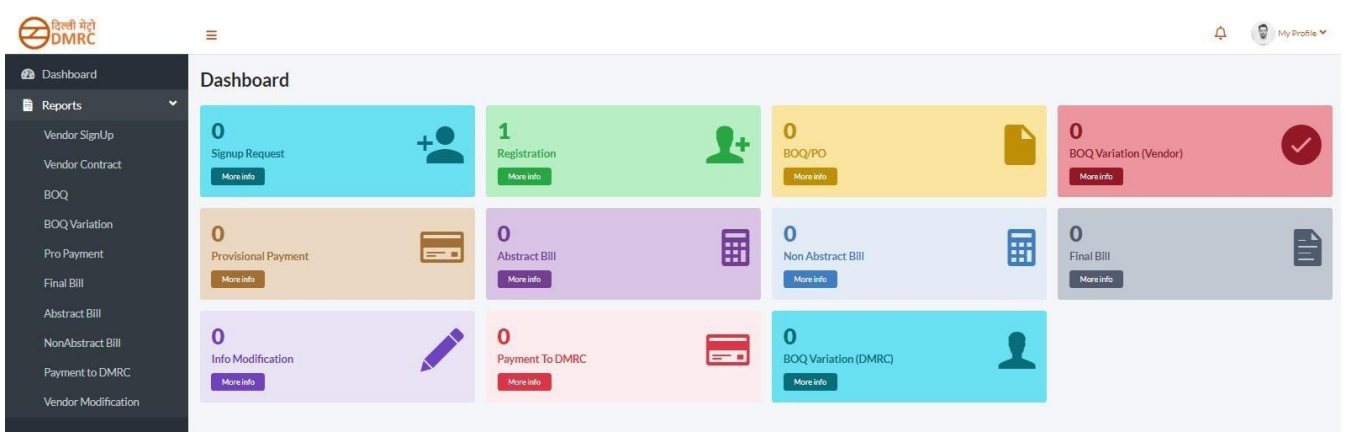
1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking ‘VERIFY’ and then either send it for verification 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

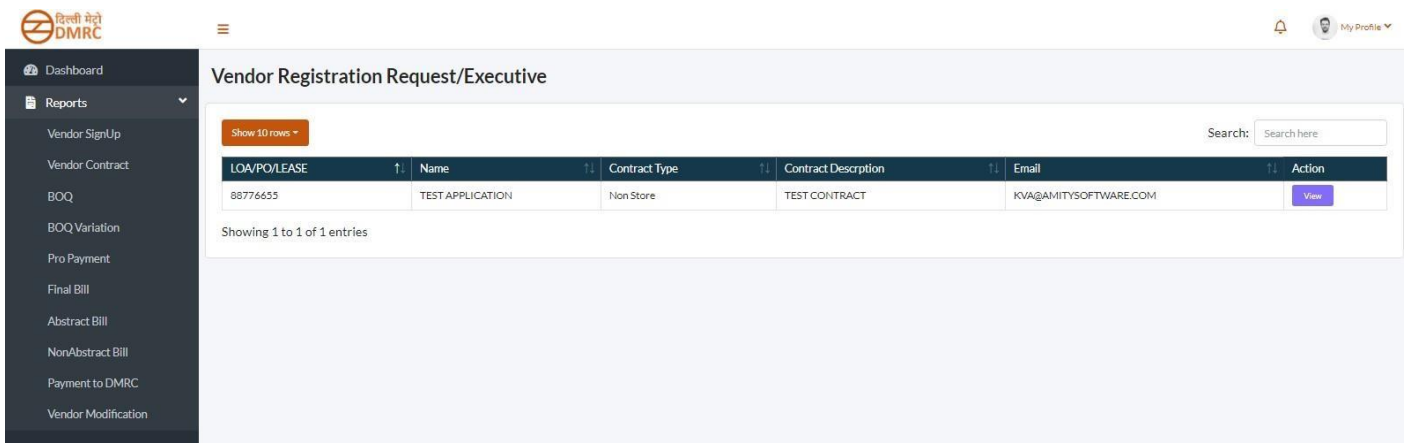
This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



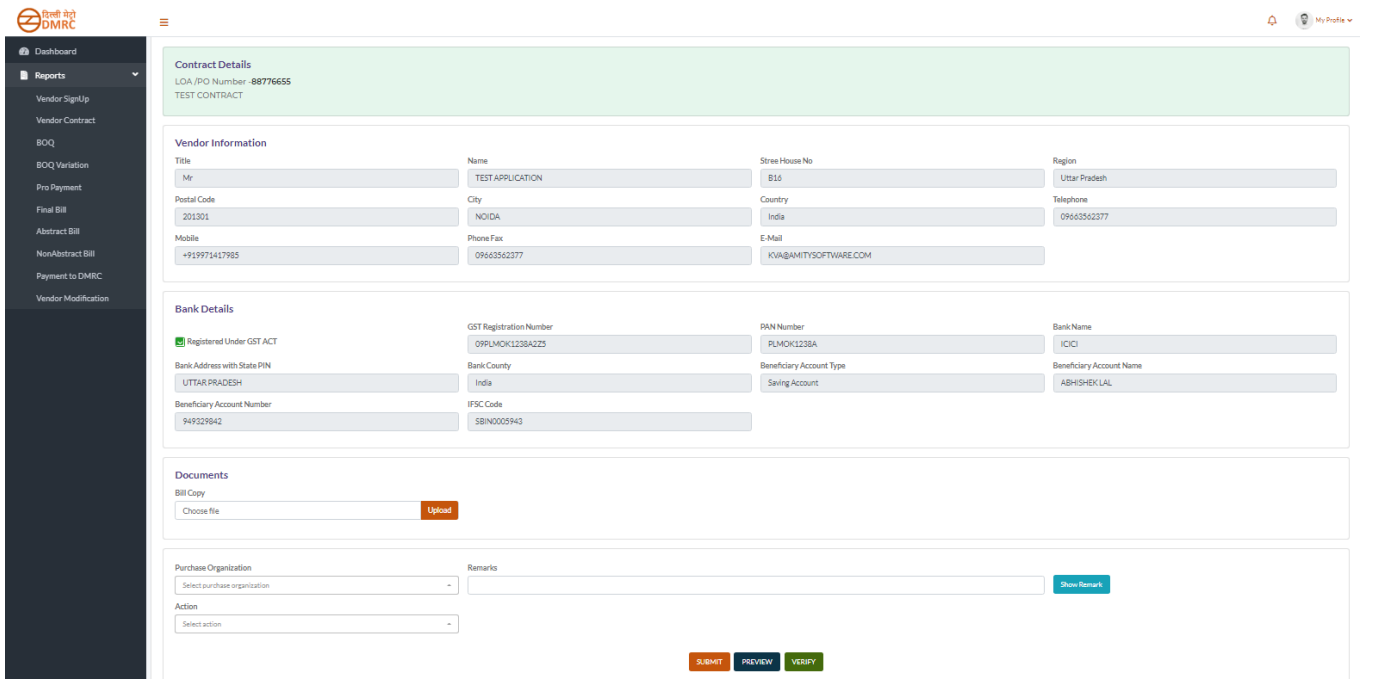
Vendor approval will follow this flow.

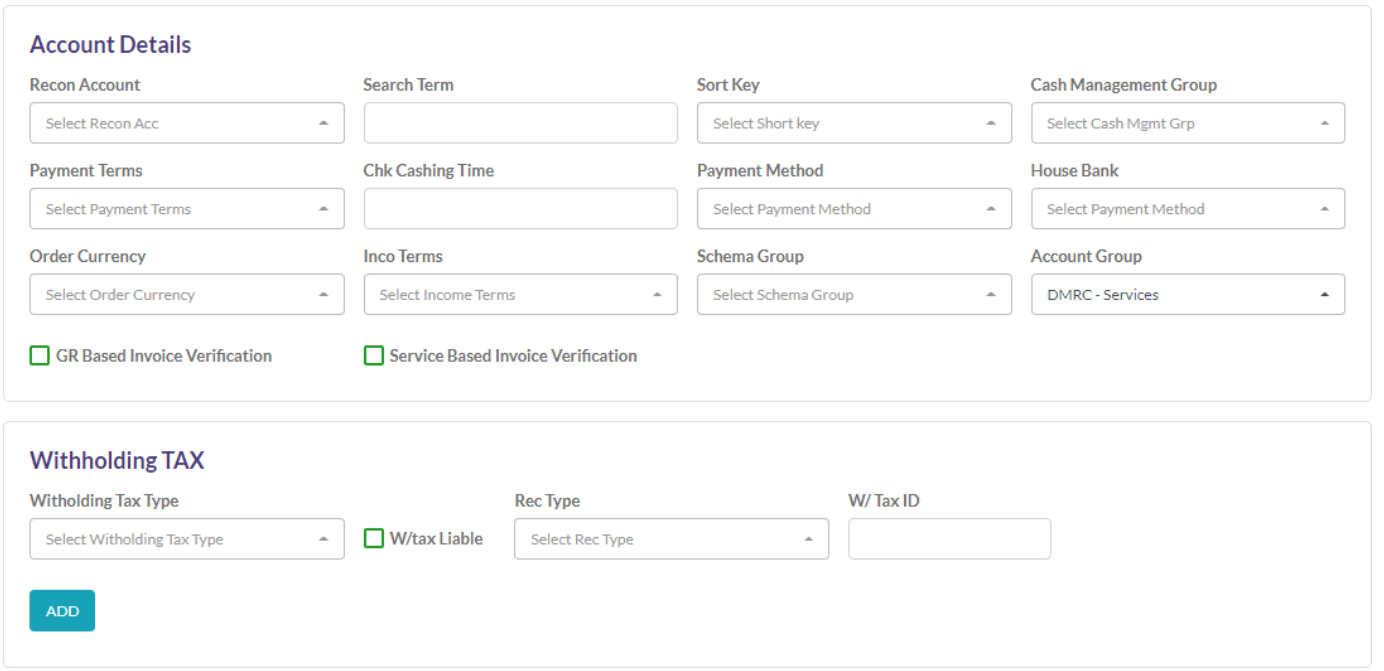


All the pending registration requests will be shown in the dashboard.



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





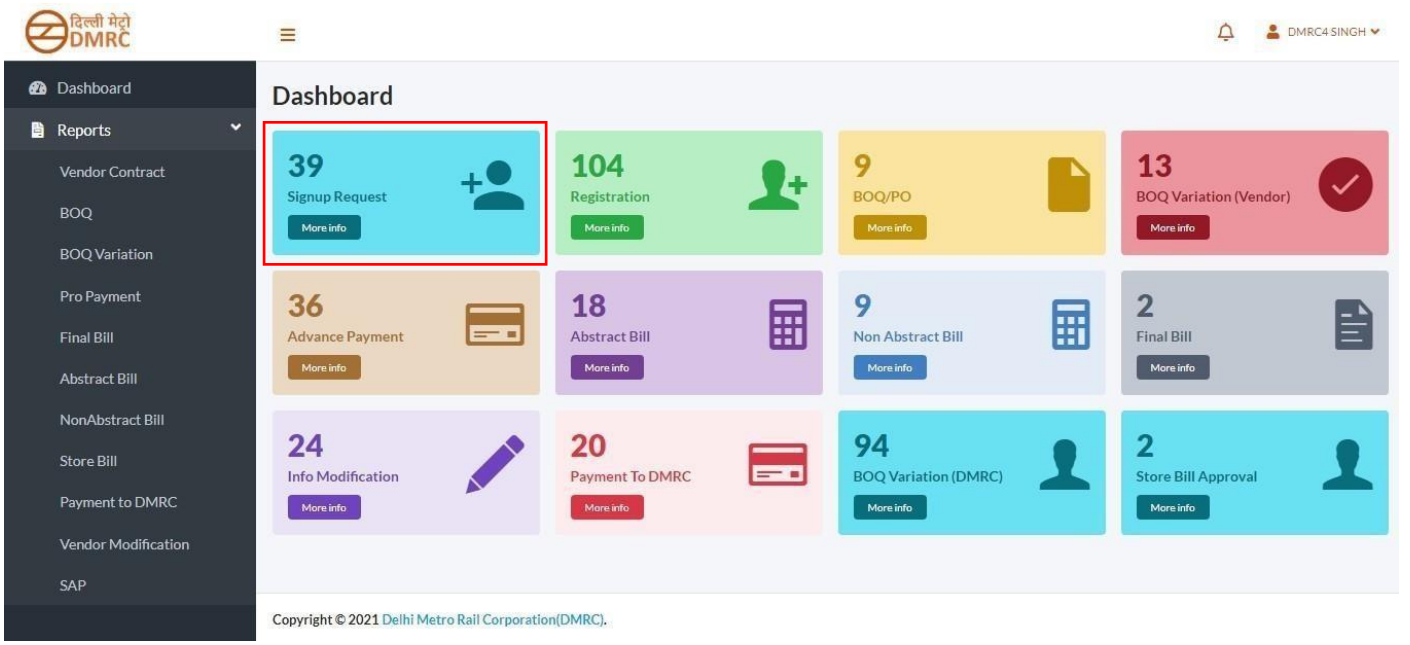
1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
4. All the account 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

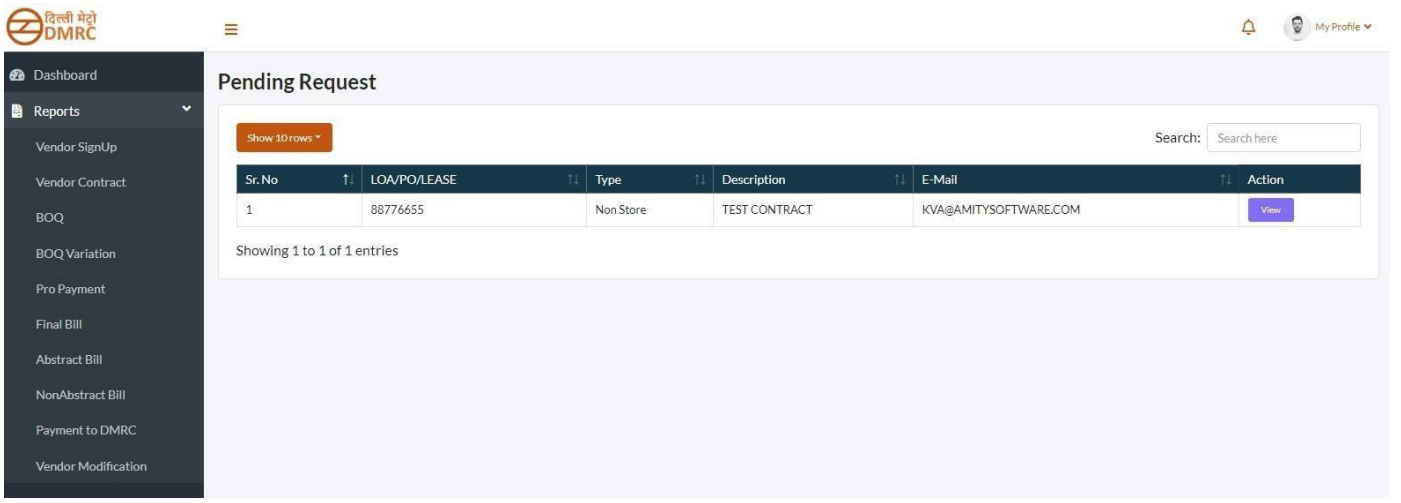
3. Lease

1. SIGNUP APPROVAL NODAL OFFICER

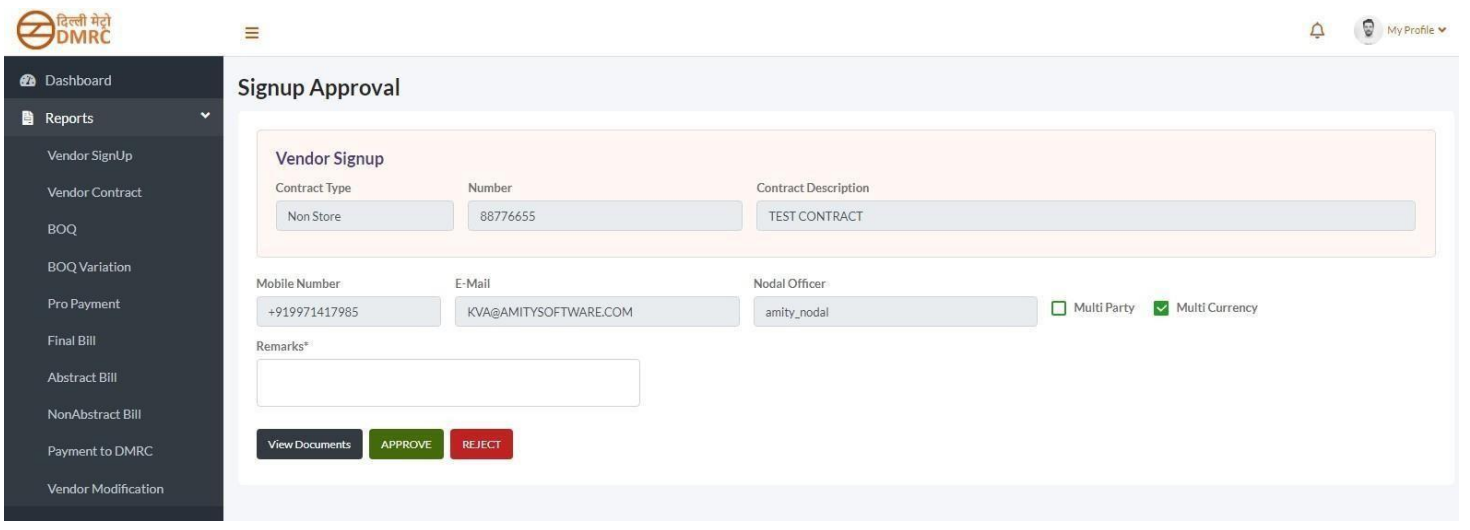
This option will be used by the executive nodal officer to approve the sign up requests generated by the vendors.



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.

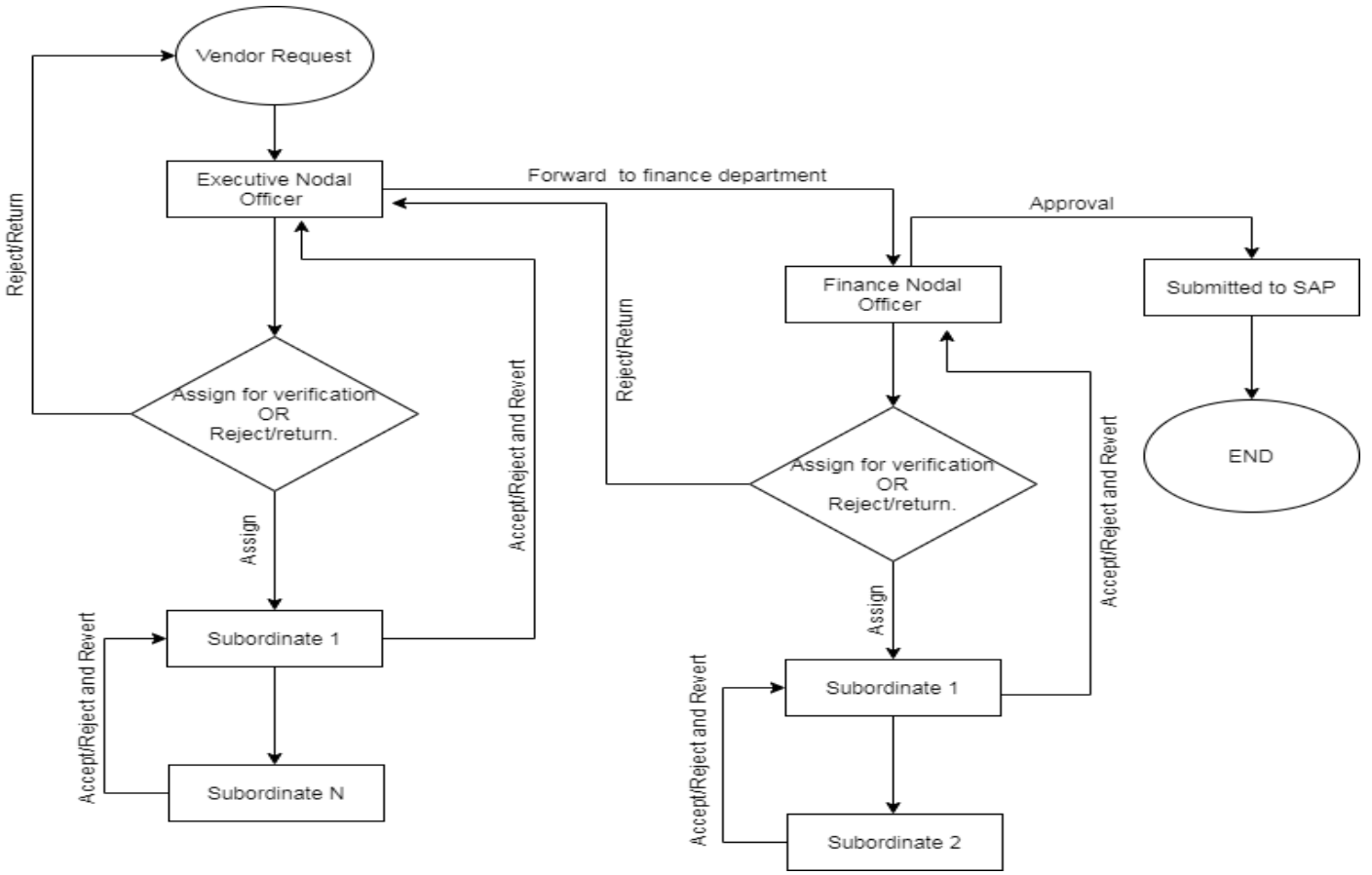


1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non editable format.
2. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
3. DMRC official can upload documents.
4. Documents uploaded in all previous steps of approval 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.

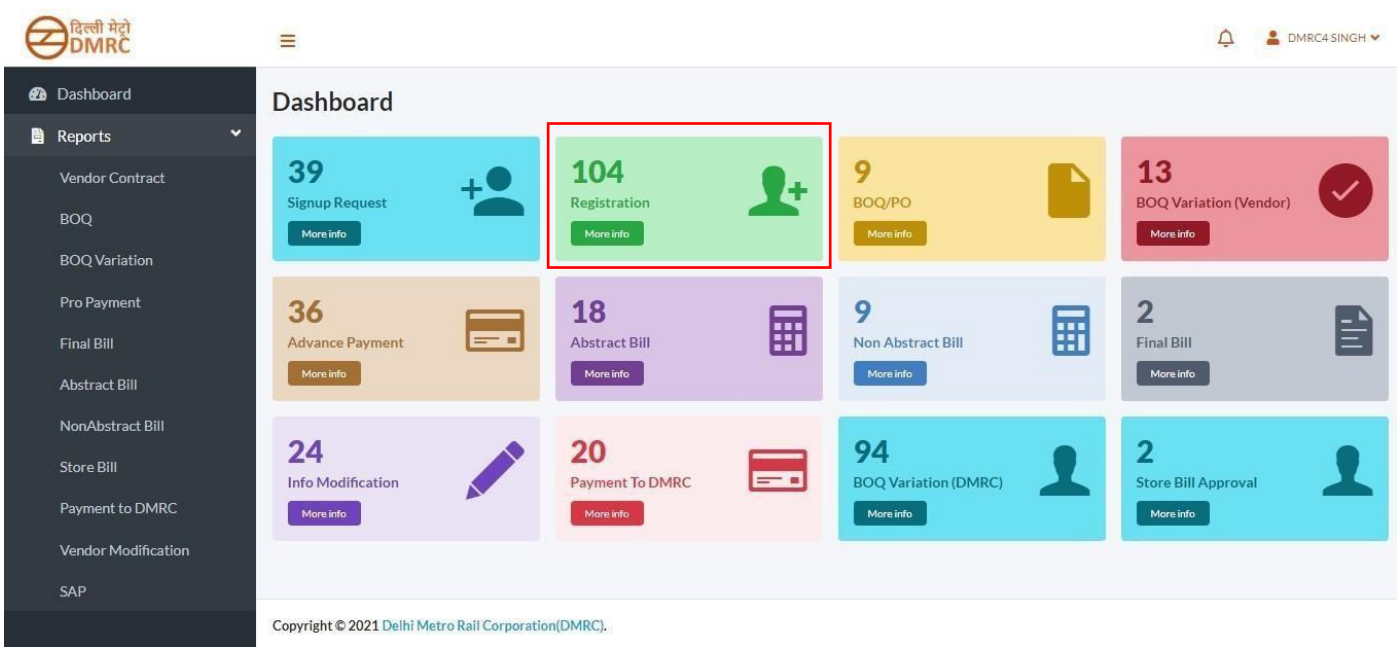
2. VENDOR ONBOARDING EXECUTIVE NODAL APPROVAL

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.

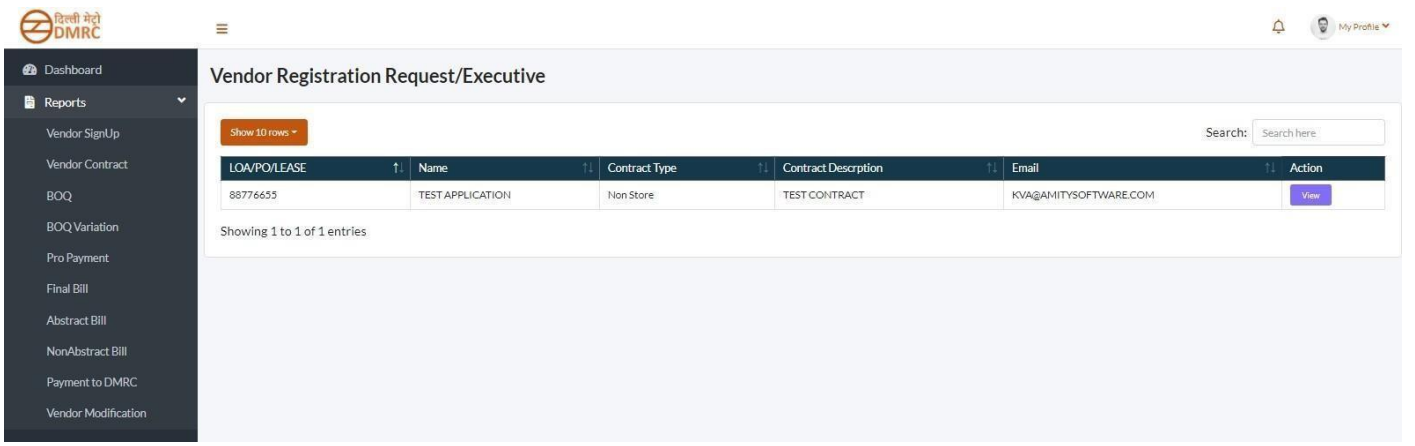
APPROVAL PROCESS



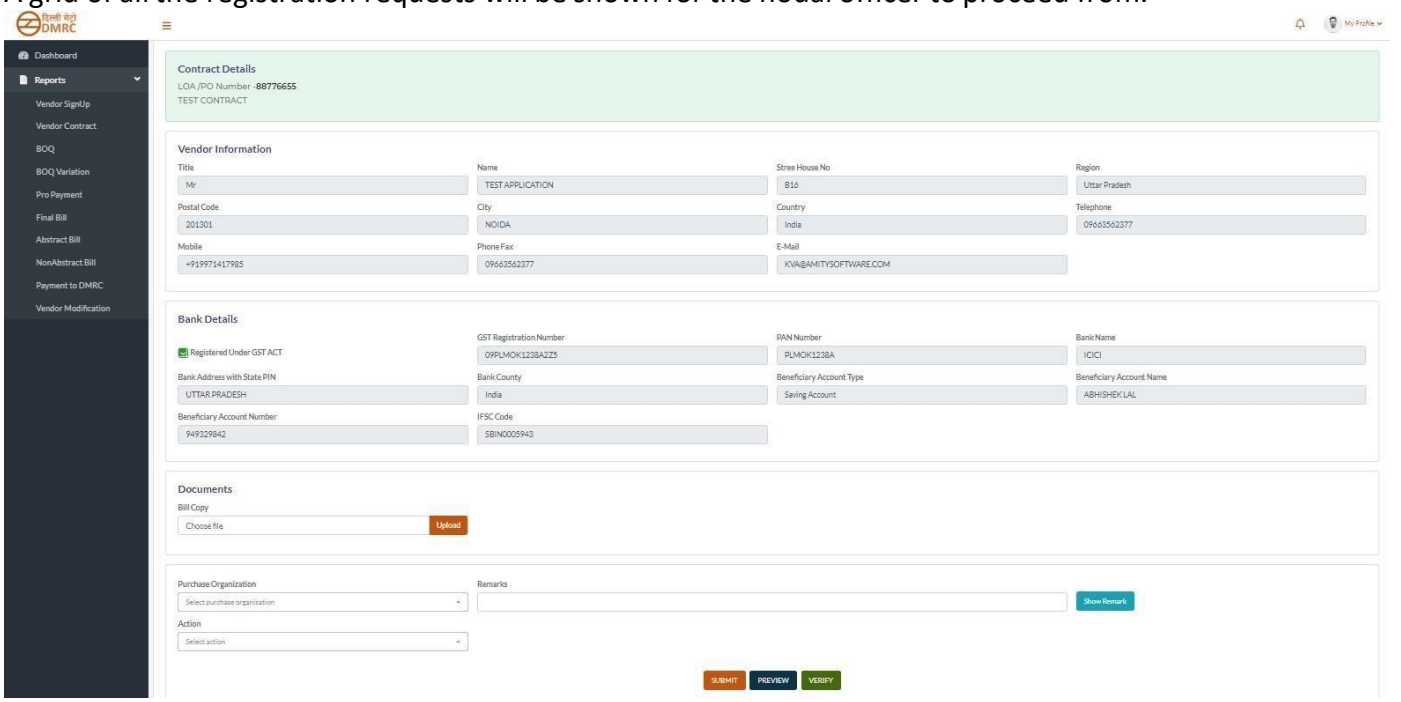
Vendor approval will follow this flow.



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



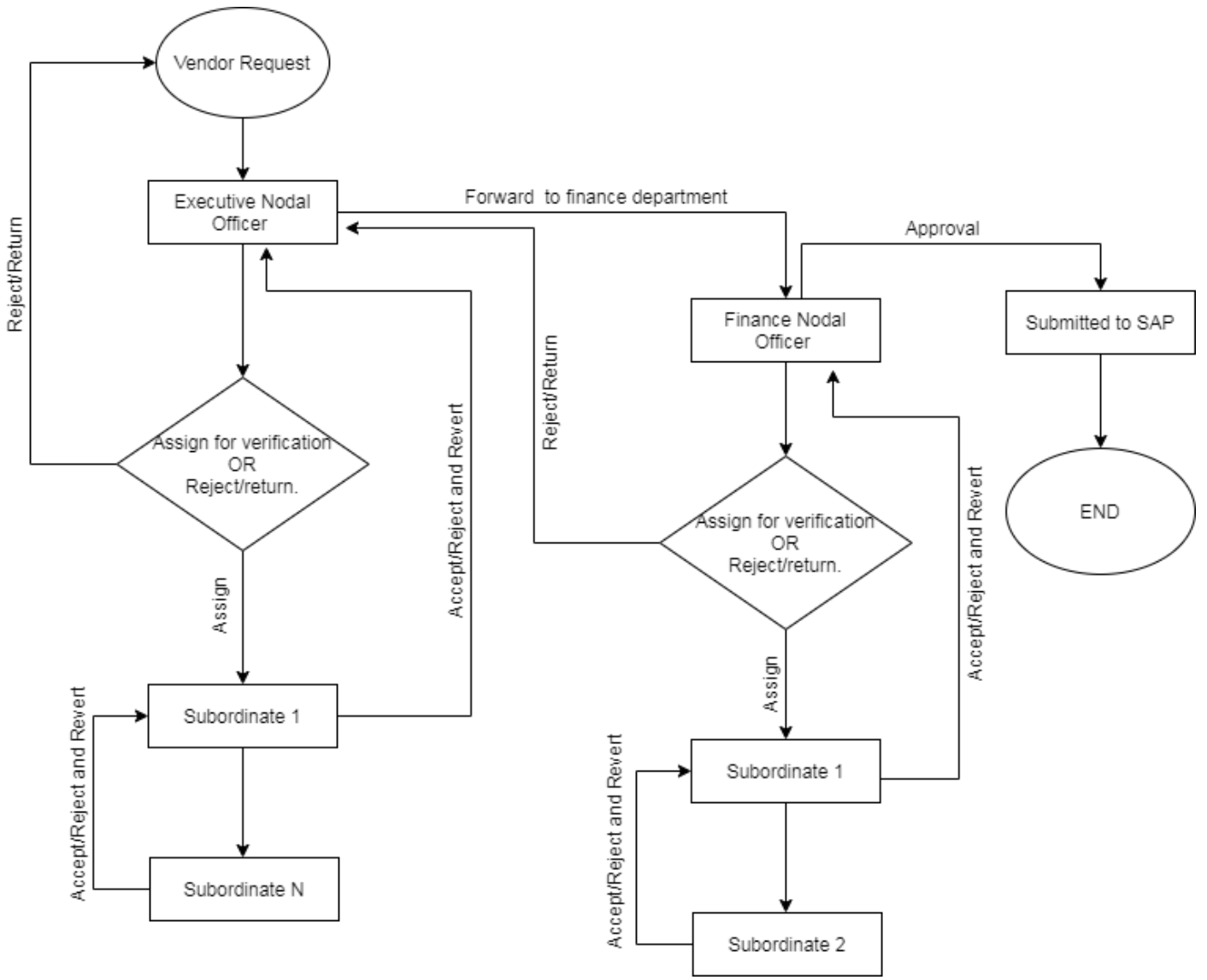
A grid of all the registration requests will be shown for the nodal officer to proceed from.



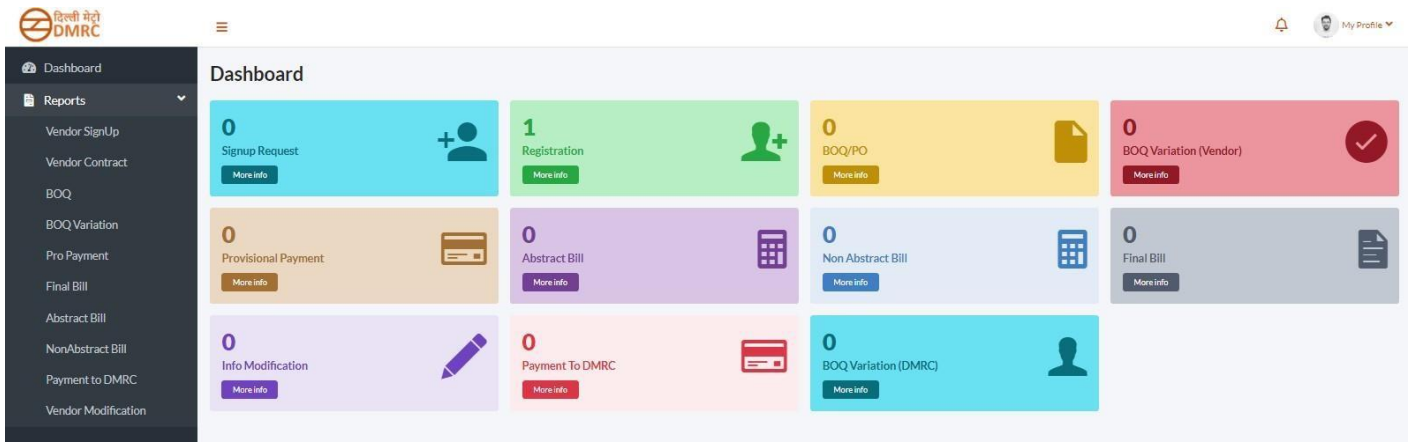
1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, verify the documents by clicking ‘VERIFY’ and then either send it for verification 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.

4. VENDOR ONBOARDING FINANCE APPROVAL

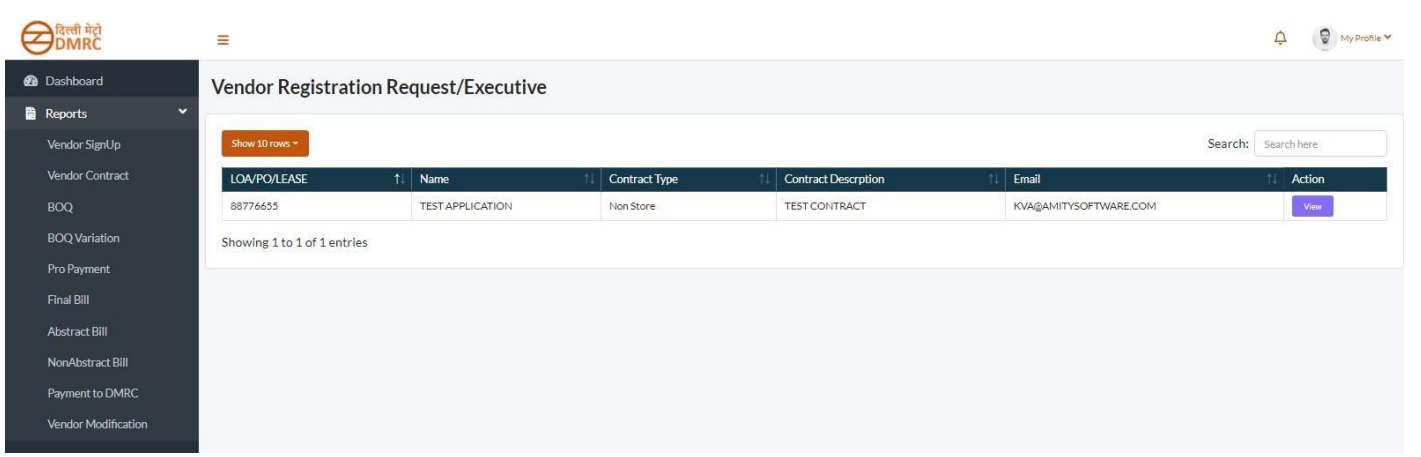
This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



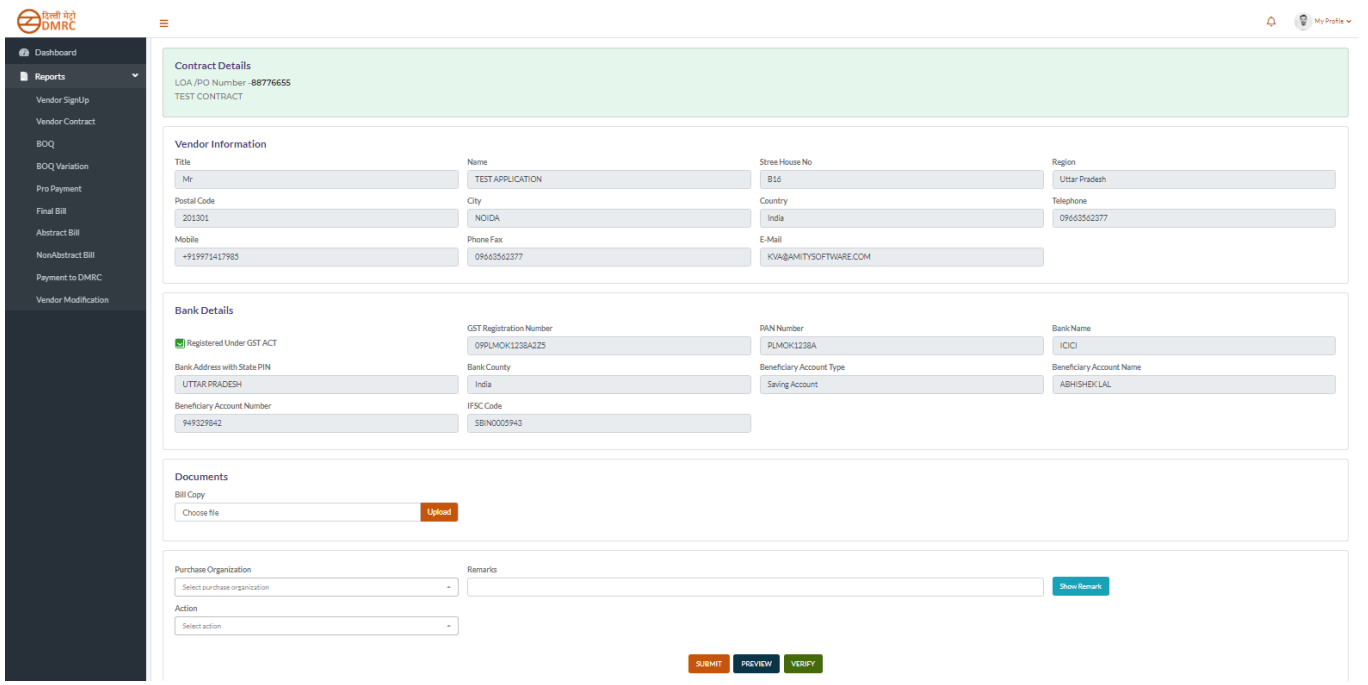
Vendor approval will follow this flow.

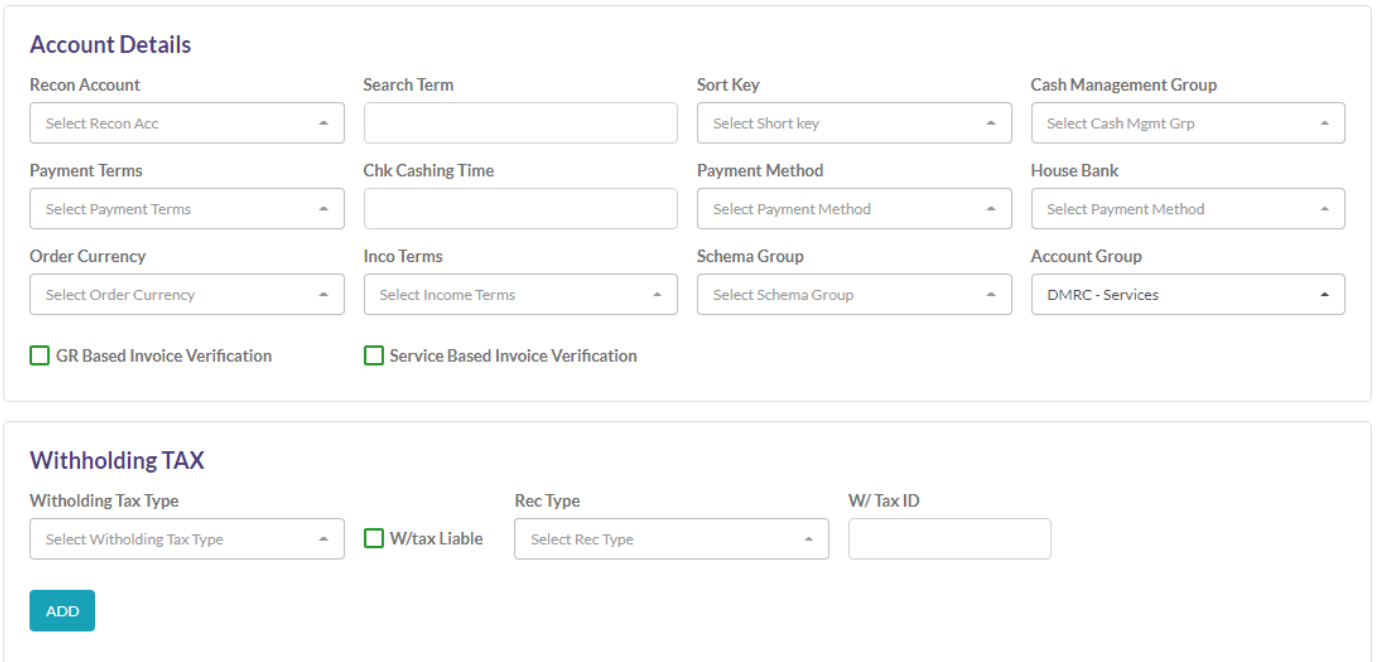


All the pending registration requests will be shown in the dashboard.



