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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 the 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 the concerned user for verification.

Upon successful registration, the vendor will have a variety of options to move forward within 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 the request has been submitted.

Vendors can view, create, and maintain bills & payment data anytime, anywhere through a web browser. This will reduce the effort & time for processing vendor payments. It will also help vendors with better traceability,**ad**/isibility 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 Vendor

1. VENDOR SIGNUP VENDOR ENTRY

This option will be used by the vendors as a first step to get on boarded into the portal by entering the contract basic details and contact information.

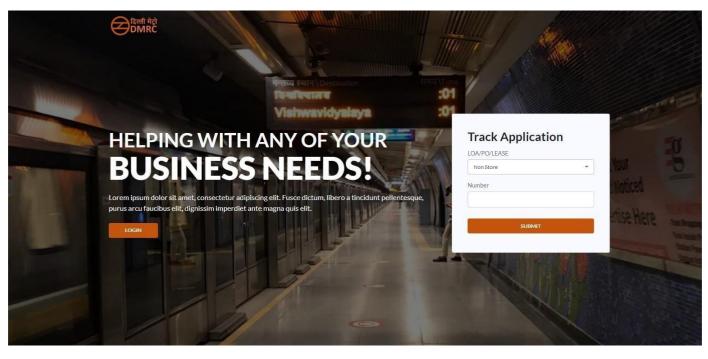
िनिय स्थान Destination सामय भाग	Login UserId •
HELPING WITH ANY OF YOUR	
BUSINESS NEEDS!	Password *
Vendor Payment Portal is a seamless interface that simplifies transactions between vendors and the	Forgot Password ?
DMRC, onboarding vendors to the portal and allowing them to create purchase orders, raise bills of items and quantities, and process payments	93-45=2 C
TRACK APPLICATION	LOGIN
	VENDOR SIGN UP "For DMRC user sign up, contact IT department

A new vendor will click <u>Vendor SIGN UP</u> on the landing page to proceed for signup to vendor payment portal.

Contract Type *	LOA No. *	Contract Description *	
Mobile No. *	E-Mail *	Nodal Officer *	
Multi Party Multi	Currency 🔲 Multi State		

Contract Type *	LOA No. *	Contract D	escription *
Non Store 🔹	XXXXXXXXX	xxxxxxx	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
bile No. *	E-Mail *		Nodal Officer *
1234567891	ADC@XYZ.COM		
🗋 Multi Party 🔲 M	ulti Currency		AMITY_TEST - AMITY TEST - AM/IT - IT
Multi Party M ocuments		ess your document	

- The vendor will select the type of contract for which he wishes to onboard. He can choose Store, Non Store, or Lease. In the case of the Store, the user will input the PO number, in the case of Non store; the user will input the LOA number and lease number in case of Lease.
- 2. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 3. Vendor will upload documents required by DMRC.
- 4. The vendor will add their remarks for this overall request.
- 5. In case of **multiparty** vendors, <u>multiple vendors can be on-boarded with the same LOA</u> <u>numbers</u> into VPP with different login id.
- 6. If in case of <u>multi-currency</u> PO, the vendor will create two sign up requests and choose multi-currency so that two vendors can be created and two separate PO can be created.
- 7. Vendor will also choose the nodal/purchase officer which will remain the same throughout thecourse of contract if there is no transfer case.
- 8. A notification in terms of an SMS and email on contact details used for sign up for this particular contract.



Once the signup request has been generated successfully, the vendor can track their application on clicking TRACK APPLICATION on the landing page.

On the track application page, vendor will choose the type of contract and enter the respective number. Status will be shown as 'pending' if the application is yet to be processed and approved/rejected upon nodal officer action on it.

2. VENDOR REGISTRATION

Once sign-up is successful, the vendor will log in into the portal with the credentials provided. Upon login, vendor will be redirected to the registration form directly.

Vendor Information			
Title *	Firm Name *	Name2	Country *
Select Title •			Select *
Region *	Postal Code *	City *	Street House No. *
Select Title *			
Telephone	Mobile *	Phone Fax	E-Mail *
	9643546153		DKP@AMITYSOFTWARE.COM
	Contract Number *		
Is Stamp Contract Applicable?	Select •		
Bank Details			
Dank Details	Beneficiary Account Number *	IFSC Code *	Bank Name *
Foreign Vendor (Yes/No)			
Bank Address with State PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *
	Andorra	Saving Account	
Region *	City *	Branch *	PAN Number *
Select	ony -		
	GST Registration Number		MSME Number
Registered Under GST ACT		MSME	
Insurance From	Insurance Till	Bank Gurantee From	Bank Gurantee Till
dd/MMM/yyyy	dd/MMM/yyyy	dd/MMM/yyyy	dd/MMM/yyyy
Warranty Certificate From	Warranty Certificate Till	Total Contract Value *	Insurance Amount
dd/MMM/yyyy	dd/MMM/yyyy	0	0
			Bank Guarantee Value
Is Insurance Applicable?	Is Warrenty Applicable?	Is Bank Guarantee Applicable?	0
Remarks *			
Documents (Kindly only uploa	d PDF Format) GSTIN Registration Certificate	PAN Card *	Cancelled Cheque *
Choose file Upload	Choose file Upload	Choose file Upload	Choose file Upload
INSURANCE Choose file Upload	BANK GUARANTEE Choose file Upload	NSIC CERTIFICATE Choose file Upload	MSME CERTIFICATE Choose file Upload
Other Document	WARRANTY	Click here to compress your documents	2
Choose file Upload	Choose file Upload		
Other Document Name			

- 1. The vendor will be identified in the system based on GST, PAN and Account Number.
- 2. The email and mobile number will be auto-filled from the VPP system.
- 3. Title, Country, and Region will appear in the drop-down.
- 4. Vendor will set if the contract is stamp applicable; if yes, select the contract number from

the dropdown.

- 5. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 6. Vendor will upload documents required by DMRC.
- 7. Vendor will add their remarks for this overall request.
- 8. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 9. A notification in terms of an SMS and email on contact details used for sign up for this particular contract.

विल्ली मेट्रो DMRC	=	
🙆 Dashboard	Contracts	
Transaction 👻		
Contract Status	LOA /PO No 88776655	Contract No 49230
BOQ Entry	Status- Pending	BOQ
BOQ Variation	Contract Description- TEST CONTRACT	
Provisional Payment		
RA With Abstract Bill		
RA Without Abstract Bill	Value Paid	0
Final Bill	Paid Bill submitted/approved	0/0
Vendor Info Correction		
Add New Contract		
Payment To DMRC		
🛱 Reports 🛛 🔇		

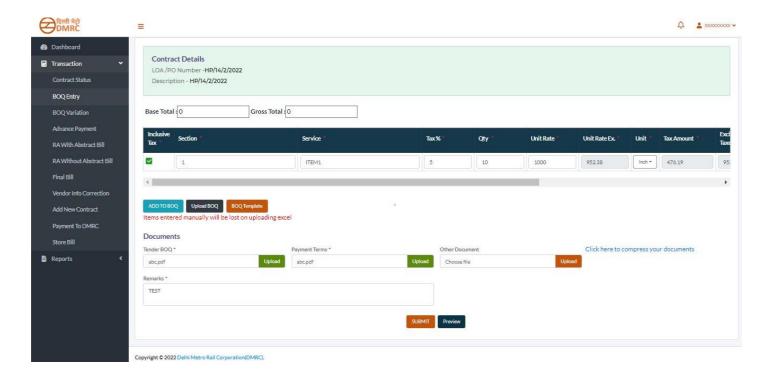
Once the vendor details are filled successfully, the contract will appear on the vendor dashboard as pending.

3. VENDOR BOQ ENTRY

Once the vendor is on-boarded successfully, the vendor will have the option to submit their BOQ for the particular contract in the dashboard on login.

