

INTRODUCTION.....	2
1. Works/Non Store	3
1) Vendor Sign Up	3
2) On Boarding.....	5
3) BOQ 6	
4) BOQ Variation	8
5) Advance Payment	10
6) RA with Abstract Bill.....	12
7) RA without Abstract Bill	14
8) Final Bill 16	
9) Add New Contract	18
10) Vendor Modification.....	19
2. Store 21	
1) Vendor Sign up	21
2) Advance Bill.....	21
3) Store Bill 25	
4) Add New Contract	27
3. Lease 28	
1) Vendor Sign Up	28
2) Onboarding 30	
3) Payment to DMRC	31
4) Vendor Modification	33
5) Add New Contract	34
4. Glossary	36

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, ~~and~~ visibility and reduce physical document data entry, movement and printing.

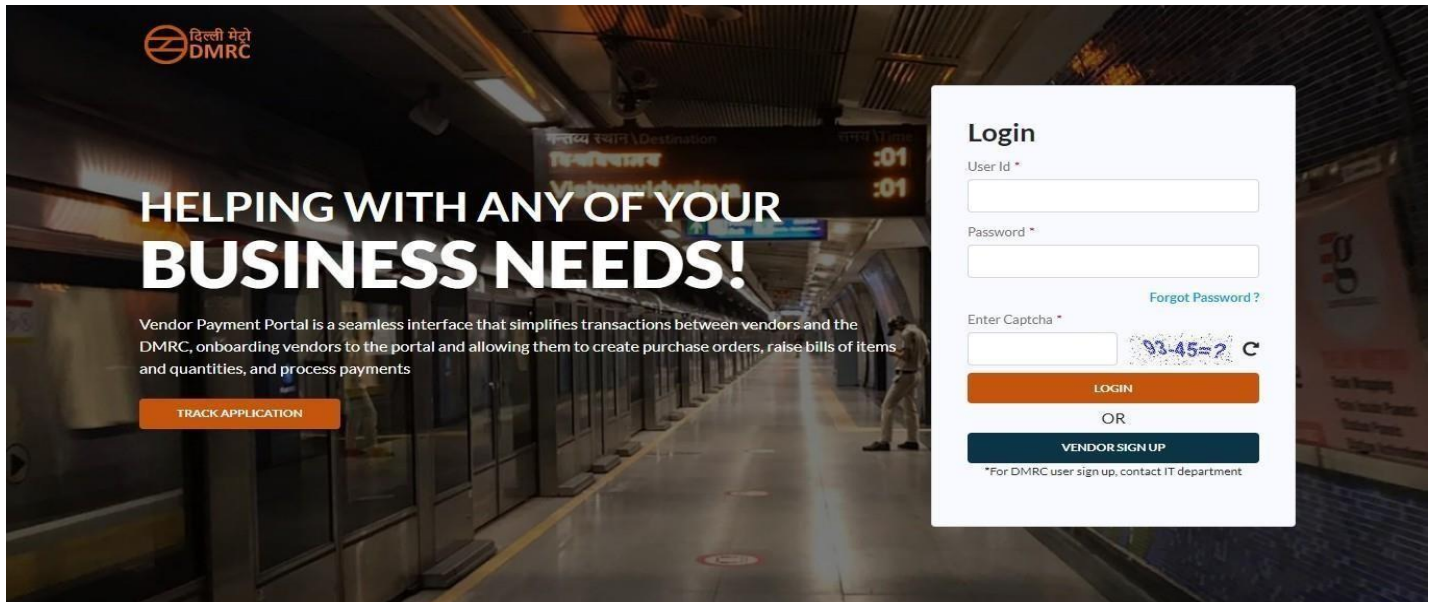
The vendor payment portal shall work as a seamless interface between the contractor, the executive and finance to carry out all billing processes prior to posting the final certified invoice to the ERP by the finance department.