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



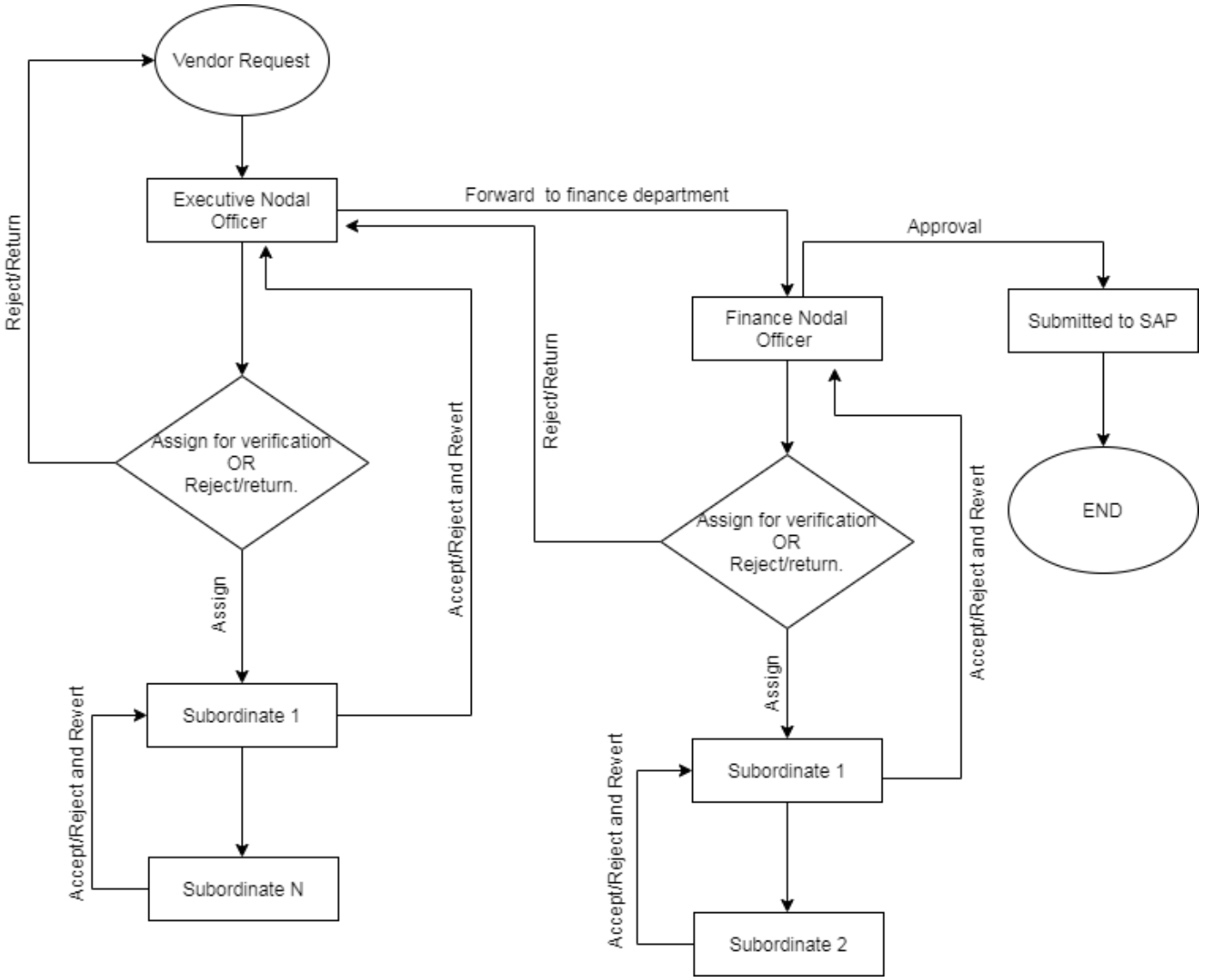


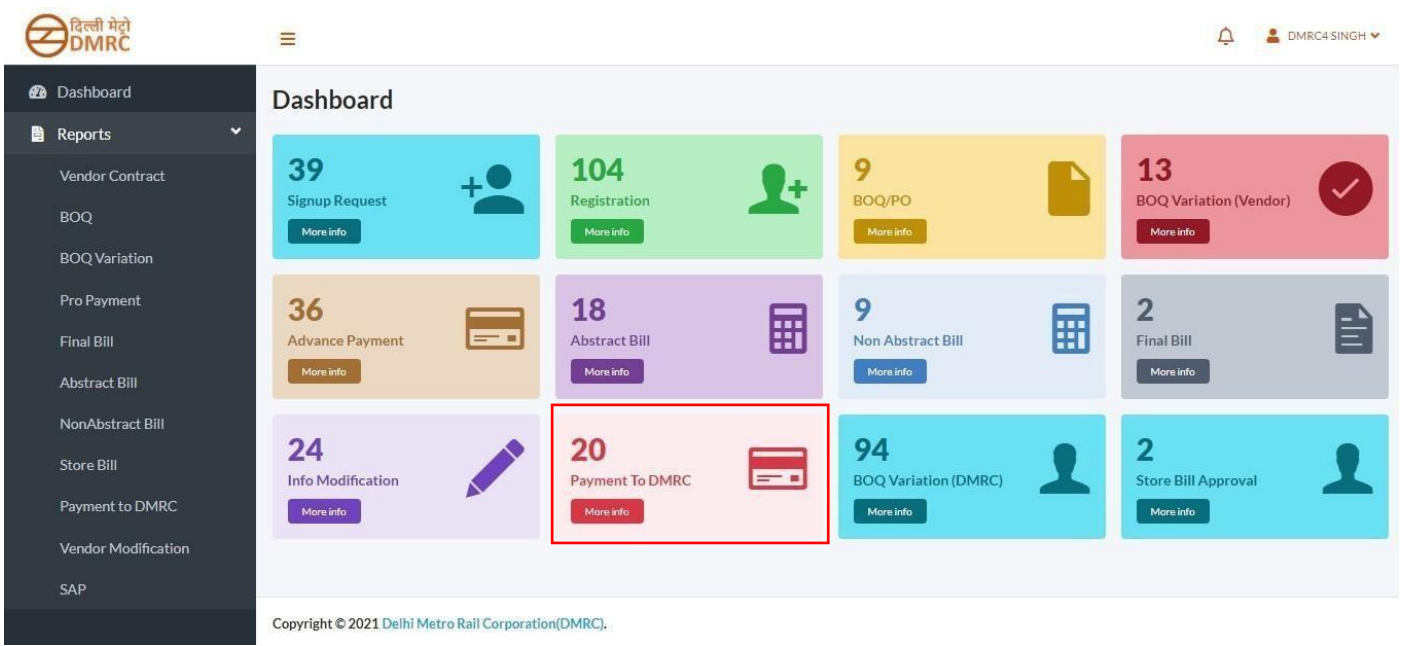
1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP related fields like account details and withholding tax.
4. All the account 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

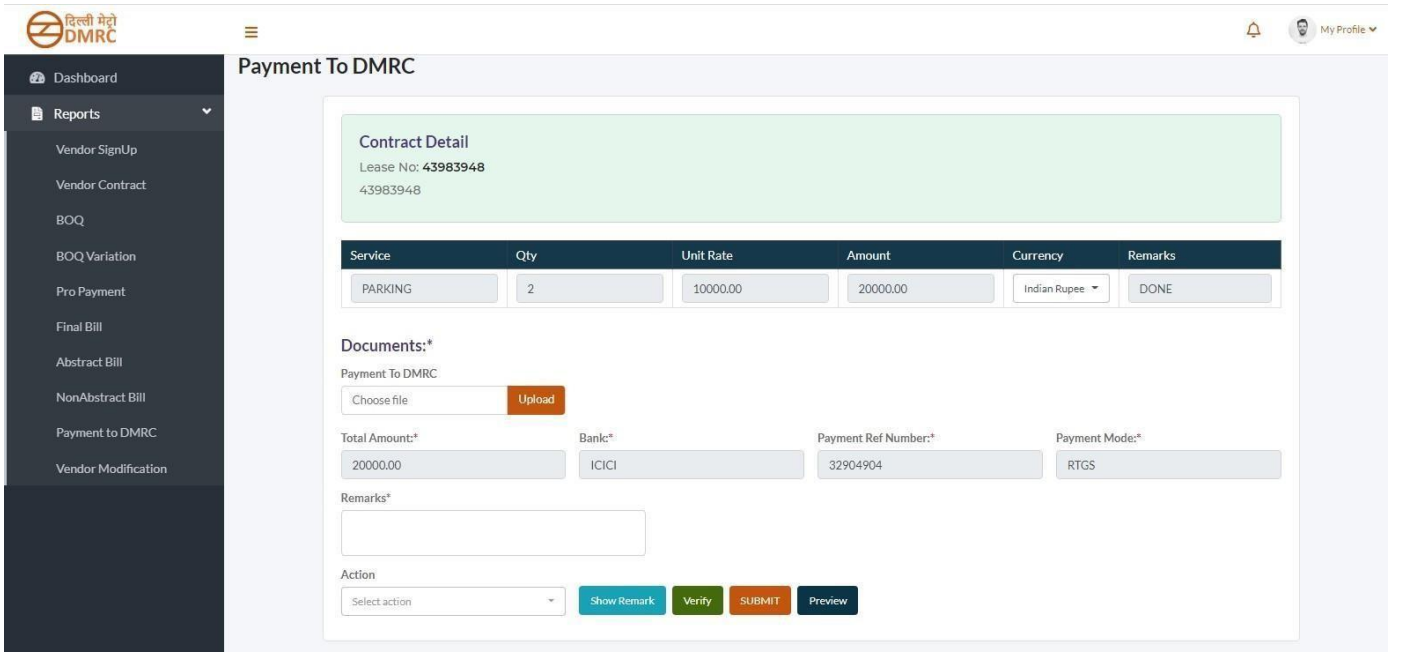
This screen will be used by the executive nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to finance nodal officer.

APPROVAL PROCESS





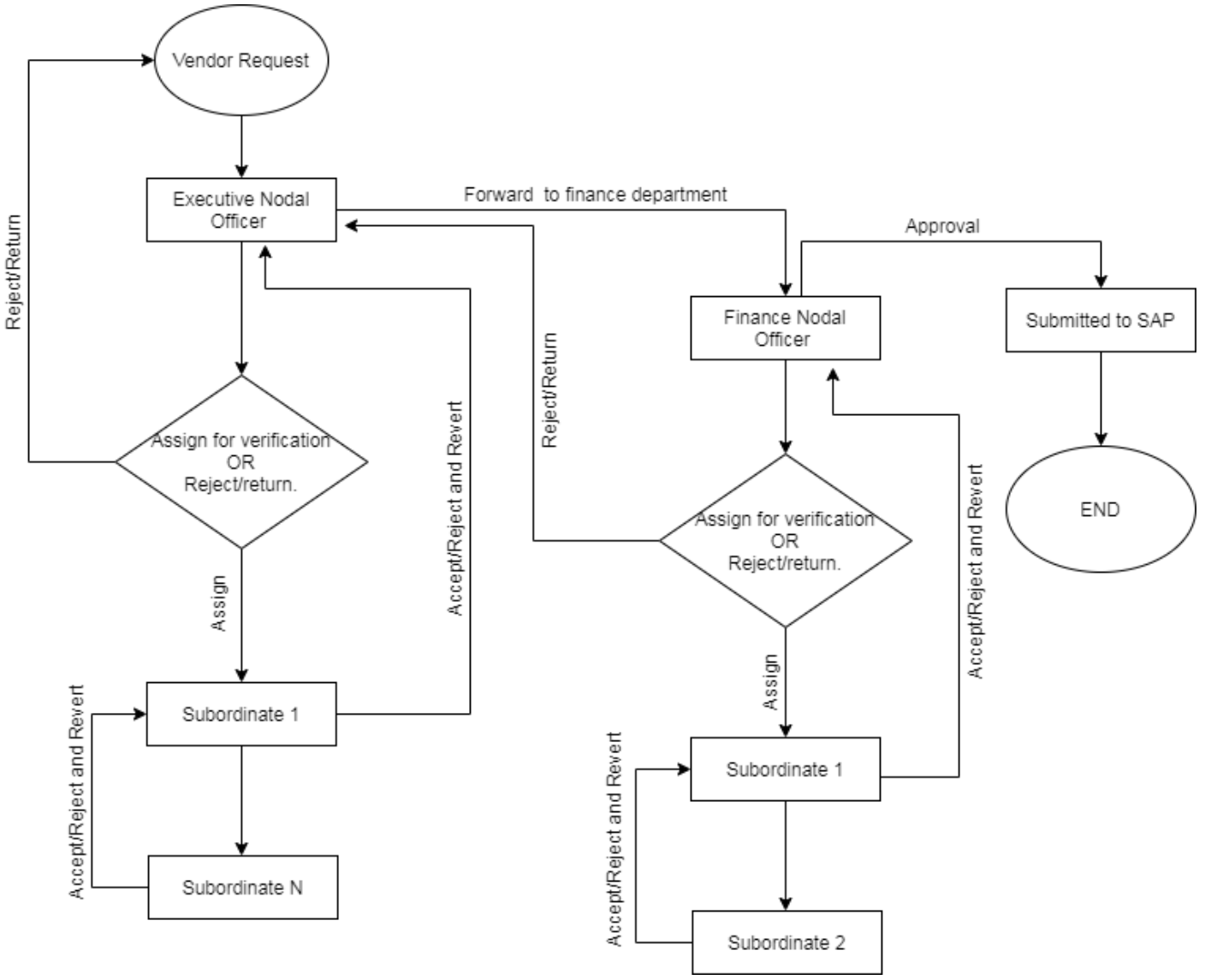
The payment to DMRC request will show on the dashboard under **Payment to DMRC**.

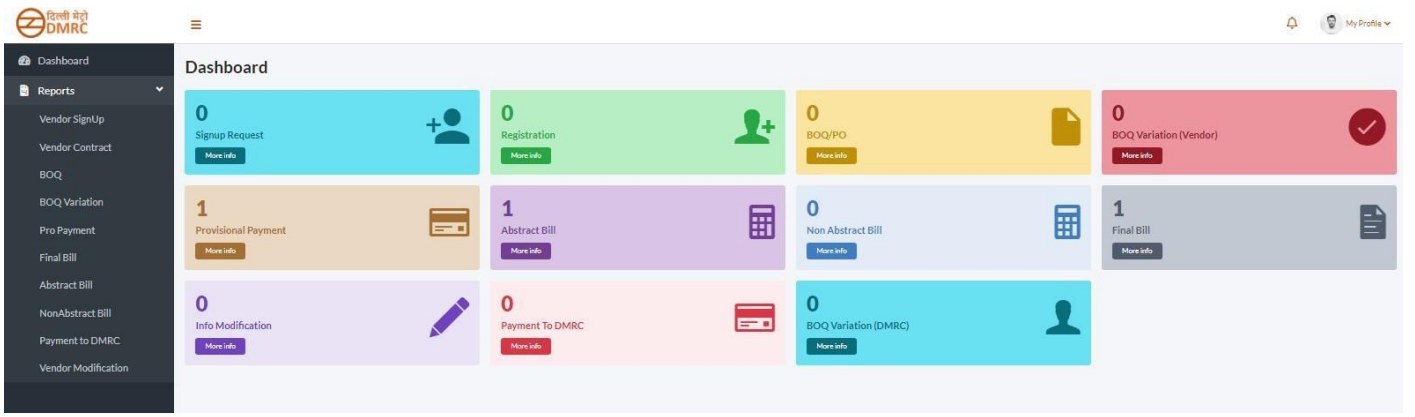


1. The bill request will show in a non editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward tofinance.
2. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
3. DMRC official 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

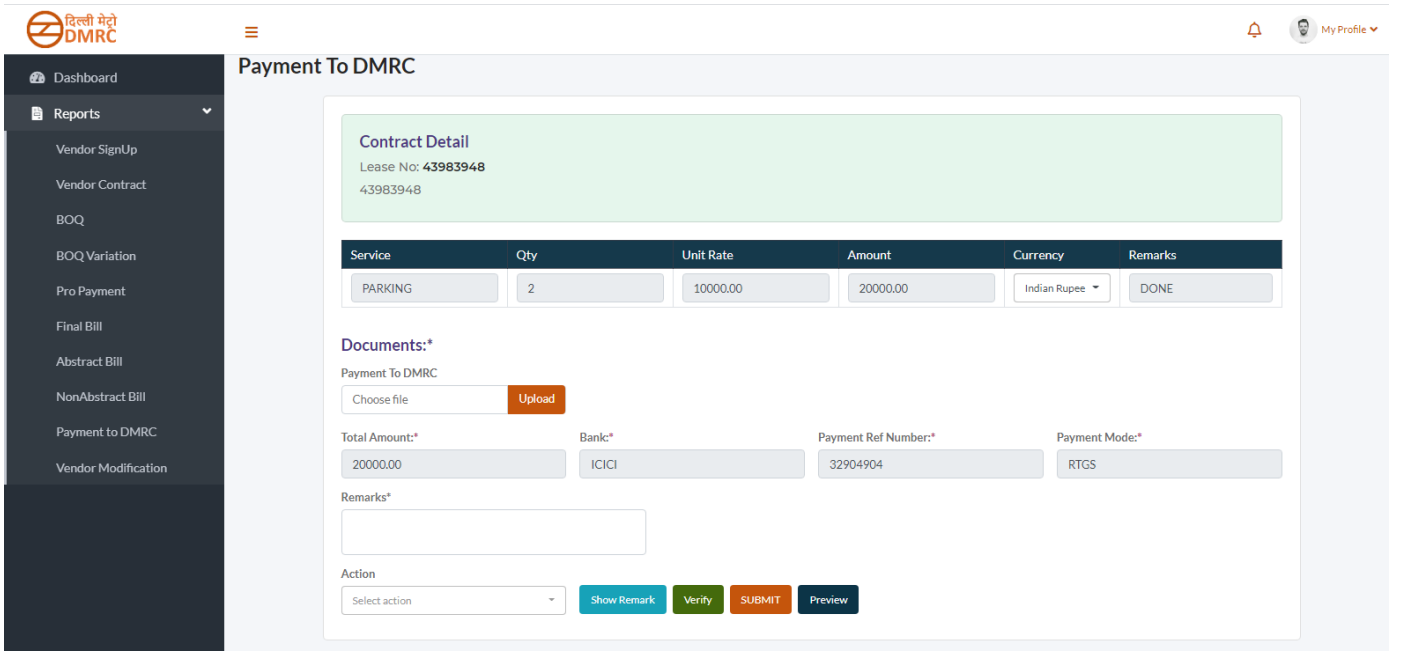
6. PAYMENT TO DMRC FINANCE APPROVAL

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.



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

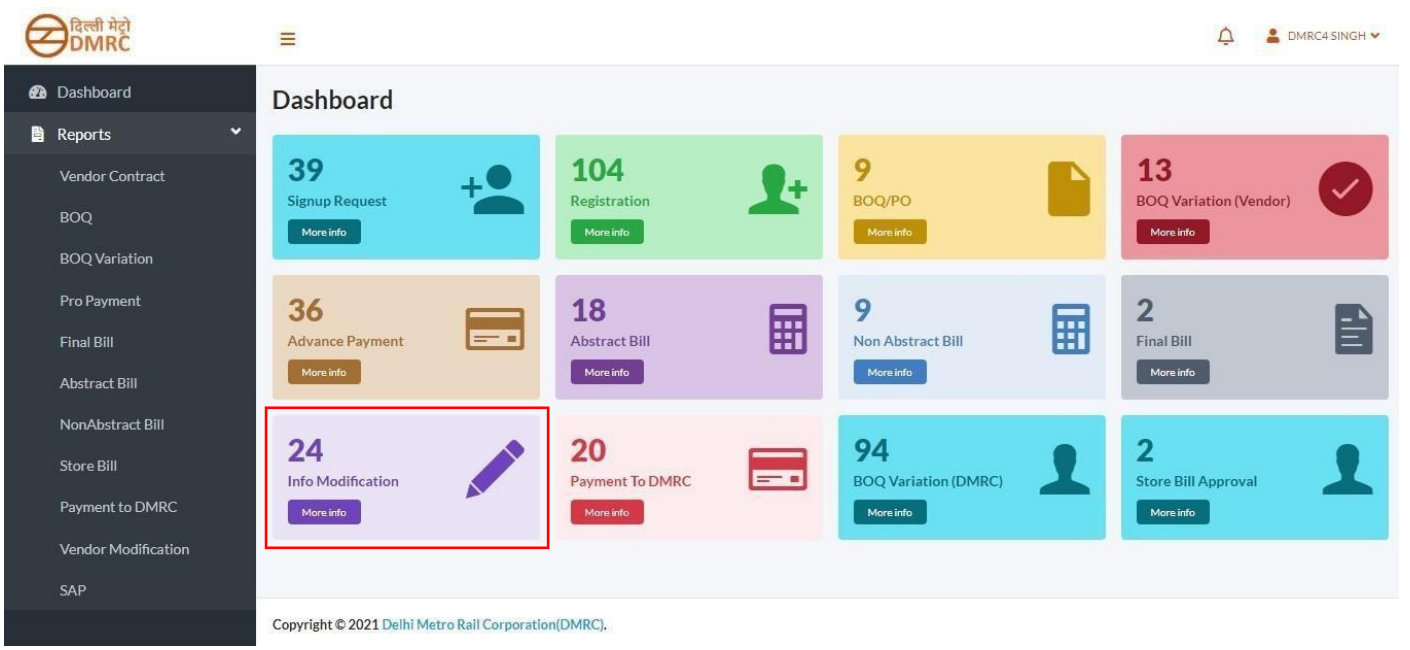
   Forward for verification: finance nodal officer and verification subordinate

   Reject: finance nodal officer and executive nodal officer.

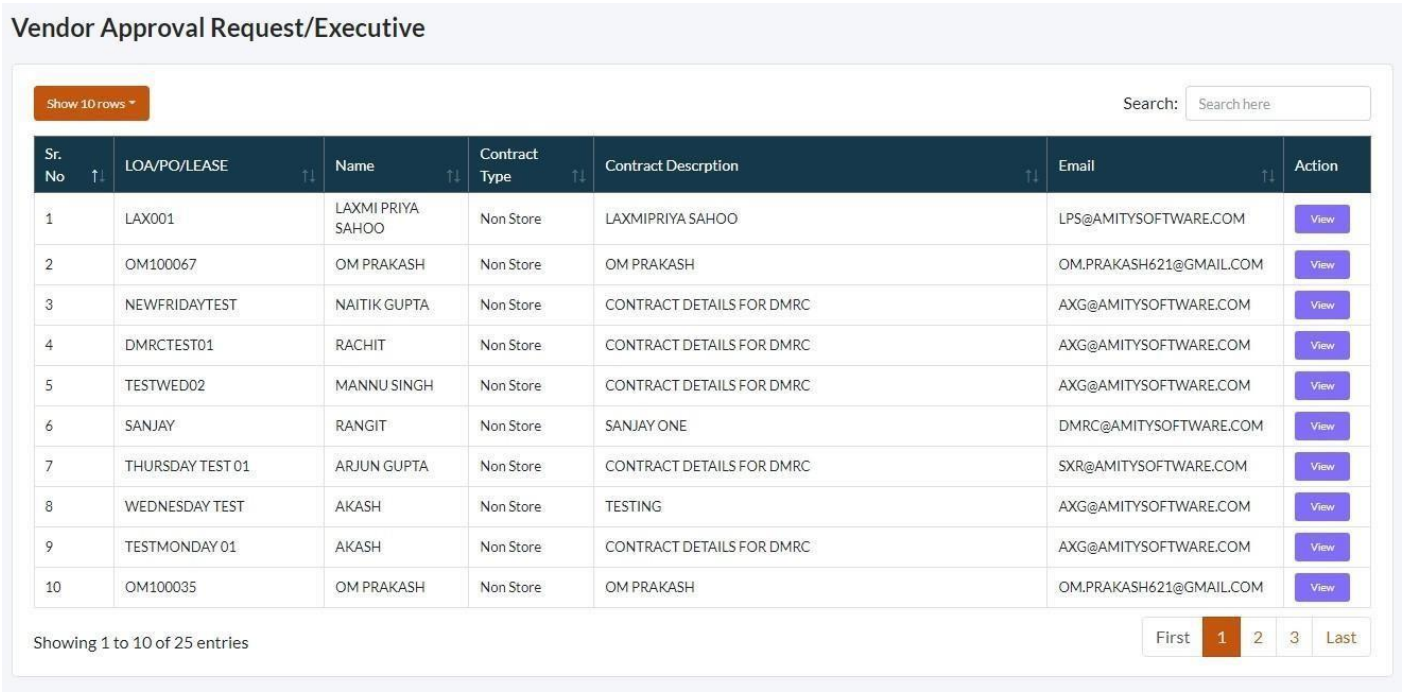
a) Vendor Modification

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.



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



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**'.

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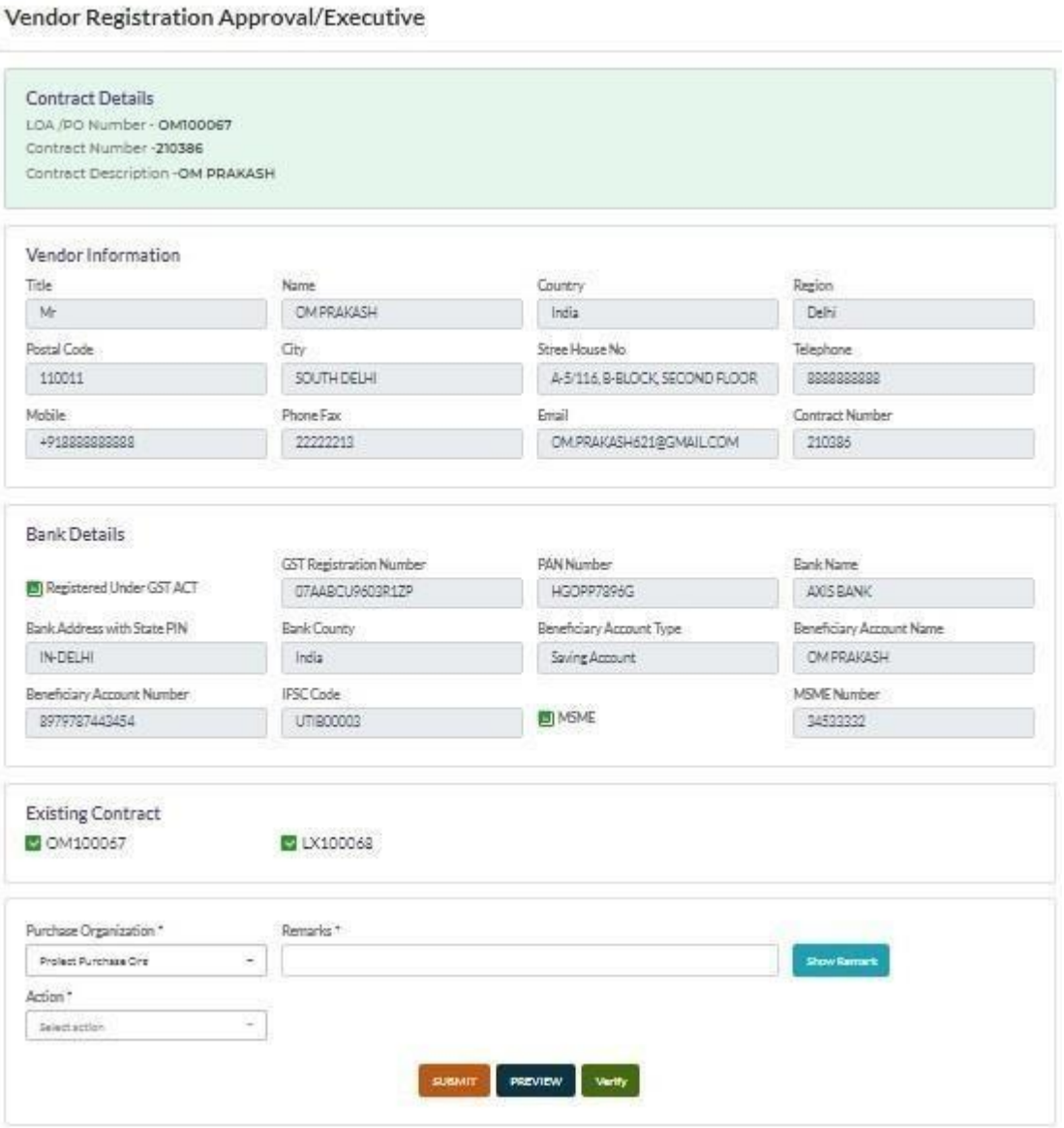
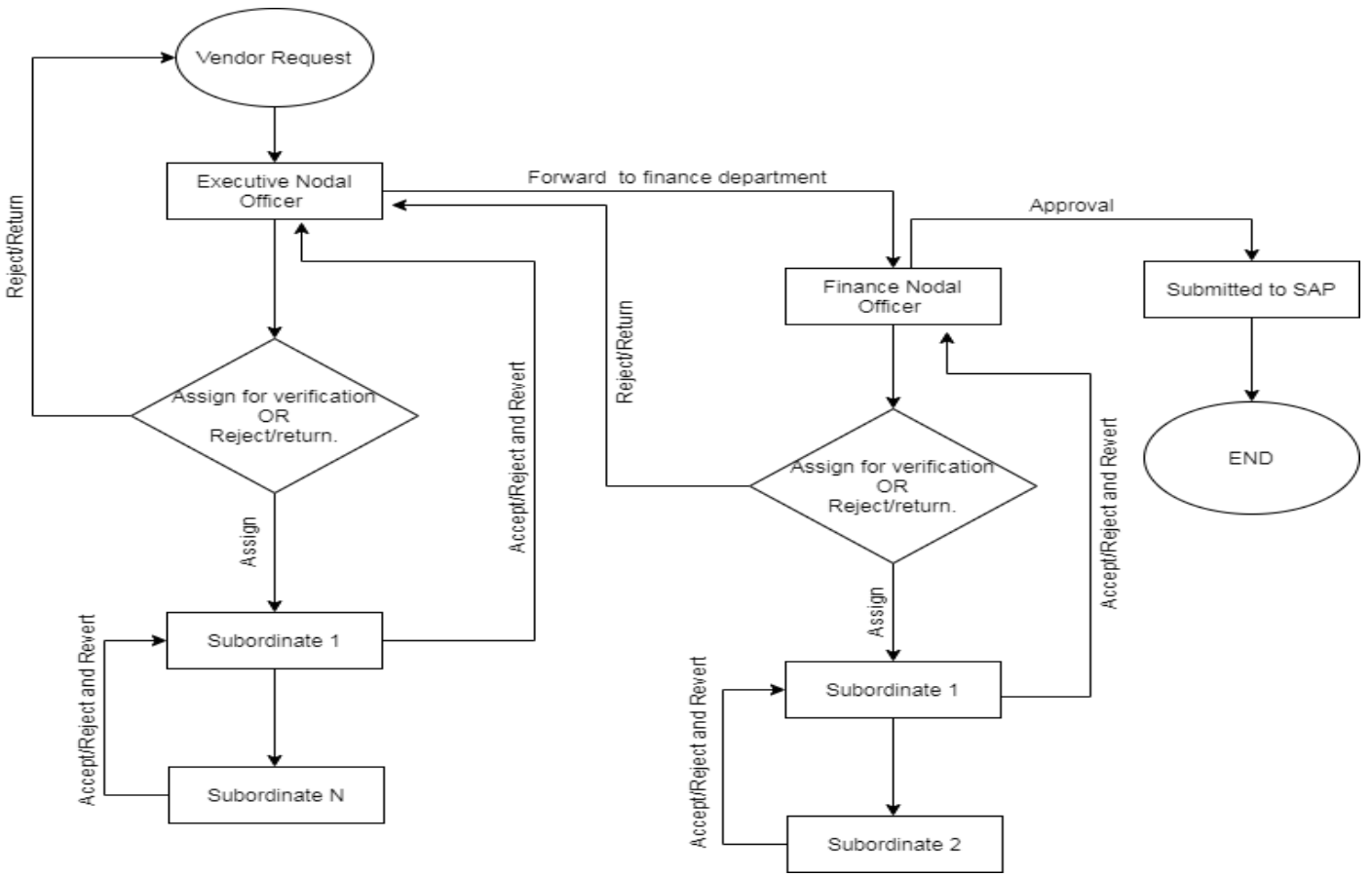


1. **Add New Contract Executive Approval**

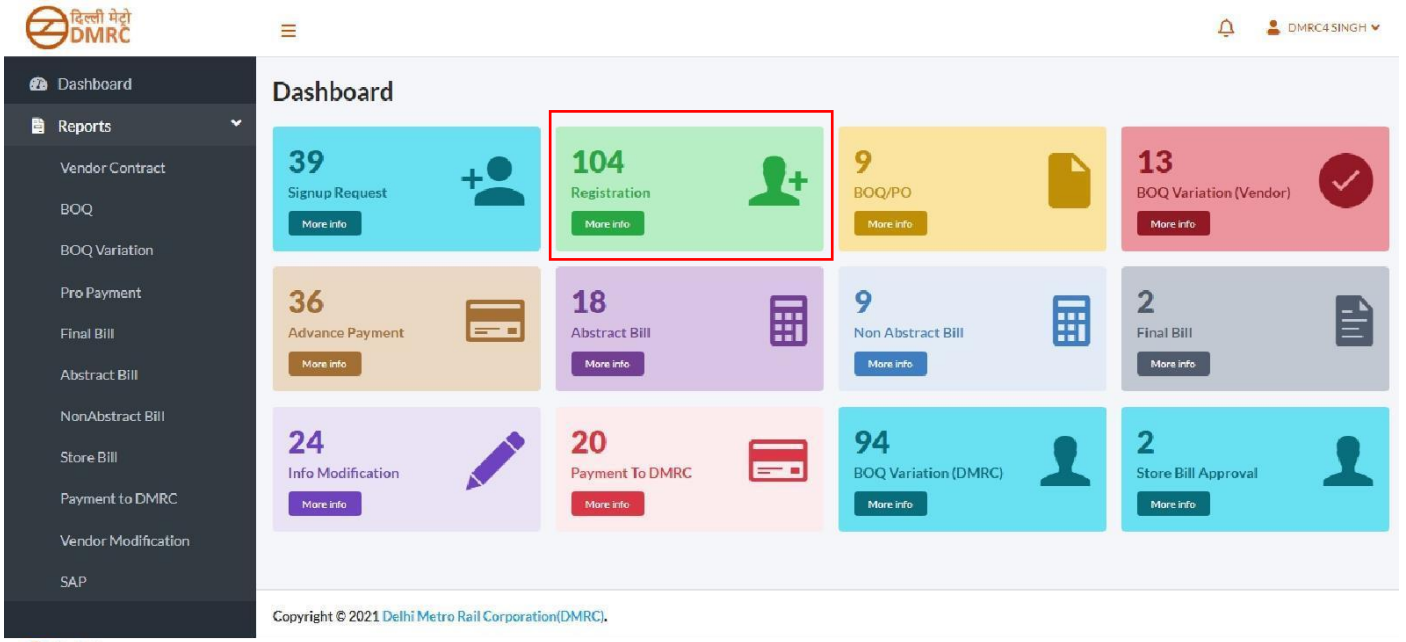
This screen will be used by the executive nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.

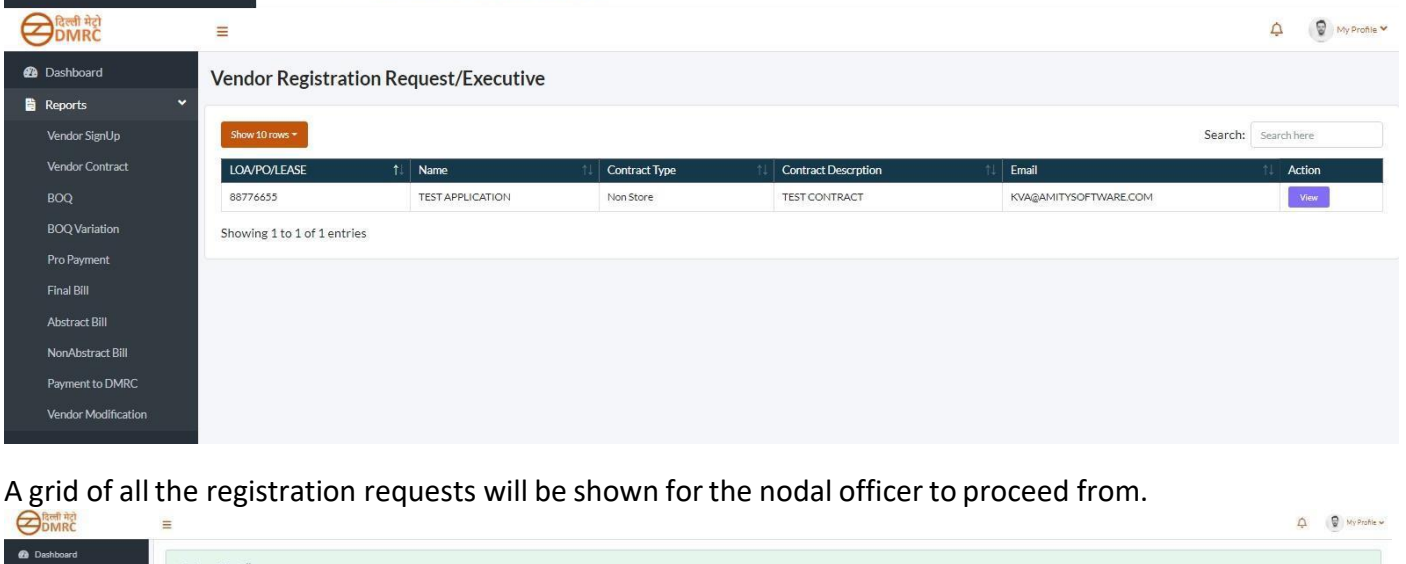
APPROVAL PROCESS



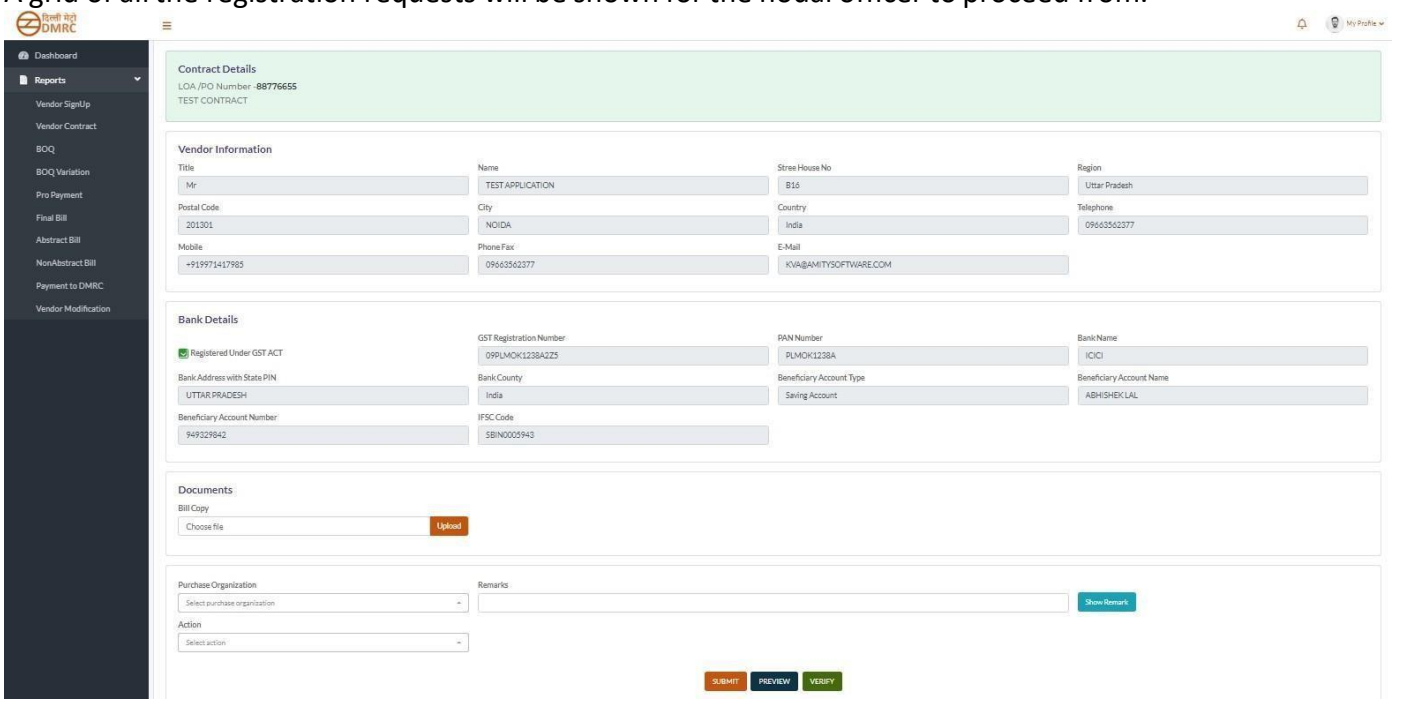
Vendor approval will follow this flow.