Ę	विल्ली मेट्रो DMRC		=	
Ø	a Dashboard		Contracts	
E	Transaction	~		
	Contract Status		LOA /PO No 88776655	Contract No 49230
	BOQ Entry		Status- Approved	BOQ NA
	BOQ Variation		Contract Description- TEST CONTRACT	
	Provisional Payment		Submit BOQ	
	RA With Abstract Bill			
	RA Without Abstract Bill		Value Paid	0
	Final Bill		Bill submitted/approved	0/0
	Vendor Info Correction			
	Add New Contract			
	Payment To DMRC			
Ę	Reports	٢		
			Copyright © 2021 Delhi Metro Rai	Corporation(DMRC).

<u>'SUBMIT BOQ'</u> will redirect the vendor to the BOQ entry screen.



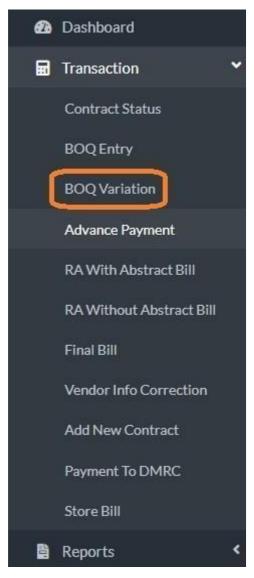
	tails																			
LOA /PO Numb Description : 24																				
ase Total : 3957	62.60	(Gross Tota	: 466999.	.87															
Init rice nclusive f tax) *	on *			Servio	e *			Tax %	•	Qty • U	Jnit Rate *	Unit Rate (Ex. o tax)	Unit *	Tax Amount	Amount of Taxes		Amount(Inclusiv of Taxes) *	ve Type	Perce	enta
													Select Unit *					Colort	Type *	
ns entered man		BOQ Template				1][-				Select Unit					Search: Se		
op to BOQ U ns entered man ow 10 rows * itt te(Inclusive	· · · .			Qty •	Unit Rate	Unit Rate Ex. ↑1	Unit ↑	Unit Desc	Tax Amount	Amount(Exclusive of Taxes)	Amount(Inc of Taxes)	usive Type	Percentage	Currency	Currency Desc*	Remarks	HSN Code *		earch here	Acti
ov TO BOQ U ns entered man ow 10 rows * nit nit nit(inclusive tax)	nually will be l	lost on uploa	ading excel	l		Rate	• 11		Amount •			usive 11 Incres	Percentage	Currency		Remarks TESTING FOR EXCEL 2	HSN	Search: Se	earch here	
DD TO BOQ U Ins entered man two 10 rows * init tate(Inclusive fax)	Section	Service	ading excel Tax % 1↓	Qty •	Rate [●] ↑↓	Rate Ex.* _{↑↓}	• 11	Desc * ↑↓	Amount •	of Taxes) *	of Taxes) *	†↓ Type	Percentage re 10.00	1 11	Desc* ↑↓	1. TESTING FOR EXCEL	HSN Code ■	Search: Se Service ID No.	Action Ari Edit Di	Dele
nt tax)	Section	Service	Tax % 118.00	Qty ↑↓ 200	Rate *	Rate Ex.* 1↓ 186.441	î см	Desc *	Amount * 6711.88	of Taxes) *	11 of Taxes) *	1↓ Type Increa	Percentage re 10.00	↓ †↓ INR	Desc *	TESTING FOR EXCEL 2 TESTING FOR EXCEL	HSN Code 11 10040010 10040010	Search: Se Service ID No. 123466	earch here Action 14 Ac Edit Du Edit Du	Acti Dele Dele

On the BOQ entry screen:

- 1. The vendor can enter as many items by clicking the ADD button.
- 2. Vendor can delete any particular item by clicking DELETE.
- 3. The vendor can temporarily save the BOQ items by clicking SAVE.
- 4. If the vendor wishes to upload the BOQ entries via Excel, he can do so by downloading the BOQ template, filling in the required information, and then uploading the same by clicking UPLOAD BOQ

- 5. Unit and Currency will appear in the drop-down.
- 6. Amount will be automatically calculated by Quantity * Unit Rate. This amount will be exclusive of taxes.
- 7. While adding a new item the Unit price (Inclusive of tax) checkbox field, if this field/option is checked then the unit rate that the system will apply would be from the column named Unit rate (Ex. of tax) not based on the Unit rate and vice versa.
- 8. Vendors can select a drop-down **Type** field with Increase and Decrease options. It's an optional field. For example, If Type as increase gets selected, the percentage is 10% then the Unit rate (Exclusive of tax) will be calculated based on the (percentage is 10%) and vice versa. There will be a field named Percentage to enter the percentage value based on the option selected in the Type field Increase/Decrease. This field will be mandatory if the user picks any option from the **Type** field else it is an optional field.
- 9. Vendors can add remarks for every item that they add.
- 10. Once the vendor is done with entering the items of BOQ, they can press submit for it toshow as a request to the executive nodal officer for approval.
- In case of the joint ventures/multiple contracts, the vendor will create separate sign-up requestsby choosing <u>'Multi-Party'</u> and subsequently vendors for them. Separate PO will be submitted for all of them via each vendor ID created.
- All the items in one particular PO will be in the same currency. In case of multiple currencies PO, the vendor will create separate vendors and post separate PO by choosing <u>Multi</u> <u>Currency</u> in the Sign Up request.
- 13. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 14. Vendor will upload documents required by DMRC.
- 15. The vendor will add their remarks for this overall request.
- 16. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 17. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.

4. VENDOR BOQ VARIATION ENTRY



Once the PO is approved and created successfully, user will have the option to enter modification forit.

Dashboard	BOQ Variation Contr	act List					
ransaction 🗸							
Contract Status	Show 10 rows =						Search: Search here
30Q Entry	Contract Name	1 Title	11 Total	11 Paid	11 Balance	11 Created Date	11 Status
3OQ Variation	TEST APPLICATION	TEST CONTRACT	4,000	0	0	11-04-2021	View
Provisional Payment	Showing 1 to 1 of 1 entries						
A With Abstract Bill							
A Without Abstract Bill							
Final Bill							
Final Bill							
-inal Bill /endor Info Correction							

All the contracts for which PO has been created successfully will be shown in a grid for which PO variation requests can be generated. On clicking View, the PO variation screen will open with existing items.

BC																		-
• _	OQ Variati	ion																
	Contract D)etails																
		mber : 14TH JUNE																
	Description :	: 14TH JUNE 2024	VERT															
	Base Total : 52	7002.42	Gross Total	552819	.75													
Bill									I	l								
	Unit Price Ser	ction *		Servi	ice *		Tax %		Qty	Remaining Qty	Unit Rate	• Unit Rate (I	x of Unit	Tax Amount			nount(Inclusive	
	(Inclusive of tax)									rechanning Qey		tax)			of Taxes)	of'	Taxes) *	
tion													Select Unit	-				ī
	ADD																	
	ADD																	
	Show 10 rows *	1														Search:	Search here	
	Unit Rate(Inclusive	Section *	Service *	Tax	Qty		Unit	Unit Rate	Unit "	Unit Desc *	Tax Amount	Amount(Exclusive of	Amount(Inclusive of	Currency *	Currency	New Qty	Туре	F
	of tax)	Juccion	June	*	00	Remaining Qty	Rate *	Ex.		One Deal	-	Taxes)	Taxes)	Currany	Desc *	incu city	1,100	
	No	SECTION1	BOQ51	5.00	100.00	100.00	100.00	100.00	AU	Activity unit	500.00	10000	10500.00	INR	Indian Rupee	100	NA	
	No	SECTION2	BOQ52	5.00	200.00	200.00	200.00	200.00	AU	Activity unit	2000.00	40000	42000.00	INR	Indian Rupee	200	NA	
	Yes	SECTION3	BOQ53	5.00	300.00	300.00	005.74	272.11		Activity unit	1005 74	81632.400	89999.91	INR	Indian	300	NA	
															Rupee			
	Yes	SECTION4	BOQ54	5.00	400.00	400.00	380.95	362.81	AU	Activity unit	7619.04	145124.400	159999.84	INR	Rupee	400	NA	
	Yes	SECTION5	BOQ55	0.00	500.00	500.00	500.00	500.00	AU	Activity unit	0.00	250000	250000.00	INR	Indian Rupee	500	NA	
	Yes	ltem 1	Item 1	18.00	1.00	1.00	84.75	71.82		Inch	15.25	71.817	100.00	INR	Indian Rupee	1	NA	
	Yes	Item 2	Item 2	18.00	1.00	1.00	186.44	173.80		Inch	33.56	173.8	220.00	INR	Indian	1	Increas	
	.0	10.112		10.00	1.00	1.00	200.44	170.00		111611	00.00	1,000	110.00	in the second se	Rupee		inci cas	

The user will have the option to add a new item or update the quantity of an existing item. Once abill has been submitted for a certain quantity of an item, the new quantity cannot be less than that quantity.