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

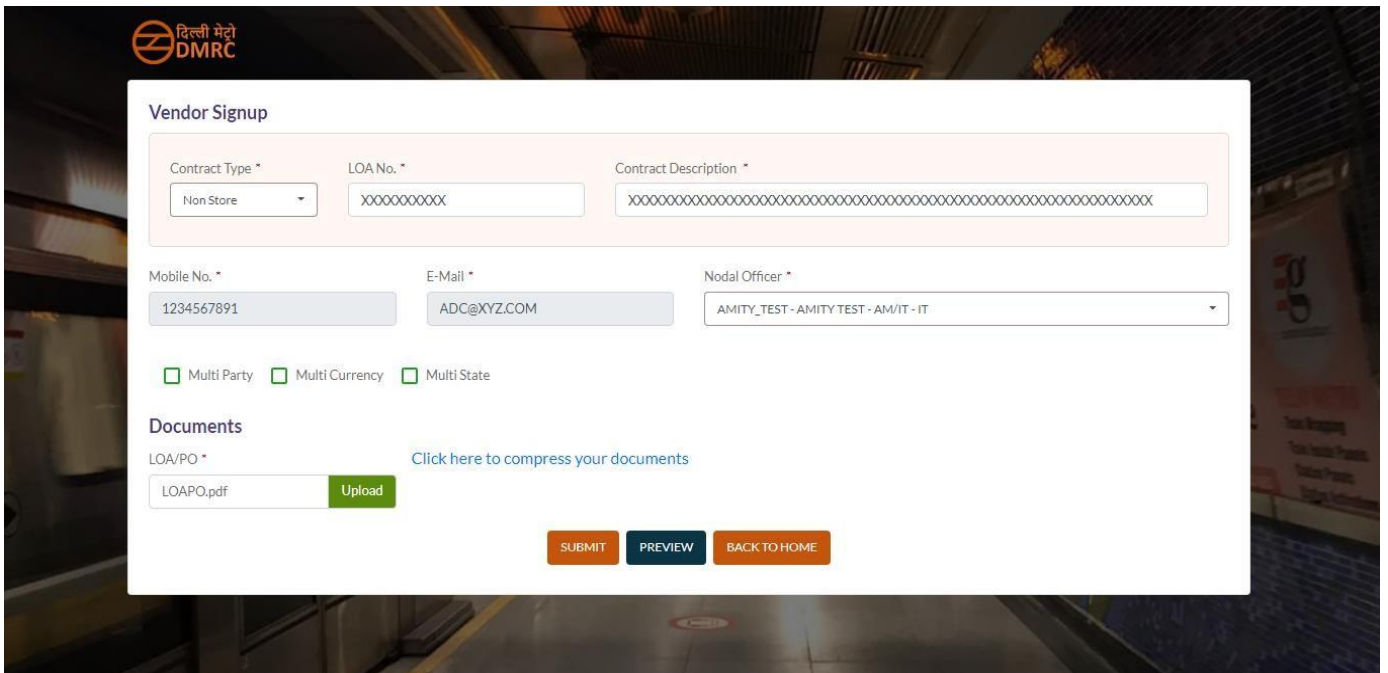
VPP Works Module User Manual for Vendor

1. VENDOR SIGNUP VENDOR ENTRY

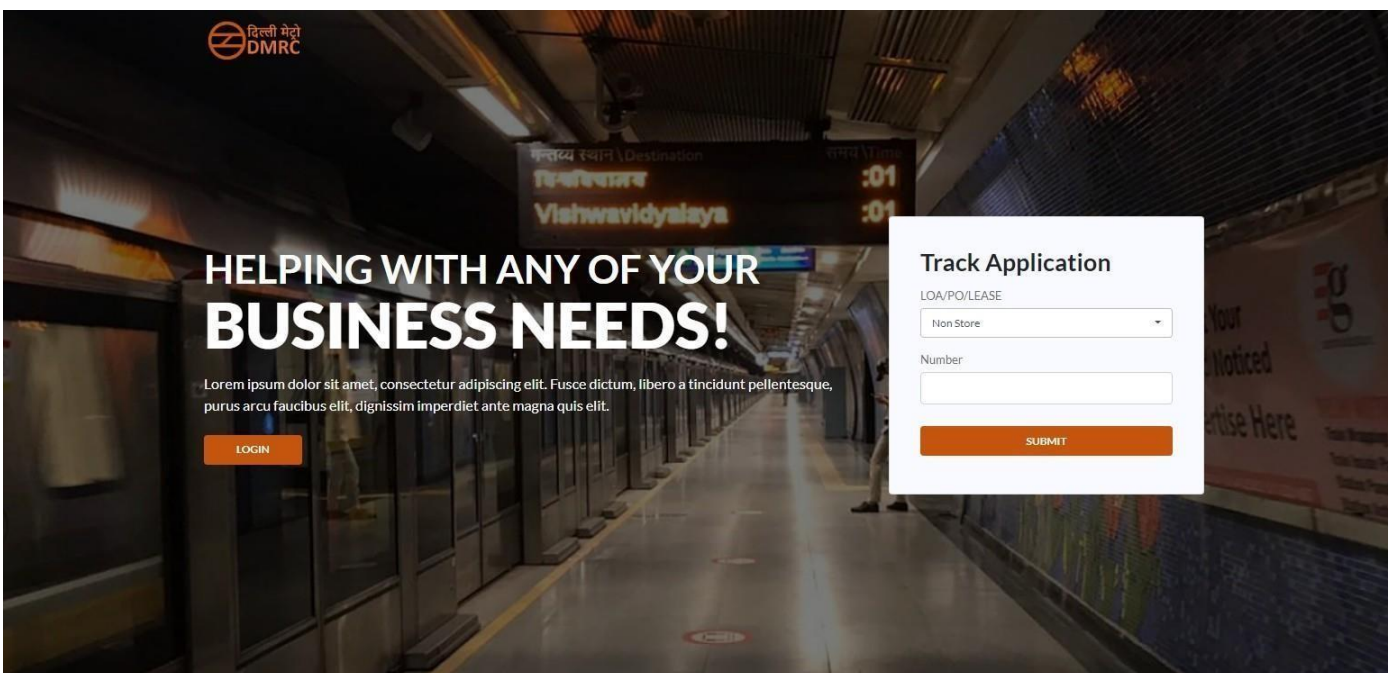
This option will be used by the vendors as a first step to get on boarded into the portal by entering the contract basic details and contact information.



A new vendor will click **Vendor SIGN UP** on the landing page to proceed for signup to vendor payment portal.



1. 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, multiple vendors can be on-boarded with the same LOA numbers into VPP with different login id.
6. If in case of multi-currency 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 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 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 *
Select Title

Firm Name *

Name2

Country *
Select

Region *
Select Title

Postal Code *

City *

Street House No. *

Telephone

Mobile *
9643546153

Phone Fax

E-Mail *
DKP@AMITYSOFTWARE.COM

Is Stamp Contract Applicable?

Contract Number *
Select

Bank Details

Foreign Vendor (Yes/No)

Beneficiary Account Number *

IFSC Code *

Bank Name *

Bank Address with State PIN *

Bank Country *
Andorra

Beneficiary Account Type *
Saving Account

Beneficiary Account Name *

Region *
Select

City *

Branch *

PAN Number *

Registered Under GST ACT

GST Registration Number

MSME

MSME Number

Insurance From
dd/MMM/yyyy

Insurance Till
dd/MMM/yyyy

Bank Guarantee From
dd/MMM/yyyy

Bank Guarantee Till
dd/MMM/yyyy

Warranty Certificate From
dd/MMM/yyyy

Warranty Certificate Till
dd/MMM/yyyy

Total Contract Value *
0

Insurance Amount
0

Is Insurance Applicable?

Is Warranty Applicable?

Is Bank Guarantee Applicable?