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





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

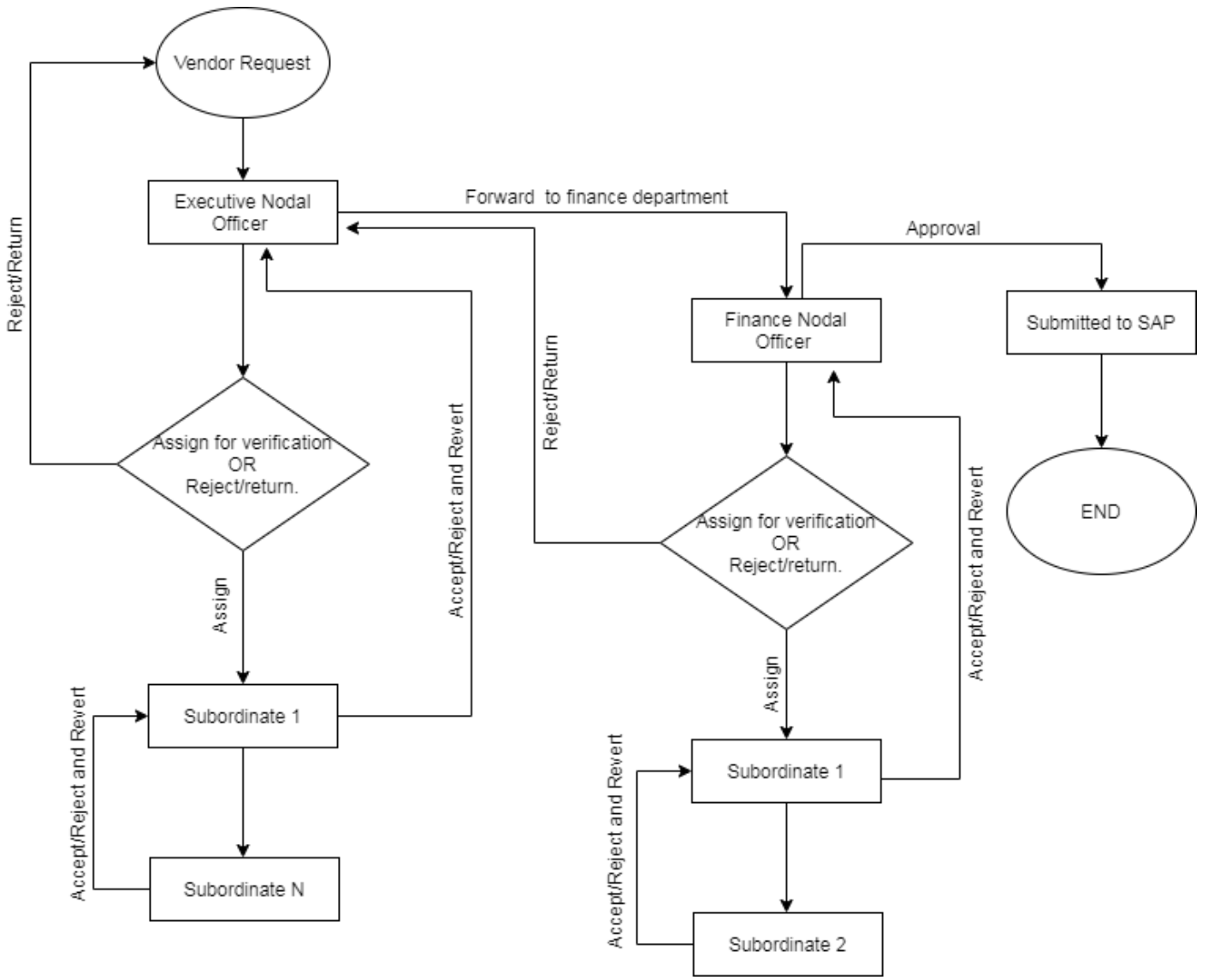


1. On choosing one request, the registration form will be open in a non editable format.
2. The nodal officer can also upload documents if required.
3. The executive nodal officer has to choose the purchase organization, and then either send it for verification to subordinate or forward it to finance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

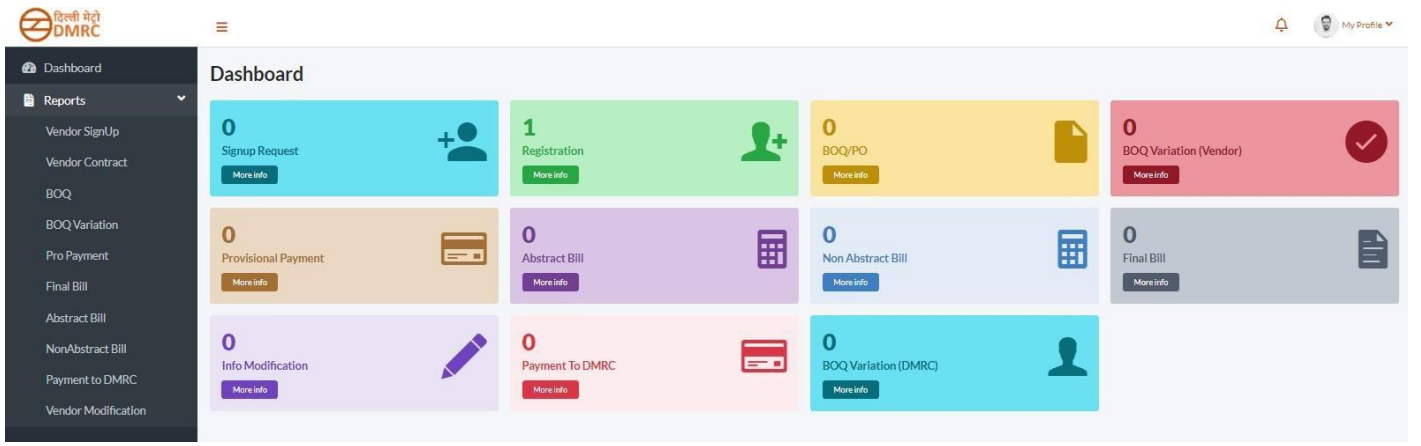
4. The subordinate will have an option to either approve/reject the request and send it back to the nodal officer or send It further for verification to another subordinate.
5. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
6. DMRC official can upload documents.
7. 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

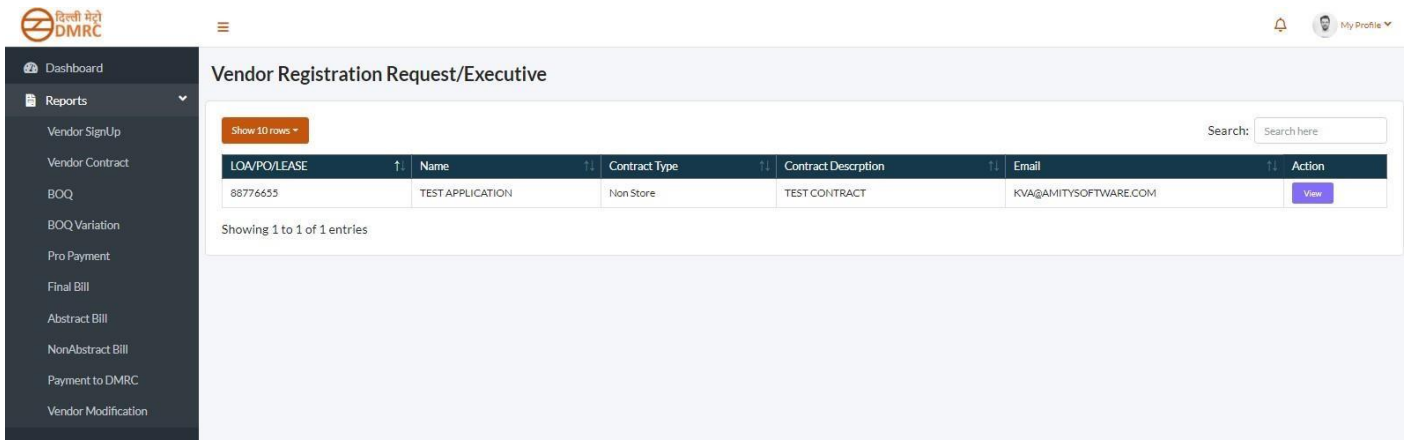
This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



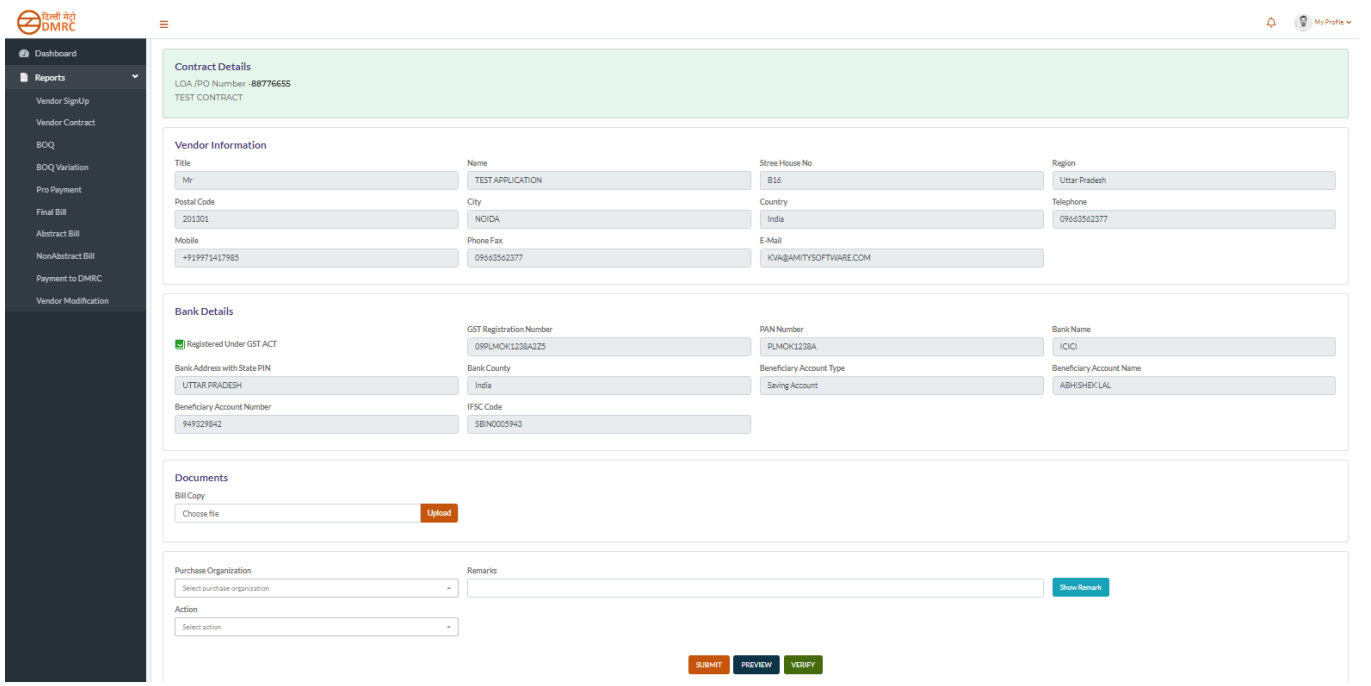
Vendor approval will follow this flow.

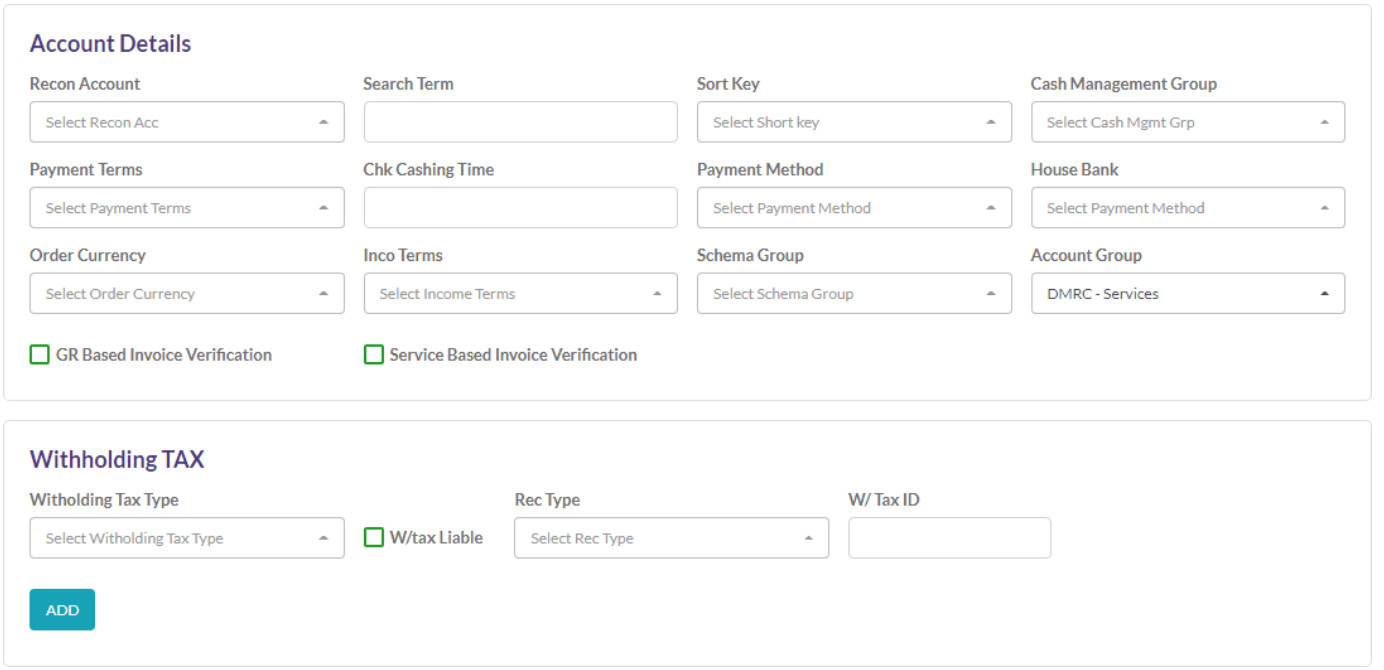


All the pending registration requests will be shown in the dashboard.



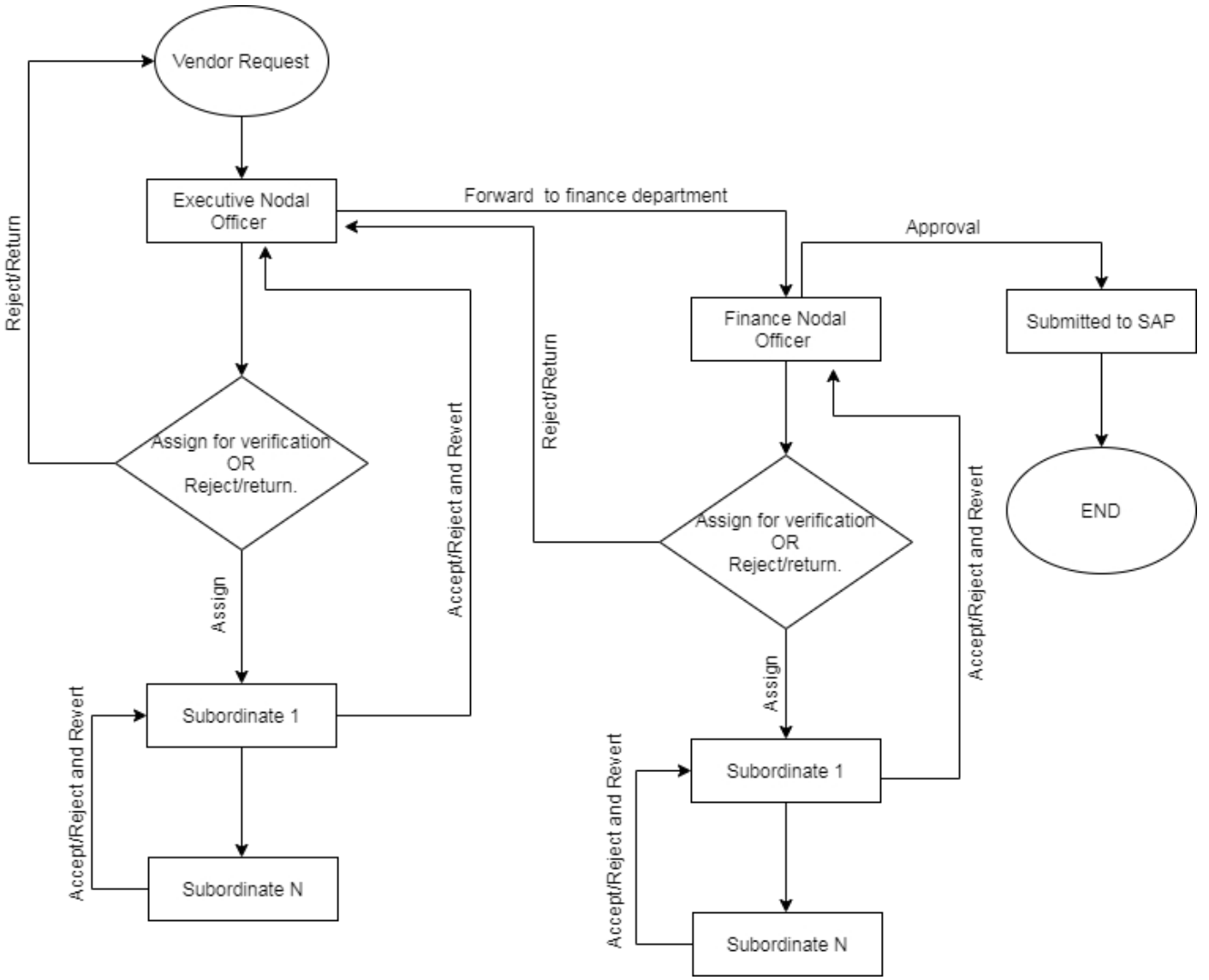
A grid of all the registration requests will be shown for the nodal officer to proceed from.





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. 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.

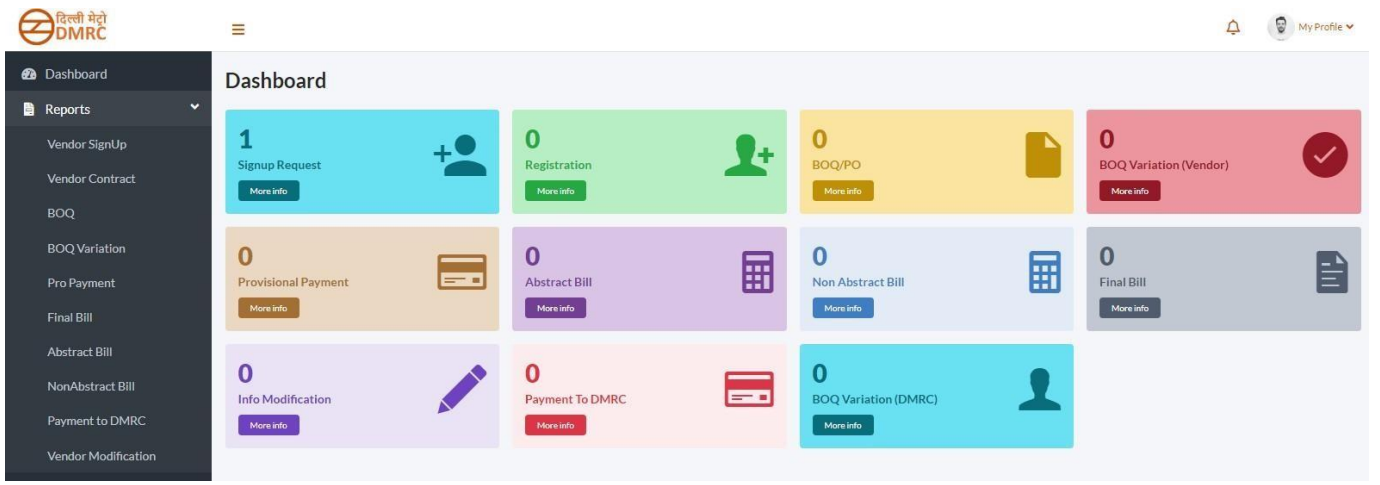
Appropriate notifications will be sent as follows:
Approve: Vendor and executive nodal officer
Approve by subordinate : Subordinate and nodal officer
Assign by subordinate : Current and next subordinate officer
Forward for verification: executive nodal officer and verification subordinate
Reject: Vendor and executive nodal officer
Forward to finance: Executive nodal officer and finance nodal officer

FINANCE NODAL OFFICER

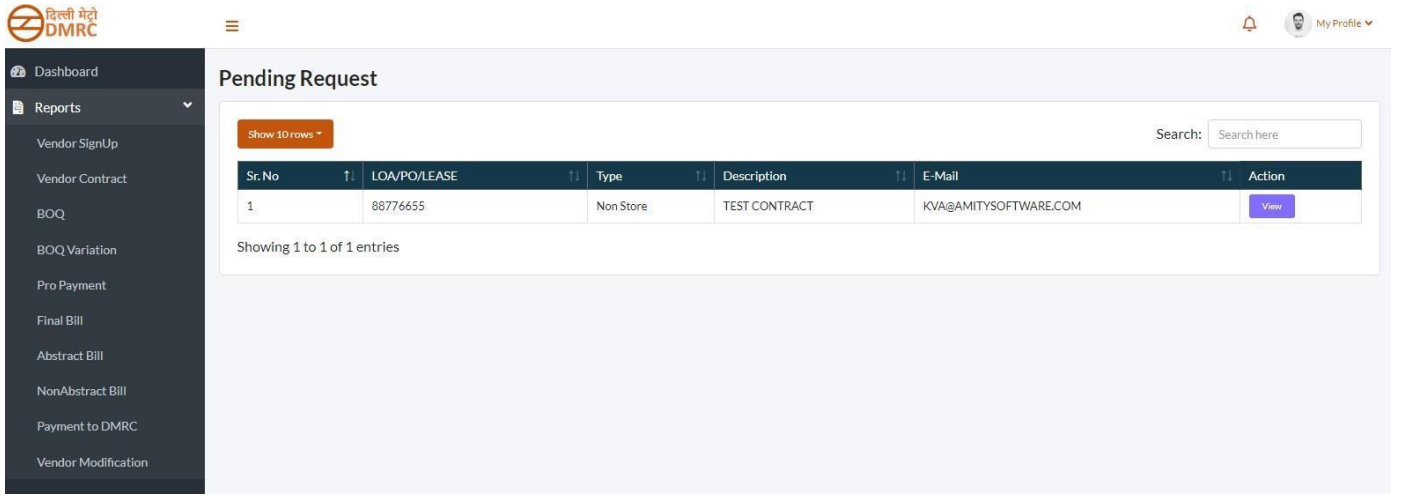
5. Works/Non Store

1. SIGNUP APPROVAL NODAL OFFICER

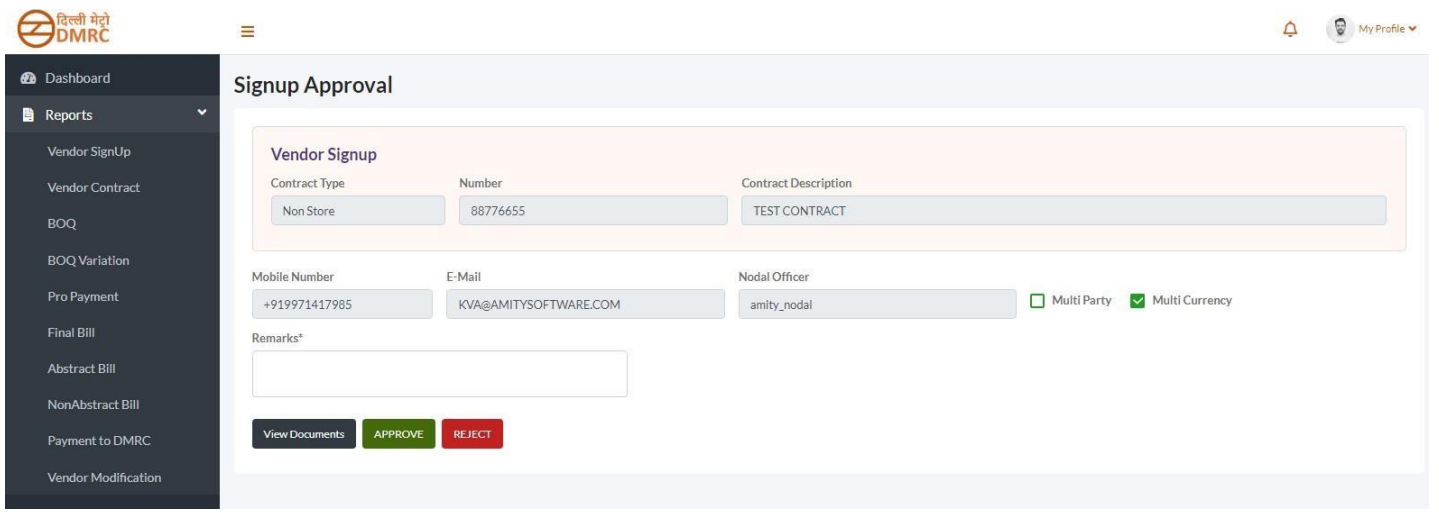
This option will be used by the executive nodal officer to approve the sign-up requests generated by the vendors.



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



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

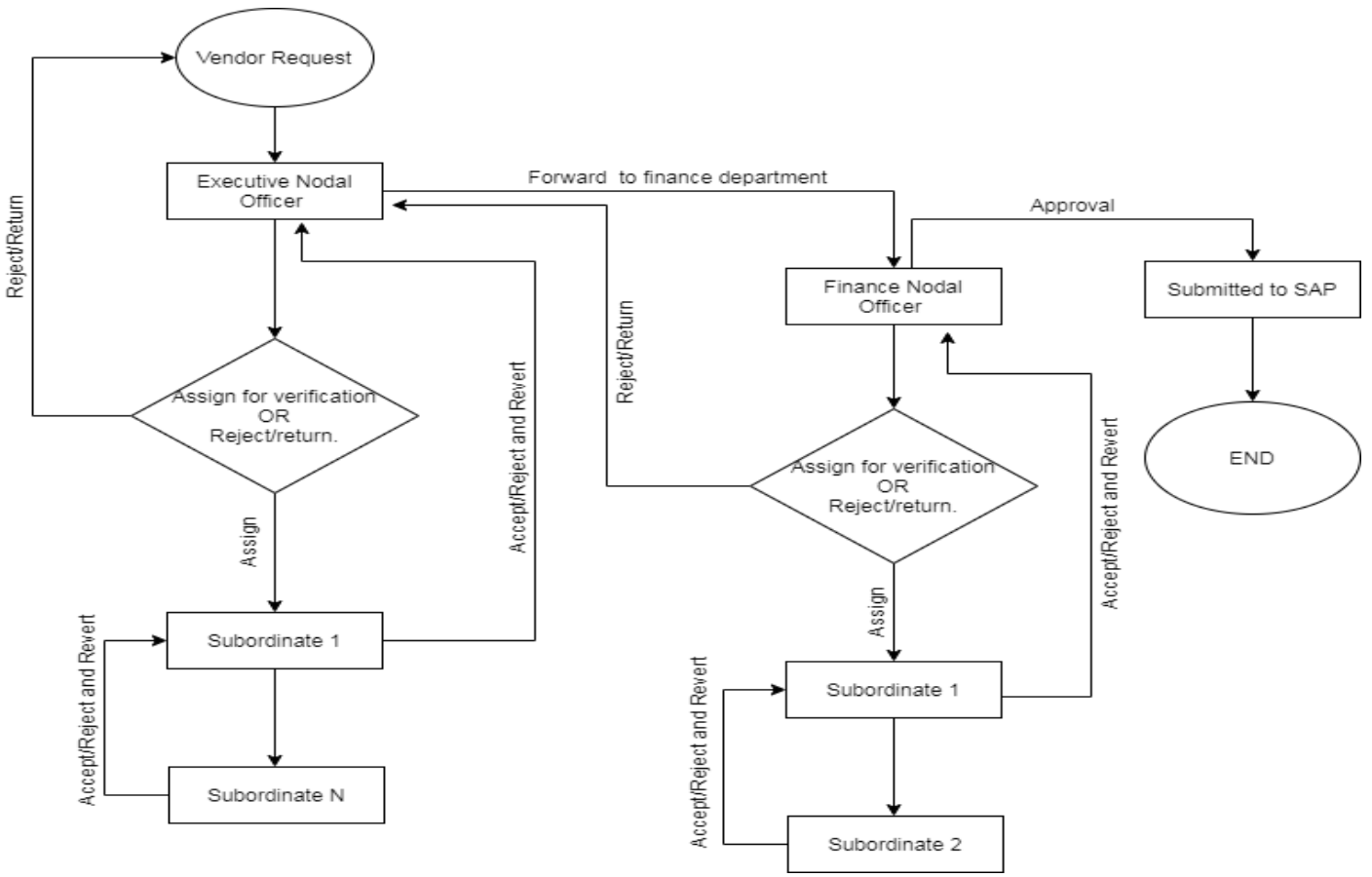


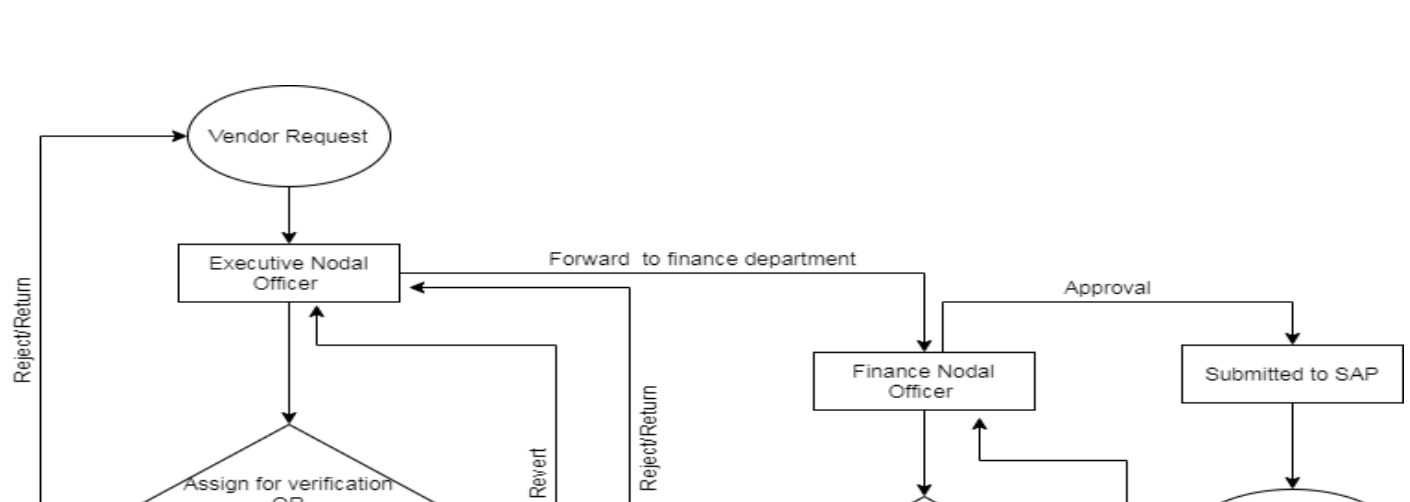
1. Once the nodal officer selects a request for approval, all the details filled by the user will show in non-editable format.
2.The nodal officer has the option to either approve or reject the request.
3. Nodal officer also has the option to view the documents uploaded by the vendor.
4. If the nodal 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

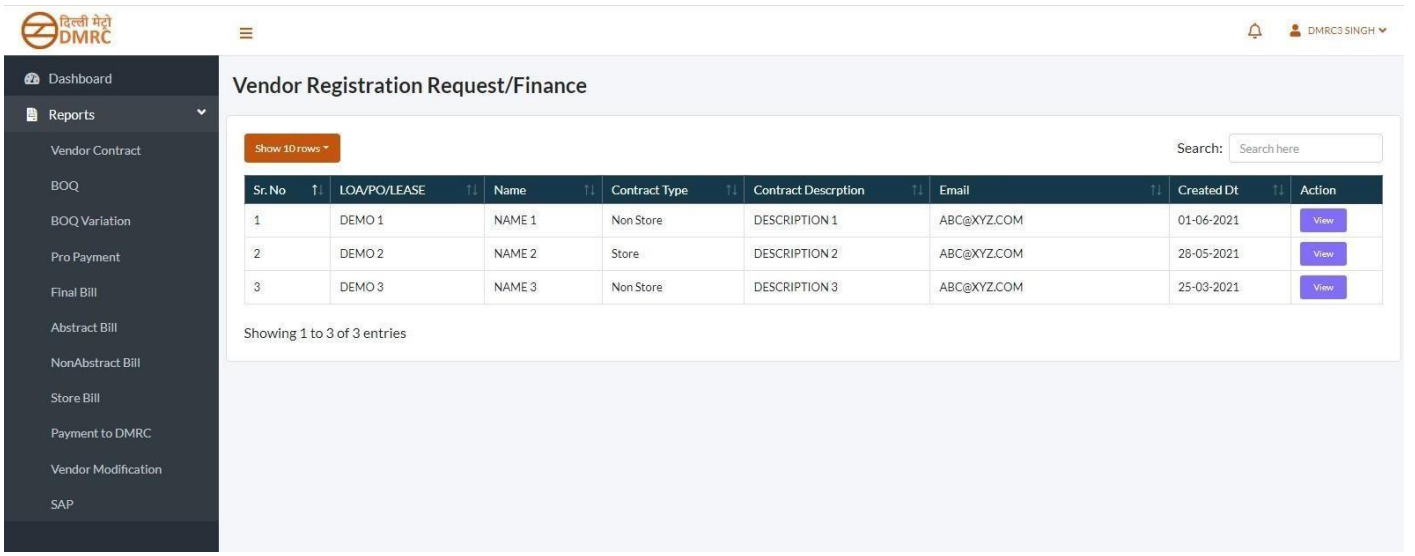
This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to executive nodal officer.

APPROVAL PROCESS

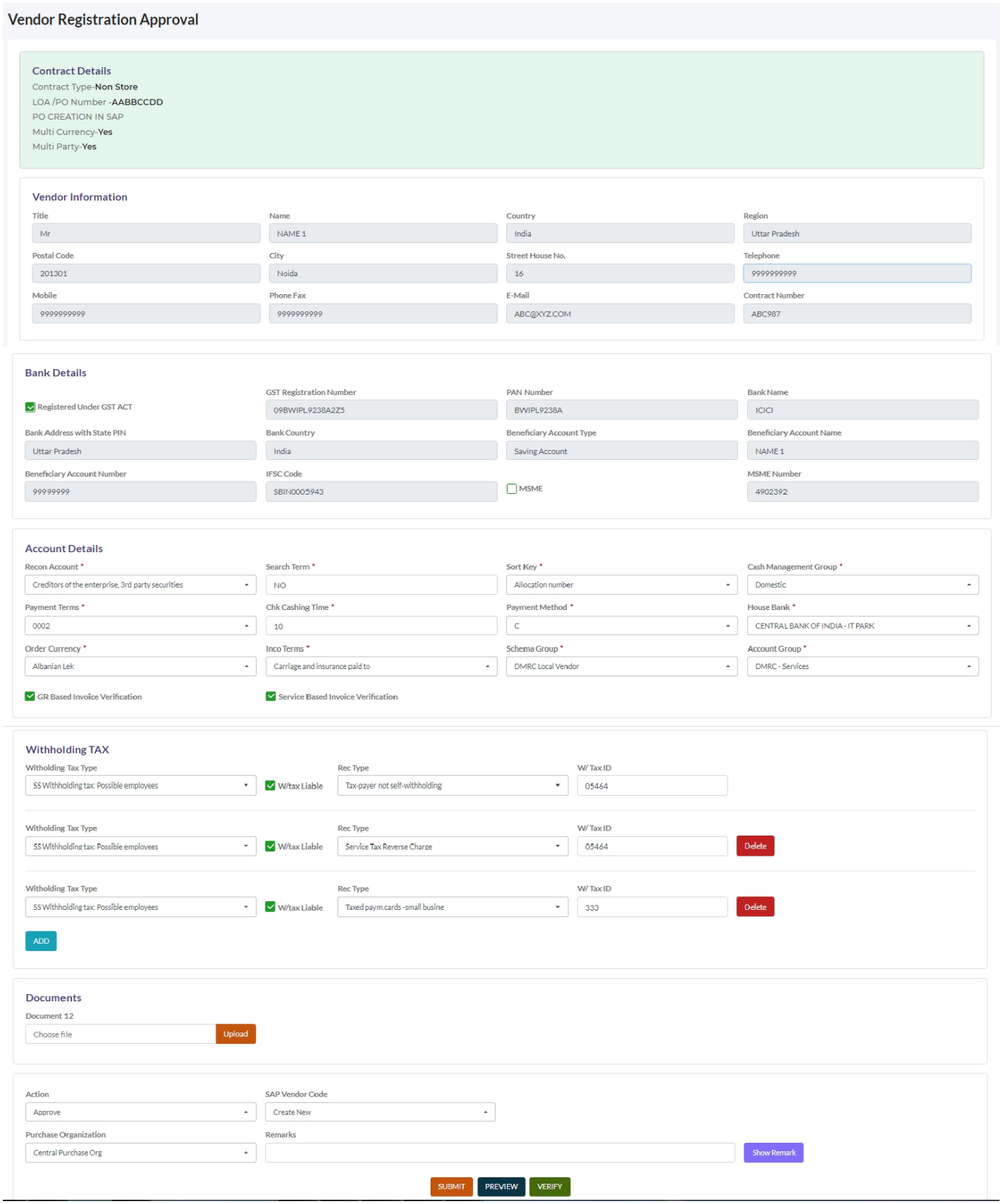




All the pending **registration** requests will be shown in the dashboard.



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

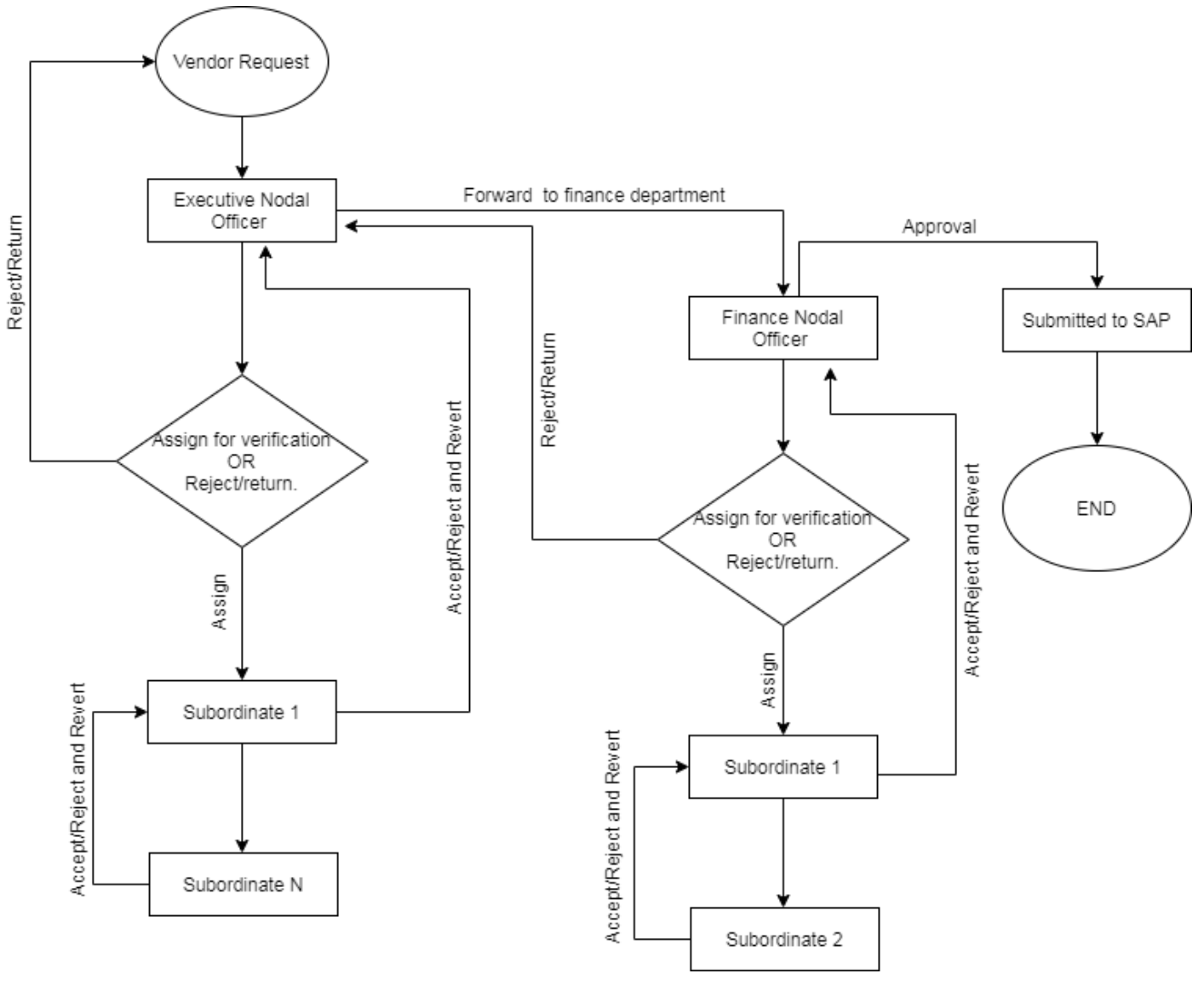


1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Based upon the GST + PAN + Account number, the system will identify if the vendor already exists in SAP.The finance department will choose if they wish 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 samedrop-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 forverification to subordinate or forward it to the finance nodal officer directly.

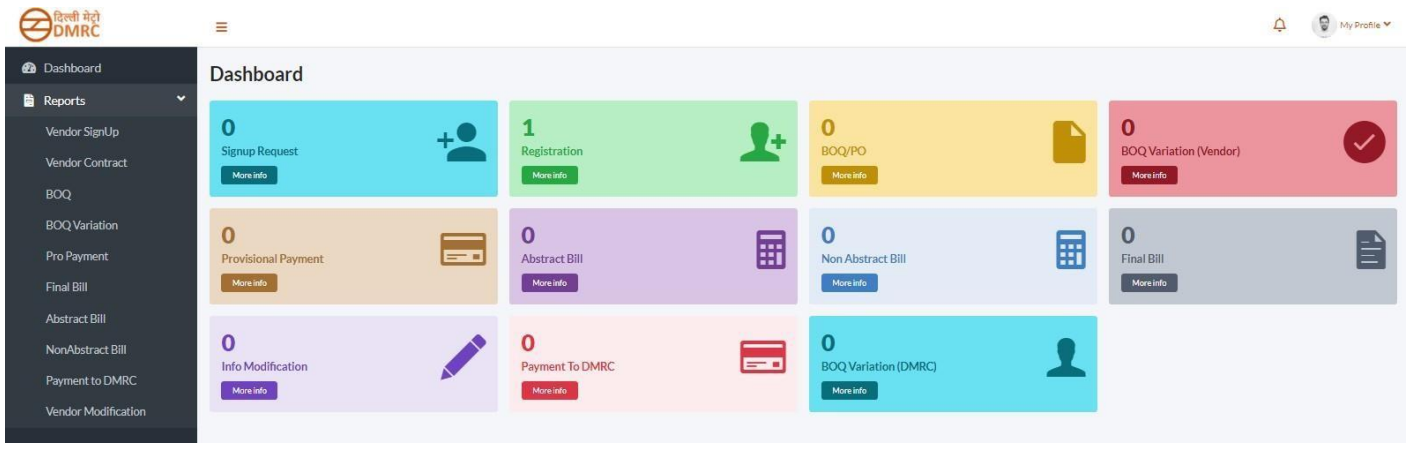
6. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax.
7. The finance user can add as many withholding tax as they want by clicking **‘ADD’** which will add a newline of item to input the tax.
8. All the account and 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 forreference 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

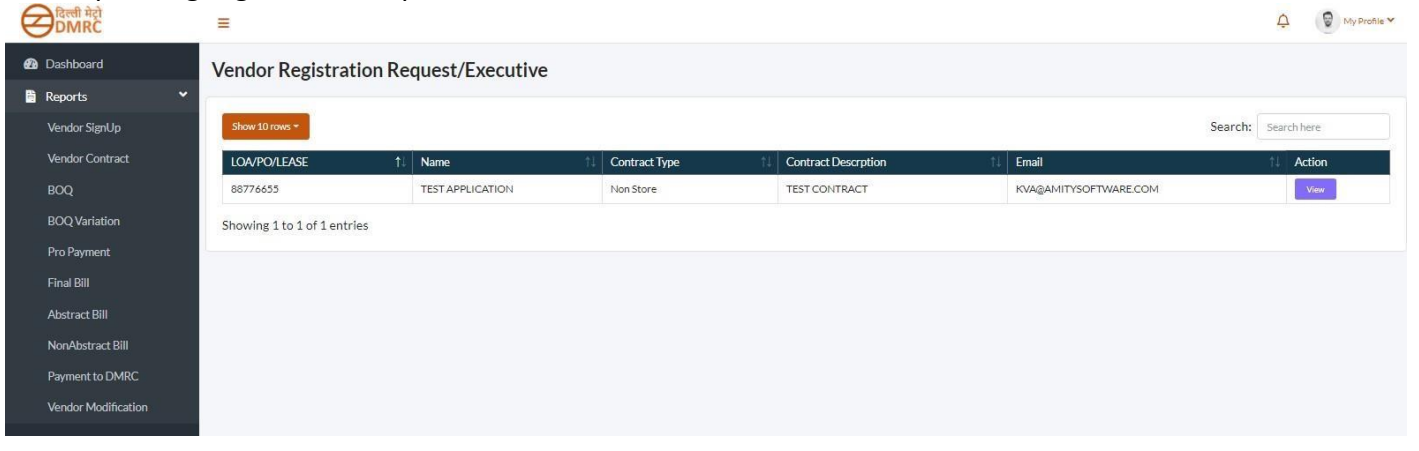
This screen will be used by the finance nodal officer to either assign the onboarding request to his subordinate or verify himself and send it to the finance nodal officer.