- 1. The vendor can enter as many items by clicking the ADD button.
- 2. Vendor can delete any new item by clicking DELETE.
- 3. Vendor can delete any existing item by setting its quantity as zero.
- 4. Vendor can also change the price of a particular item by adding a new line item with the newprice and corresponding quantity.
- 5. Vendors can add the new quantity in the 'New Quantity' column for each service item that theywish to change.
- 6. Both negative and positive variation is allowed for entry into the system.
- 7. Vendor can temporarily save the BOQ items by clicking SAVE.
- 8. While adding a new item the Unit price (Inclusive of tax) checkbox field, if this field/option is checked then the unit rate that the system will apply would be from the column named Unit rate (Ex. of tax) not based on the Unit rate and vice versa.
- 9. While adding a new item, if vendors select a drop-down **Type** field with Increase and Decrease options. It's an optional field. For example, If Type as increase gets selected, the percentage is 10% then the Unit rate (Exclusive of tax) will be calculated based on the (percentage is 10%) and vice versa. There will be a field named Percentage to enter the percentage value based on the option selected in the Type field Increase/Decrease. This field will be mandatory if the user picks any option from the **Type** field else it is an optional field
- 10. Unit and Currency will appear in the drop-down.

- 11. Amount will be automatically calculated by Quantity * Unit Rate.
- 12. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 13. Vendor will upload documents required by DMRC.
- 14. The vendor will add their remarks for this overall request.
- 15. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 16. A notification in terms of an SMS and email on contact details is used for signing up for this particular contract.
- 17. Vendors can add remarks for every item that they add.

Once the vendor is done with entering the items of BOQ, they can press submit for it to show as a request to the executive nodal officer for approval.

5. PROVISIONAL PAYMENT VENDOR ENTRY

æ	Dashboard	
Ħ	Transaction	*
	Contract Status	
	BOQ Entry	
	BOQ Variation	
(Advance Payment	
	RA With Abstract Bill	
	RA Without Abstract Bill	
	Final Bill	
	Vendor Info Correction	
	Add New Contract	
	Payment To DMRC	
	Store Bill	
	Reports	<

This option will be used by the vendor in case he wishes to request for advance/advancepayment. The vendor will enter the details of the advance payment.

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🔁 Dashboard	Advance Payment								
🖬 Transaction 🛛 👻	•								
Contract Status BOQ Entry BOQ Variation	Contract Details LOA /PO Number - HP/14/2/2022 HP/14/2/2022								
Advance Payment	Service Details		Ob.	Unit Rate	Unit		0	Remarks	
RA With Abstract Bill RA Without Abstract Bill			Qty 0	0	Select Unit -	Amount 0	Currency Select Currency ~	Remarks	
Final Bill Vendor Info Correction	ADD SAVE								
Add New Contract	Bank Guarantee *	Other Document		,	ABSTRACT SHEET		Clic	k here to compress your documer	its
Payment To DMRC	Choose file	pload Choose file		Upload	Choose file		Upload		
Store Bill	Payment Type								
🛢 Reports 🔍 🤇	Provisional Payment Remark *			•					
				SUBMIT	PREVIEW				
	Copyright © 2022 Delhi Metro Rail Corporation(DMRC).								

All the contracts for that particular vendor will be displayed in a grid for which he can enter arequest for advance entry.

Vendors can view the existing bills entered by clicking <u>VIEW BILL</u> for a particular contract. Vendors can add a new advance bill by clicking <u>ADD</u>.

- 1. Vendors can add as many items as they want and add relevant details for them as required in the screen like quantity, unit rate, unit, and currency.
- 2. Vendor will input the necessary details and the amount will be calculated automatically.
- 3. Vendors can add remarks for every item that they add.
- 4. Vendor will upload documents required by DMRC.
- 5. The vendor will add their remarks for this overall bill.
- 6. The vendor will choose the type of Advance Payment from the drop-down for which they wish tocreate this request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 8. Vendor can temporarily save advance bill details before final submission by clicking 'SAVE'.
- 9. After all information has been entered by the vendor, they will press '**SUBMIT'** and therequest will be submitted to the executive nodal officer for this contract.
- 10. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.

6. RA BILL (With Abstract) VENDOR ENTRY



This option will be used by the vendor in case he wishes to request for payment AGAINST BOQitems. The vendor will enter the details of the bill.

विल्ली मेट्रो DMRC	=					🗘 🔞 My Profile 🗸
🙆 Dashboard	RA With Abstract	Bill				
Transaction						
Contract Status	Show 10 rows *					Search: Search here
BOQ Entry	Contract Type	1↓ Number	†↓ Total Amount	î↓ Paid	†↓ Balance	11 Action
BOQ Variation	LOA	88776655	4,000	0	0	View Bill Add
Provisional Payment	Showing 1 to 1 of 1 entri	ies				
RA With Abstract Bill						
RA Without Abstract Bill						
Final Bill						
Vendor Info Correction						
Add New Contract						
Payment To DMRC						
🛱 Reports 🛛 <						

All the contracts for that particular vendor will be displayed in a grid for which he can enter a request for bill entry.

Vendors can view the existing bills entered by clicking VIEW BILL for a particular contract. Vendors can add a new bill by clicking ADD.

Add	नी मेट्रो VIRC	=											4 4
set See See See See See See See See See S	board	RA With Abstrac	t Bill										
bit Long Unit and State Stat	action 👻												
chr LMAR DURST: HR HAD 2023 Service Service RAM 2013 Service RAM 2014 Service Service Service RAM 2014 Service Service Service Service<	act Status	Contract Details											
<pre>chance chance chan</pre>		LOA/PO Number -	HP/14/2/2022										
short	/ariation												
Addref frontige Image: Control of Co	ce Payment												
International and the state of th	h Abstract Bill												
Index Contract Source International Contract	hout Abstract Bill								nount				
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gps illed jp jp ref. all ref. ref. all jp gp ref. all jp ref. all jp ref. all jp gp gp ref. all gp gp gp ref. all gp	v Contract	Group Name	• Service Details	POQuantity	, Remaining Quantity	. Unit Rate	. Unit	Amount	, Bill%	Delivered Quantity	Bill Amount	Remarks	*1
gp The L 100 90.000 92.24 Source had 92.25 100 0 0 Act 1680 Source 10 of 10 o	To DMRC	GPP	ITEM1	10	10	952.38	Inch	9,523.8	100				Add To Bill
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Show uddted terms button to view the added terms Service Details Unit Sea Unit		0.0							100		•		
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REVEN BOOM		Show updated items Note: Please click on S Service Details Documents Inoica* Choose file Centract Agreement Occose file]	n to view the added items	Milestone Complet Upland Choose file Other Document	ion' Messurement Book *		Upload Choose Click here	efle	menia		EPF/ESI Compliance	verel Querlity - Bil Ansant
NECES DAME		Show updated items Note: Please click on S Service Details Documents Inoica* Choose file Centract Agreement Occose file]	n to view the added items	Milestone Complet Upland Choose file Other Document	ion/Masurement Book *		Upload Choose Click here	efle	menta		EPF/ESI Compliance	verel Quantity – Bill Amount
		Show updated items Note: Please click on S Service Details Documents Inoica * Choose file Centract Agreement Occose file]	n to view the added items	Milestone Complet Upland Choose file Other Document	ion' Messurement Book *		Upload Choos Click her Upload	efie re to compress your docu	menta		EPF/ESI Compliance	verel Quartity - Bill Amount
		Show updated items Note: Please click on S Service Details Documents Inoica * Choose file Centract Agreement Occose file]	n to view the added items	Milestone Complet Upland Choose file Other Document	ion' Measurement Book *		Upload Choos Click her Upload	efie re to compress your docu	menta		EPF/ESI Compliance	verel Quartity - Bill Annuel

1. The vendor will choose the BOQ items against which he wishes to raise a bill.

2. The vendor can either apply a percentage of quantity on the overall bill or against each individual item.

3. Once a request is created for a particular item of a certain quantity, the vendor can also createanother request for the same item of the remaining quantity.