Bank Guarantee Value
0

Remarks *

Documents (Kindly only upload PDF Format)

LOA *
Choose file Upload

GSTIN Registration Certificate
Choose file Upload

PAN Card *
Choose file Upload

Cancelled Cheque *
Choose file Upload

INSURANCE
Choose file Upload

BANK GUARANTEE
Choose file Upload

NSIC CERTIFICATE
Choose file Upload

MSME CERTIFICATE
Choose file Upload

Other Document
Choose file Upload

WARRANTY
Choose file Upload

[Click here to compress your documents](#)

Other Document Name

BACK SUBMIT PREVIEW

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.

The screenshot shows the DMRC vendor dashboard. The left sidebar contains navigation options: Dashboard, Transaction (with a dropdown arrow), Contract Status, BOQ Entry, BOQ Variation, Provisional Payment, RA With Abstract Bill, RA Without Abstract Bill, Final Bill, Vendor Info Correction, Add New Contract, Payment To DMRC, and Reports. The main content area is titled 'Contracts' and displays a contract card with the following details:

LOA/PO No 88776655	Contract No 49230
Status- Pending	BOQ NA
Contract Description- TEST CONTRACT	
Value	0
Paid	0
Bill submitted/approved	0/0

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.

The screenshot shows the DMRC vendor dashboard with the contract status updated to 'Approved'. The 'Submit BOQ' button is now visible and highlighted in green. The contract details are as follows:

LOA/PO No 88776655	Contract No 49230
Status- Approved	BOQ NA
Contract Description- TEST CONTRACT	
Submit BOQ	
Value	0
Paid	0
Bill submitted/approved	0/0

At the bottom of the page, there is a copyright notice: 'Copyright © 2021 Delhi Metro Rail Corporation(DMRC).'. An 'Activate Windows' watermark is also present in the bottom right corner.

'SUBMIT BOQ' will redirect the vendor to the BOQ entry screen.

- Dashboard
- 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

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

Base Total: Gross Total:

Inclusive Tax	Section	Service	Tax %	Qty	Unit Rate	Unit Rate Ex.	Unit	Tax Amount	Excl. Tax
✓	1	ITEM1	5	10	1000	952.38	Inch	476.19	952.38

Items entered manually will be lost on uploading excel

Documents

Tender BOQ: Payment Terms: Other Document: [Click here to compress your documents](#)

Remarks:

Copyright © 2022 Delhi Metro Rail Corporation(DMRC).

BOQ Entry

Contract Details
LOA /PO Number : 24TH JUNE 2024 VERISON 201
Description : 24TH JUNE 2024 VERISON 201

Base Total: Gross Total:

Unit Price (Inclusive of tax)	Section	Service	Tax %	Qty	Unit Rate	Unit Rate (Ex. of tax)	Unit	Tax Amount	Amount (Exclusive of Taxes)	Amount (Inclusive of Taxes)	Type	Percentage
□							Select Unit				Select Type	

Items entered manually will be lost on uploading excel

Show 10 rows

Search:

Unit Rate (Inclusive of tax)	Section	Service	Tax %	Qty	Unit Rate	Unit Rate Ex.	Unit	Unit Desc	Tax Amount	Amount (Exclusive of Taxes)	Amount (Inclusive of Taxes)	Type	Percentage	Currency	Currency Desc	Remarks	HSN Code	Service ID No.	Action	Action
Yes	SECTION2	BOQS2	18.00	200	200.00	186.441	CM	Centimeter	6711.88	37288.20	44000.08	Increase	10.00	INR	Indian Rupee	TESTING FOR EXCEL 2	10040010	123466	Edit	Delete
Yes	SECTION4	BOQS4	18.00	400	400.00	271.186	CM	Centimeter	19525.39	108474.40	127999.79	Decrease	20.00	INR	Indian Rupee	TESTING FOR EXCEL 4	10040010	0123axc	Edit	Delete
No	SECTION5	BOQS5	18.00	500	500.00	500.00	CM	Centimeter	45000.00	250000.00	295000.00		0.00	INR	Indian Rupee	TESTING FOR EXCEL 5	10040010	0123axc	Edit	Delete