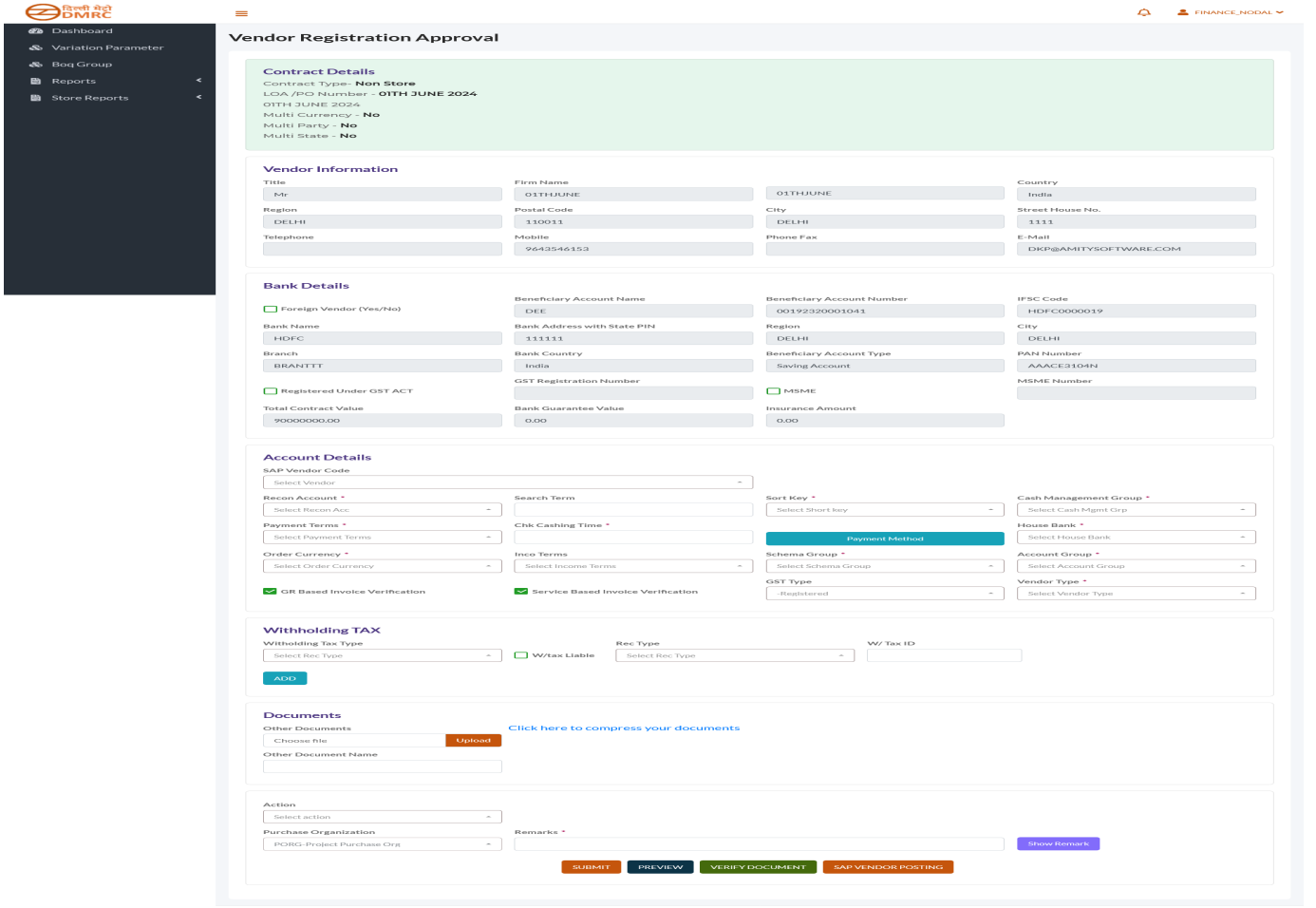
Vendor approval will follow this flow.



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



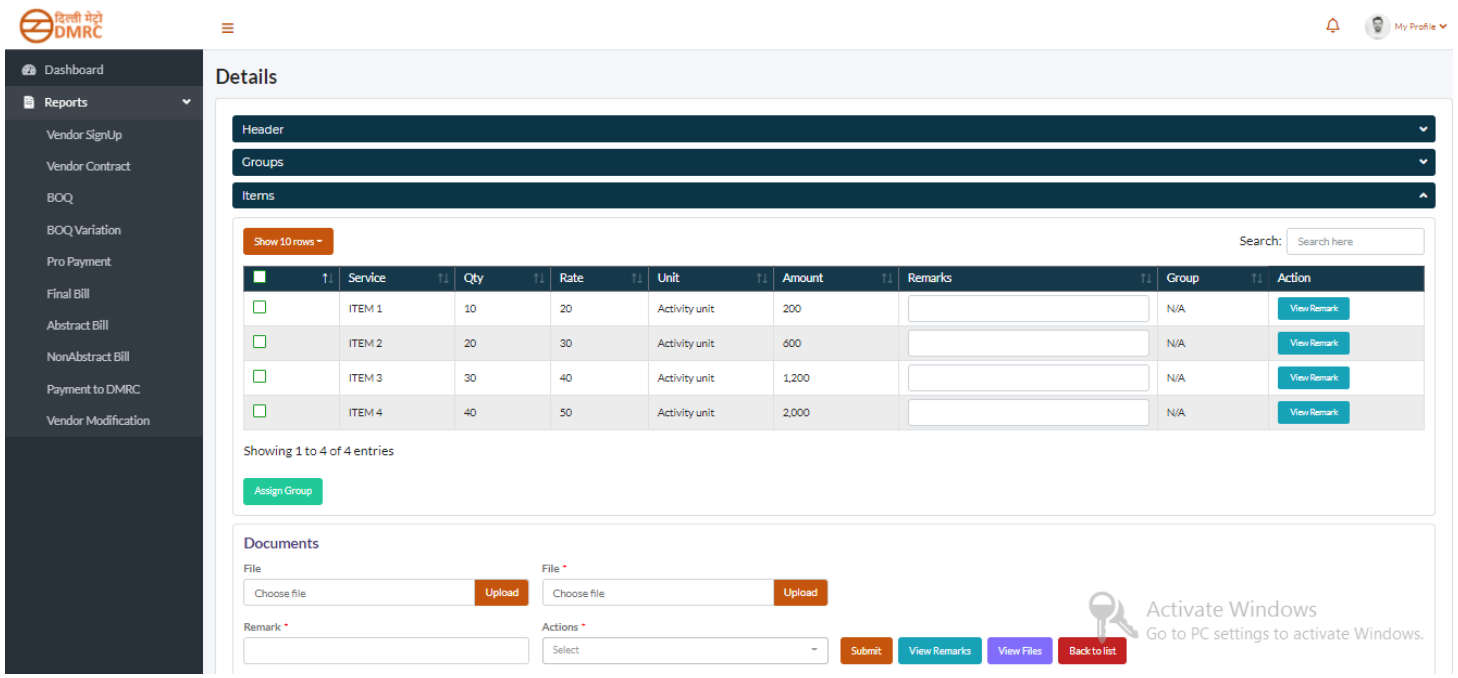
A grid of all the registration requests will be shown for the nodal officer to proceed from.



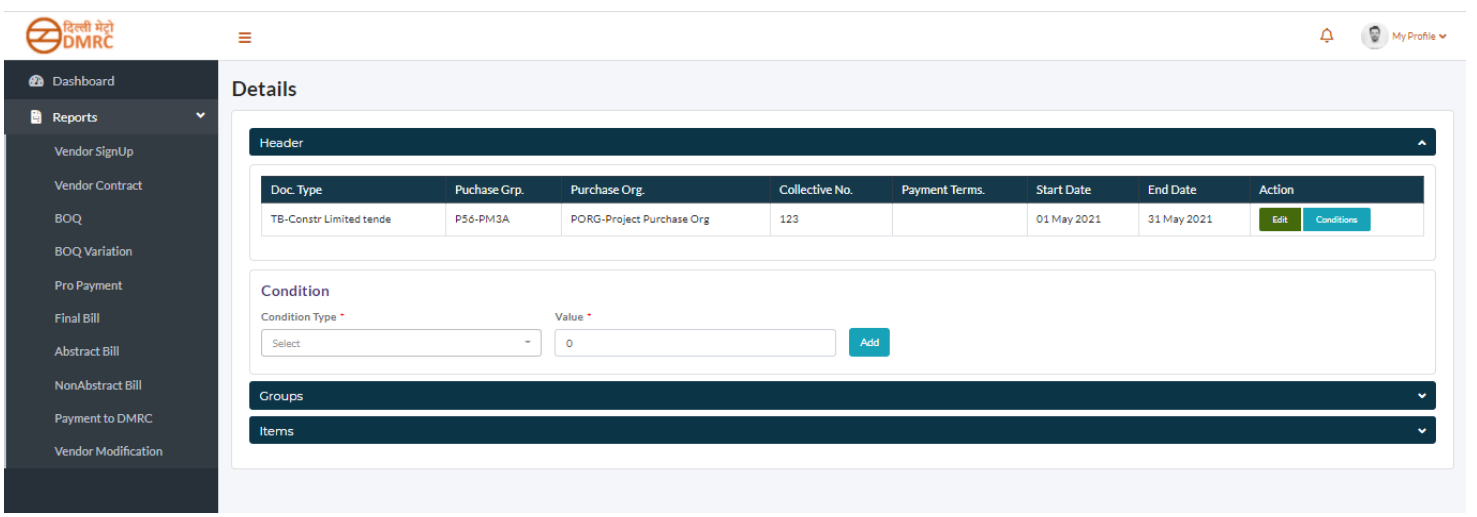
1. On choosing one request, the registration form will be open in a non-editable format.
2. The nodal officer can also upload documents if required.
3. Apart from the vendor details, the finance user will also have to input the SAP-related fields like account details and withholding tax.
4. In the case 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 toæubordinate 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 anothersubordinate.

4. BOQ EXECUTIVE APPROVAL

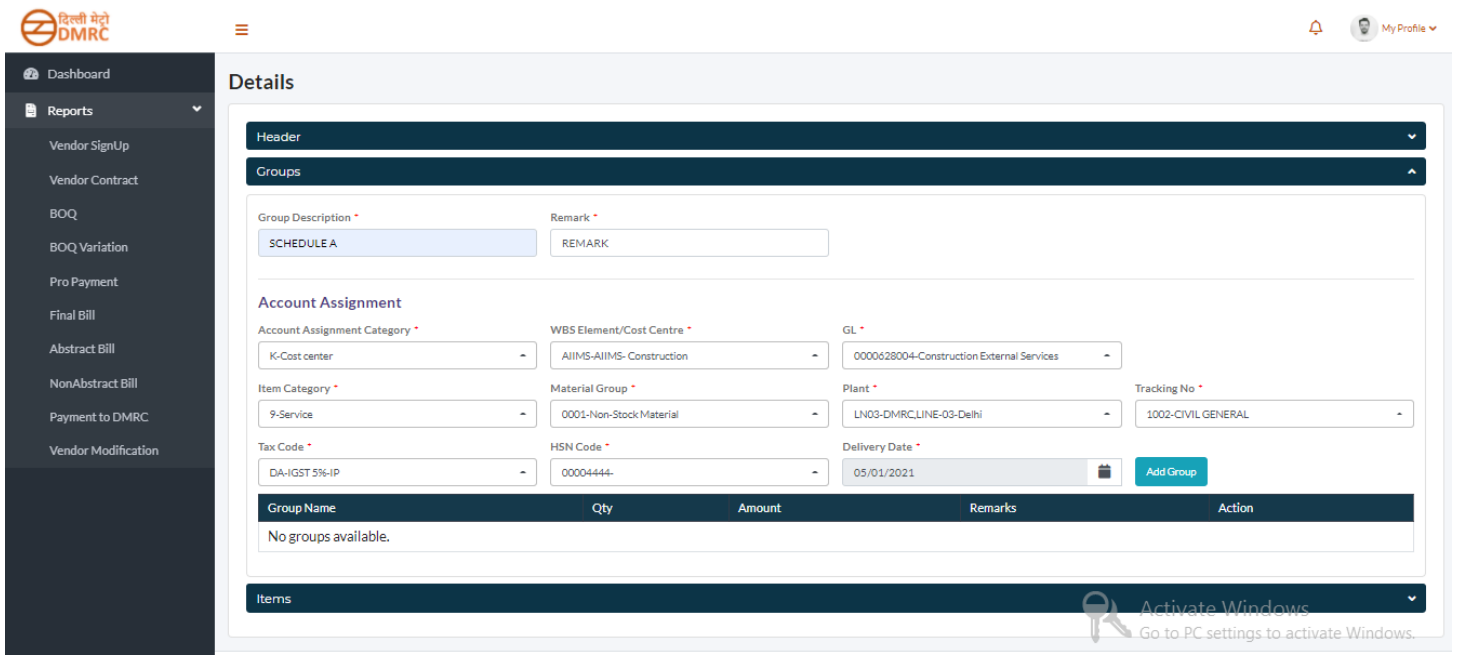
Once the vendor successfully creates a BOQ request, it will come to the executive nodal officer for approval where he will create header, and groups and assign items to it.



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 addconditions to the group and header.
All the fields in Header and groups will be interfaced through SAP.



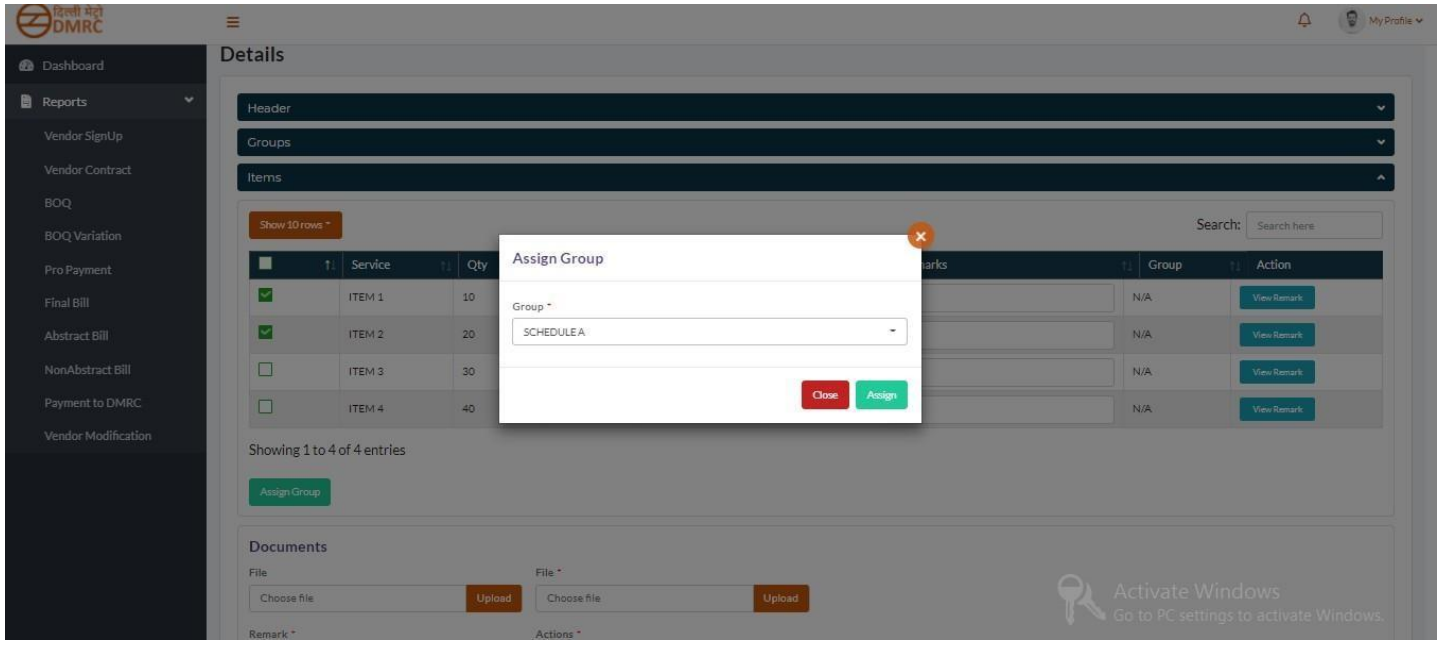
The nodal officer can add multiple conditions to the header and view the same by clicking the CONDITIONS button against the header line of the item.



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	Delete Add Conditions View Conditions

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

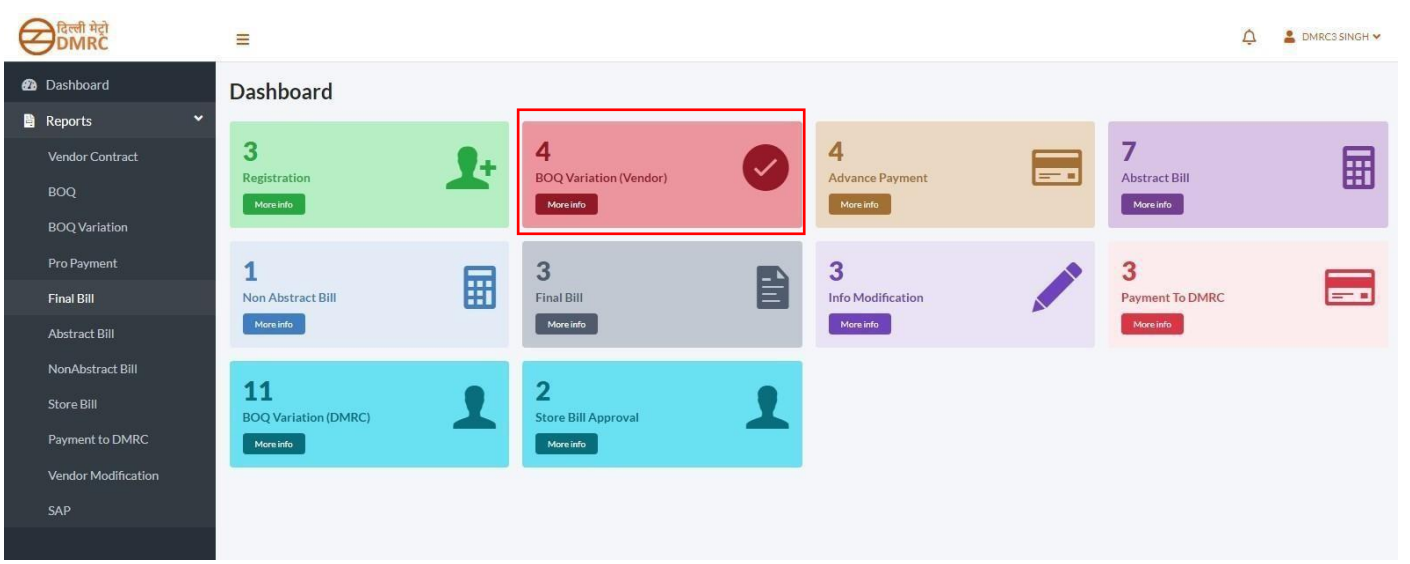


1. The nodal officer then needs to assign groups to items added in BOQ.
2. The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab.
3. Once all the items have been assigned, a group, the user can upload required documents and ten either approve, send it for verification or returnit 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
   subordinateReject: Vendor and executive nodal officer

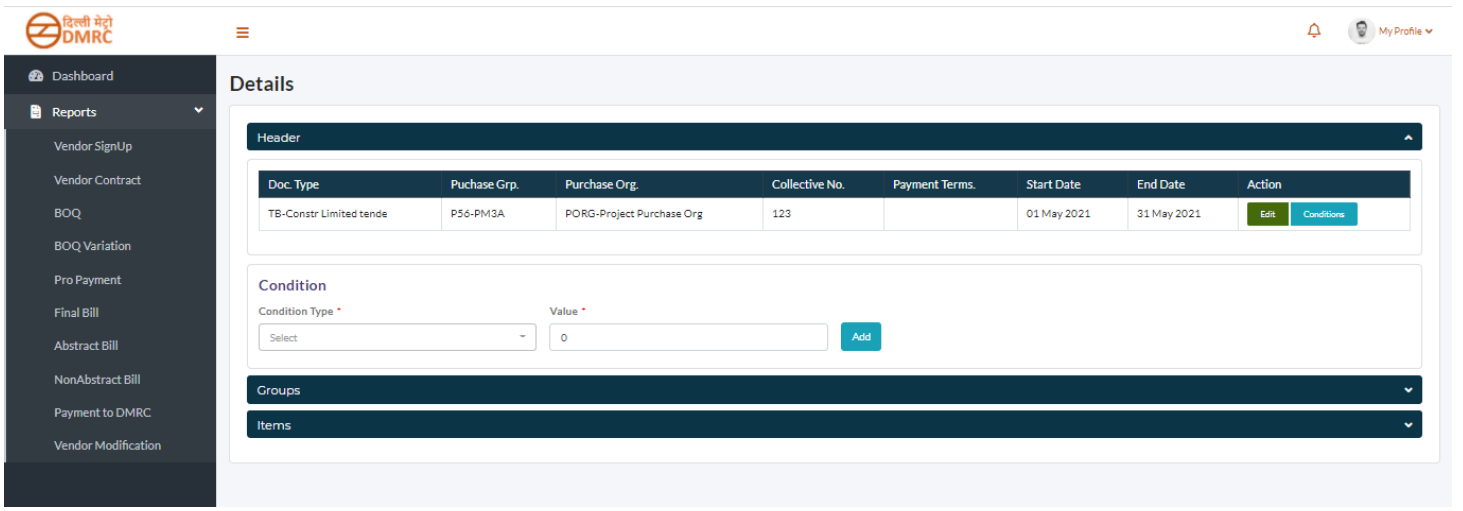
5. BOQ VARIATION EXECUTIVE APPROVAL

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

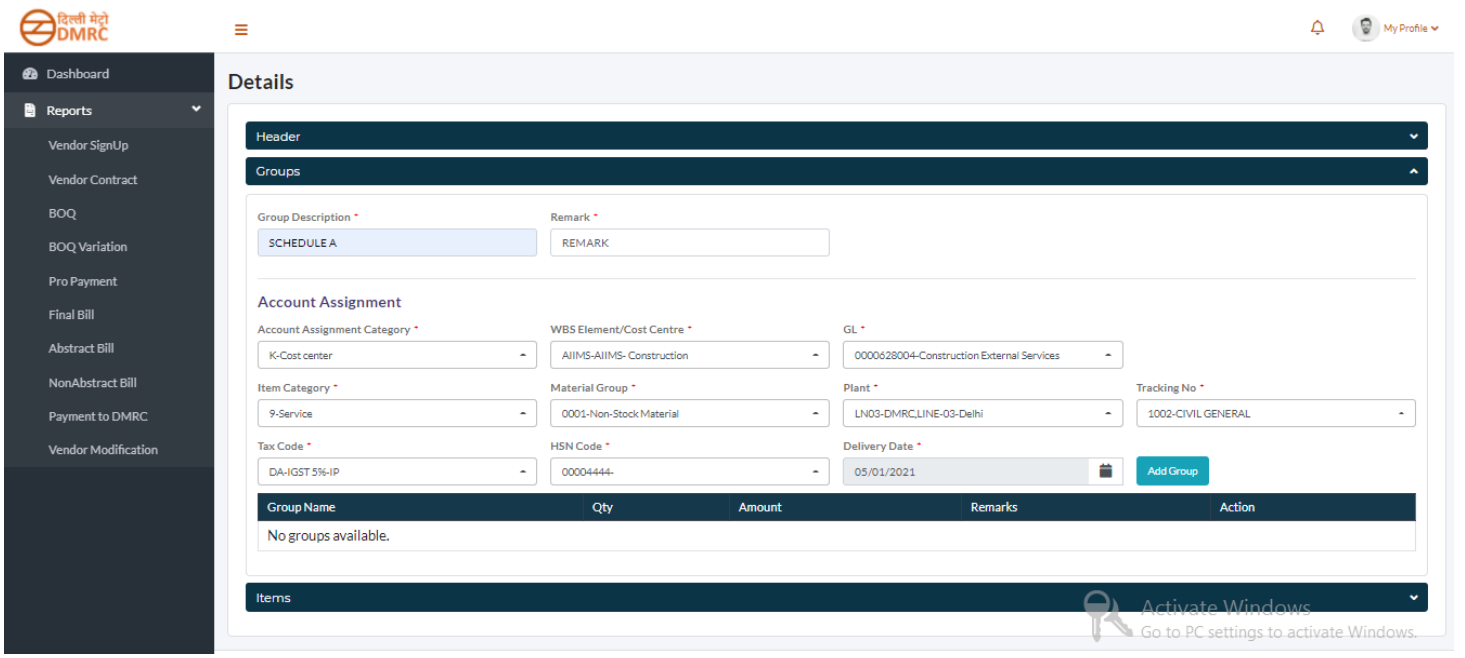
APPROVAL PROCESS



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.



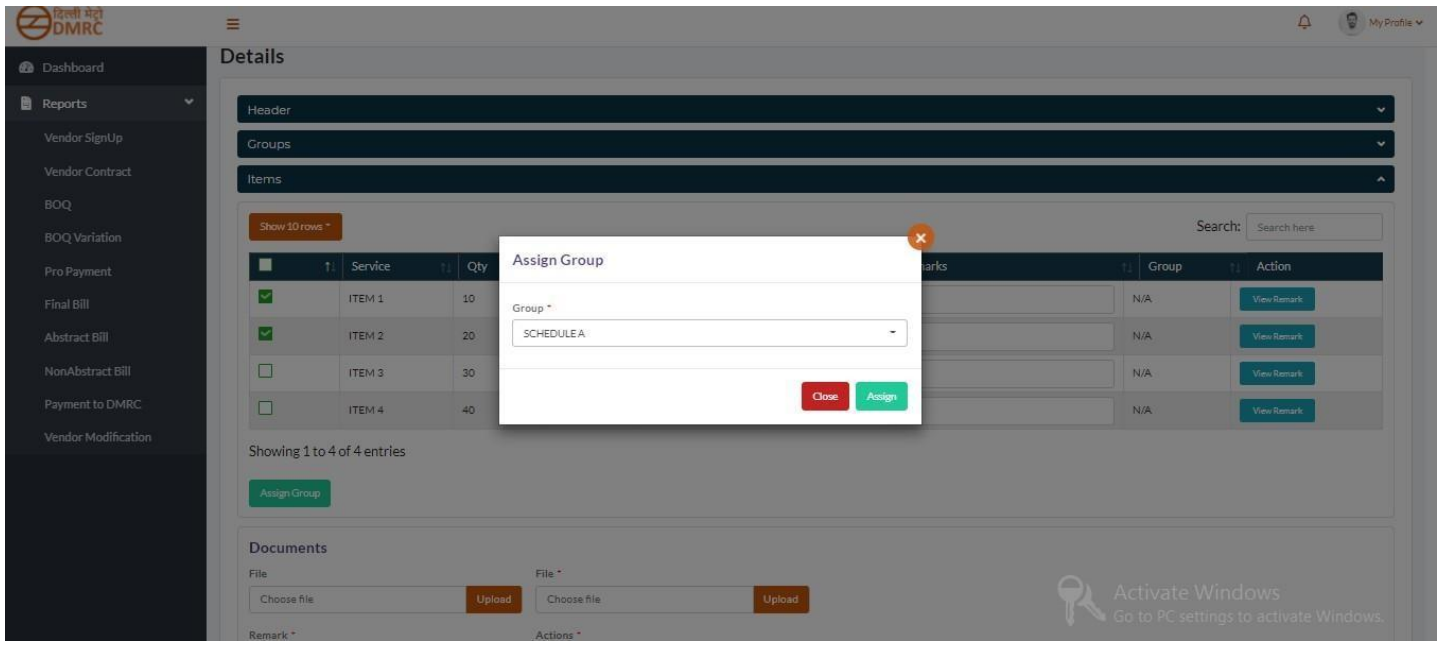
The nodal officer can add multiple conditions to the header and view the same by clicking CONDITIONS button against the header line of item.



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	Delete Add Conditions View Conditions

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

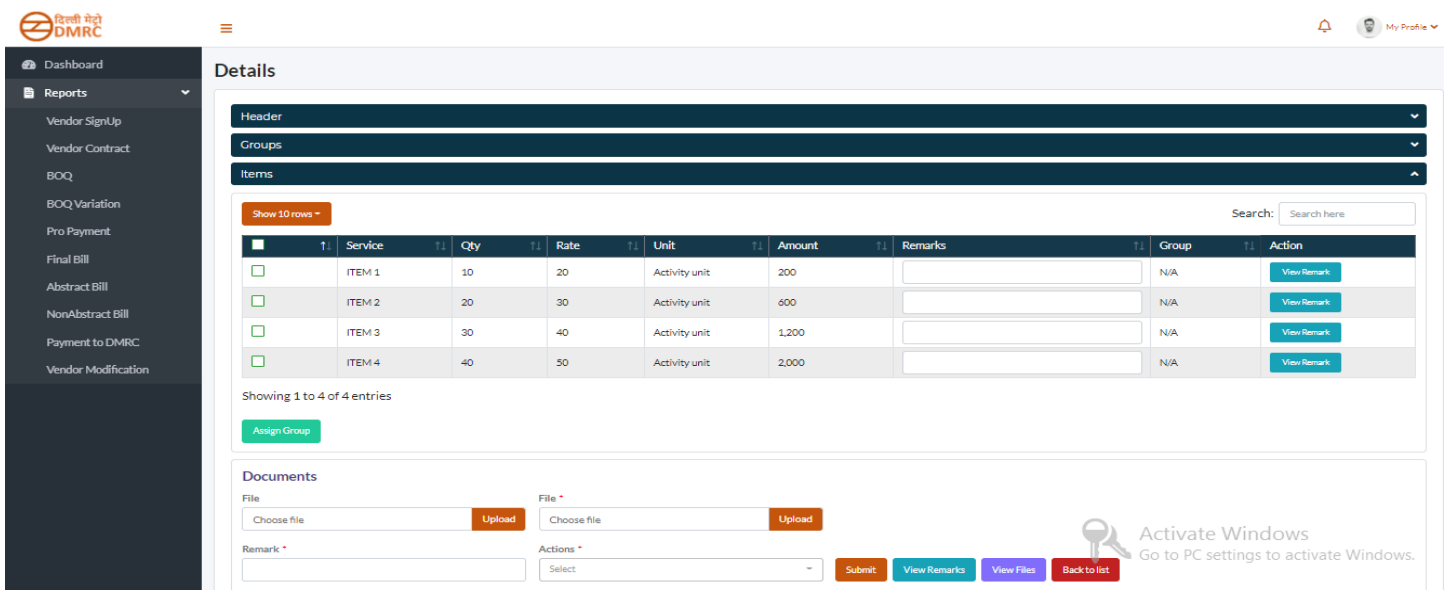


1. All the groups and header created, items assigned to groups and conditions added on header and group level will be shown in a non-editable format along with the item details.
2. The nodal officer and verification user can also view remarks of the request and the uploaded files.
3. The document types 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.

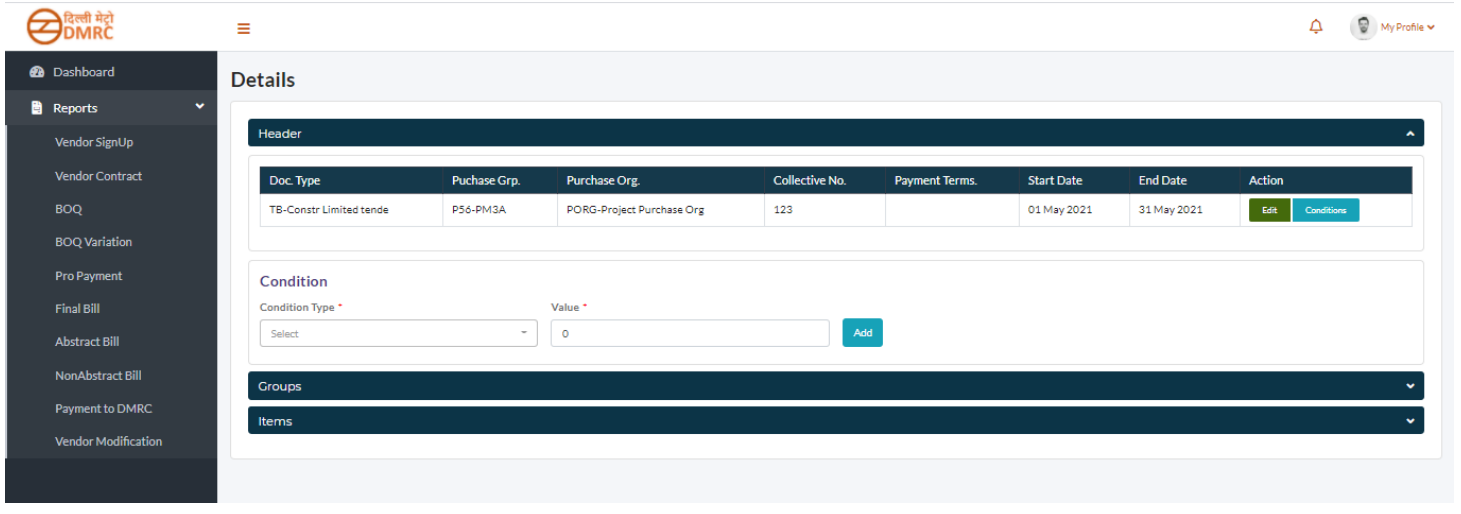
9. The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab.
10. Once all the items have been assigned, a group, the user can upload required documents and ten either approve, send it for verification, 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

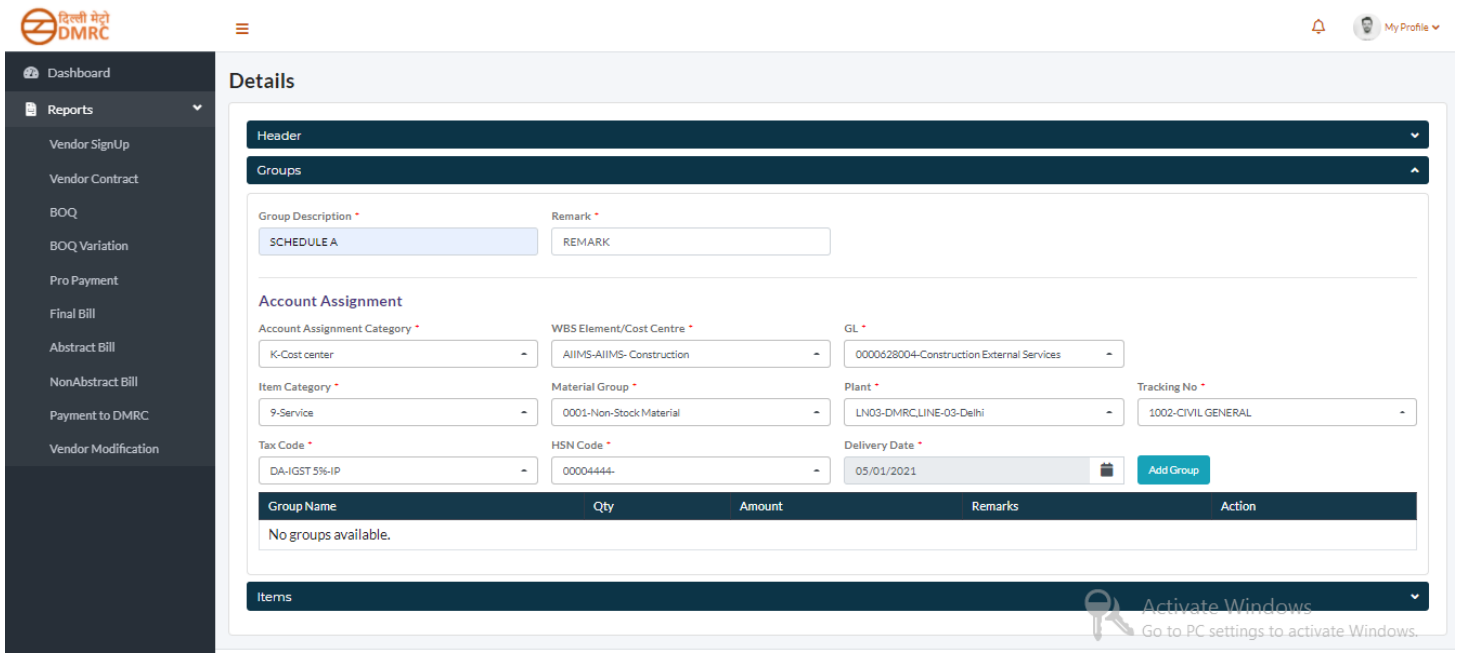
Once the vendor successfully creates BOQ request, it will come to executive nodal officer for approval where he will create header, groups and assign items to it.



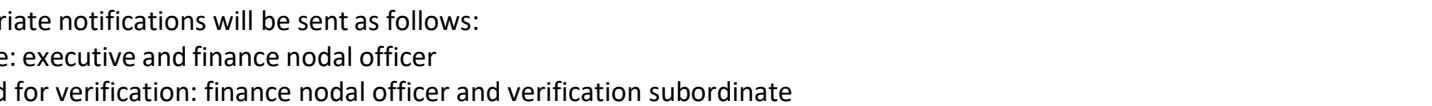
On choosing the pending request, executive nodal officer will have the provision to create header, groups and then assign items to the created groups. They can also add conditions to the group and header.
All the fields in Header and groups will be interfaced through SAP.



The 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.



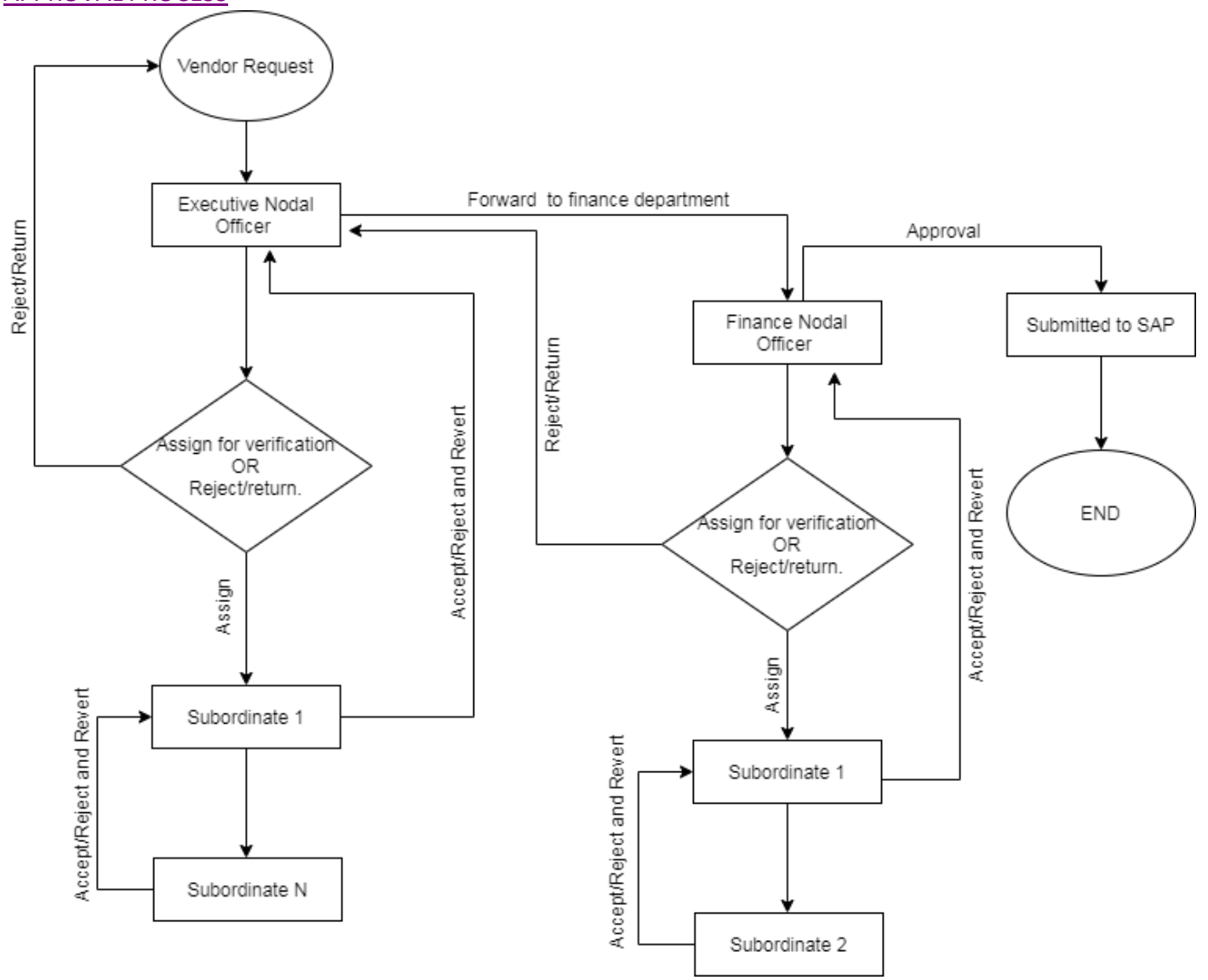
Once a group is added, the user has an option to delete the group, add conditions to it or view the existing conditions.

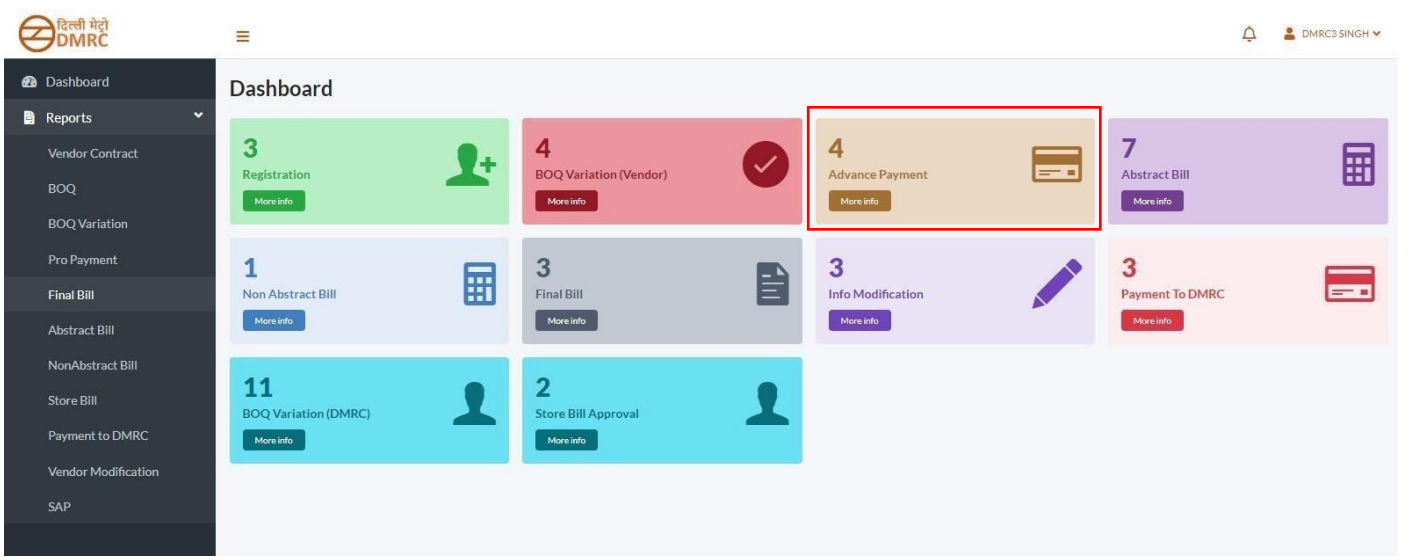
The nodal officer then needs to assign groups to items added in BOQ.
The user will first select all the items of a particular group by checking the checkbox, and then click on ASSIGN GROUPS which have been already added in the groups tab.
Once all the items have been assigned, a group, the user can upload 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. PROVISONAL PAYMENT EXECUTIVE APPROVAL

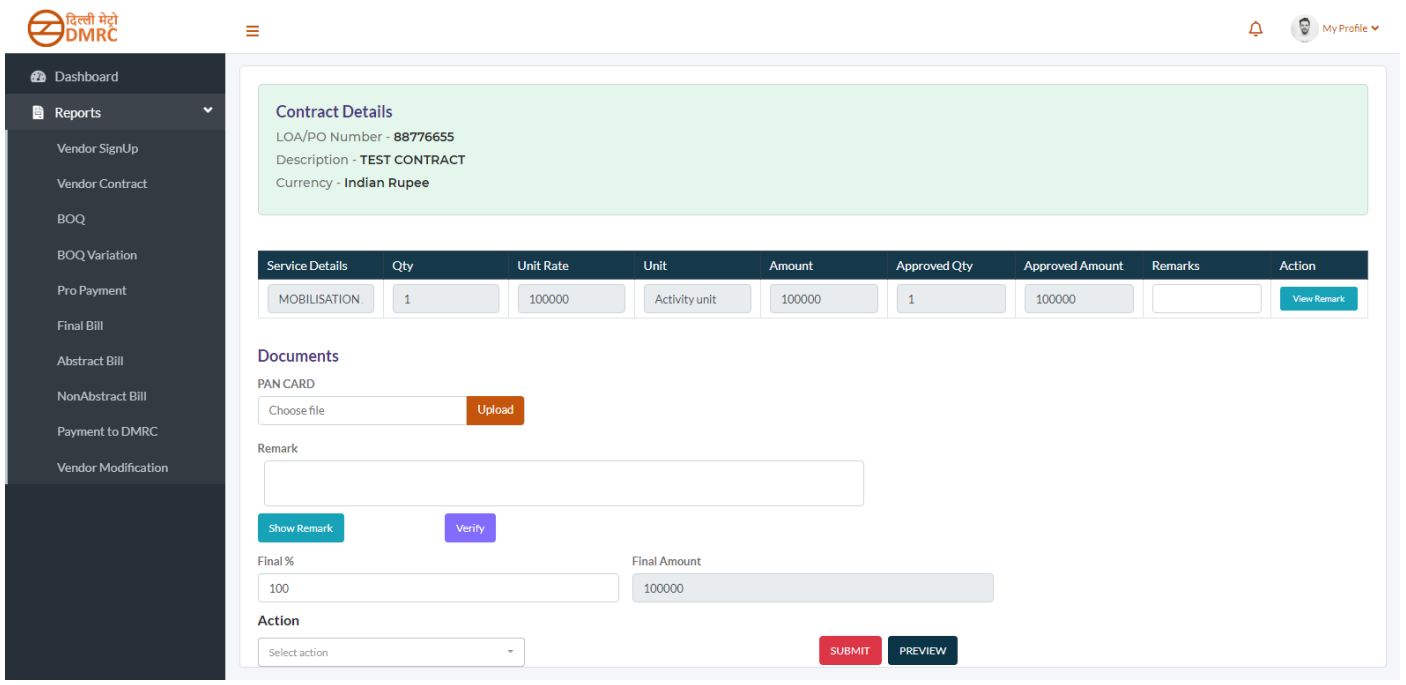
This screen will be used by the finance nodal officer to send either assign the advance payment request to his subordinate or verify himself and send it to executive nodal officer on approval.