4. The vendor can also input a partial quantity for the service item selected and topercentage will be calculated automatically.

5. The vendor can temporarily save the bill details by clicking SAVE before final submission.

6. Vendors can add remarks for every item that they add.

7. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.

8. Vendor will upload documents required by DMRC.

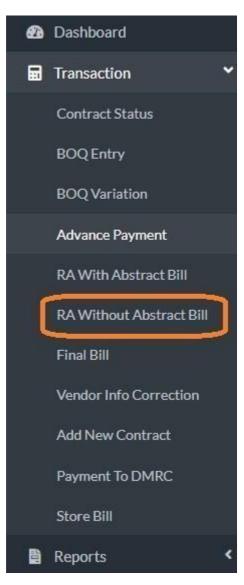
9. The vendor will add their remarks for this overall request.

10. Vendor can preview their request before submitting by clicking 'PREVIEW'.

11. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.

12. Appropriate notifications will be sent to the vendor and executive nodal officer.

7. RA (Without Abstract) BILL VENDOR ENTRY



This option will be used by the vendor in case he wishes to request for payment against BOQ items. The vendor will enter the details of the bill.

दिल्ली मेट्रो DMRC	=							¢ 🕹 xxxxxxxx
Dashboard	RA With	out Abstract Bill						
Transaction Y								
Contract Status	Show 10 rov	ws *					Search: Sea	rch here
BOQ Entry	Sr. No	1 Contract Desc.	1 Number 1	Total Amount	†↓ Paid †↓	Balance 1	Created Date	↑↓ Action ↑↓
BOQ Variation	1	HP/14/2/2022	HP/14/2/2022	1,04,761.8	19,999.98	84,761.82	26-04-2022	View Bill
Advance Payment	Showing 1	to 1 of 1 entries						
RA With Abstract Bill	- 18							
RA Without Abstract Bill								
Final Bill								
Vendor Info Correction								
Add New Contract								
Payment To DMRC								
Store Bill								
Reports <	Copyright © 202	2 Delhi Metro Rail Corporatio	n(DMRC)					

All the contracts for that particular vendor will be displayed in a grid for which he can enter a

request for bill entry.

Vendors can view the existing bills entered by clicking VIEW BILL for a particular contract. Vendors can add a new bill by clicking ADD.

ansaction Y														
tract Status	Contract Details													
Entry	LOA/PO Number - H Description - HP/14													
Variation	Currency - Indian R													
ince Payment														
fith Abstract Bill	Applied Percentage						Tot	I Amount						
thout Abstract Bill	100						2	857.14						
•														
Info Correction	Show 10 rows T												Search:	Search here
w Contract	Group Name	t Service Details	PD Quantity	Remaining Quantity	Unit Rate	11 Unit	Amount	Bill%	Delivered Quantity	Bill Amount	Remarks		11	
# To DMRC		ITEM1	100	89	952.38	Square inch	84,761.82	3.37	3	2857.14			Add	d To Bill
Bil	GRP													
e B3l Arts <	Showing 1 to 1 of 1 enb	ries												
	Showing 1 to 1 of 1 ent Show updated Items Note: Please click on Sh	ries	on to view the added items											
	Showing 1 to 1 of 1 ent Show updated Items Note: Please click on Sh Service Details	ries	on to view the added Items							Unit R		-	santity Bill Amount	
	Showing 1 to 1 of 1 ent Show updated Items Note: Please click on Sh	ries	on to view the added items							Unit R 952.33		Delivered Qu 2	santity Bill Amount 2,857.14	Removel
	Showing 1 to 1 of 1 ent Show updated Items Note: Please click on Sh Service Details	ries	on to view the added items									-		Remove I
	Showing i to 1 of 1 ent Show updated Items Note: Please click on Sh Service Details (TEM1	ries	on to view the added Items	Miestone Completio	n' Measurement Book		Insu	ance Documents		952.38		-		
	Showing 1 to 1 of 1 ent Show updated Items Note: Please click on Sh Service Details (TEM1 Documents	ries	on to view the added Items	Milestone Completio Using Crosse File	n' Messurement Book			ance Documents coce File		952.38 Ba	'2	-		
	Showing 1 to 1 of 1 end Showing 1 to 1 end Showing 1 end Showi	ries	on to view the added litems	Upload Choose file Contract Agreement			Uplaad C	roose file r Document		952.38 Bar Uptood ()	*2 Ik Guarantee *	3		
	Showing 1 to 1 of 1 entities Show updated items Note: Please click on SM Service Details ITEM4 Documents Instite * Documents SMSI Compliance Document	ries	on to view the added items	Upload Choose file			Uplaad C	oose file		952.38 Ba	*2 ik Guarantee * Choose file	3		Remove Is
	Showing 1 to 1 of 1 end Showing 1 to 1 end Showing 1 end Showi	ries	on to view the added items	Upload Choose file Contract Agreement			Uplaad C	roose file r Document		952.38 Bar Uptood ()	*2 ik Guarantee * Choose file	3		
	Showing 1 to 1 of 1 entities Show updated items Note: Please click on SM Service Details ITEM4 Documents Instite * Documents SMSI Compliance Document	ries	on to view the added litems	Upload Choose file Contract Agreement			Uplaad C	roose file r Document		952.38 Bar Uptood ()	*2 ik Guarantee * Choose file	3		

- 1. The vendor will choose the BOQ items against which he wishes to raise a bill.
- 2. This will be generated when some specific documents like MB book are generated and available with the vendor.
- 3. The vendor can either apply a percentage of quantity on the overall bill or against each item.
- 4. The vendor can also input a partial quantity for the service item selected and hepercentage will be calculated automatically.
- 5. Once a request is created for a particular item of a certain quantity, the vendor can also create another request for the same item of the remaining quantity.
- 6. The vendor can temporarily save the bill details by clicking SAVE before final submission.
- 7. Vendors can add remarks for every item that they add.
- 8. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 9. Vendor will upload documents required by DMRC.
- 10. The vendor will add their remarks for this overall request.
- 11. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 12. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.
- 13. Appropriate notifications will be sent to the vendor and executive nodal officer.

8. FINAL BILL VENDOR ENTRY



This option will be used by the vendor in case he wishes to request for final payment against theremaining items of the BOQ.

ितिल्ली मेट्रो DMRC	=					🗘 💡 My Profile 🗡
🙆 Dashboard	Final Bill					
Transaction						
Contract Status	Show 10 rows -				Sea	rch: Search here
BOQ Entry	Contract Type	Number †	Total Amount	Paid 1	Balance	Action
BOQ Variation	LOA	4923489	10150.00	0.00	0.00	View
Provisional Payment	Showing 1 to 1 of 1 entries					
RA With Abstract Bill						
RA Without Abstract Bill						
Final Bill						
Vendor Info Correction						
Add New Contract						
Payment To DMRC						
🖺 Reports 🗸						

All the contracts for that particular vendor will be displayed in a grid for which he can enter a request for bill entry.