Showing 1 to 3 of 3 entries

Documents

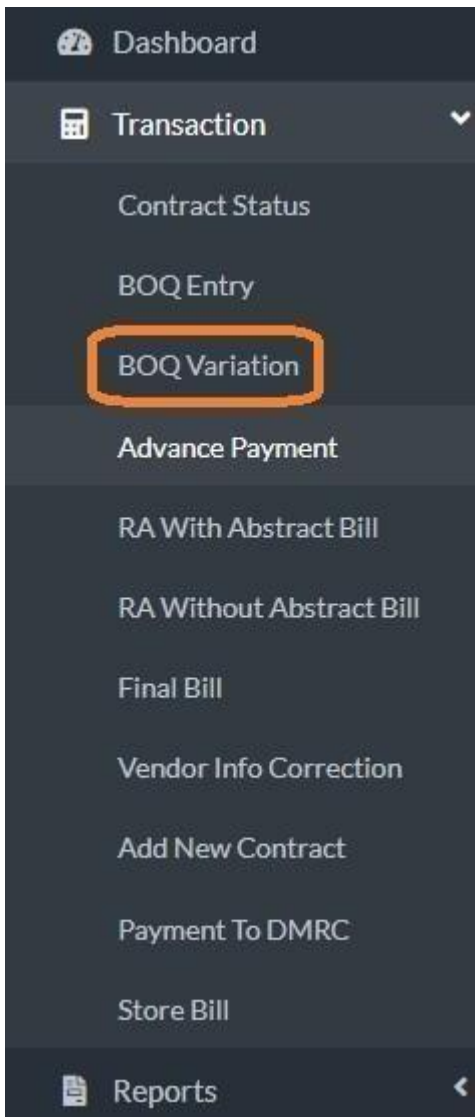
Tender BOQ: Payment Terms: Other Document: [Click here to compress your documents](#)

On the BOQ entry screen:

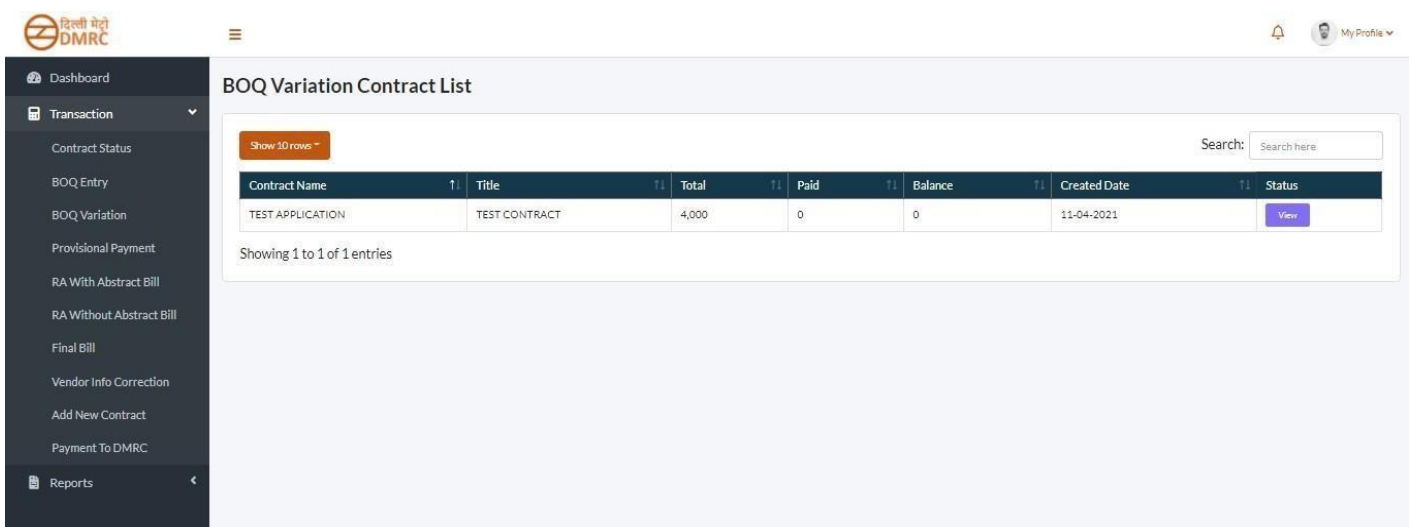
1. The vendor can enter as many items by clicking the ADD button.
2. Vendor can delete any particular item by clicking DELETE.
3. The vendor can temporarily save the BOQ items by clicking SAVE.
4. If the vendor wishes to upload the BOQ entries via Excel, he can do so by downloading the BOQ template, 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 to show as a request to the executive nodal officer for approval.
11. In case of the joint ventures/multiple contracts, the vendor will create separate sign-up requests by choosing '**Multi-Party**' and subsequently vendors for them. Separate PO will be submitted for all of them via each vendor ID created.
12. 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 '**Multi Currency**' 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 for it.