APPROVAL PROCESS





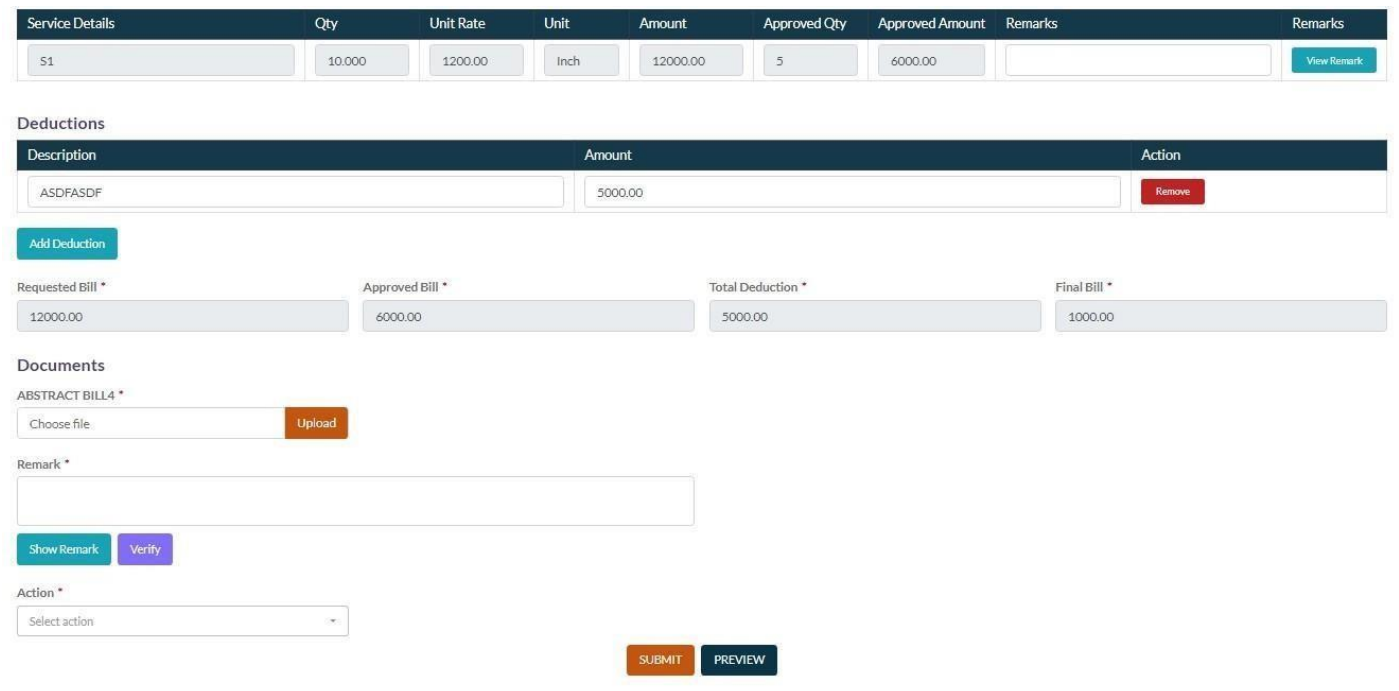
The new provisional payment request will show on the dashboard under Provisional Payment.



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

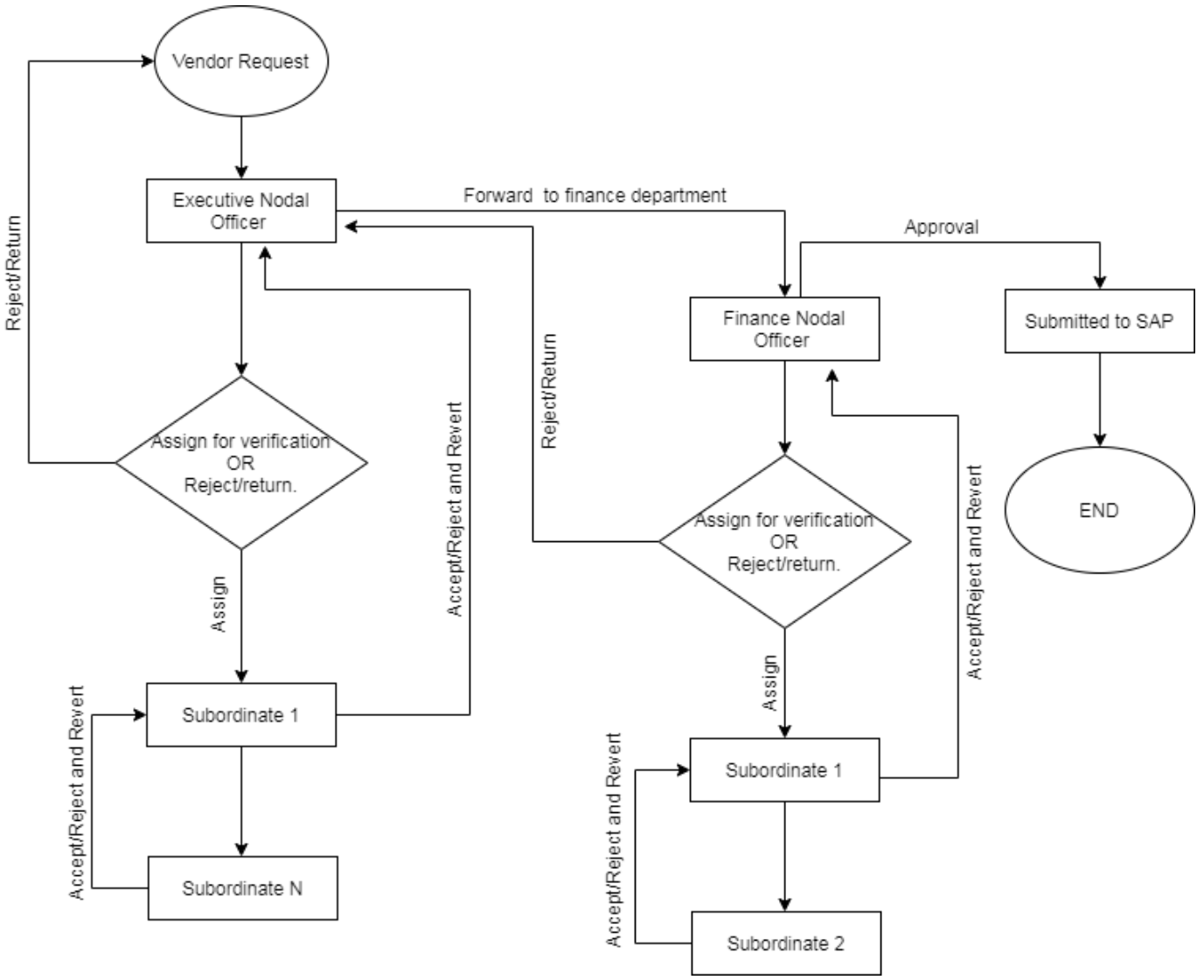


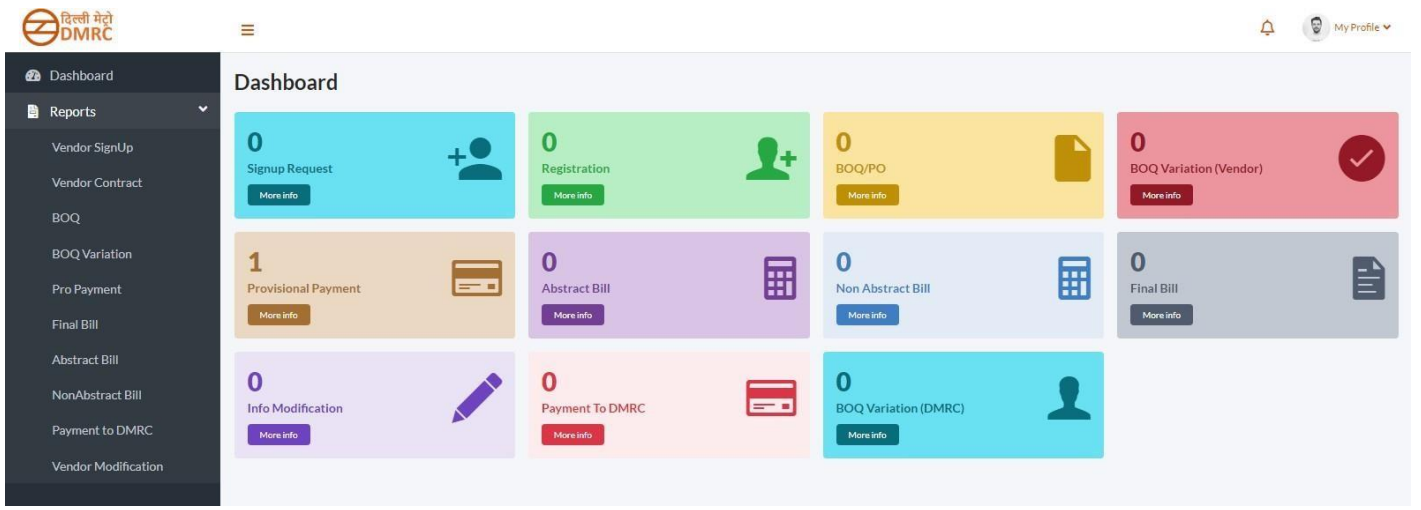
11. The advance payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to executive.

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**’.

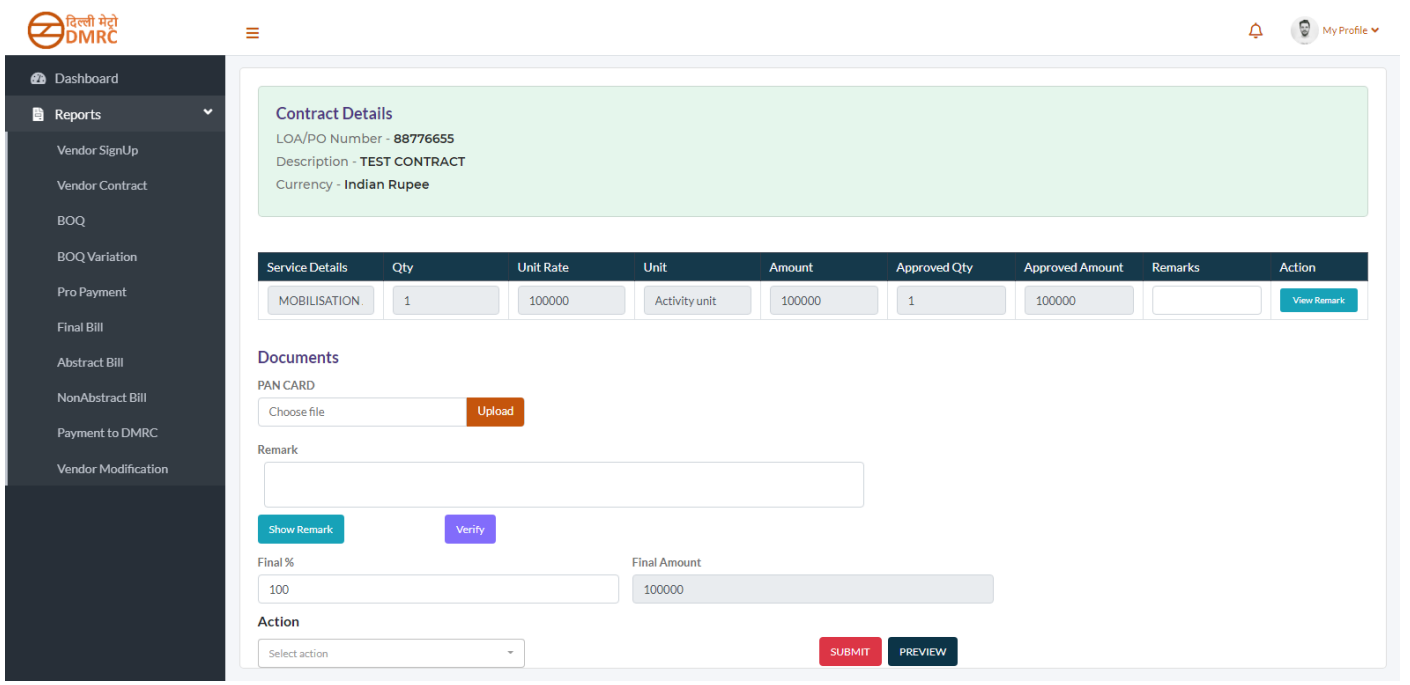
8. PROVISONAL PAYMENT FINANCE APPROVAL

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.

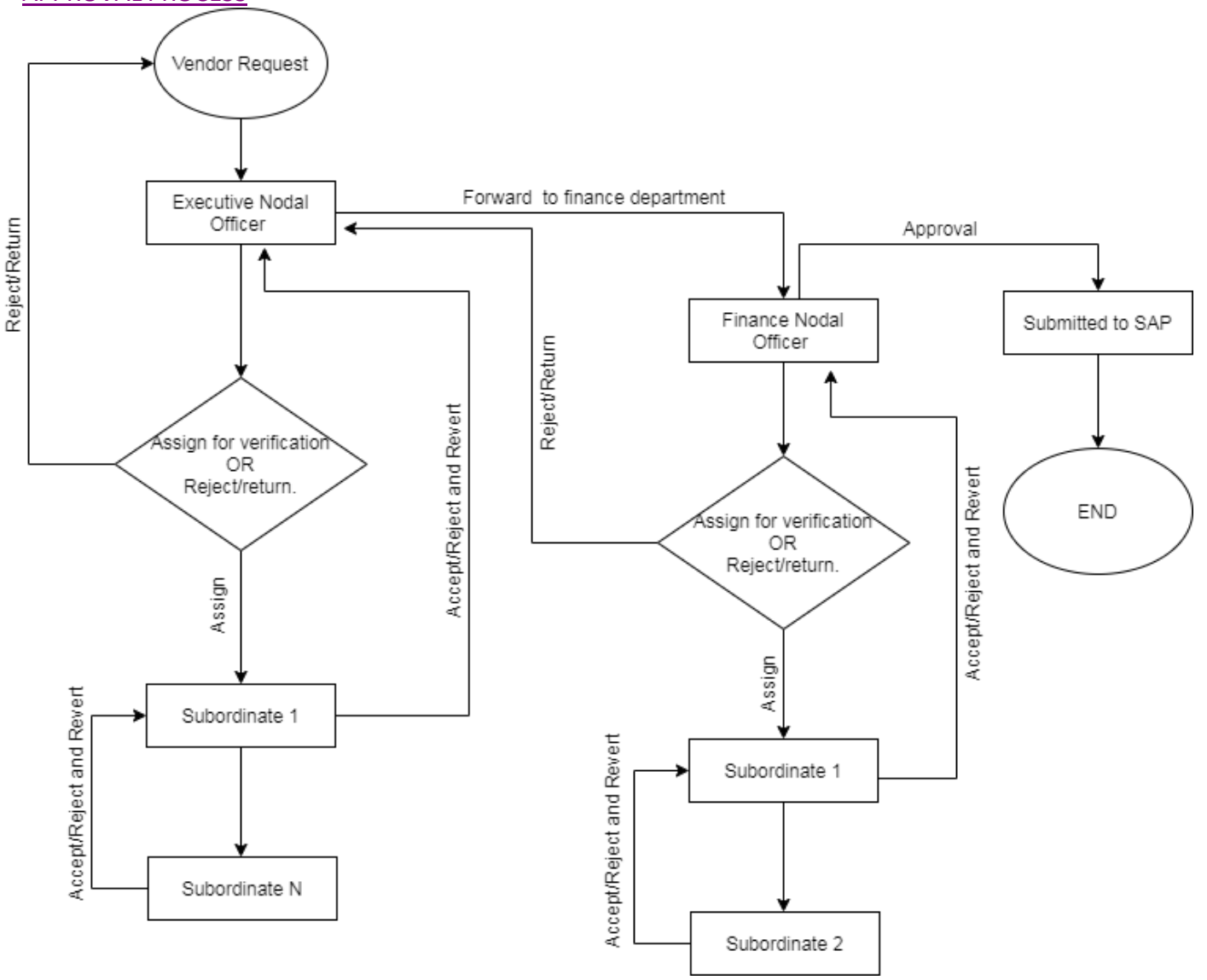
The provisional payment request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

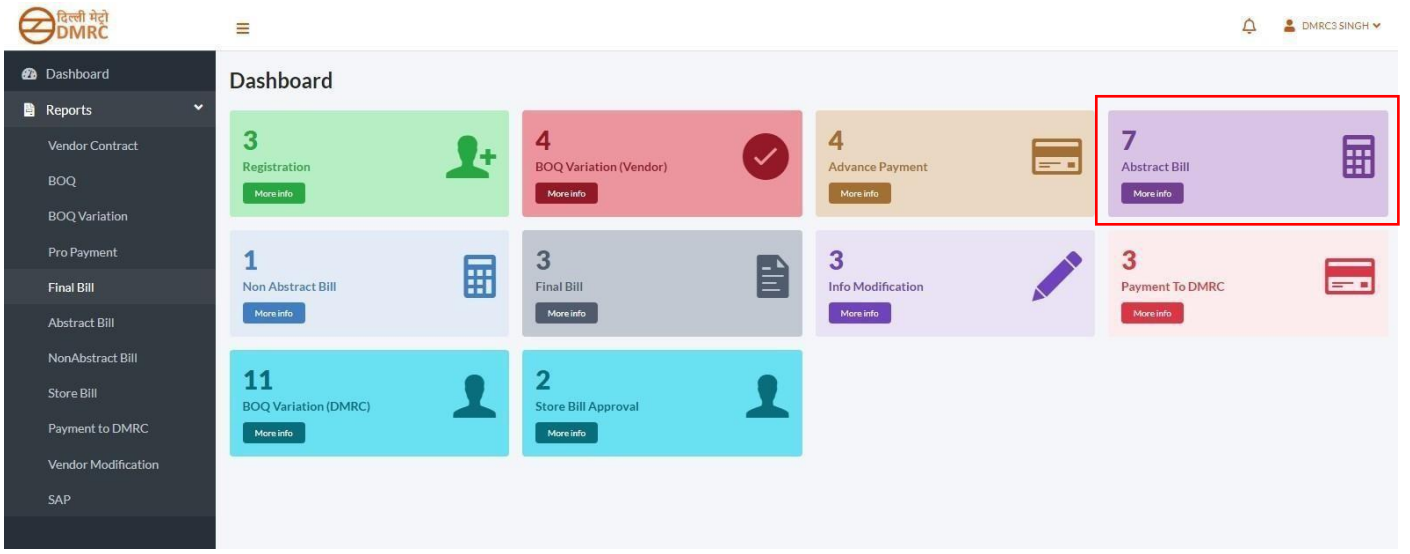
If forwarded to verification user, they can also make changes on the request and send it back to the nodal officer as approved/rejected.
The nodal officer and verification user can also view remarks of the request and the uploaded files.
Appropriate notifications will be sent as follows:
Approve: executive 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

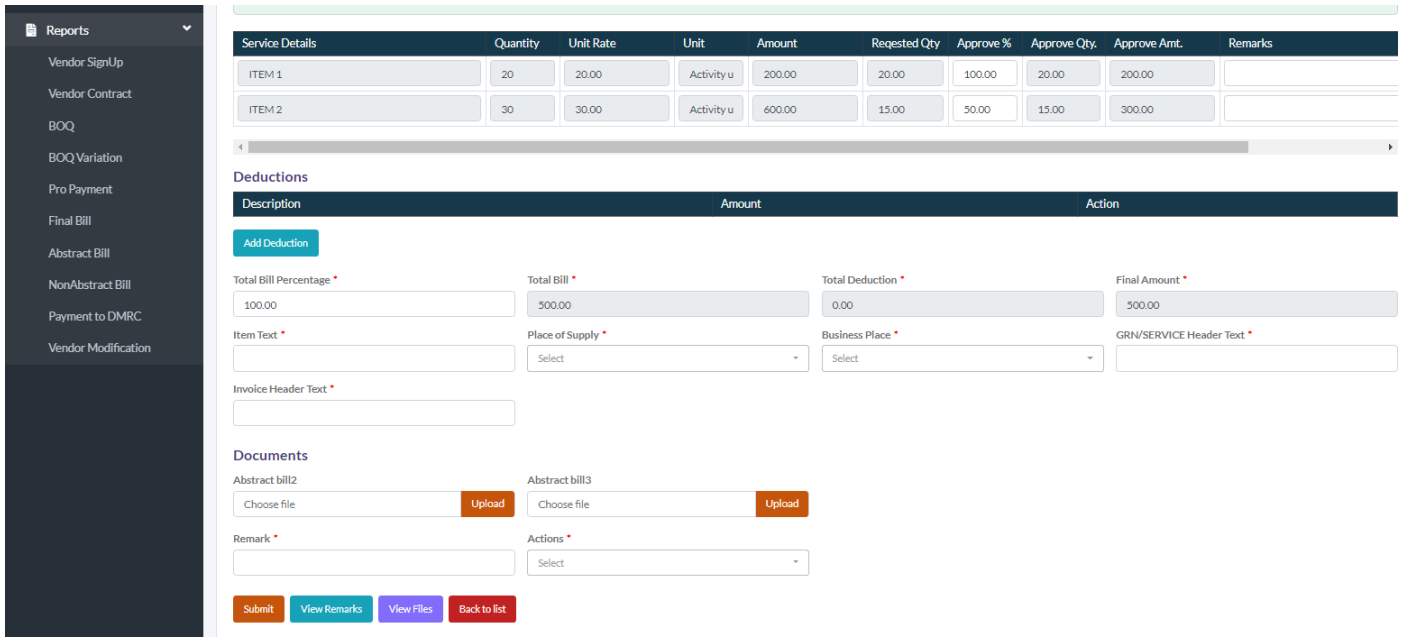
This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

APPROVAL PROCESS





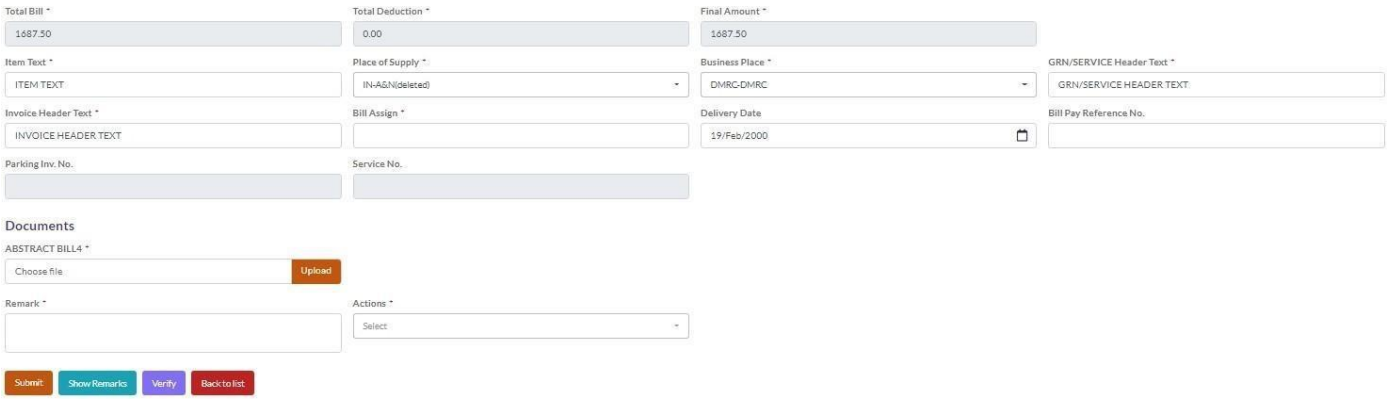
The new RA bill request will show on the dashboard under **Abstract Bill**.



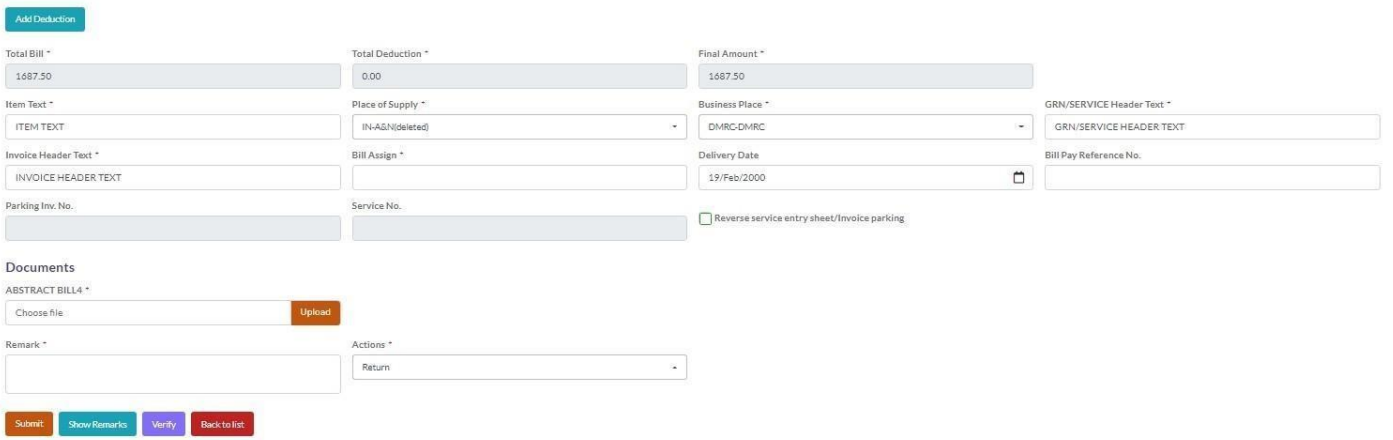
The bill amount can be altered by the nodal officer by changing final percentage of the amount.

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



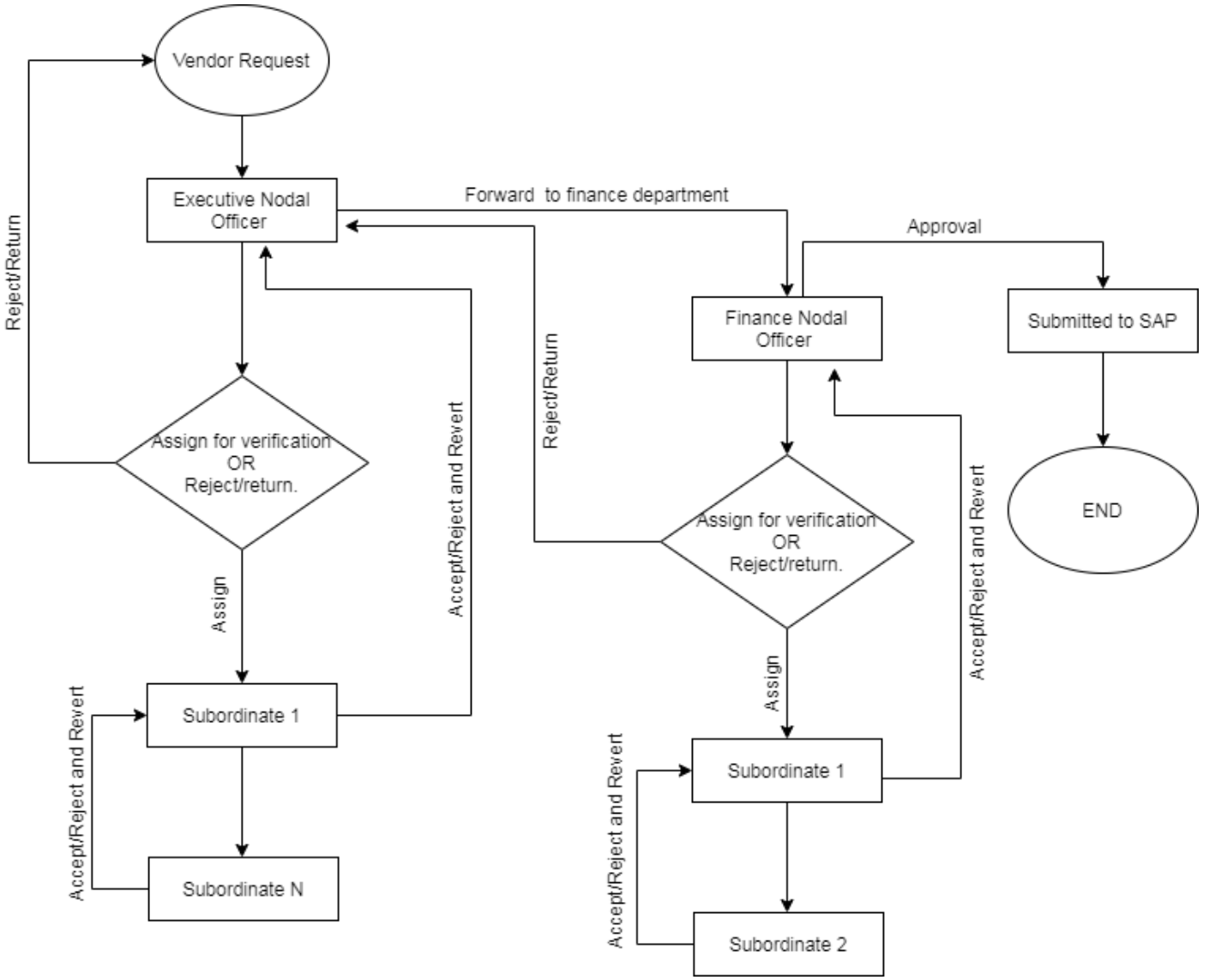
12. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
13. The finance department will also add SAP related fields like texts and payment reference number along with delivery date.
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 toexecutive.

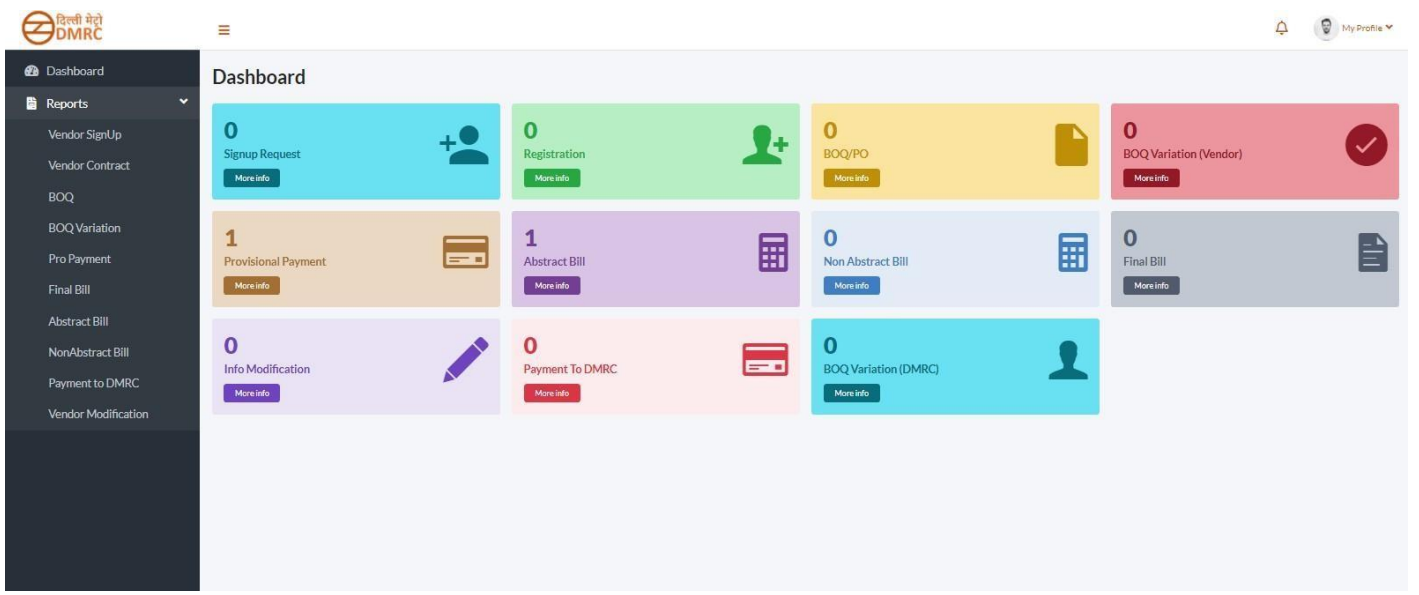


15. 15.
16. In case the finance department wishes to return the request back to nodal officer, they will have an option to reverse the service entry sheet created by checking the checkbox for **'Reverse Service Entry Sheet/Invoice parking'.**
17. The document types that can be uploaded as attachment 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 uploadedfiles.

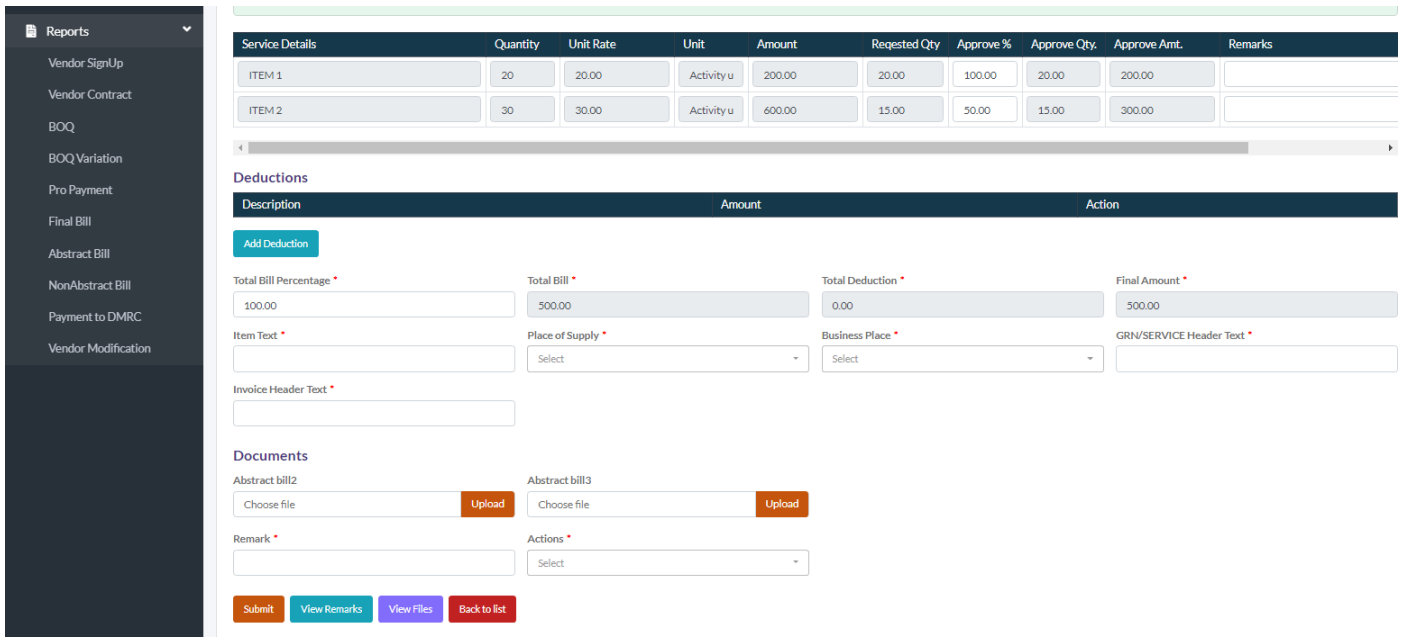
10. RA BILL (With Abstract) FINANCE APPROVAL

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.



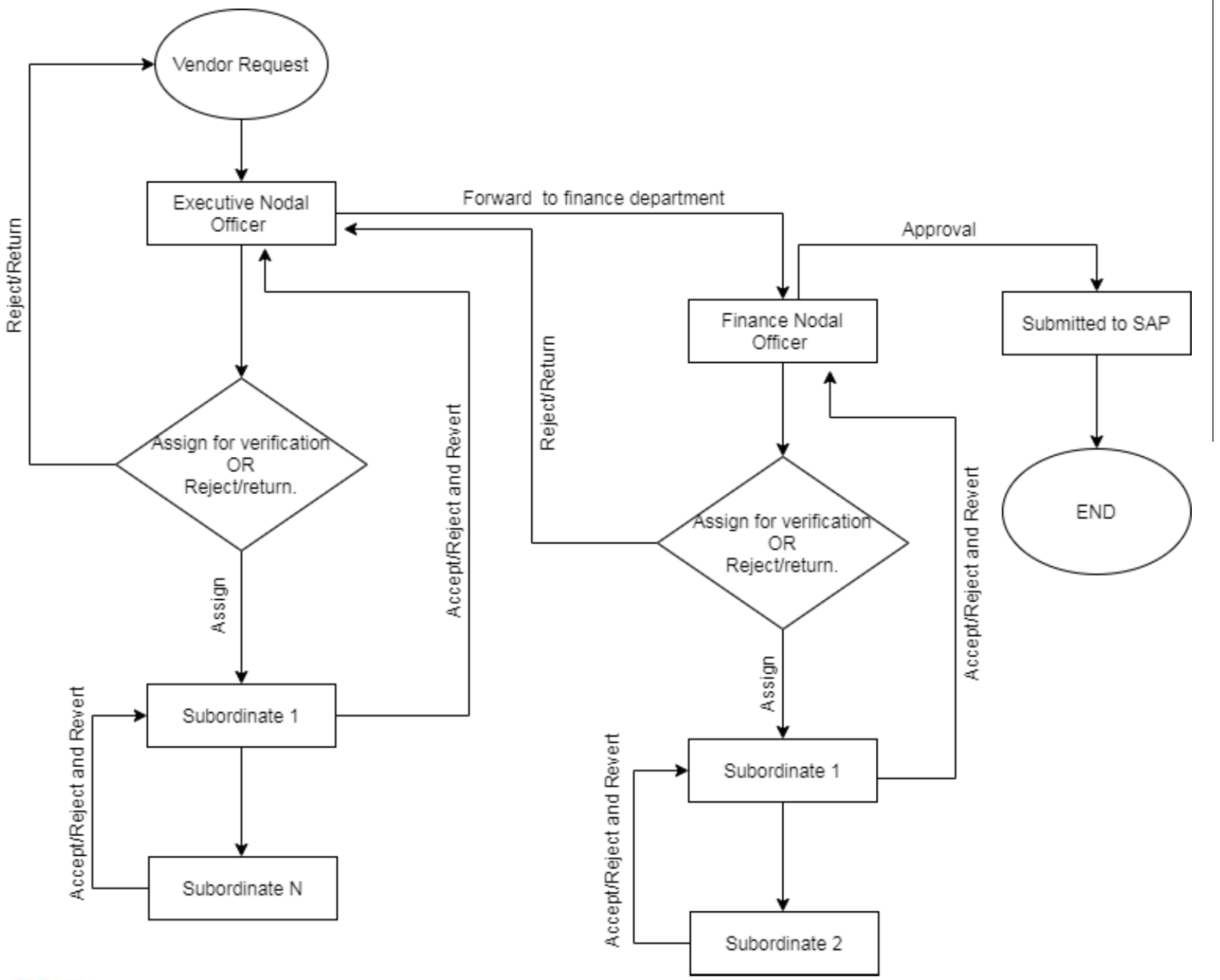
The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

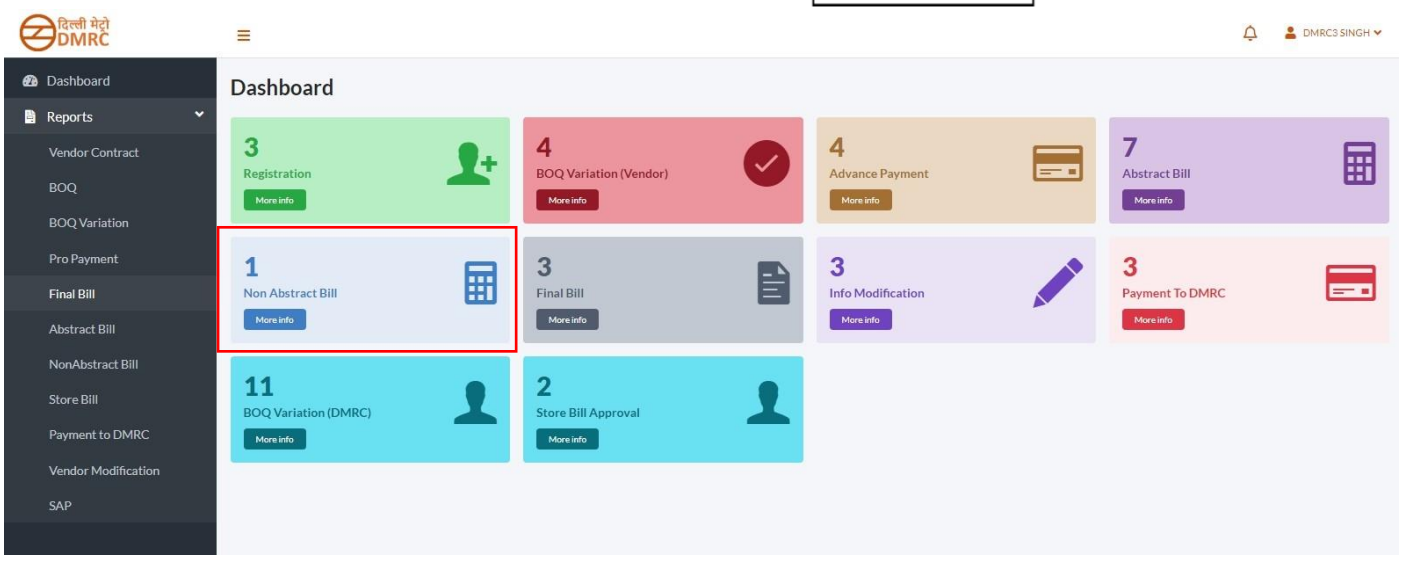
The nodal officer and verification user can also view remarks of the request and the uploaded files.
Appropriate notifications will be sent as follows:
Approve: executive and finance nodal officer
Forward for verification: finance nodal officer and verification subordinate
Reject: finance nodal officer and executive nodal officer

11. RA BILL (Without Abstract) EXECUTIVE APPROVAL

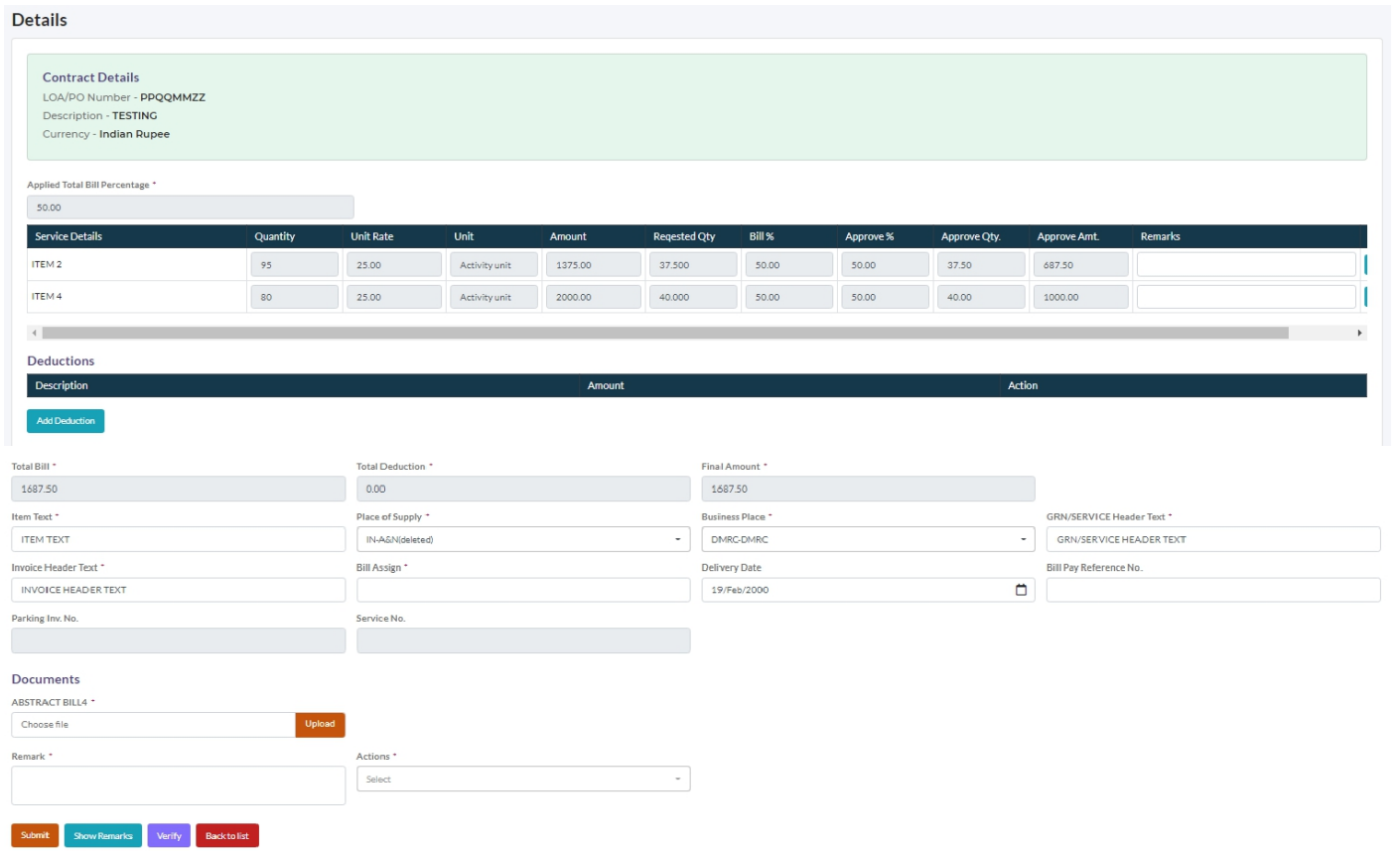
This screen will be used by the finance nodal officer to send either assign the bill payment request to his subordinate or verify himself and send it to executive nodal officer.