Vendors can view the final bill by clicking VIEW

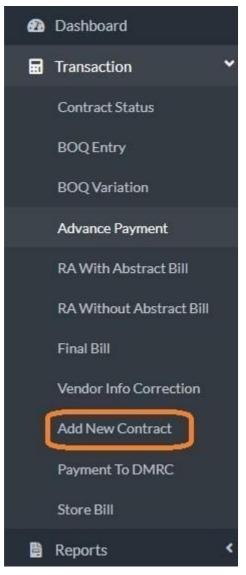
shboard	Service Details	Quantity	Unit Rate	Unit	Total Amount	Paid Qty	Remaining Qty	Bill %	Bill Quantity	Bill Amount	Remarks
nsaction 👻	ITEM 1	1000	15	Activity unit	150.00	0	1000	100	1000	150.00	
ntract Status	ITEM 2	2000	25	Activity unit	500.00	0	2000	100	2000	500.00	
Q Entry	ITEM 3	3000	35	Activity unit	1050.00	0	3000	100	3000	1050.00	
Q Variation	ITEM 4	4000	45	Activity unit	1800.00	0	4000	100	4000	1800.00	
visional Payment	ITEM 5	5000	55	Activity unit	2750.00	0	5000	100	5000	2750.00	
With Abstract Bill	ITEM 6	6000	65	Activity unit	3900.00	0	6000	100	6000	3900.00	
Without Abstract Bill al Bill	ITEM 7	7000	75	Activity unit	52500.00	0	7000	100	7000	52500.00	
dor Info Correction	ITEM 8	8000	85	Activity unit	68000.00	0	8000	100	8000	68000.00	
New Contract	ITEM 9	9000	95	Activity unit	855000.00	0	9000	100	9000	855000.00	
ment To DMRC	ITEM 10	10000	105	Activity unit	1050000.00	0	10000	100	10000	1050000.00	
	Showing 1 to 10 of Deduction Total Amount			Deduction Amo	ount			Balanc	e Amount		
	2035650.00			0				203565	0.00		
	Documents Final Bill 2.*		_								
	Choose file		Upload								
	Remarks										

- 1. All the items will be displayed in the final bill along with their non-billed quantities.
- 2. Total deductions and amounts payable will also be shown on the screen.
- 3. Vendors can add remarks for every item that they add.
- 4. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 5. Vendor will upload documents required by DMRC.
- 6. The vendor will add their remarks for this overall request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.

8. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.

9. Appropriate notifications will be sent to the vendor and executive nodal officer.

9. Add New Contract



This form will be used by an existing vendor to add new contract awarded to them by DMRC.

ितिल्ली मेट्रो DMRC Dashboard

Transaction

Reports

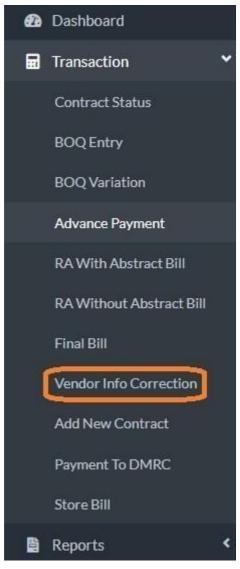
≡

Add New Contract Vendor SignUp LOA/PO/LEASE * Contract Description * Nodal Officer * Number * Non Store Ŧ Select Officer Multi Party Multi Currency Multi State Vendor Information Title * Firm Name * Country * Select Title Select Add New Contract Region * Street House No. * Postal Code * City * Select Mobile * Telephone Phone Fax E-Mail * DKP@AMITYSOFTWARE.COM 9643546153 Is Stamp Contract Applicable? Bank Details Beneficiary Account Number * IFSC Code * Bank Name * Foreign Vendor (Yes/No) Bank Country * Beneficiary Account Type * Beneficiary Account Name * • Registered Under GST ACT * Saving Account Andorra GST Registration Number * MSME Number PAN Number * MSME Region * City • Branch * Bank Address with State PIN * Select Insurance From Bank Gurantee From Bank Gurantee Till Insurance Till dd/MMM/yyyy dd/MMM/yyyy dd/MMM/yyyy Ċ dd/MMM/yyyy Ö Warranty Certificate Till Warranty Certificate From Total Contract Value * Insurance Amount dd/MMM/yyyy dd/MMM/yyyy **Ö** 0 0 Bank Guarantee Value Is Insurance Applicable? Is Warrenty Applicable? Is Bank Guarantee Applicable? 0 Remarks * Documents LOA/PO * PAN Card * Cancelled Cheque * GSTIN Registration Certificate Choose file Choose file Choose file Choose file MSME CERTIFICATE WARRANTY BANK GUARANTEE NSIC CERTIFICATE Choose file Choose file Upload Choose file Choose file INSURANCE Click here to compress your documents Other Document Choose file Choose file Other Document Name SUBMIT PREVIEW

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- 1. The vendor will not be required to perform a new sign-up when a new contract is added, they will log in through their existing ID and create an 'Add new contract' request by filling in the necessary details.
- 2. Once the request is submitted successfully, the contract will start showing as a new card on the vendor dashboard with the status as pending.
- 3. Vendor will set if the contract is stamp applicable; if yes, select the contract number from the dropdown.
- 4. The document types that can be uploaded as attachments are .PDF, .JPEG, .PNG, .JPG.
- 5. Vendor will upload documents required by DMRC.
- 6. The vendor will add their remarks for this overall request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 8. A notification in terms of an SMS and email on contact details is used for sign-up for the vendor.
- 9. The vendor and DMRC nodal officer will get appropriate notifications in terms of SMS and email.

10. Vendor Modification



This form will be used by the vendor to update their existing details for a contract in the VPP.

tle *	Name *	Country *	Region *
Mr	- AMIT	India	IN-Uttar Pradeah
ostal Code *	City *	Street House No. *	Telephone
201301	NOIDA	L-70 NOIDA SECTOR 11 NARMADA MARG	09663562377
obile *	Phone Fax	E-Mail *	Contract Number
+918052565623	09663562377	ABC101@ABCCOM	H78H
Bank Details			
Registered Under GST ACT	GST Registration Number	PAN Number *	Bank Name *
Registered Under GST ACT	09BWIAX1238A2Z5	BWIPG1239R	ICICI
Bank Address with State PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *
UTTAR PRADESH	Ingla	Saving Account	- ABHISHEK LAL
Beneficiary Account Number *	IFSC Code *		MSME Number
3920943202	SBIN0005943	☐ MSME	
Documents	Other Document		
Cancelled Cheque *	Liniand Course file	Linkond	
Chaose file	Upload Choose file	Uplead	
	Uppand Choose file	Uplead	
Choose file	Uptani Choose Re 212345	Uprost □ 54321	
Choose file Existing Contract			CONTRACT3
Chora file Existing Contract 363625			CONTRACT3

- 1. The vendor can generate a request to change their personal and bank details for a particular contract. They will also have an option to choose among the existing contracts on which theywish to effect these changes requested.
- 2. The vendor will upload all the necessary documents and submit the request along with their desired remarks.
- 3. The vendor will not be allowed to change the GST registration number and PAN number as theyare used to uniquely identify a vendor in the VPP system.
- 4. The document types that can be uploaded as attachments are- PDF, JPEG, PNG, and JPG.
- 5. Vendor will upload documents required by DMRC.
- 6. The vendor will add their remarks for this overall request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 8. A notification in terms of an SMS and email on contact details used for signing up for this particular contract.
- 9. Appropriate notifications will be sent to the vendor and DMRC nodal officer in terms of SMS and email.

VPP Store Module User Manual for Vendor

1. VENDOR SIGNUP VENDOR ENTRY

This option will be used by the vendors as a first step to get on boarded into the portal by enteringthe contract's basic details and contact information.