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.

Contract Details
LOA /PO Number : 14TH JUNE 2024 VER 1
Description : 14TH JUNE 2024 VER 1

Base Total : ₹527002.42 Gross Total : ₹552819.75

Unit Price (Inclusive of tax)	Section	Service	Tax %	Qty	Remaining Qty	Unit Rate	Unit Rate (Ex. of tax)	Unit	Tax Amount	Amount (Exclusive of Taxes)	Amount (Inclusive of Taxes)	Currency
<input type="checkbox"/>								Select Unit				Select Cur

ADD

Show 10 rows

Search:

Unit Price (Inclusive of tax)	Section	Service	Tax %	Qty	Remaining Qty	Unit Rate	Unit Rate Ex.	Unit	Unit Desc	Tax Amount	Amount (Exclusive of Taxes)	Amount (Inclusive of Taxes)	Currency	Currency Desc	New Qty	Type	Percentage
No	SECTION1	BOQS1	5.00	100.00	100.00	100.00	100.00	AU	Activity unit	500.00	10000	10500.00	INR	Indian Rupee	<input type="text" value="100"/>	NA	0.00
No	SECTION2	BOQS2	5.00	200.00	200.00	200.00	200.00	AU	Activity unit	2000.00	40000	42000.00	INR	Indian Rupee	<input type="text" value="200"/>	NA	0.00
Yes	SECTION3	BOQS3	5.00	300.00	300.00	285.71	272.11	AU	Activity unit	4285.71	81632.400	89999.91	INR	Indian Rupee	<input type="text" value="300"/>	NA	0.00
Yes	SECTION4	BOQS4	5.00	400.00	400.00	389.95	362.81	AU	Activity unit	7619.04	145124.400	159999.84	INR	Indian Rupee	<input type="text" value="400"/>	NA	0.00
Yes	SECTION5	BOQS5	0.00	500.00	500.00	500.00	500.00	AU	Activity unit	0.00	250000	250000.00	INR	Indian Rupee	<input type="text" value="500"/>	NA	0.00
Yes	Item 1	Item 1	18.00	1.00	1.00	84.75	71.82	"	Inch	15.25	71.817	100.00	INR	Indian Rupee	<input type="text" value="1"/>	NA	0.00
Yes	Item 2	Item 2	18.00	1.00	1.00	186.44	173.80	"	Inch	33.56	173.8	220.00	INR	Indian Rupee	<input type="text" value="1"/>	Increase	10.00

Showing 1 to 7 of 7 entries
Note: Refresh the page after updating New Qty, for newly added service item.

Documents

Tender BOQ

Other Document

ADDITIONAL BANK GUARANTEE

Other Document Name

Remarks *

Copyright © 2024 Delhi Metro Rail Corporation (DMRC).