APPROVAL PROCESS

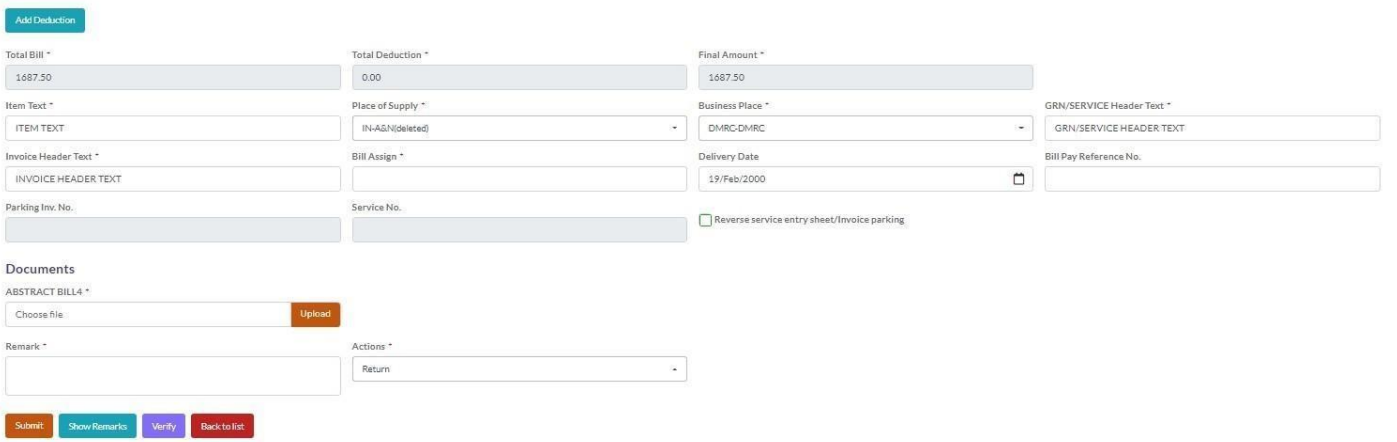




The new RA bill request will show on the dashboard under **Non Abstract Bill**.



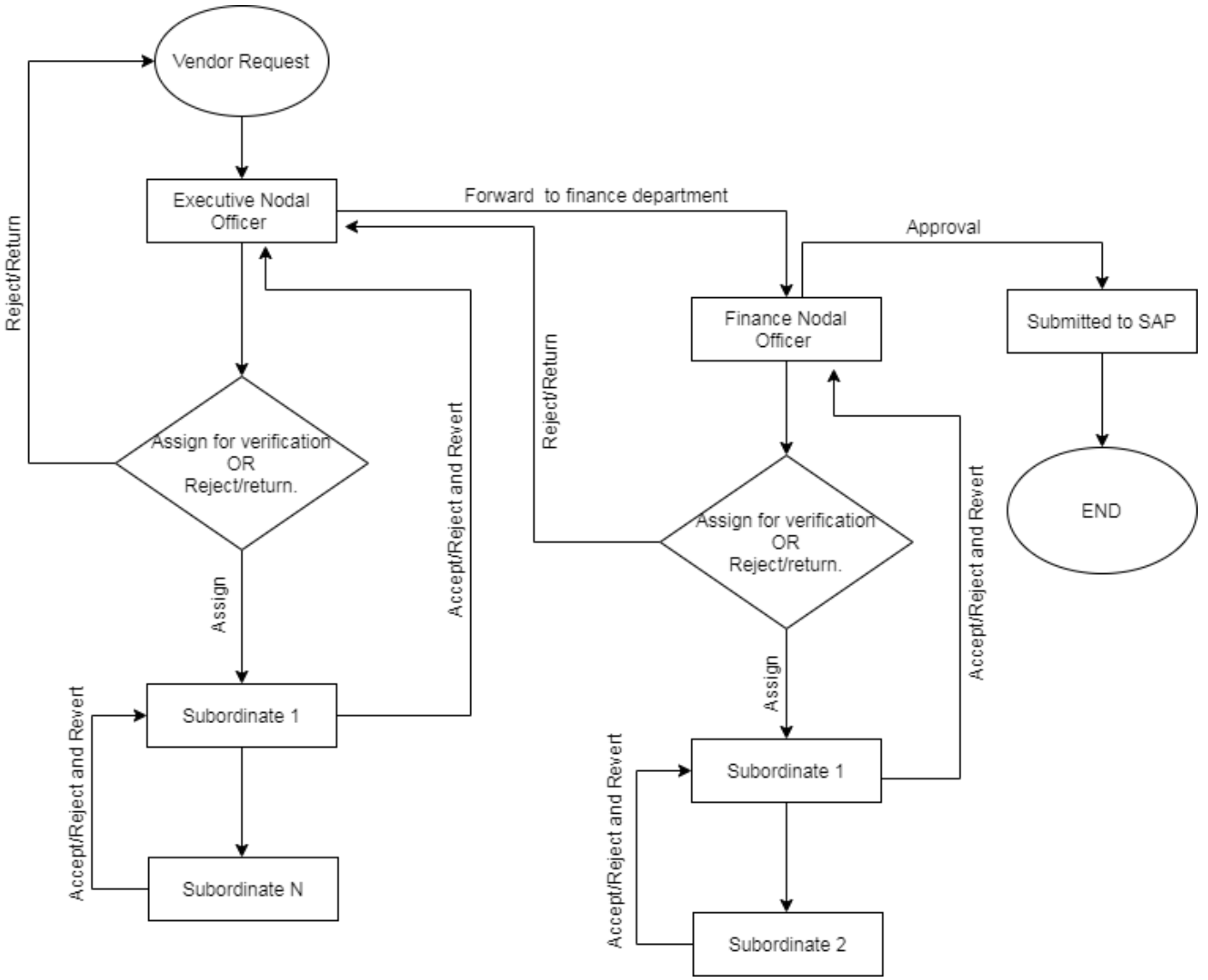
1. The official can also add as many deductions as they want by clicking on '**Add Deduction**' which will deduct the total amount with the total amount of deductions added.
2. The finance department will also add SAP related fields like texts and payment reference number along with delivery date.
3. 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 toexecutive.

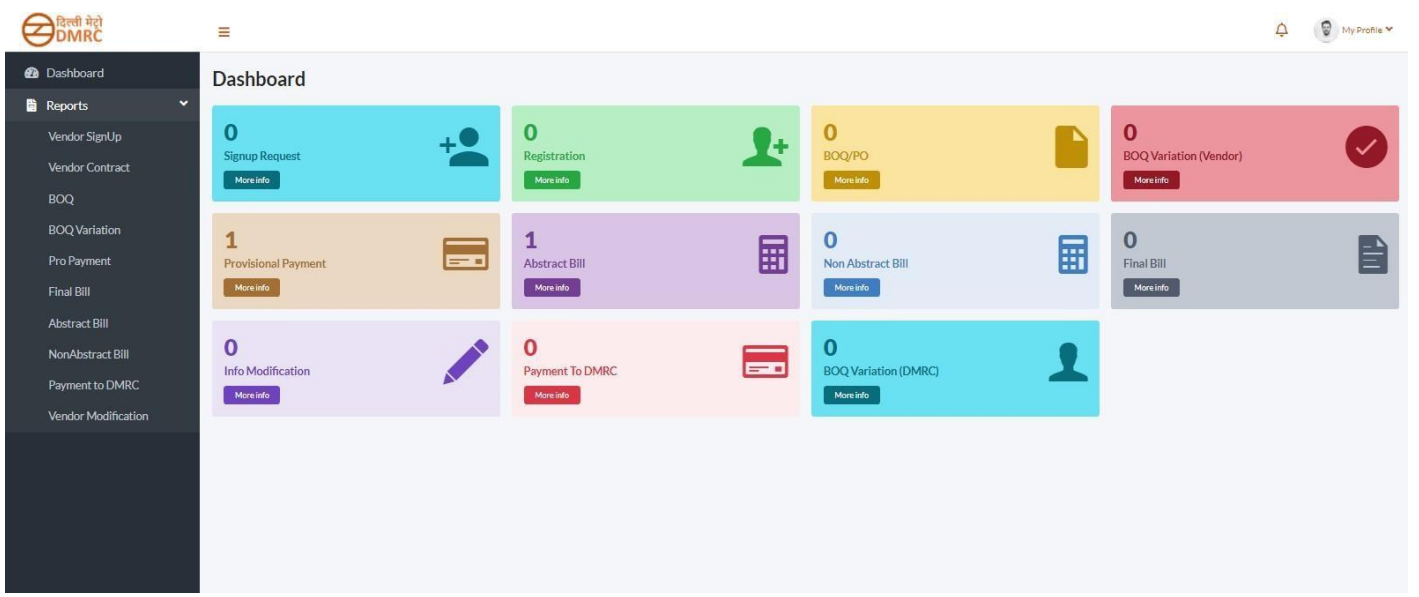
4. 

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 uploadedfiles.
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

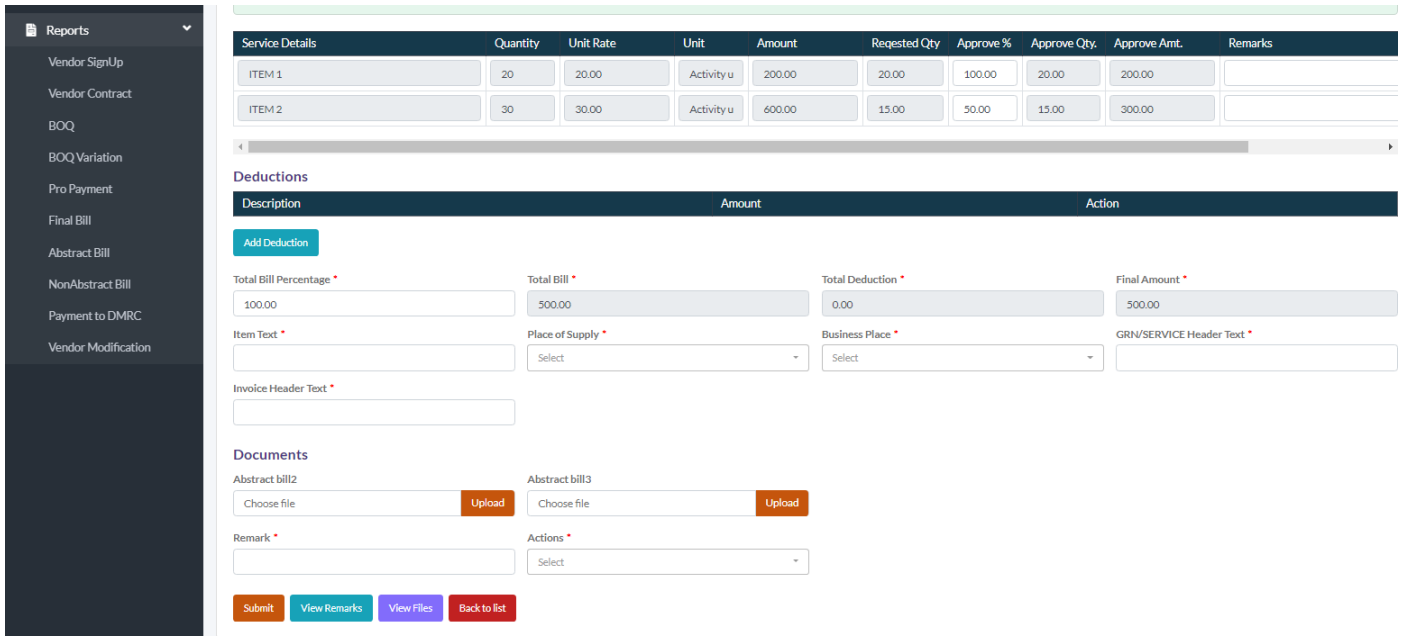
12. RA BILL (Without Abstract) FINANCE APPROVAL

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.

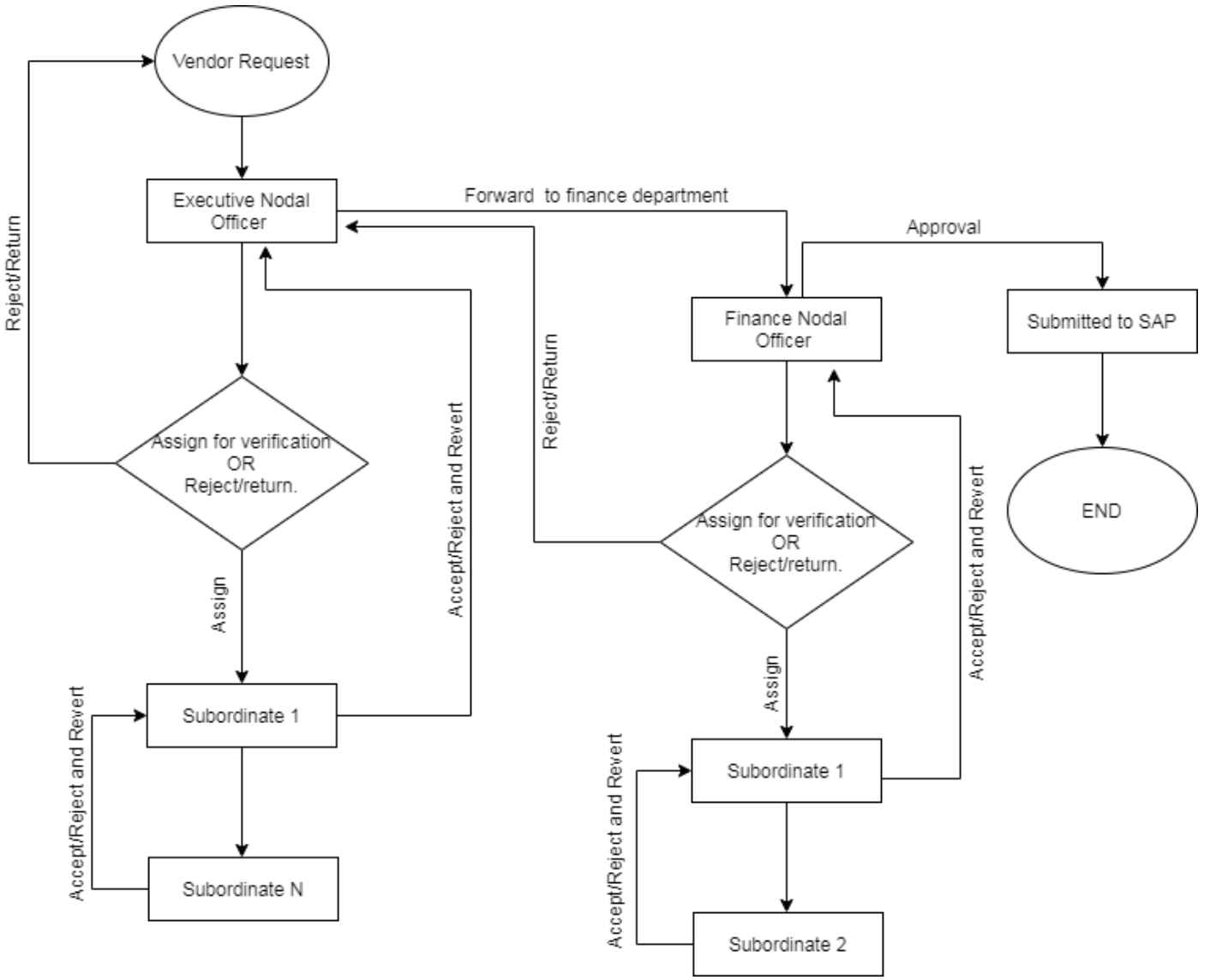


The bill request will show in a non-editable format to the finance nodal officer who will have the option to either return to the executive nodal officer, assign to subordinate for verification.

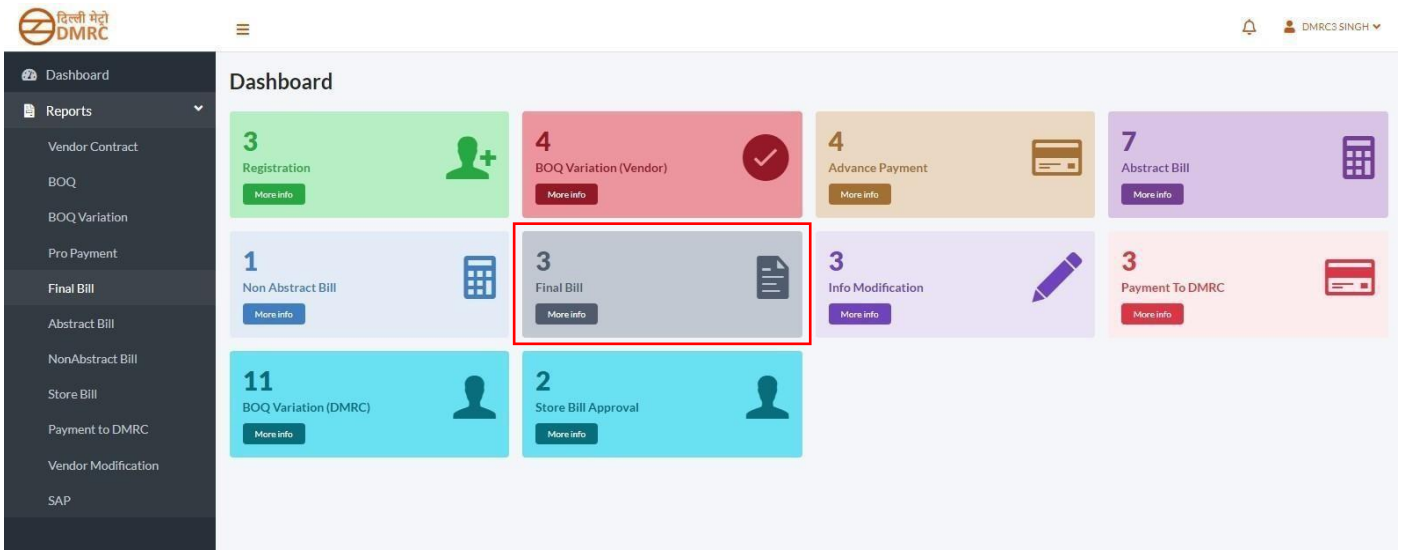
The nodal officer and verification user can also view remarks of the request and the uploaded files.
Appropriate notifications will be sent as follows:
Approve: executive and finance nodal officer
Forward for verification: finance nodal officer and verification subordinate
Reject: finance nodal officer and executive nodal officer

14. FINAL BILL EXECUTIVE APPROVAL

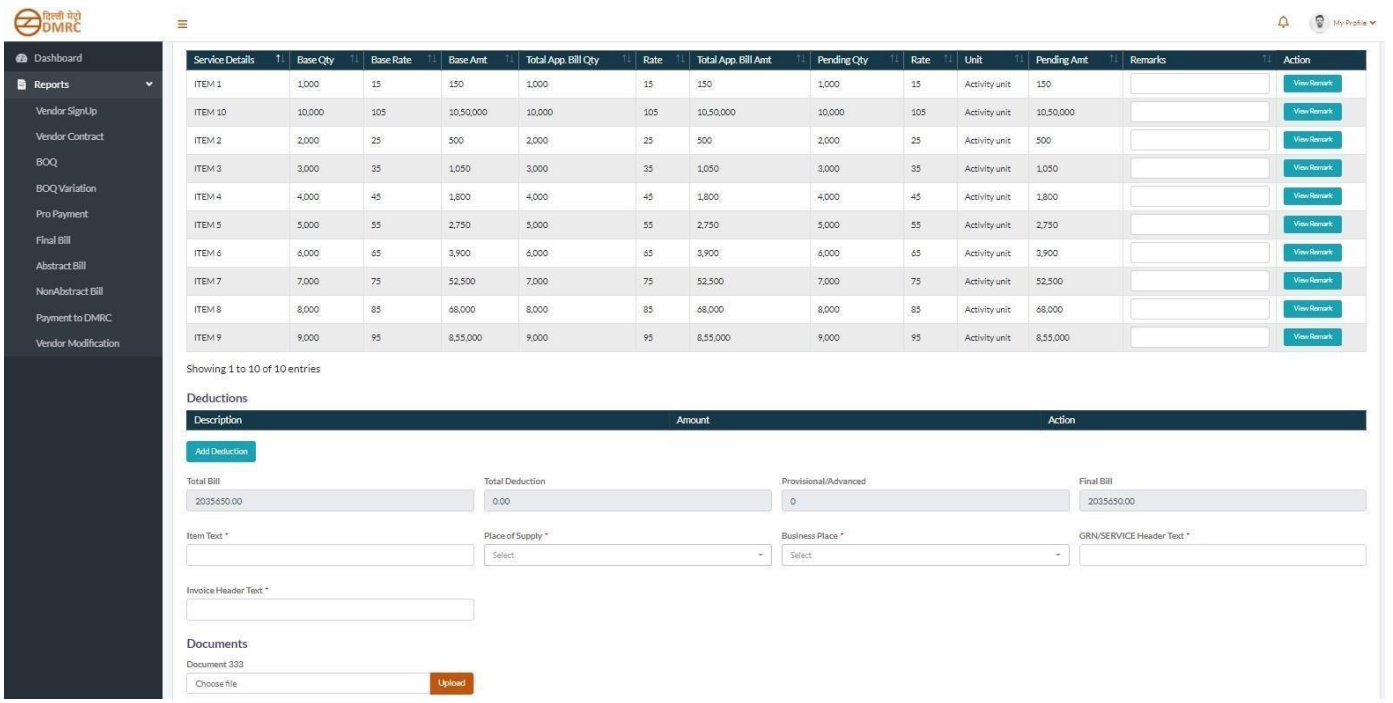
APPROVAL PROCESS



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.



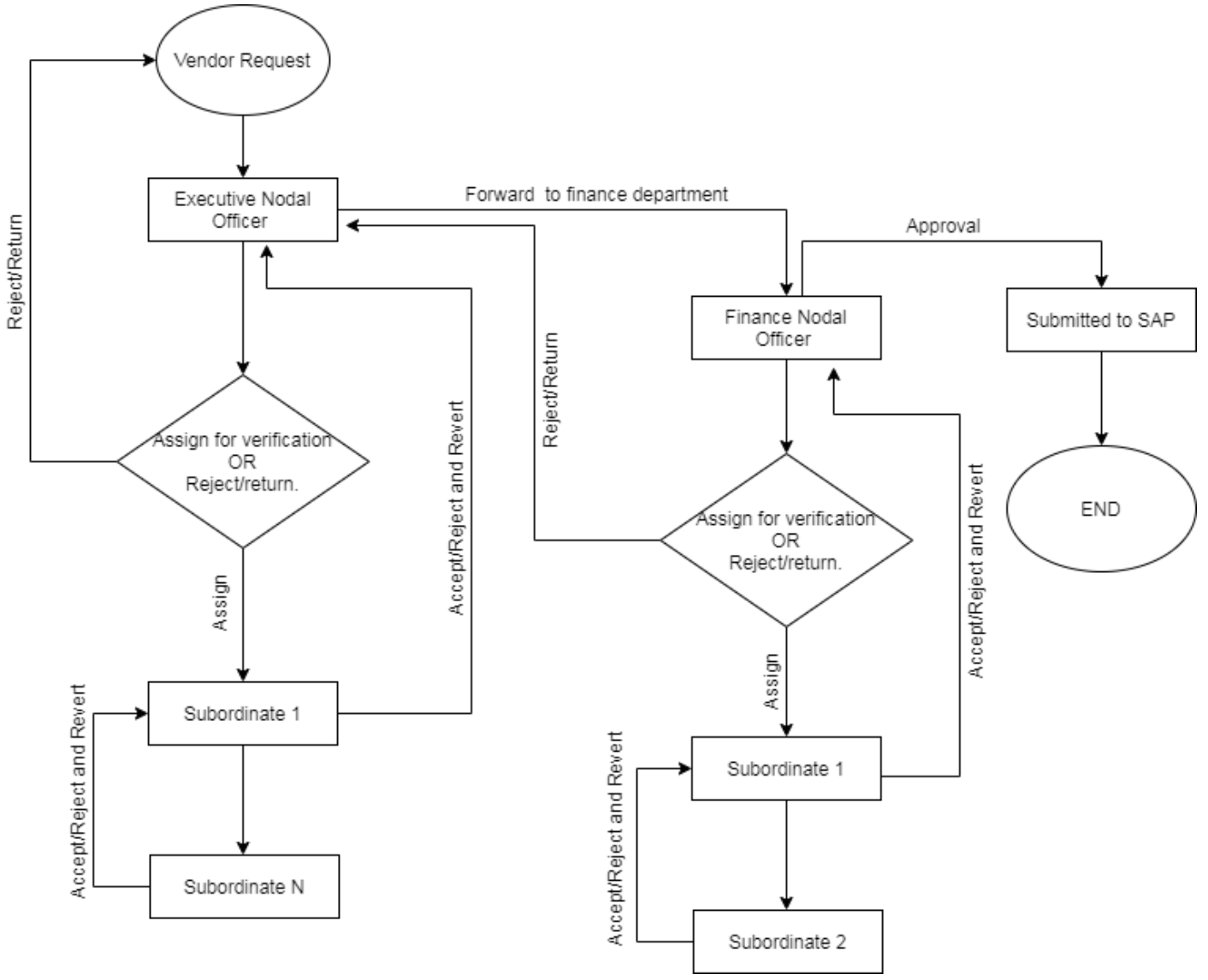
The new final bill request will show on the dashboard under **Final Bill**.

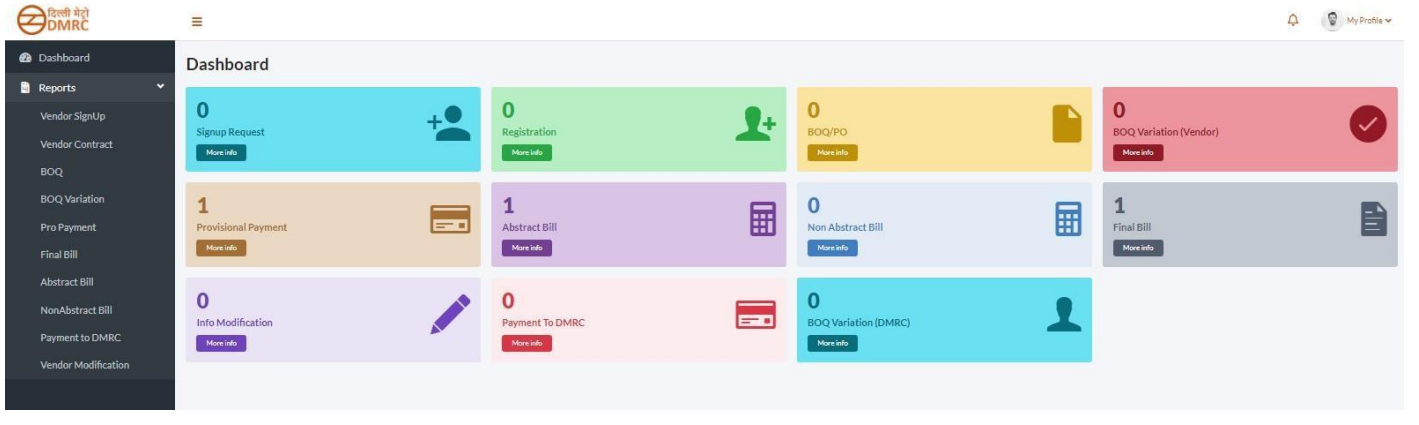


12. This request will be generated by vendor to generate a final bill of all the unbilled quantities and services.
13. All the total deductions on this contract and net payable amount will also be shown.
14. The finance department can also add deductions to the bill by clicking **‘Add Deductions’.** 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 toexecutive.
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

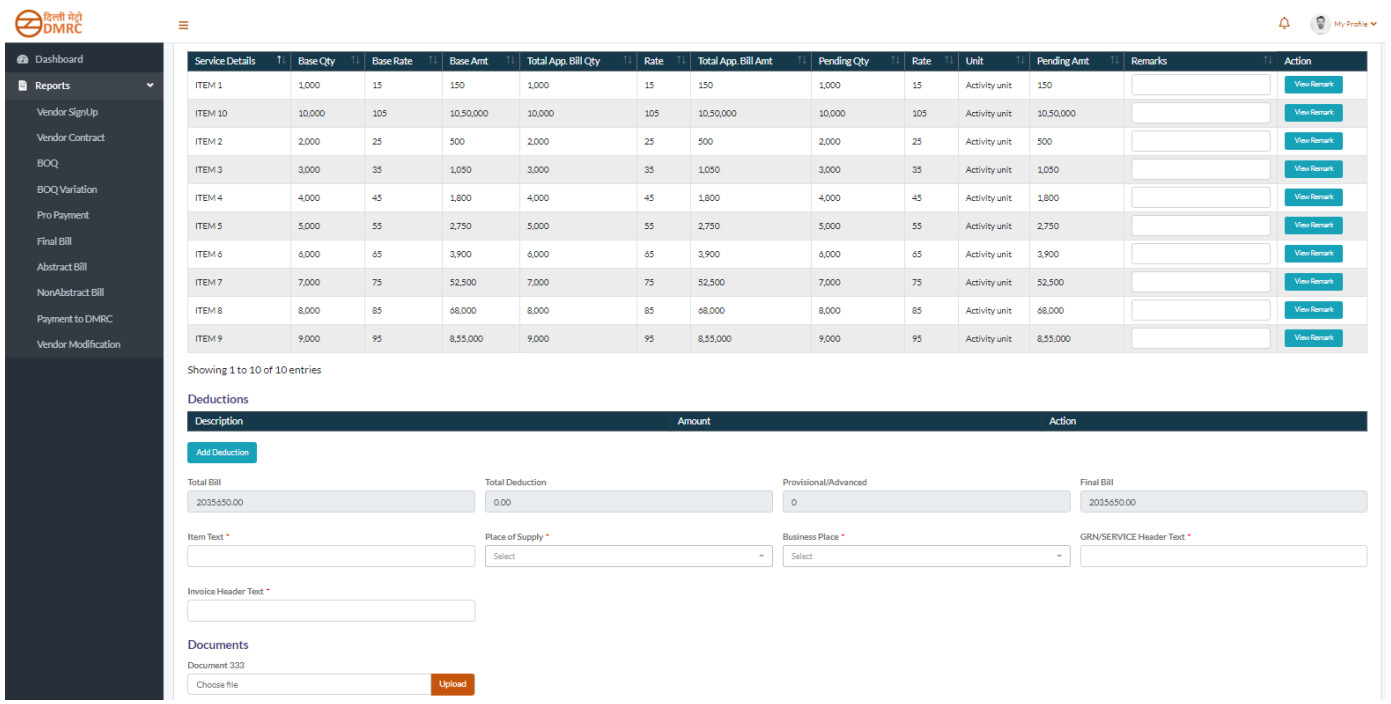
15. FINAL BILL FINANCE APPROVAL

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.



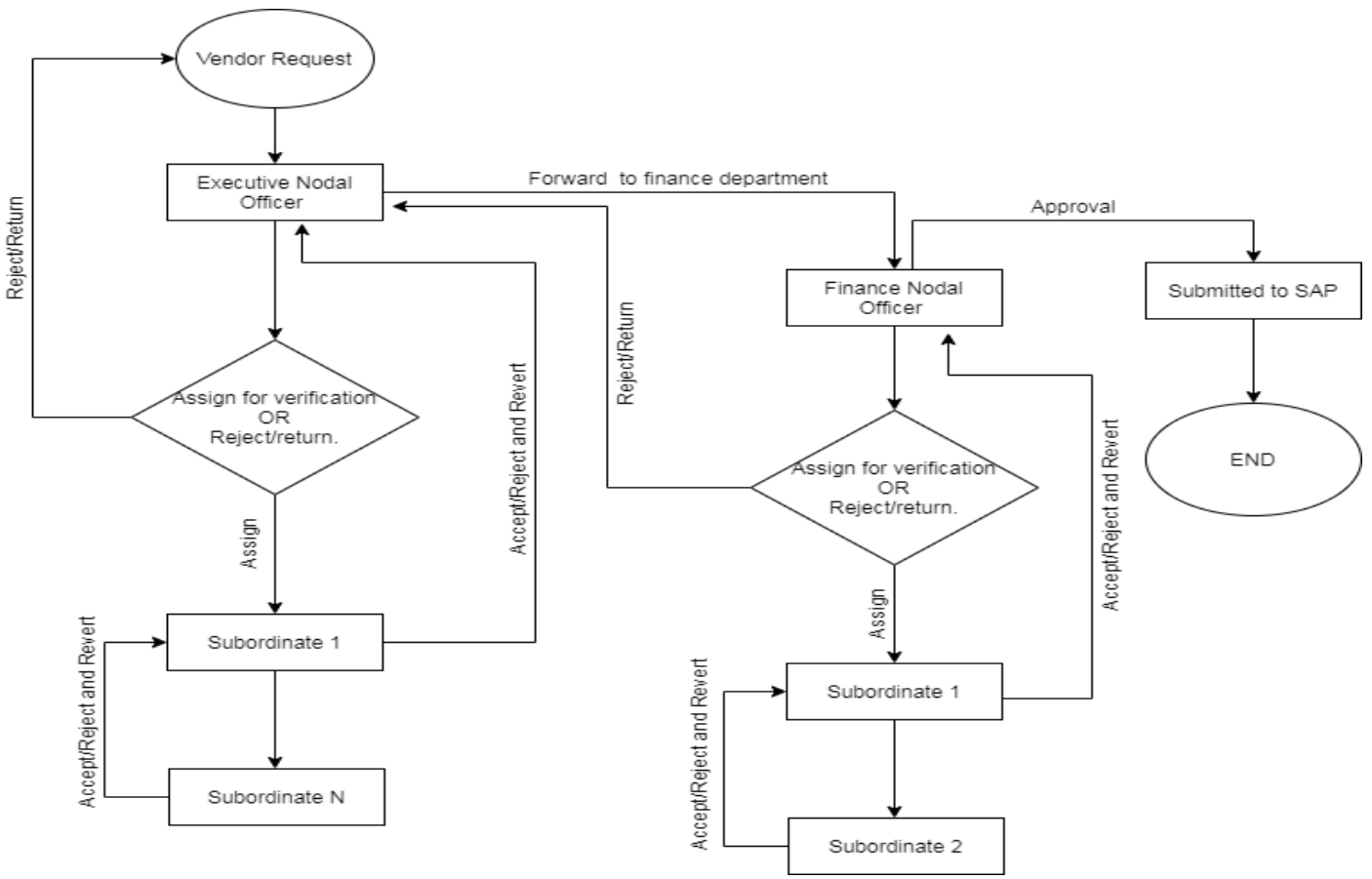
The bill request will show in a non-editable format to the executive nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.

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

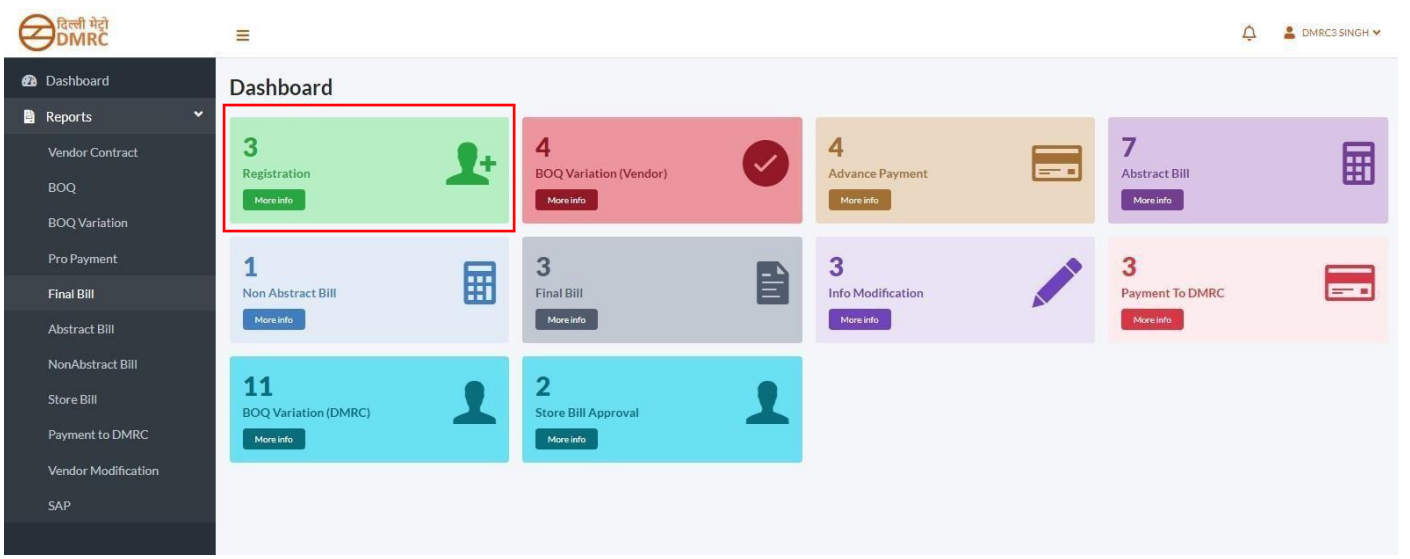
16. Add New Contract Executive Approval

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.