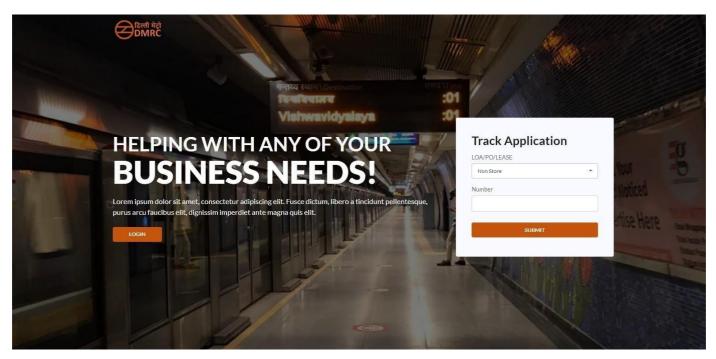
Tester Terry \Destination	Login	
HELPING WITH ANY OF YOUR	User Id *	
BUSINESS NEEDS!	Password *	
Vendor Payment Portal is a seamless interface that simplifies transactions between vendors and the	Forgot Password ? Enter Captcha *	
DMRC, onboarding vendors to the portal and allowing them to create purchase orders, raise bills of items and quantities, and process payments	93-45=2 C	
TRACK APPLICATION	LOGIN OR	
	VENDOR SIGN UP *For DMRC user sign up, contact IT department	

A new vendor will click <u>Vendor SIGN UP</u> on the landing page to proceed for signup to vendor payment portal.

Contract Type * N	lumber *	Contract Description *		
Non Store -	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		0000000000	
Mobile No(eg. +919999999999) *	E-Mail *	Confirm E-Mail *	Nodal Officer *	
eg.+91******	•••••	ABC@XYZ.COM	1927	
Documents				
LOA/PO *	oload 🔲 Multi Party 🔲 Multi	Enter Captcha *	e c	
LOA-PO.jpg Up	Multi Party Multi	Currency 38+46	?; C•	

- 9. The vendor will select the **type of contract** for which he wishes to onboard. He can choose **Store** as contract type. In case of Store, the user will input the PO number, in case of Non store; the user will input LOA number and lease number in case of Lease.
- 10. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 11. Vendor will upload documents required by DMRC.

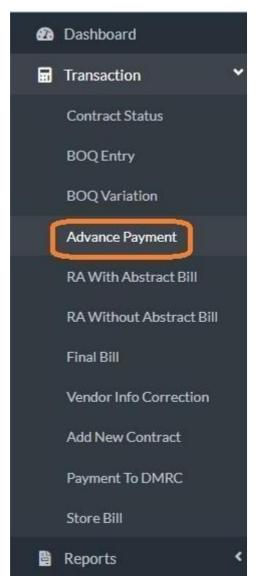
- 12. Vendor will add their remarks for this overall request.
- 13. In case of **multiparty** vendors, <u>multiple vendors can be on-boarded with the same LOA</u> <u>numbers</u> into VPP with different login id.
- 14. If in case of <u>multi-currency</u> PO, the vendor will create two sign up requests and choose multicurrency so that two vendors can be created and two separate PO can be created.
- 15. Vendor will also choose the nodal/purchase officer which will remain the same throughout the course of contract if there is no transfer case.
- 16. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.



Once the signup request has been generated successfully, the vendor can track their applicationon clicking TRACK APPLICATION on the landing page.

On the track application page, vendor will choose the type of contract and enter the respective number. Status will be shown as 'pending' if the application is yet to be processed and approved/rejected upon nodal officer action on it.

2. PROVISIONAL PAYMENT VENDOR ENTRY

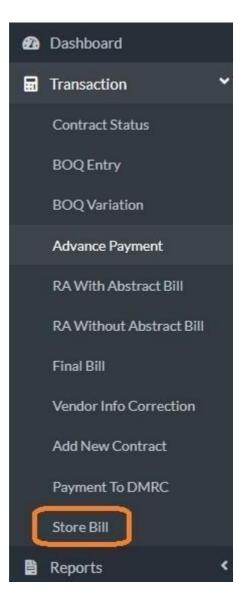


This option will be used by the vendor in case he wishes to request for advance/advance payment. The vendor will enter the details of the advance payment.

dvance Payment								
Contract Details LOA /PO Number -LIP002 SUBODH SAH00								
Service Details		Qty	Unit Rate	Unit	Amount	Currency	Remarks	
		0	0	Select Unit -	0	Select Currency	-	
Contraction of the Contraction o	Aadhar Card							
Choose file	Upload Choose file	£)	Upload					
Payment Type Nothing selected								
Remark *								
			SUBMIT	PREVIEW				

- 1. All the contracts for that particular vendor will be displayed in a grid for which he can enter a request for advance entry.
- Vendor can view the existing bills entered by clicking VIEW BILL for a particular contract. 2.
- 3.
- Vendor can add a new advance bill by clicking ADD. Vendor will input the necessary details and amount will be calculated automatically. 4.
- 5. Vendor can temporarily save advance bill details before final submit by clicking SAVE.

3. STORE BILL VENDOR ENTRY



This option will be used by the vendor in case he wishes to request for payment against BOQ items. The vendor will enter the details of the bill.

ि विल्ली मेहो DMRC	=				🗘 😨 My Prafile 🗸
🔁 Dashboard	Store Bill				
■ Transaction く					
Contract Status	Show 10 rows -				Search here
BOQ Entry	Number	1 Total Amount	11 Paid	11 Balance	11 Action
BOQ Variation	51000161	Ö	0	o	Add Bill
Advance Payment	Showing 1 to 1 of 1 entrie	es			
RA With Abstract Bill					
RA Without Abstract Bill					
Final Bill					
Vendor Info Correction					
Add New Contract					
Payment To DMRC					
Store Bill					
🛱 Reports 🛛 ⊀					

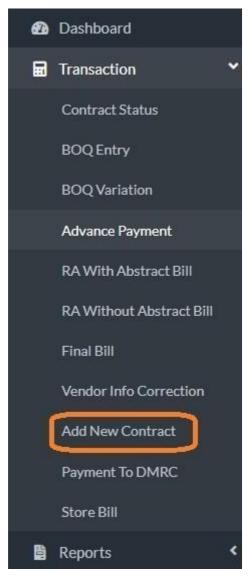
All the contracts for that particular vendor will be displayed in a grid for which he can enter a request for bill entry.

Vendor can view the existing bills entered by clicking 'VIEW BILL' for a particular contract. Vendor can add a new bill by clicking 'ADD'.

विल्ली मेट्रो DMRC	=									÷	My Prof
9 Dashboard	Add Bill										
Transaction	٠										
ĝ Reports	 Contract Details LOA/PO Number - 51000161 Description - 51000161 Currency - Indian Rupee 										
	Show 10+ entries									Search:	
	Item Details	Quantity	Rate	Unit	Amount	Billed Qty	Billed Amt	Requested Qty	Requested Amt	Remarks	
	Sling for strap hanger of DMRC train	5	101	Number	505	0	0	2	202		
	Sling for strap hanger of DMRC train	10	102	Number	1,020	0	0	3	306		
	Showing 1 to 2 of 2 entries									Previous 1 1	Ne
	Documents										
	Invoice *		Delivery/Ins	tallation Certi	ficate *		Warranty Certificates	5*	E-way Challan *		
	Choosefile	Upload	Choosefile	2		Upload	Choosefile	Up	oad Choosefile	Up	plo:
	Other Document										
	Choosefile	Upload									
	Remark *										
			Submit	Back to list							

- 1. Vendor will choose the BOQ items against which he wishes to raise a bill.
- 2. The vendor can enter quantity against each individual item. Partial bill can also be generated for any service line item by entering the quantity they wish to generate bill for.
- 3. Grid will also show the quantity for each service item for which bill has been alreadyrequested under 'Billed Quantity';
- 4. Once a request is created for a particular item of a certain quantity, vendor can also create another request for the same item of the remaining quantity.
- 5. Vendor can temporarily save the bill details by clicking SAVE before final submit.
- 6. Vendor can add remarks for every item that they add.
- 7. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 8. Vendor will upload documents required by DMRC.
- 9. Vendor will add their remarks for this overall request.
- 10. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 11. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.
- 12. Appropriate notifications will be sent to the vendor and executive nodal officer.