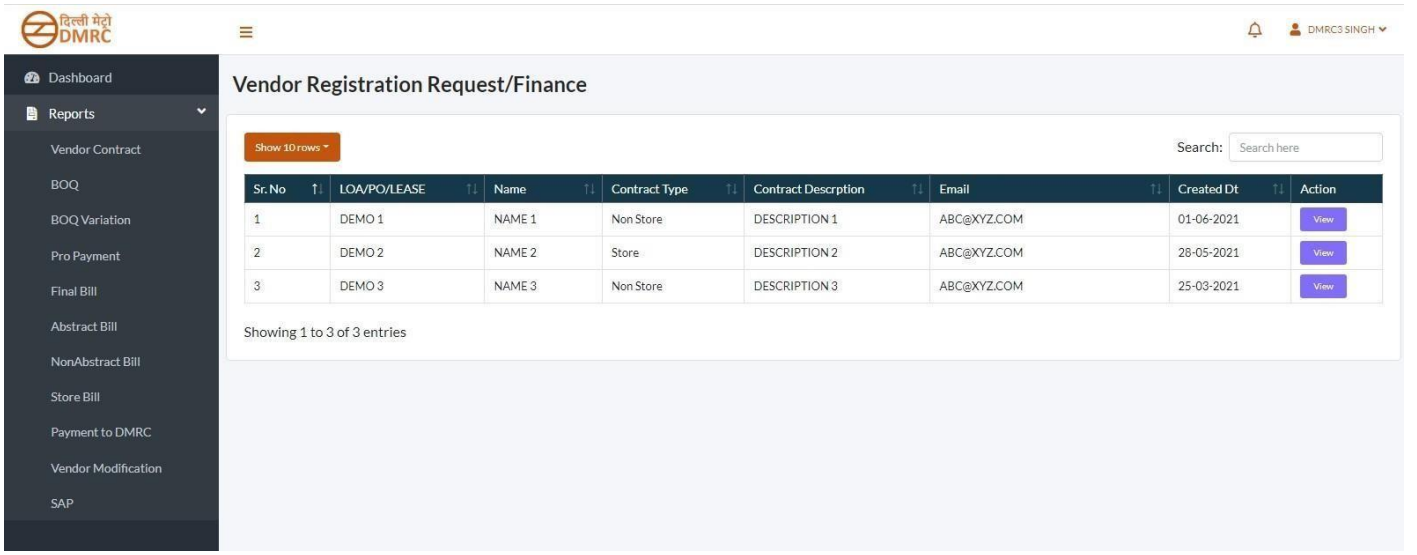
APPROVAL PROCESS



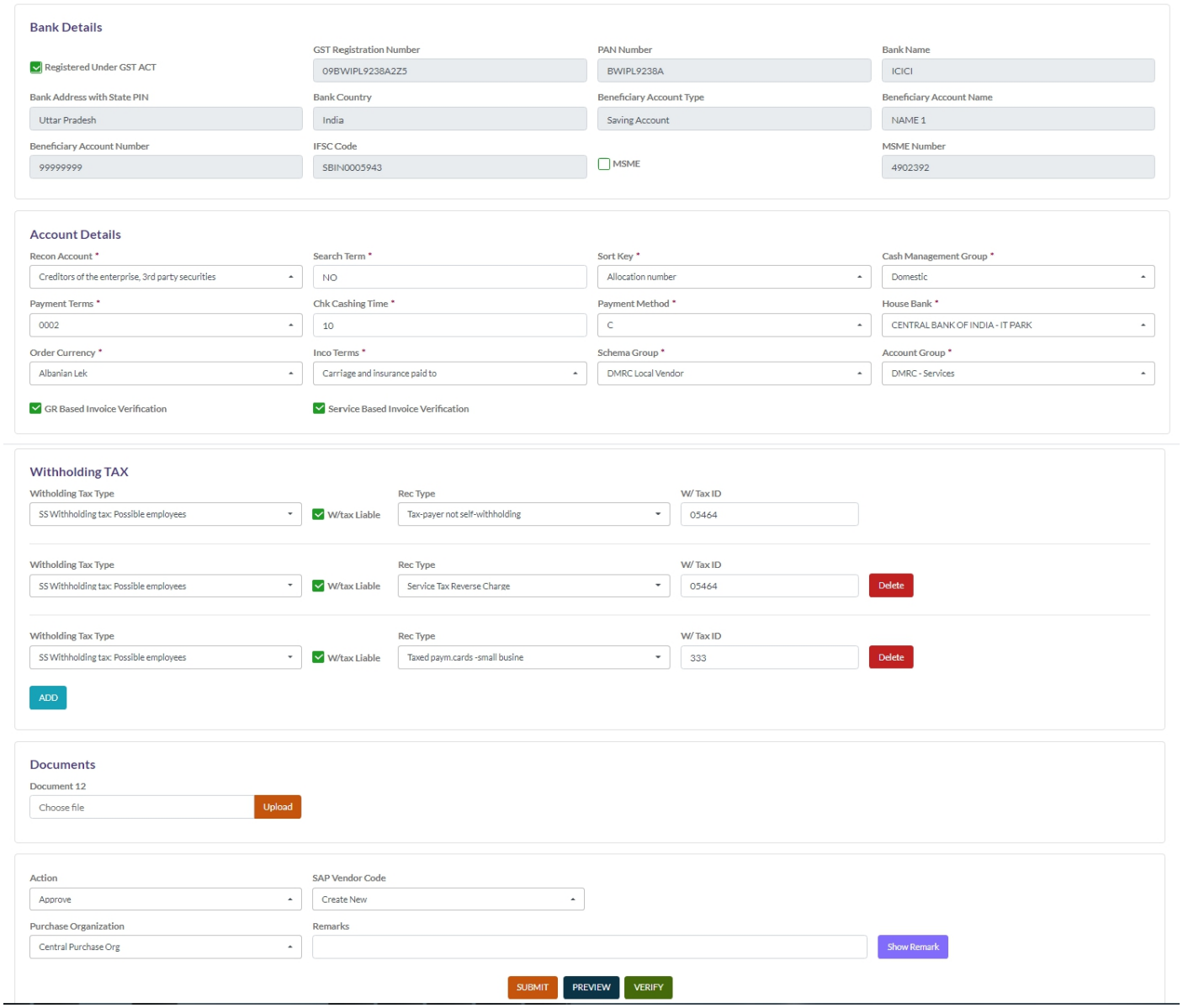
Vendor approval will follow this flow.



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. 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.

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.

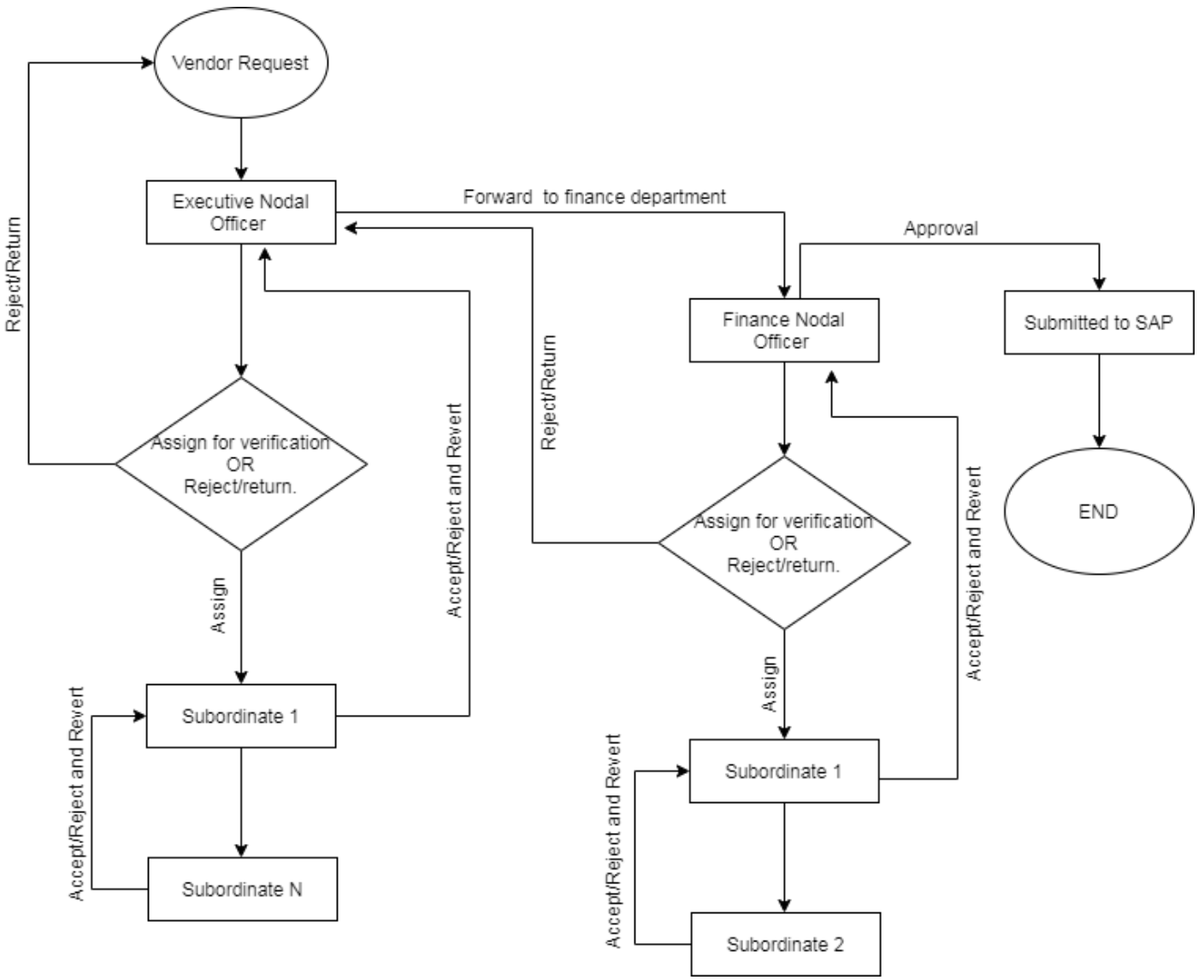
18. The executive nodal officer has to choose the purchase organization, verify the documents by clicking VERIFY and then either send it for verification to subordinate or forward it to finance nodal officer directly.

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

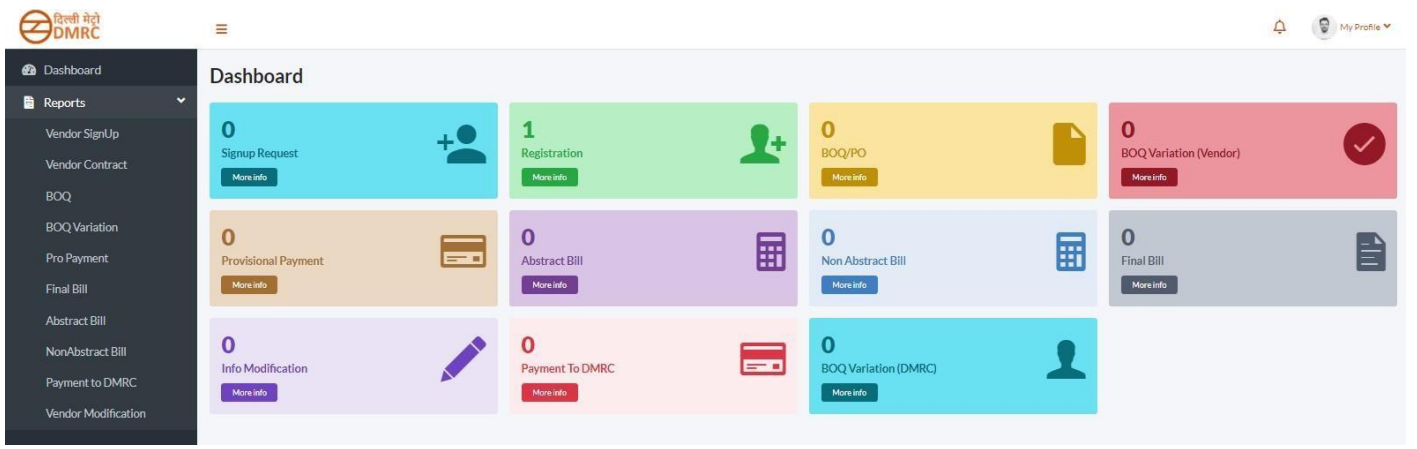
20. The subordinate will have an option to either approve/reject the request or send it back to the nodal officer or send It further for verification to another subordinate.

17. Add New Contract Finance Approval

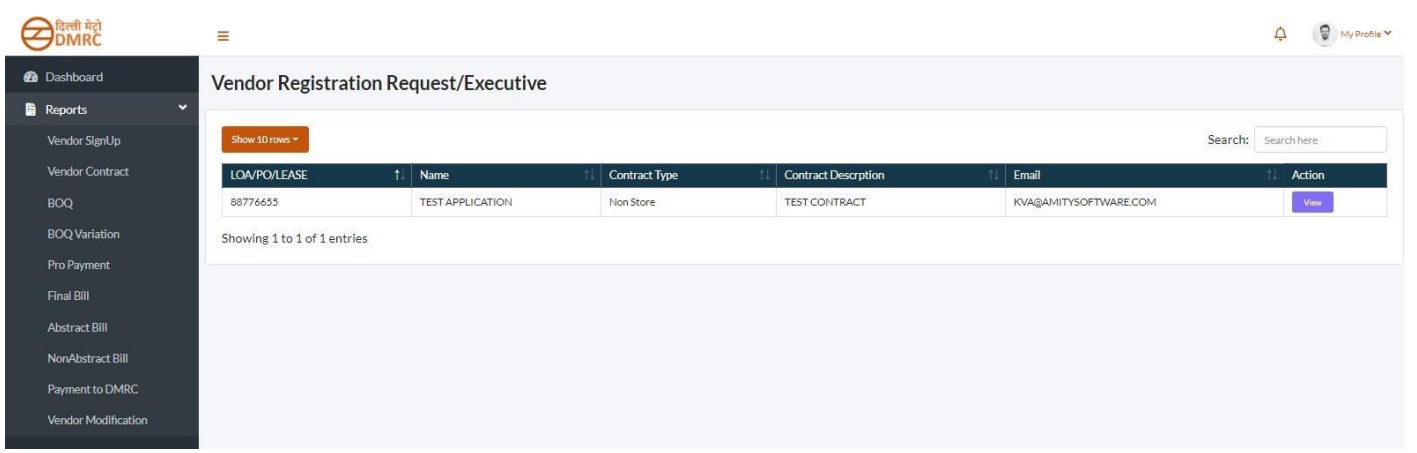
This screen will be used by the finance nodal officer to send either assign the onboarding request to his subordinate or verify himself and send it to finance nodal officer.



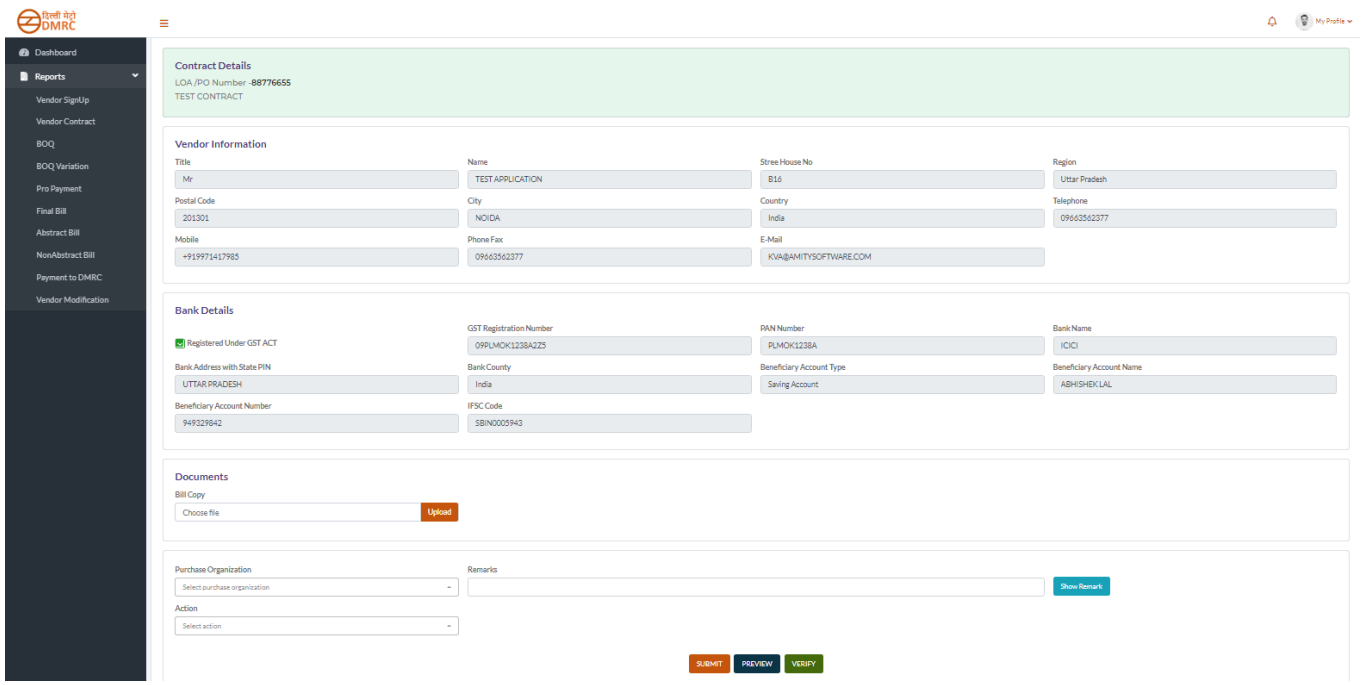
Vendor approval will follow this flow.

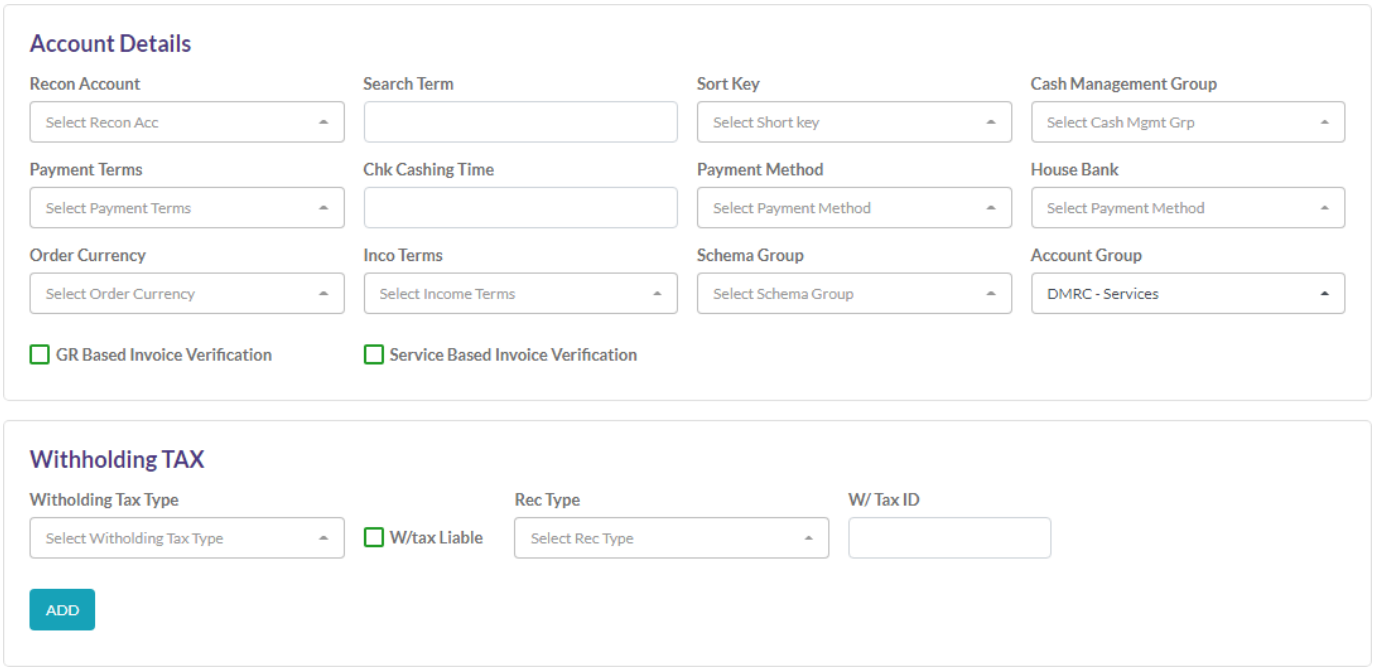


All the pending registration requests will be shown in the dashboard.



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





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.

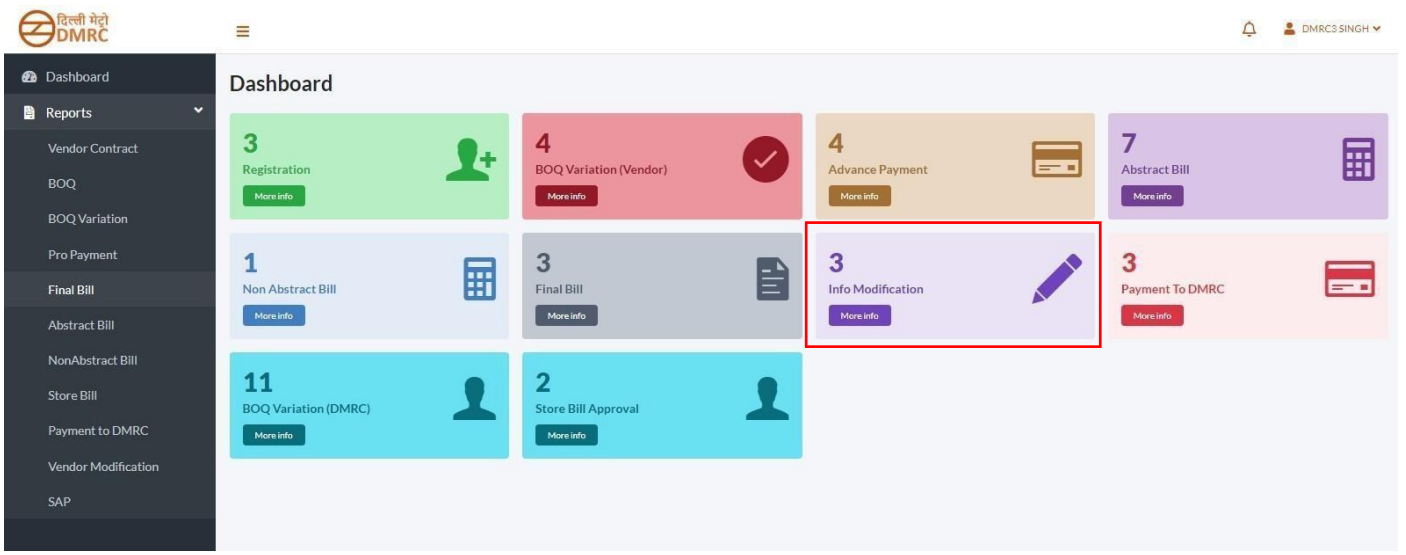
Notifications will be sent to the nodal officer and the user to whom the request has been forwarded.

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.



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: Search here

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

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**

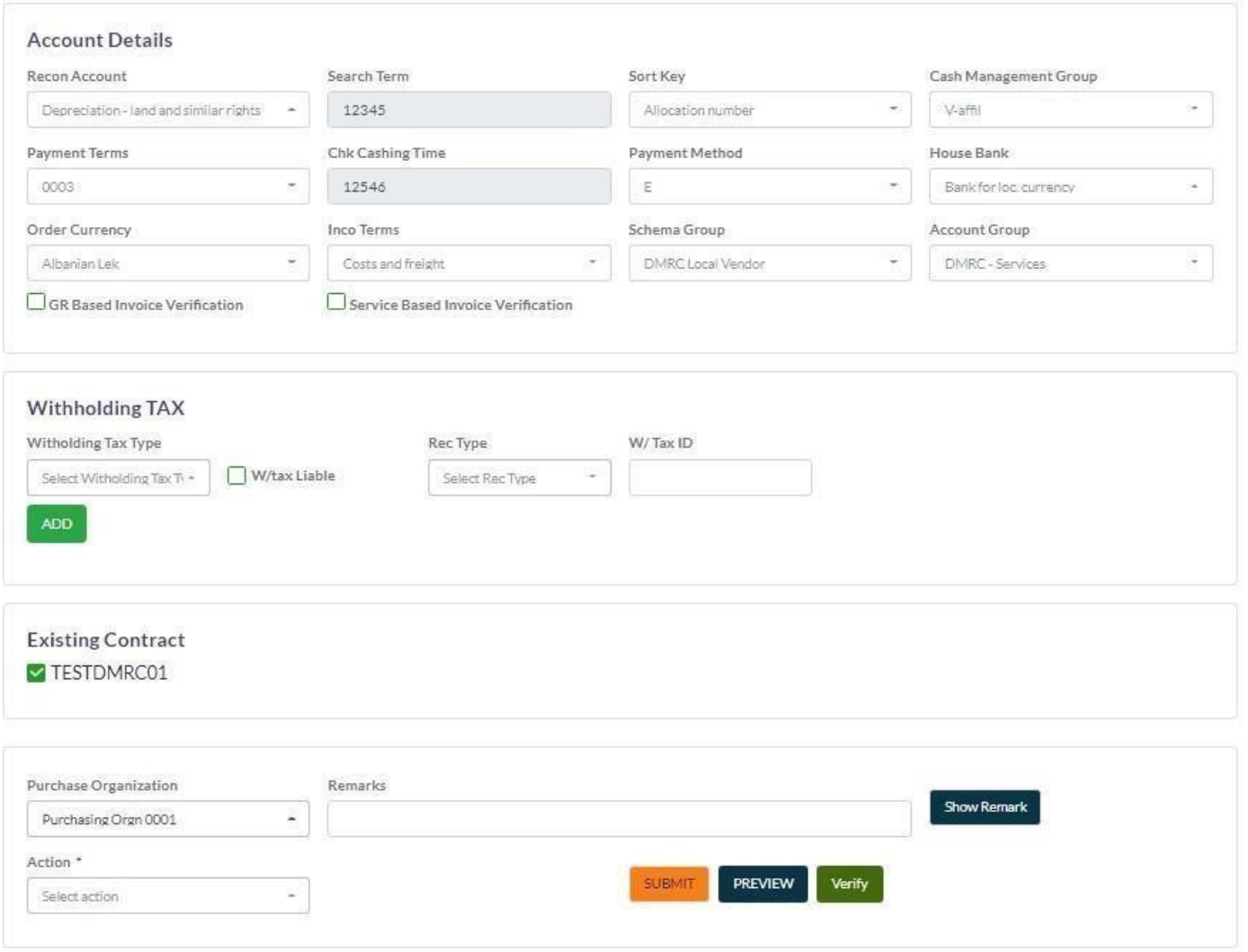
TESTING

Vendor Information

Title	Name	Country	Region
Mr	DEMO 1	India	Uttar Pradesh
Postal Code	**City**	**Stree House No**	**Telephone**
208021	KANPUR	STREET 2	999999999999
Mobile	**Phone Fax**	**Email**	**Contract Number**
9999999999	9999999999	ABC@XYZ.COM	1254785698

Bank Details

	GST Registration Number	PAN Number	Bank Name
☑ Registered Under GST ACT	22AAAAA0125A1Z5	F54135WER	DBS
Bank Address with State PIN	**Bank County**	**Beneficiary Account Type**	**Beneficiary Account Name**
BANK 002 KOYLA NAGAR	India	Saving Account	SBI BANK
Beneficiary Account Number	**IFSC Code**		**MSME Number**
999999999	999999999	☑ MSME	123456



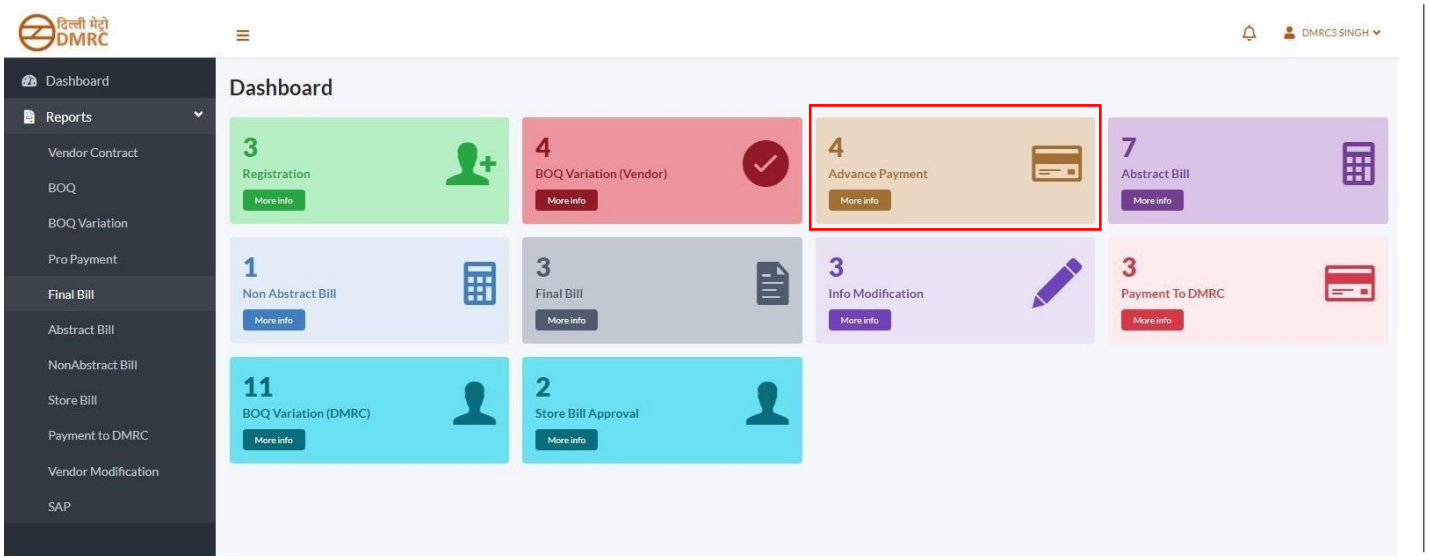
10. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
11. The existing contracts on which these changes have been requested by the vendor will be shown as selected 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

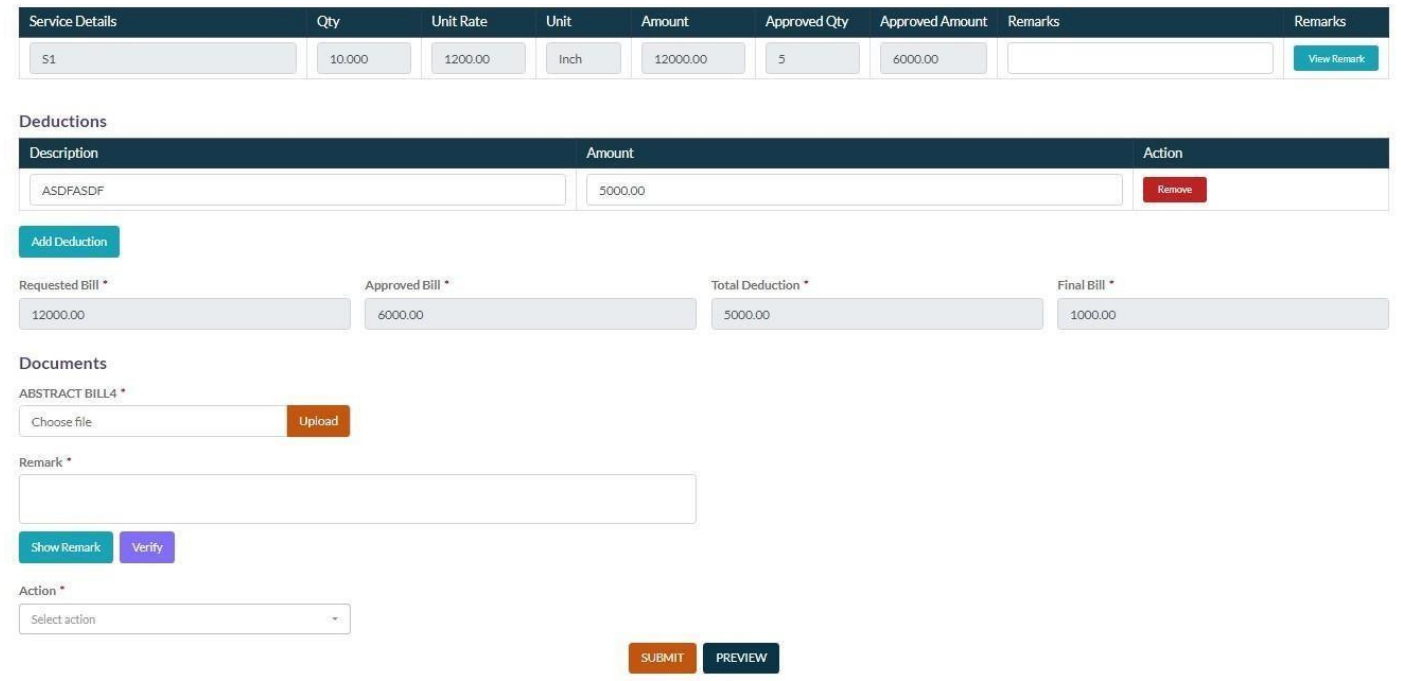
e) Advance Bill

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



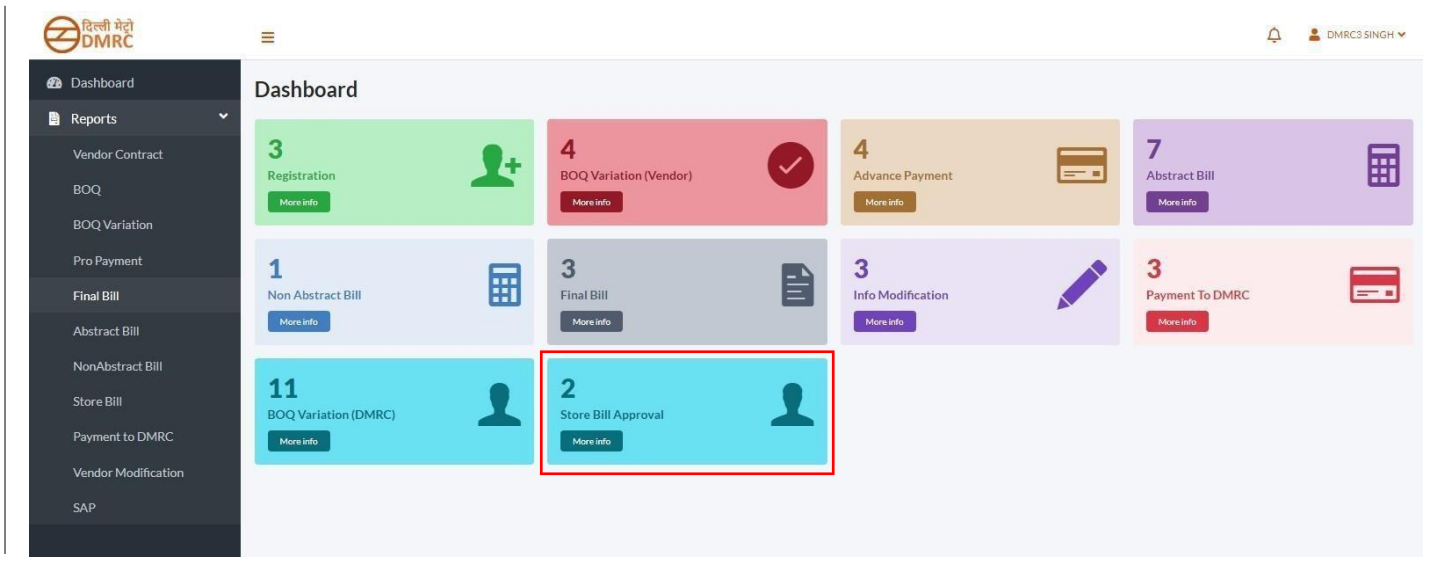
1. The advance payment request will show in a non editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward to finance.
2. The finance user can also add deductions to the bill by clicking **'ADD DEDUCTION'**.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

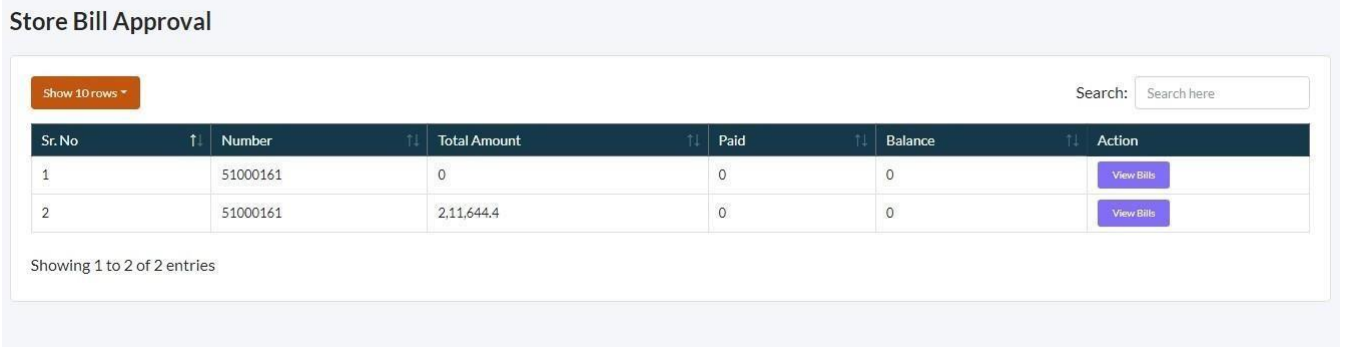
f) Store Bill

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.

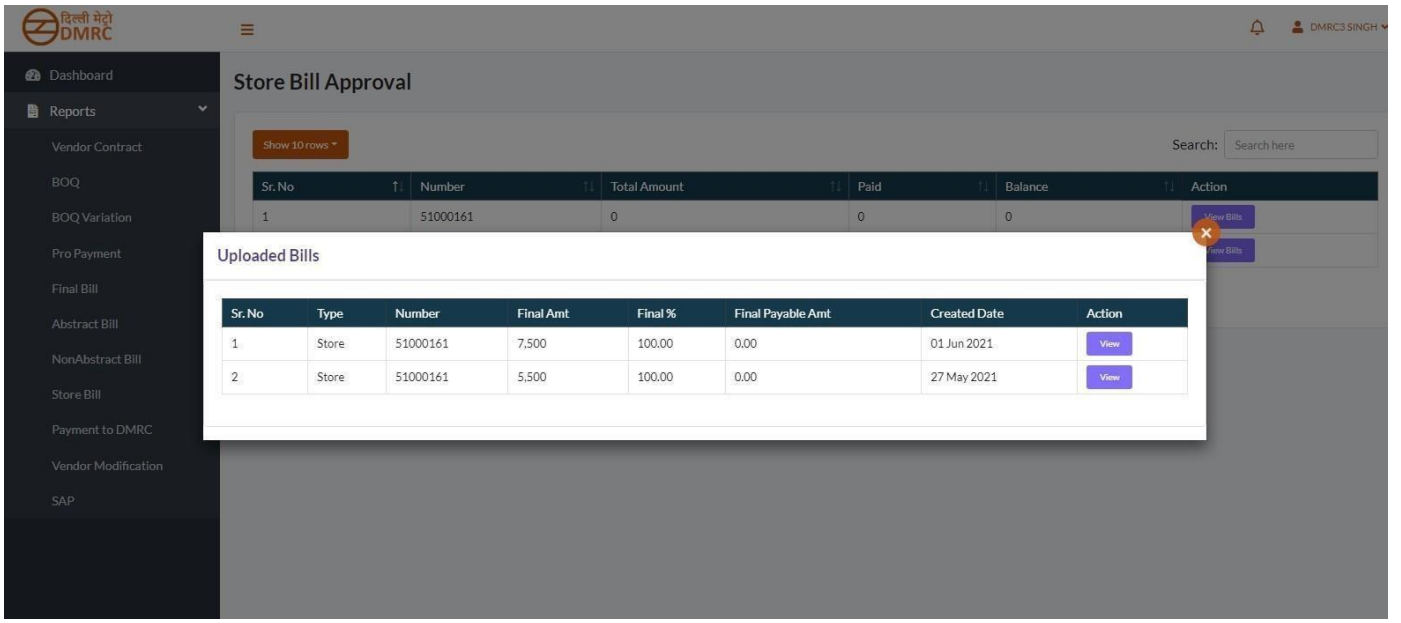
APPROVAL PROCESS



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



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.



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

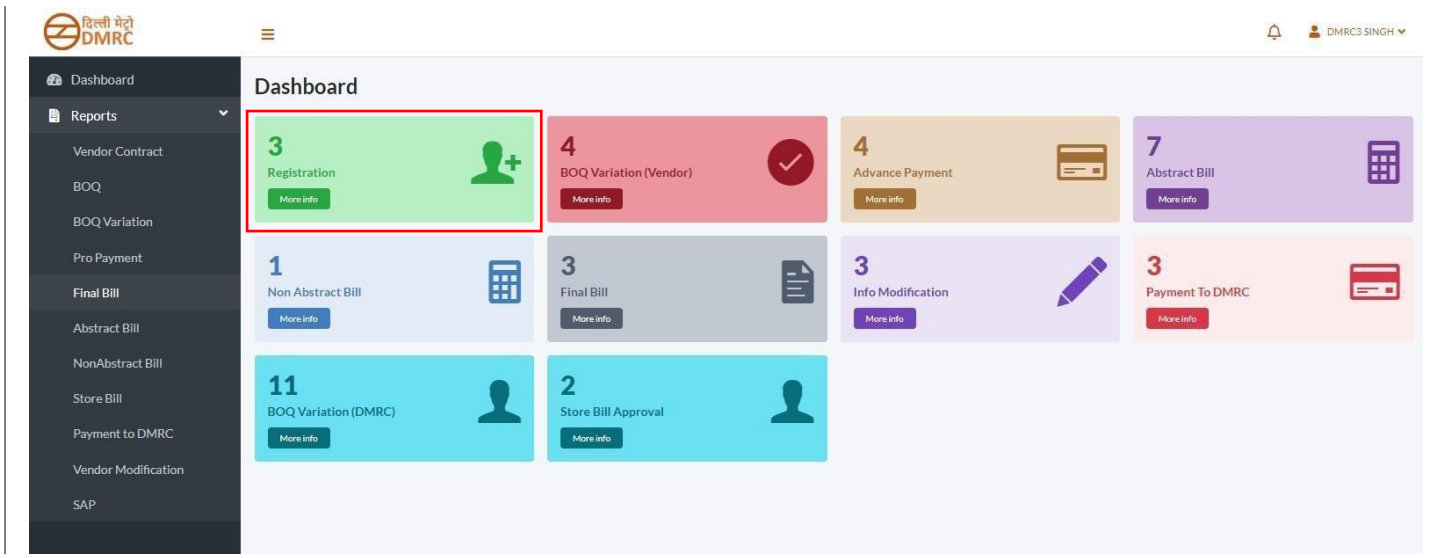
The finance user can then choose a particular bill by clicking **‘View’**, and take suitable action on the same.

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**’.

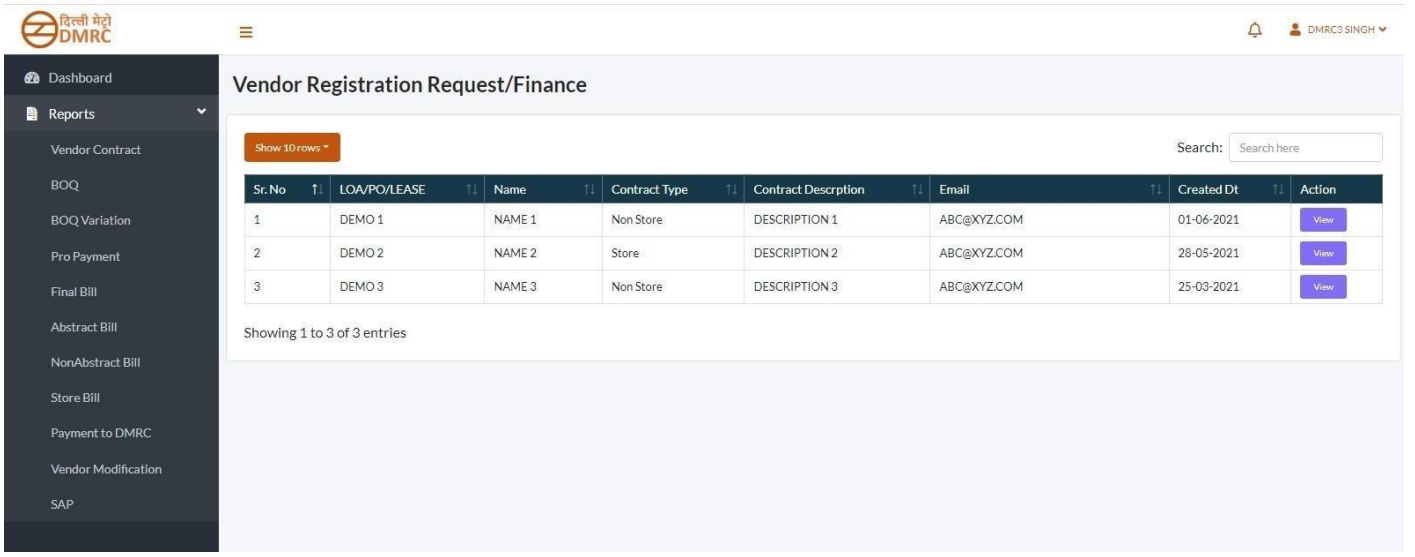
g) Add New Contract

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.