4. Add New Contract



This form will be used by an existing vendor to add new contract awarded to them by DMRC.

endor SignUp				
A/PO/LEASE *	Number *	Contract Description *	Nodal Officer*	
ior Dore			CHRC04	
Multi Party 🔲 Multi Gurrency				
ndor Information				
le *	Name*	Country *	Report *	
de .	- ABHSHEKLAL	tola	* N-Little Problem	
ral Code *	City*	Street House No. *	Mobile *	
101301	NOIDA	1-70 NOIDA SECTOR 11 NARMADA MARG	+918052565623	
ephone	Phone Fax	E-Nail*	Contract Number	
9663562377	09663562377	ABC1018ABCCOM	H72H	
sk Addresswith State PIN * JTTAR PROSH effciary Account Namber * 19204202	BankCountry * Anterna 1950 Code 1 1950 Code 1	Benefskary Account Type *	Beneficiary Account Name * ABHIS-BK-U.BL MSME Number	
	38/0002/44	1990,525		
navka *				
ocuments A *	GSTIN Registration Certificate *	PRAN Cand *		
n to Decembre	Upload Choose File	Ubicad Choose File	Canceled Cheque * Ubload Choose File	
an Andre 1976	A MARKET	Converse Converse	Support Street S	
her Document Choose file	Upload			

- 1. The vendor will not be required to perform a new sign-up when a new contract is added, they will login through their existing id and create a 'Add new contract' request by filling in the necessary details.
- 2. Once the request if submitted successfully, the contract will start showing as a new card on the vendor dashboard with the status as pending.
- 3. The vendor can generate a request to change their personal and bank details for a particular contract. They will also have an option to choose among the existing contracts on which they wish to effect these

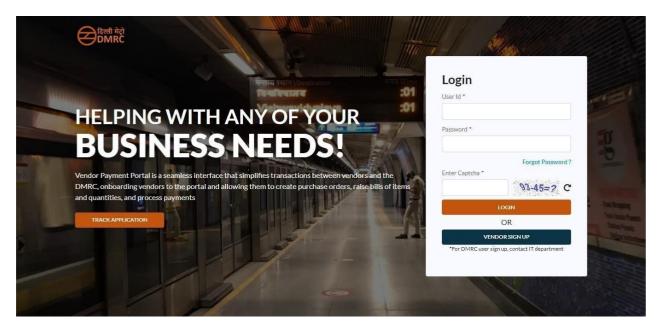
changes requested.

- 4. The vendor will upload all the necessary documents and submit the request along with their desired remarks.
- 5. The vendor will not be allowed to change GST registration number and PAN number as they are used to uniquely identify a vendor in the VPP system.
- 6. The document type that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 7. Vendor will upload documents required by DMRC.
- 8. Vendor will add their remarks for this overall request.
- 9. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 10. A notification in terms of an SMS and email on contact details used for sign up for this particular contract.
- 11. The vendor and DMRC nodal officer will get appropriate notifications in terms of SMS and email.

VPP Lease Module User Manual for Vendor

1. VENDOR SIGNUP VENDOR ENTRY

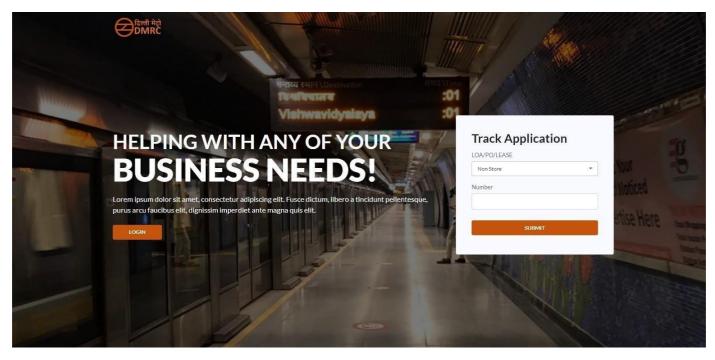
This option will be used by the vendors as a first step to get on boarded into the portal by entering the contract basic details and contact information.



A new vendor will click <u>Vendor SIGN UP</u> on the landing page to proceed for signup to vendor payment portal.

Contract Type *	Number *	Contract De	escription *		
Non Store 🔹	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	000000000000000000000000000000000000000	XXXXXXXXXXX	
Mobile No(eg. +919999999999)	E-Mail *		Confirm E-Mail *	Nodal Officer *	
eg.+91*******	••••••		ABC@XYZ.COM	1927	÷
Documents					
LOA/PO *			Enter Captcha *	e e sta	
LOA-PO.jpg	Upload Multi Party Mu	Iti Currency	38+46	-? C	

- 1. The vendor will select the **type of contract** for which he wishes to onboard. He can choose **Store, Non Store or Lease**. In case of Store, the user will input the PO number, in case of Non store; the user will input LOA number and lease number in case of Lease.
- 2. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 3. Vendor will upload documents required by DMRC.
- 4. Vendor will add their remarks for this overall request.
- 5. In case of **multiparty** vendors, <u>multiple vendors can be on-boarded with the same LOA</u> <u>numbers</u> into VPP with different login id.
- 6. If in case of <u>multi-currency</u> PO, the vendor will create two sign up requests and choose multicurrency so that two vendors can be created and two separate PO can be created.
- 7. Vendor will also choose the nodal/purchase officer which will remain the same throughout the course of contract if there is no transfer case.
- 8. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.



Once the signup request has been generated successfully, the vendor can track their applicationon clicking TRACK APPLICATION on the landing page.

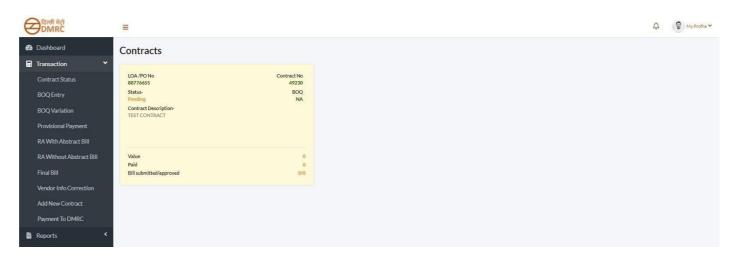
On the track application page, vendor will choose the type of contract and enter the respective number. Status will be shown as 'pending' if the application is yet to be processed and approved/rejected upon nodal officer action on it.

2. VENDOR REGISTRATION

Once sign-up is successful, vendor will login into the portal with the credentials provided.Upon login, vendor will be redirected to the registration form directly.

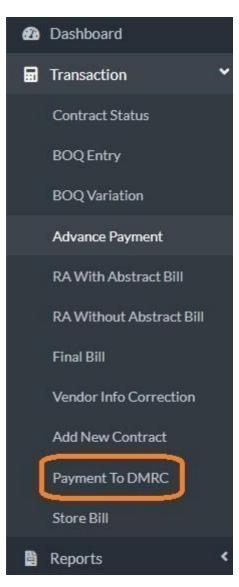
Title *	Name *	Country *	Region *
Messrs *	ABC COMPANY LIMITED	Select #	Select Title *
Postal Code *	City *	Street House No. *	Telephone *
Mobile *	Phone Fax *	E-Mail *	Contract Number *
+919999999999	+91999999999	ABC@XYZ.COM	
Bank Details	GST Registration Number	PAN Number *	Bank Name *
Bank Address with State PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *
	Select.	Select Account Type =	
Beneficiary Account Number *	IFSC Code *	MSME	MSME Number
Remarks *			
Documents	GSTIN Registration Certificate *	PAN Card *	Cancelled Cheque *
Choose file Upload	Choose file Upload	Choose file Upload	Choose file Upload
Other Document			
Choose file Upload			
CONTRACTOR NO			

- 1. The vendor will be identified in the system on the basis of GST, PAN and Account Number.
- 2. If the vendor already exists in SAP, the finance nodal officer will have an option to either again create newvendor or use the existing vendor for this request.
- 3. The email and mobile number will be auto-filled from the VPP system.
- 4. Title, Country and Region will appear in drop down.
- 5. The document type that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 6. Vendor will upload documents required by DMRC.
- 7. Vendor will add their remarks for this overall request.
- 8. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 9. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.