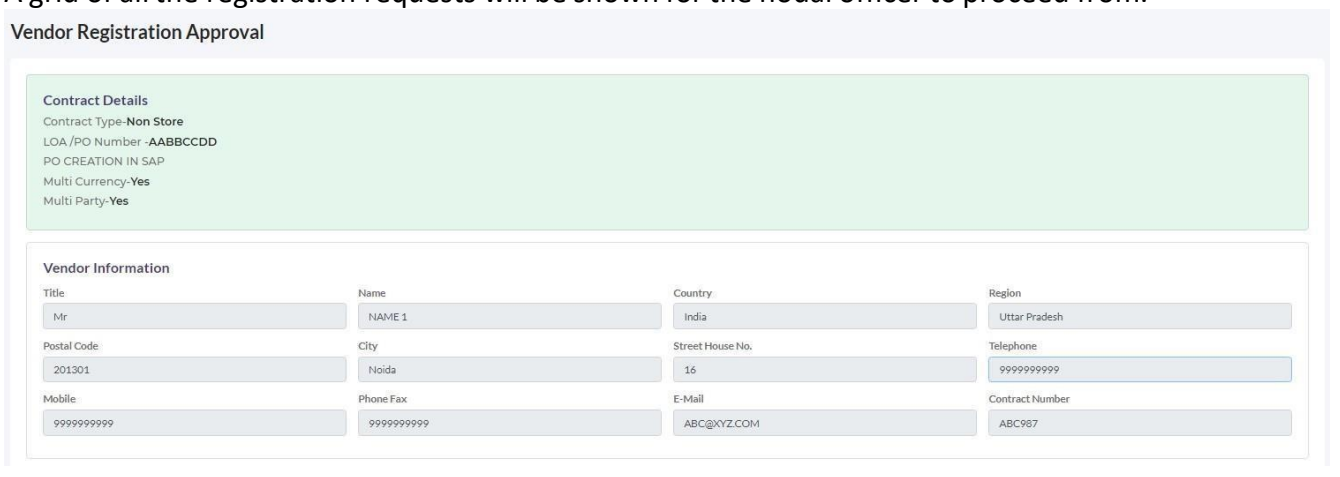
APPROVAL PROCESS

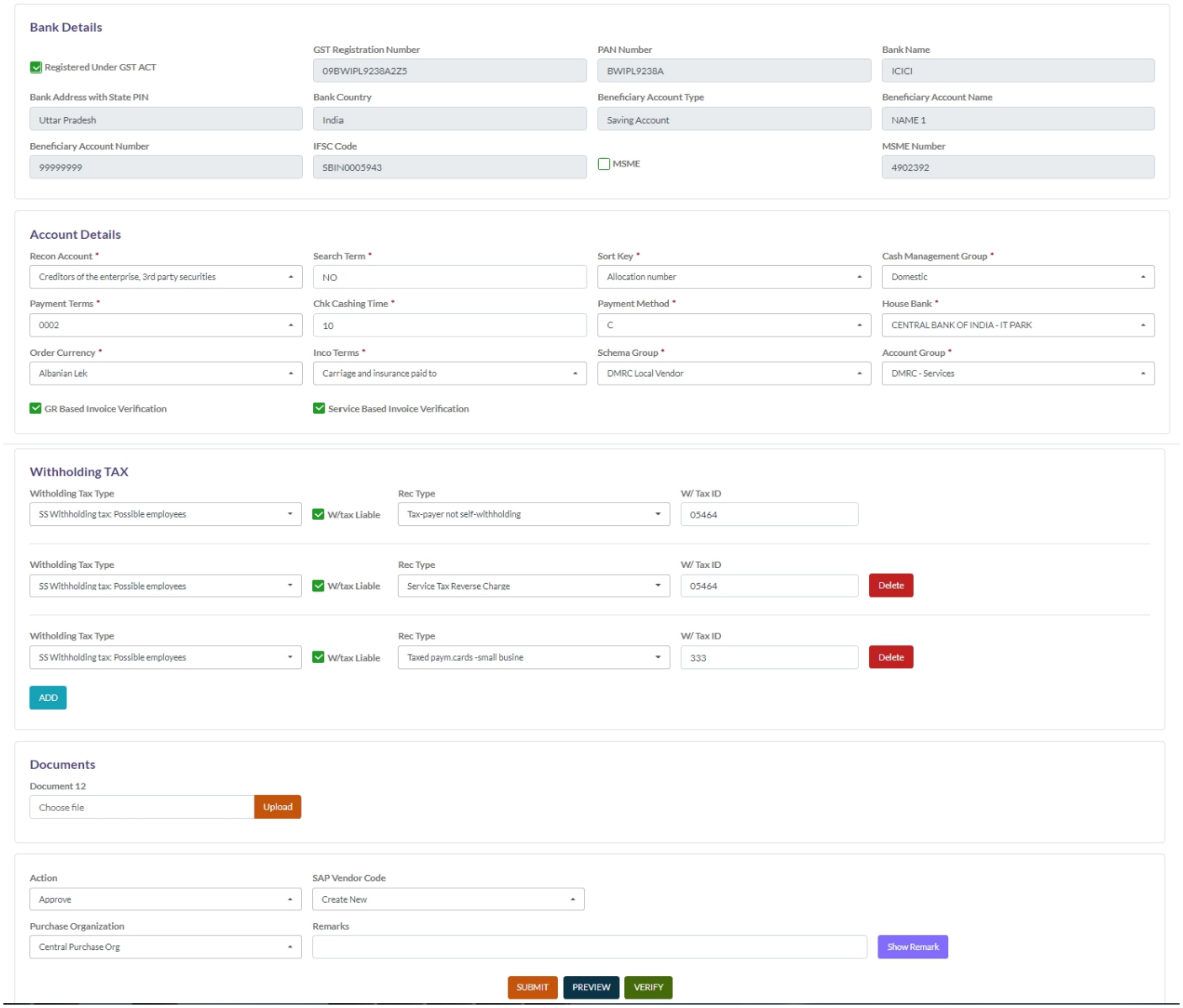


All the pending **registration** requests will be shown in the dashboard.



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. 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.

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.

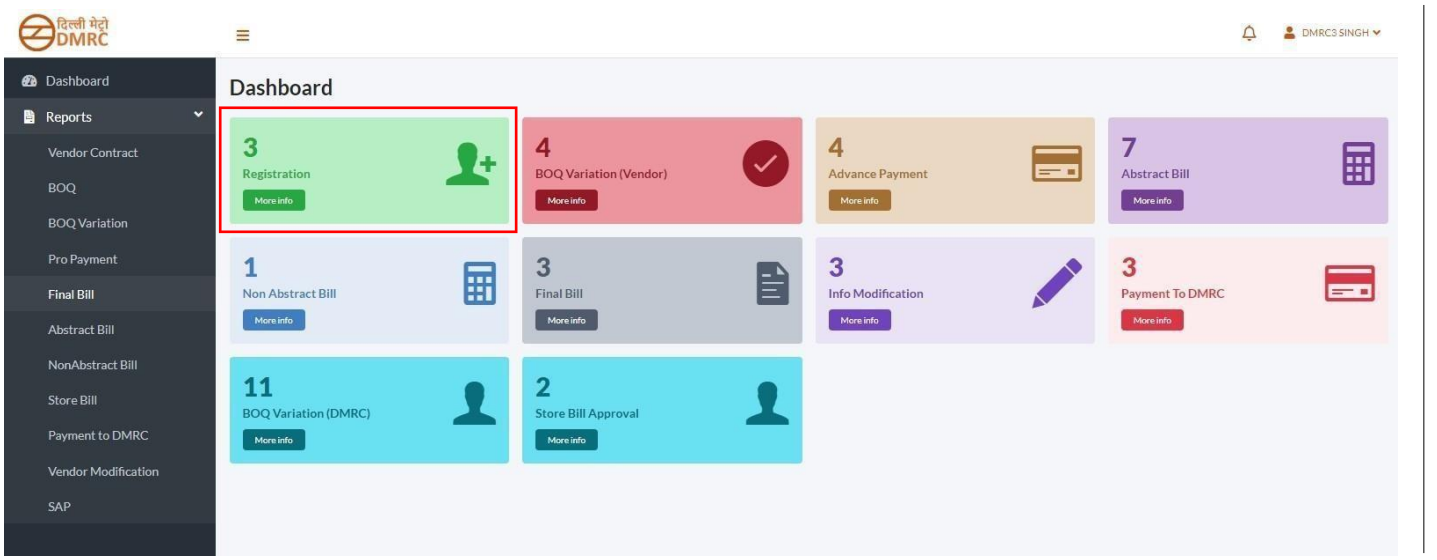
10. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
11. Remarks entered in all previous steps on the request or service line of item level will be available for reference purpose on clicking '**View Remarks**'.
12. The document 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

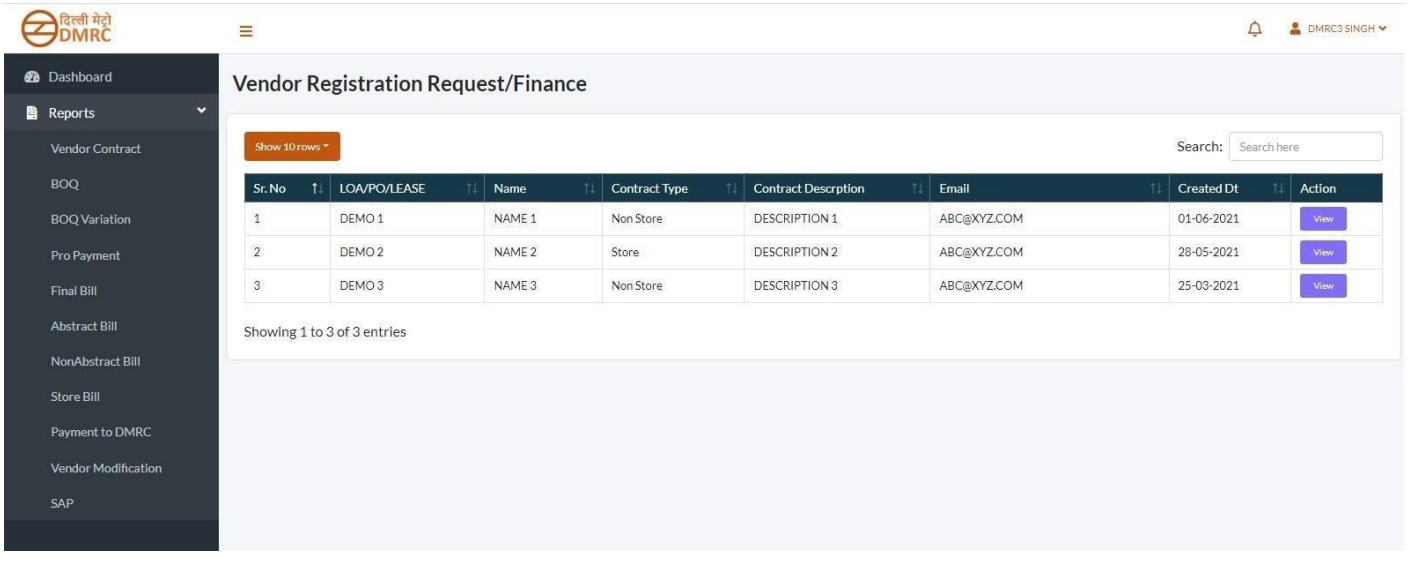
f) Onboarding

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.

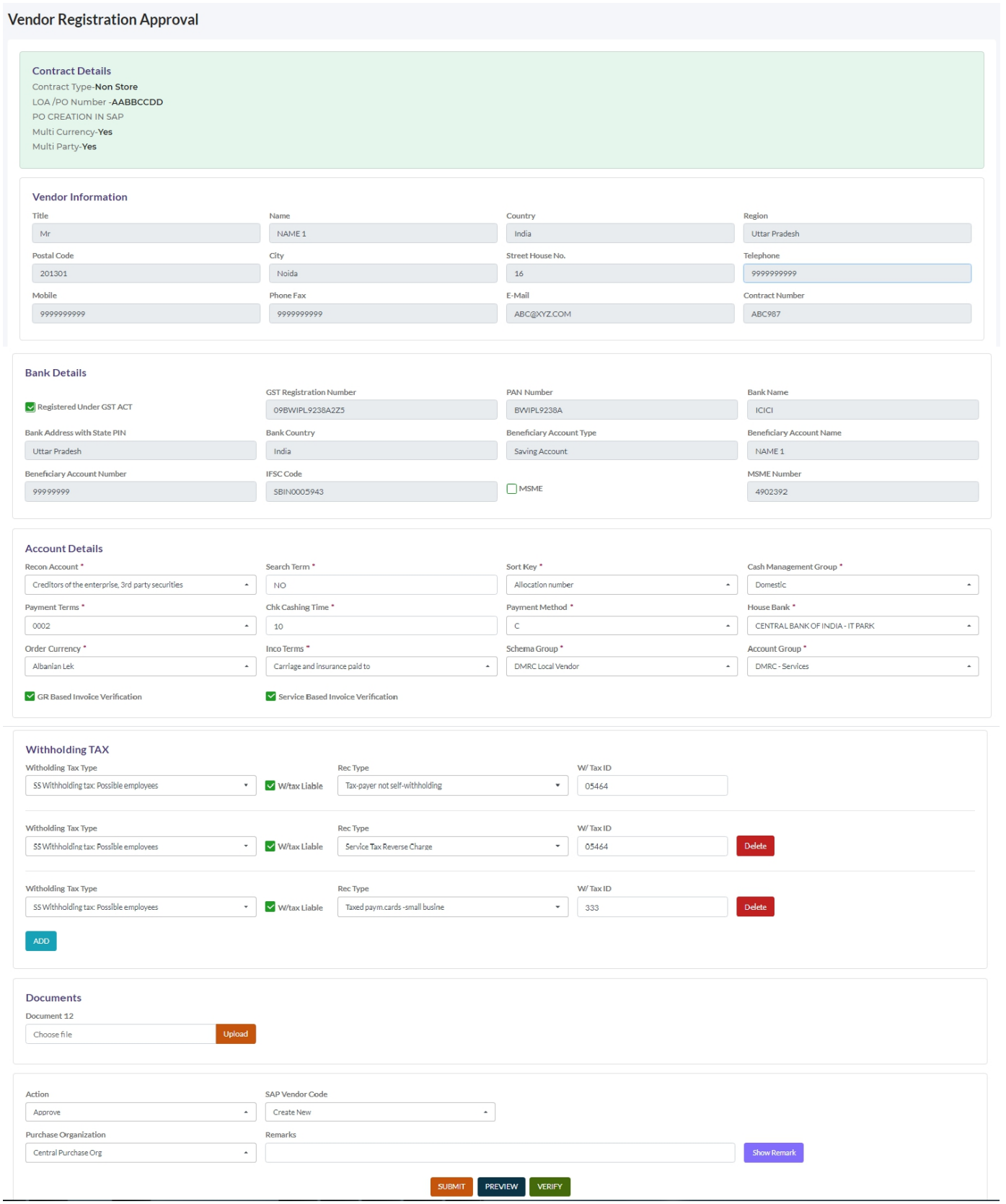
APPROVAL PROCESS



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. 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.

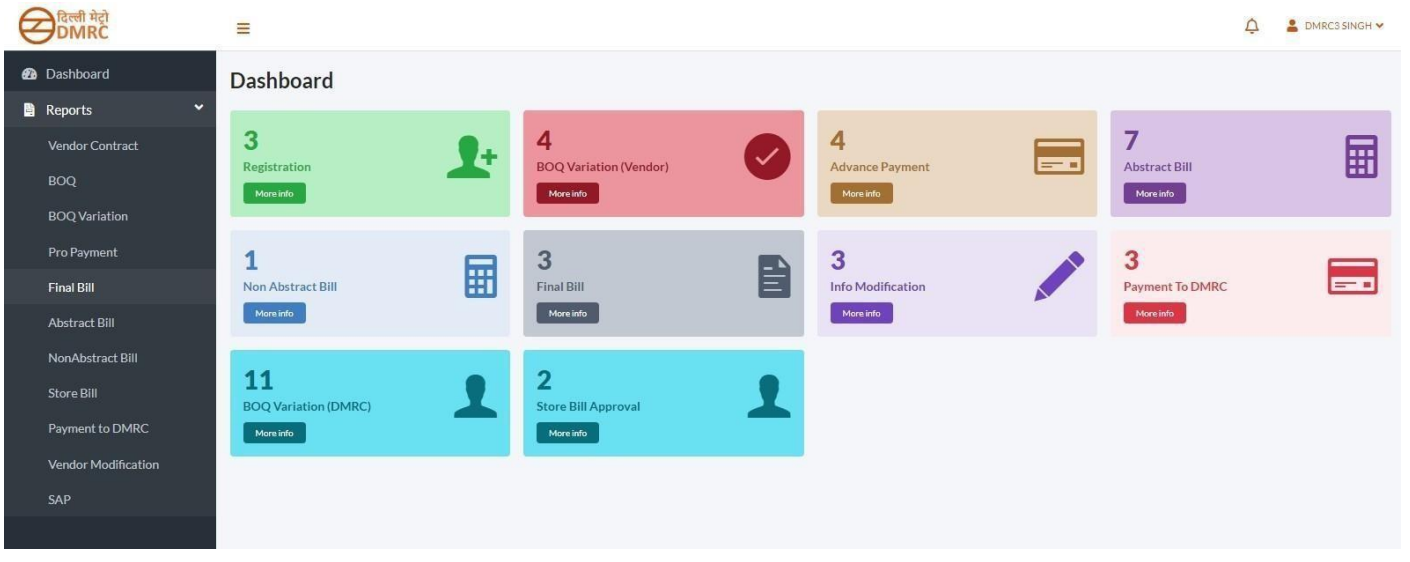
4.

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’.

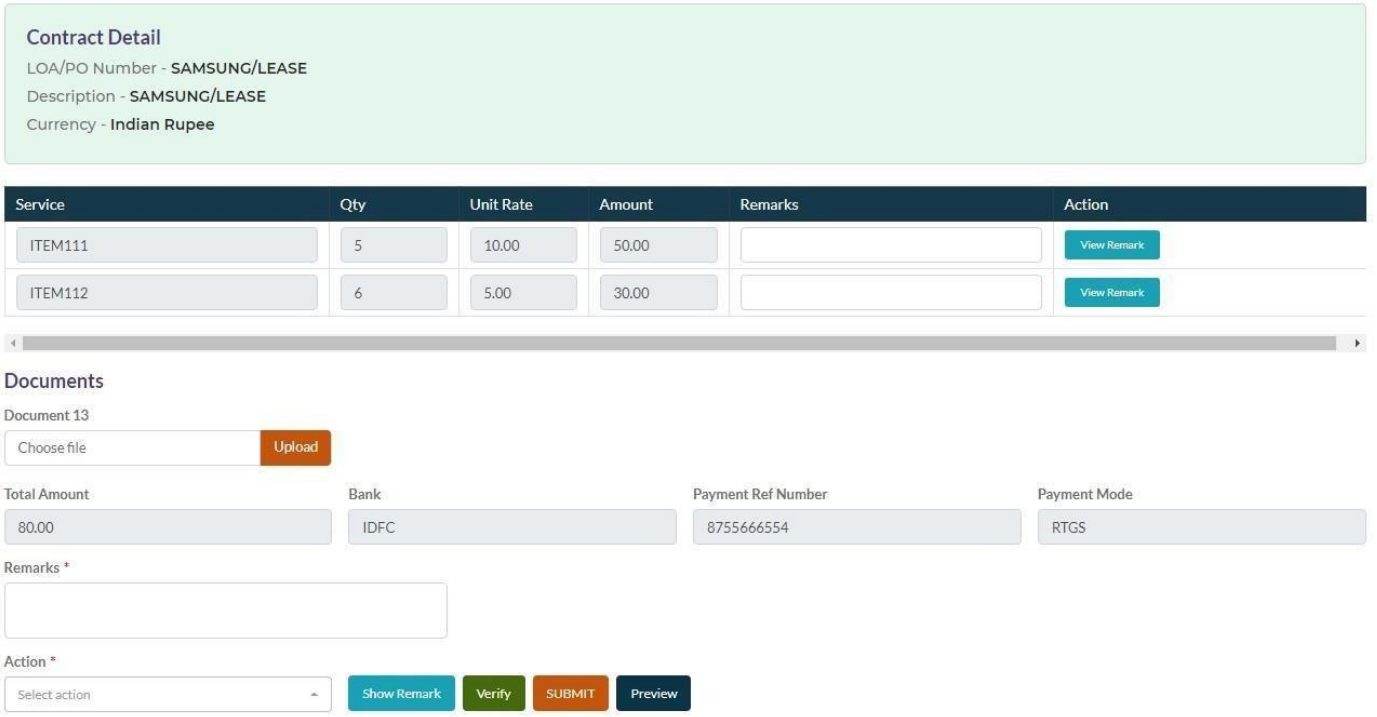
g) Payment to DMRC

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

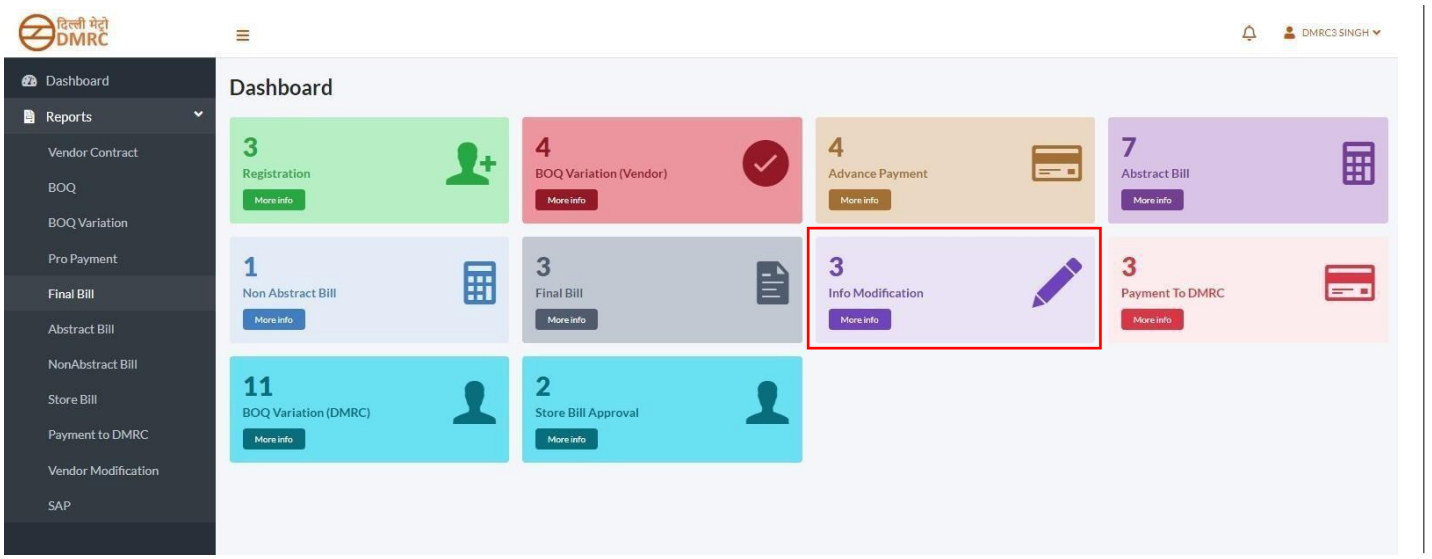


9. The bill request will show in a non editable format to the finance nodal officer who will have the option to either return to the vendor, assign to subordinate for verification or forward tofinance.
10. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
11. DMRC official can upload documents.
12. Documents uploaded in all previous steps of approval will be available under '**VERIFY DOCUMENTS**' for download or view.
13. 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**'.
14. DMRC official will add their remarks for this overall request.
15. DMRC official can preview their request before submitting by clicking '**PREVIEW**'.
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.

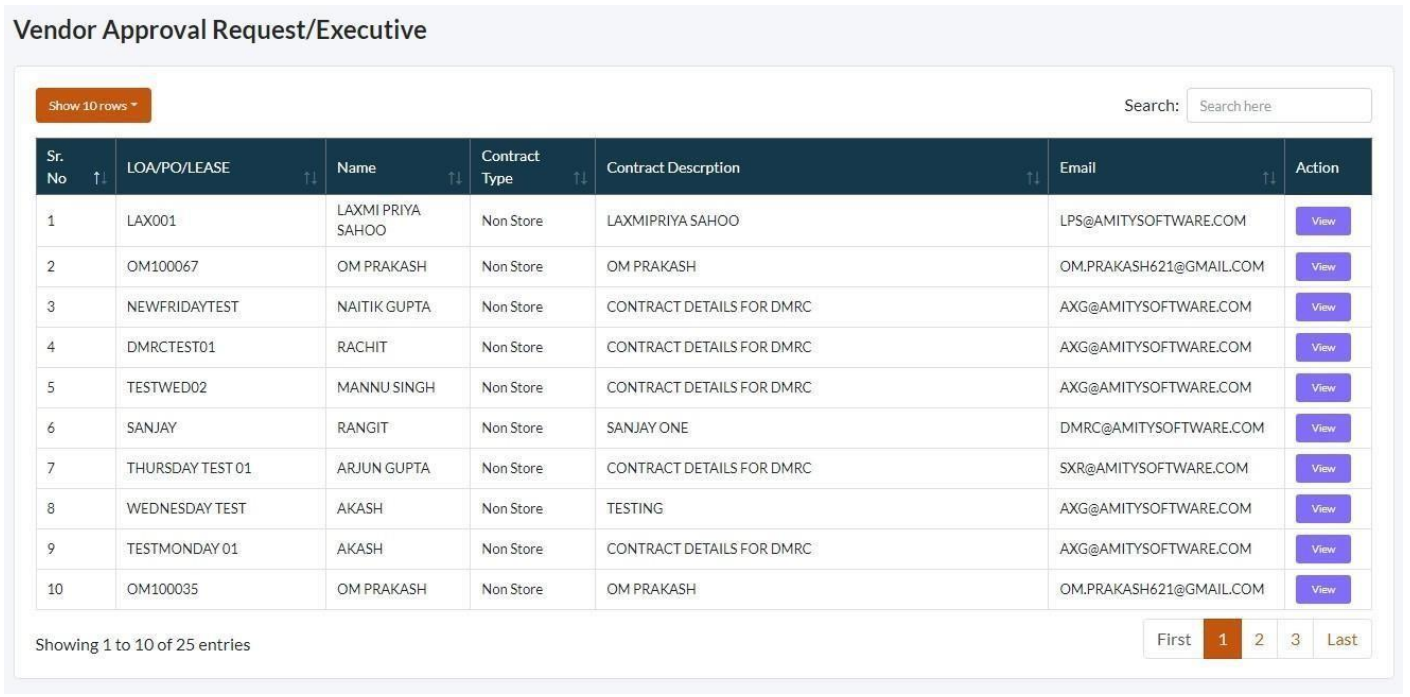
h) Vendor Modification

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



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



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

STREET 2

999999999999

Bank Details

Registered Under GST ACT

GST Registration Number

22AAAAA0125A1Z5

PAN Number

Bank Name

DBS

Bank Address with State PIN

BANK002KOYLANAGAA

Bank County

Ir+dia

Beneficiary Account Type

Saving Account

Beneficiary Account Name

SBI BANK

Beneficiary Account Number

999999999

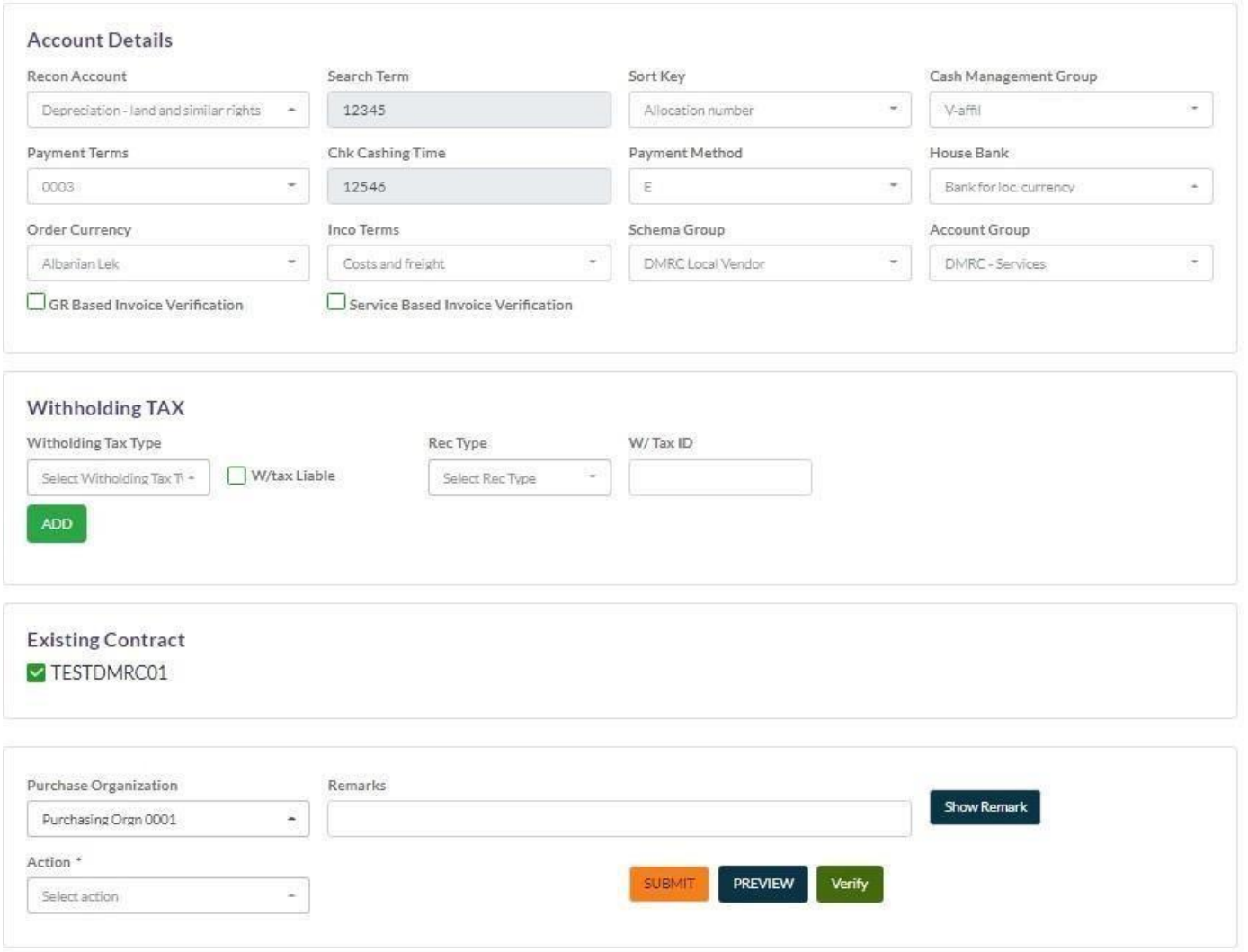
IFSC Code

999999999

MSME

MSME Number

123456

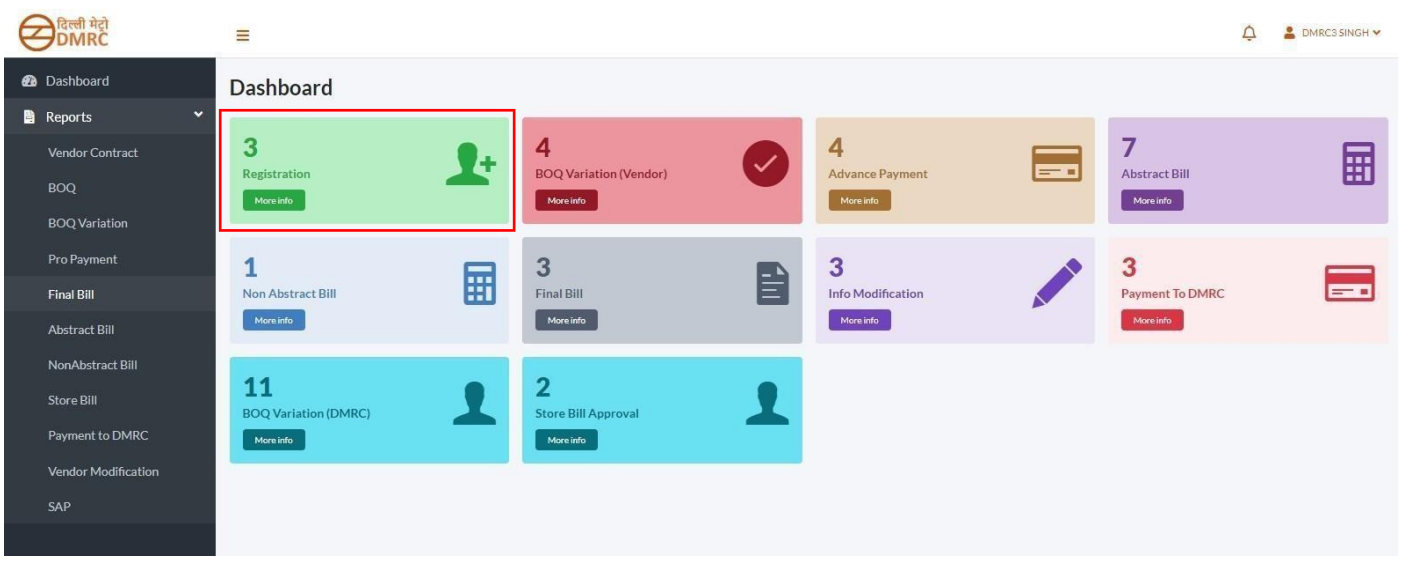


1. On selecting a particular request, all the details entered by the vendor will be available on clicking view along with the vendor contracts selected on which these changes need to be effected.
2. The existing contracts on which these changes have been requested by the vendor will be shown as selected 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**'.

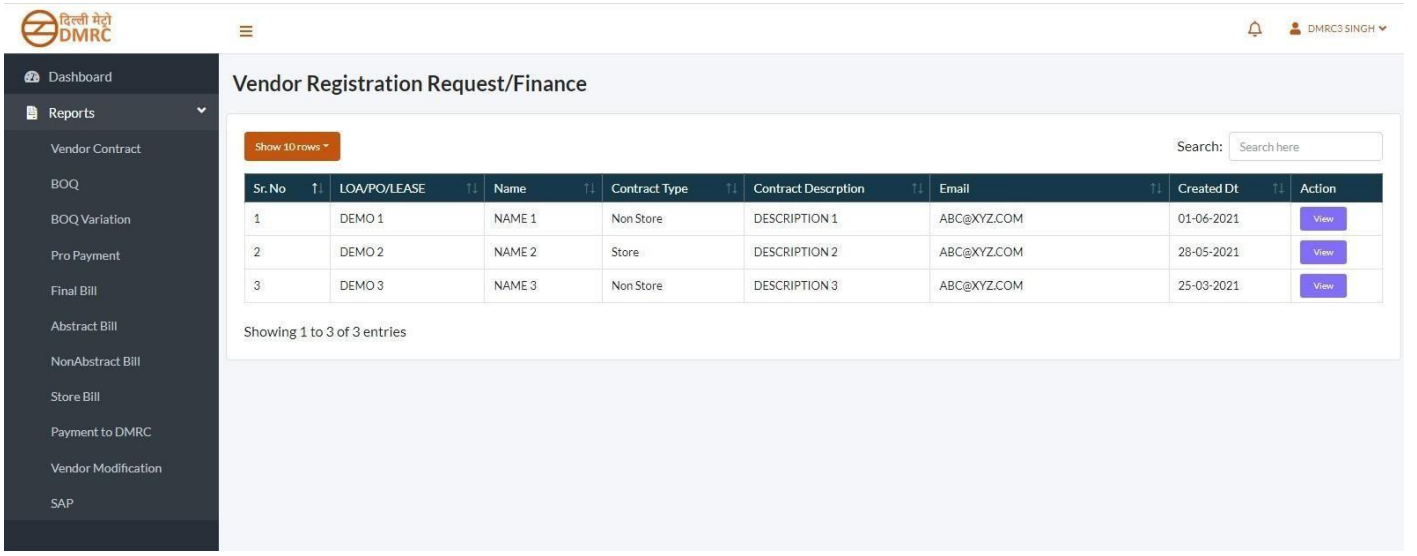
i) Add New Contract

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.

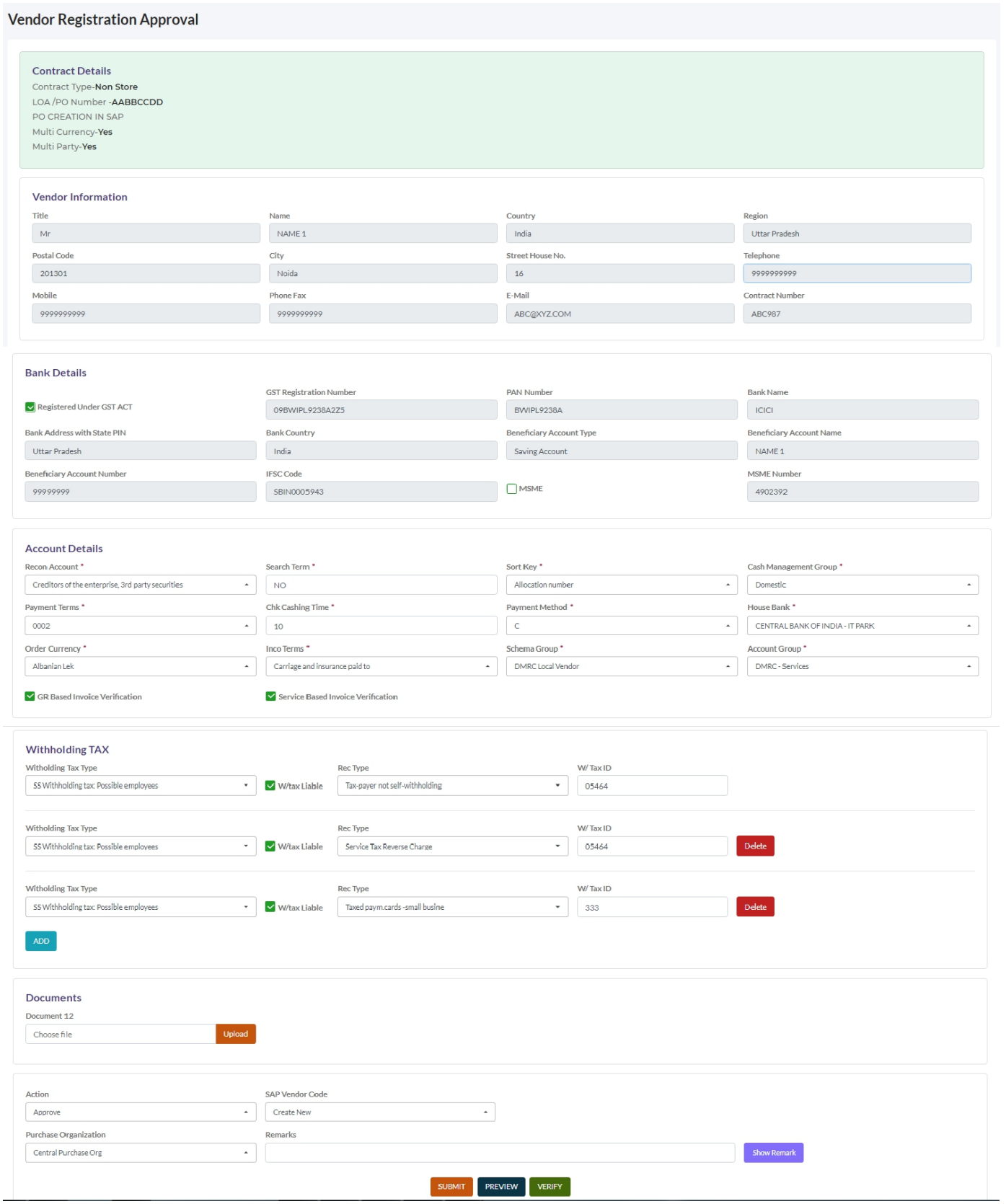
APPROVAL PROCESS



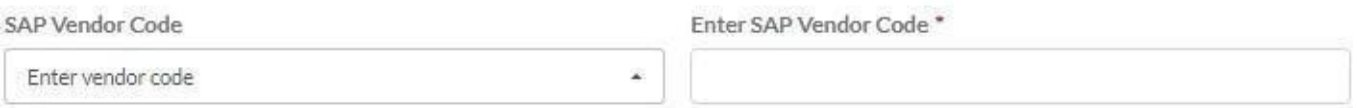
All the pending **registration** requests will be shown in the dashboard.



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



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. 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.



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**’.
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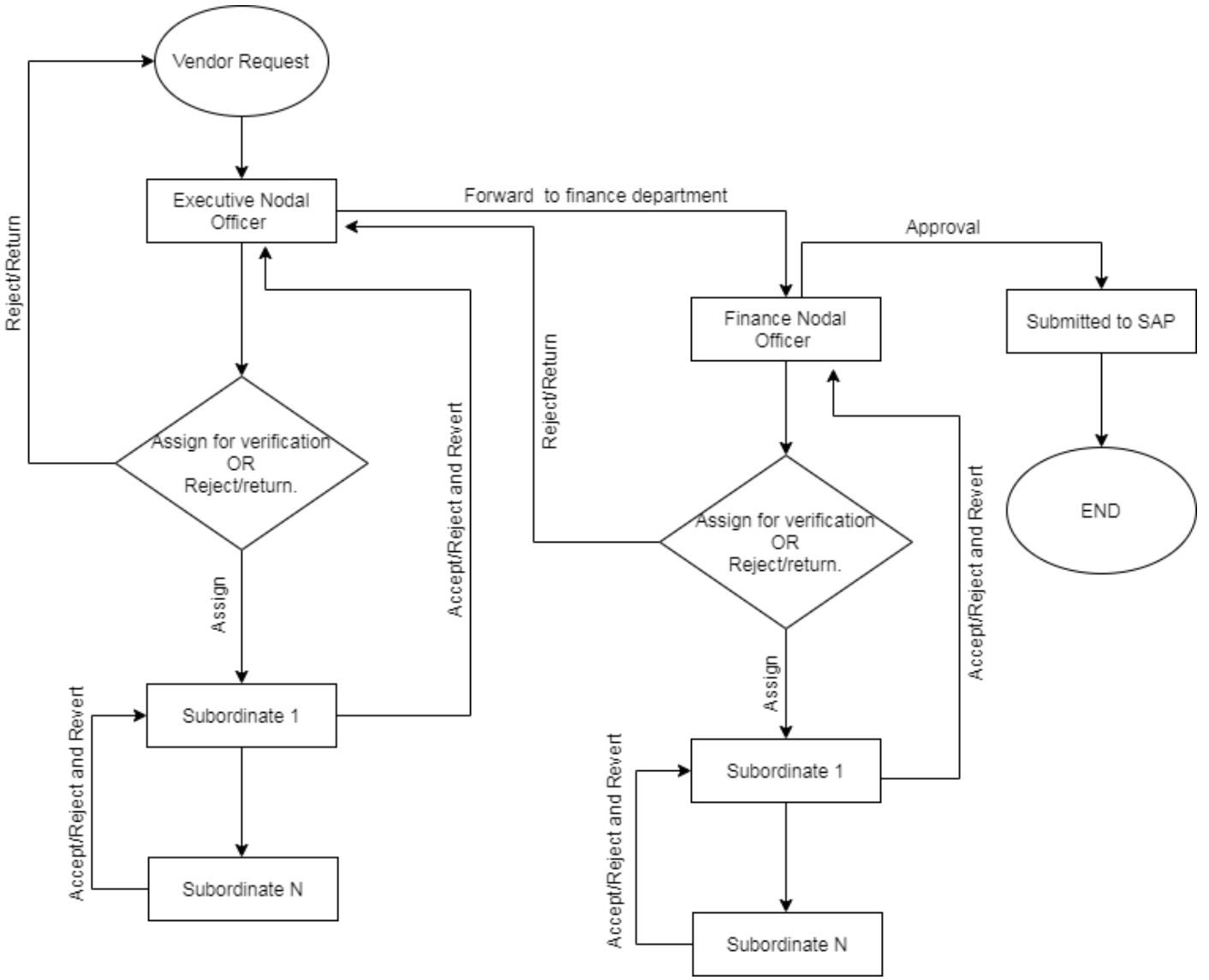
28. DMRC official will upload documents required by DMRC.
29. DMRC official will add their remarks for this overall request.
30. DMRC official can preview their request before submitting by clicking ‘PREVIEW’.

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.