Once the vendor details are filled successfully, the contract will appear on the vendor dashboard as pending.

3. PAYMENT TO DMRC VENDOR ENTRY



This option will be used by the vendor in case he wishes to add a lease type of request onto the portal.

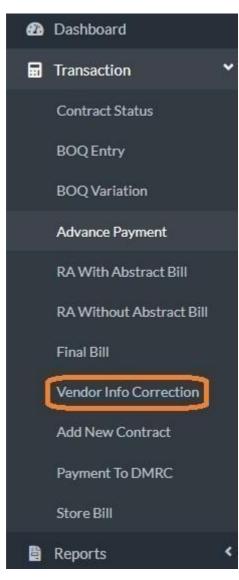
दिल्ली मेट्रो DMRC	=		🛕 🛛 🗑 My Profile 🗙
Dashboard	Payment To DMRC		
Transaction 👻			
Contract Status	Show 10 rows *		Search Search here
BOQ Entry	Lease No 1	Contract Description	11 Action
BOQ Variation	43983948	43983948	View
Provisional Payment	Showing 1 to 1 of 1 entries		
RA With Abstract Bill			
RA Without Abstract Bill			
Final Bill			
Vendor Info Correction			
Add New Contract			
Payment To DMRC			
🖺 Reports 🔸			

All the contracts for that particular vendor will be displayed in a grid for which he can enter a request of lease type.

दिल्ली मेट्रो DMRC	=							¢	My Profile 👻
2 Dashboard									
Transaction <		Contract Details							
Contract Status		Lease No - 43983948 43983948							
BOQ Entry		43503540							
BOQ Variation		Service	Qty	Unit Rate	Amount	Currency	Remarks		
Provisional Payment		PARKING	2	10000.000	20000.00	Indian Rupee 👻] [
RA With Abstract Bill		ADD SAVE							
RA Without Abstract Bill		ADD SAVE							
Final Bill		Documents *							
Vendor Info Correction		Pay DMRC Penguins.jpg	Upload						
Add New Contract		Total Amount:*	Bank:"		Payment Ref Number:*	Paym	ent Mode:"		
Payment To DMRC		20000.00	ICICI		32904904	RTO	55	•	
🖺 Reports 🛛 <		Remarks:*							
		DONE							
]						
				SUBMIT	Preview				

- 1. The vendor can add as many items as he wishes.
- 2. The details can be temporarily saved before the final submit by clicking SAVE.
- 3. Vendor can add remarks for every item that they add.
- 4. The document type that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 5. Vendor will upload documents required by DMRC.
- 6. Vendor will add their remarks for this overall request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 8. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.
- 9. Appropriate notifications will be sent to the vendor and executive nodal officer.

4. Vendor Modification

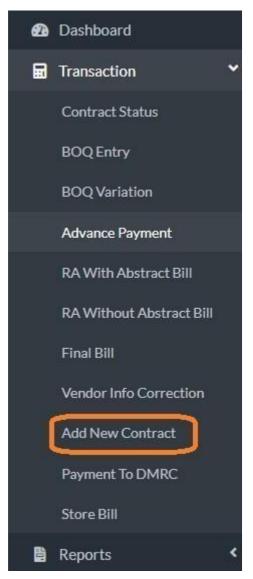


This form will be used by the vendor to update their existing details for a contract in the VPP.

endor Contract View Information			
Title -	Name."	Country *	Region *
Mr	- AMIT	India	IN-Uttar Pradesh
Postal Code *	City *	Street House No. *	Telephone
201301	NOIDA	L-70 NOIDA SECTOR 11 NARMADA MARG	09663562377
Mobile *	Phone Fax	E-Mail*	Contract Number
+918052565623	09663562377	ABC101@ABCCOM	Н78Н
Bank Details			
Registered Under GST ACT	GST Registration Number 098WIAX1238A225	PAN Number * BW/IPG1239R	Bank Name *
Bank Address with State PIN * UTTAR PRADESH	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name * ABHISHEK LAL
		- Janity Account	MSME Number
Beneficiary Account Number * 3920943202	IFSC Code * SBIN0005943	SME SING	MSME Number
Documents			
Cancelled Cheque *	Other Document		
Choose file	Uploed Choose Me	Upload	
Existing Contract			
363625	☑ 12345	54321	CONTRACT3
Remarks *			
		SUBMIT PREVIEW	

- 1. The vendor can generate a request to change their personal and bank details for a particular contract. They will also have an option to choose among the existing contracts on which they wish to effect these changes requested.
- 2. The vendor will upload all the necessary documents and submit the request along with their desired remarks.
- 3. The vendor will not be allowed to change GST registration number and PAN number as they are used to uniquely identify a vendor in the VPP system.
- 4. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 5. Vendor will upload documents required by DMRC.
- 6. Vendor will add their remarks for this overall request.
- 7. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 8. A notification in terms of an SMS and email on contact details used for sign up for thisparticular contract.
- 9. Appropriate notifications will be sent to vendor and DMRC nodal officer in terms of SMS and email.

5. Add New Contract



This form will be used by an existing vendor to add new contract awarded to them by DMRC.

Add New Contract	
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andor SignUp				
A/PO/LEASE *	Number*	Contract Description *	Nodal Officer*	
iar Done	-		DMRC24	
Malé Party 🔲 Malé Garrency				
ndor Information				
e*	Name*	Country*	Region *	
	- ABHISHEKLAL	hite	- IN-Utar Pradech	
tal Code *	Chy*	Street House No. 1	Mobile*	
01201	NODA	670 NOIDA SECTOR 11 NARMADA MARG	+918052565623	
sphore	Phone Fax	Ewal +	Contract Number	
9663562377	09662562377	ABC1018ABCCDM	H73H	
Address with State PIN * TAR PRADESH ficlary Account Number *	Bark/Gonvr) * Anterna 1970 Code * 58(N0005942)	Beeddary Account Tope * - Intro Account DASAE	Temefician Acause Nome * T ABHCHACLEL MOME Number	
econazione cuments **	CITNRegionalise Continue *	IRACust* Goorefin	Candid Obus* Countie Countie	u.
aka* cuments 				
aris* cuments				

- 1. The vendor will not be required to perform a new sign-up when a new contract is added; they will login through their existing id and create a 'Add new contract' request by filling in the necessary details.
- 2. Once the request if submitted successfully, the contract will start showing as a new card on the vendor dashboard with the status as pending.
- 3. The document types that can be uploaded as attachment are .PDF, .JPEG, .PNG, .JPG.
- 4. Vendor will upload documents required by DMRC.
- 5. Vendor will add their remarks for this overall request.
- 6. Vendor can preview their request before submitting by clicking 'PREVIEW'.
- 7. A notification in terms of an SMS and email on contact details used for sign up for the vendor.
- 8. The vendor and DMRC nodal officer will get appropriate notifications in terms of SMS and email.

Glossary

Sr. No	Item	Description
1.	Captch	Security question on each login
2.	PO	Purchase Order
3.	LOA	Letter of acceptance
4.	Upload	Button which will be clicked to upload document
5.	Bill %	Partial percentage can be applied to each quantity for payment
6.	Lease - Bank	Bank that will be used for payment
7.	Lease - Payme nt ref no	Payment reference number for generated for payment
8.	Amount	Auto calculated by quantity * rate