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

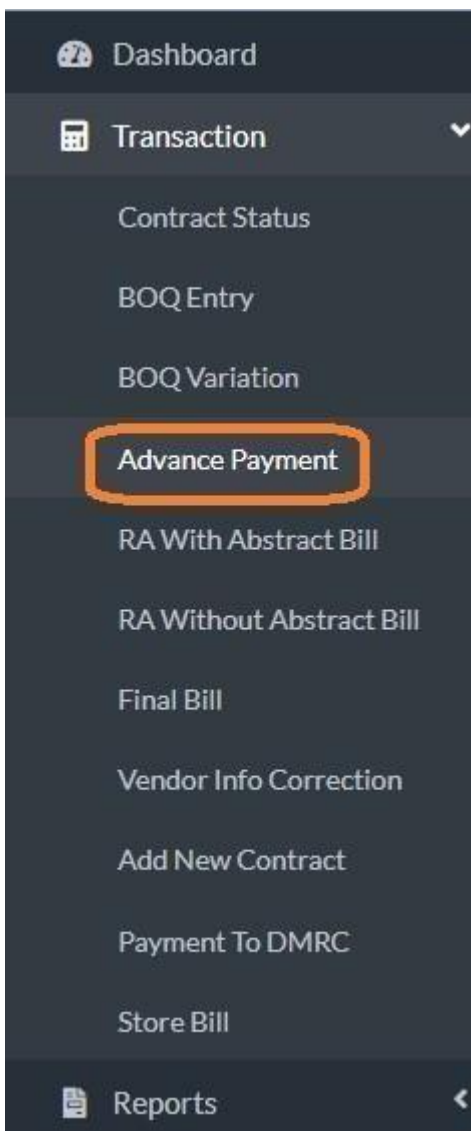
1. The vendor can enter as many items by clicking the ADD button.
2. Vendor can delete any new item by clicking DELETE.
3. Vendor can delete any existing item by setting its quantity as zero.
4. Vendor can also change the price of a particular item by adding a new line item with the new price and corresponding quantity.
5. Vendors can add the new quantity in the 'New Quantity' column for each service item that they wish 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



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.

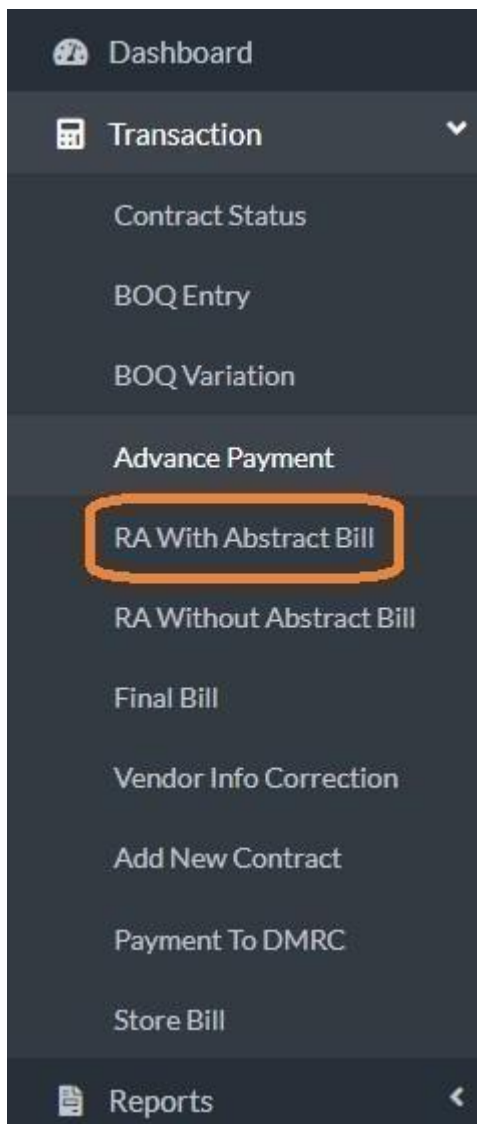
Copyright © 2022 Delhi Metro Rail Corporation(DMRC).

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

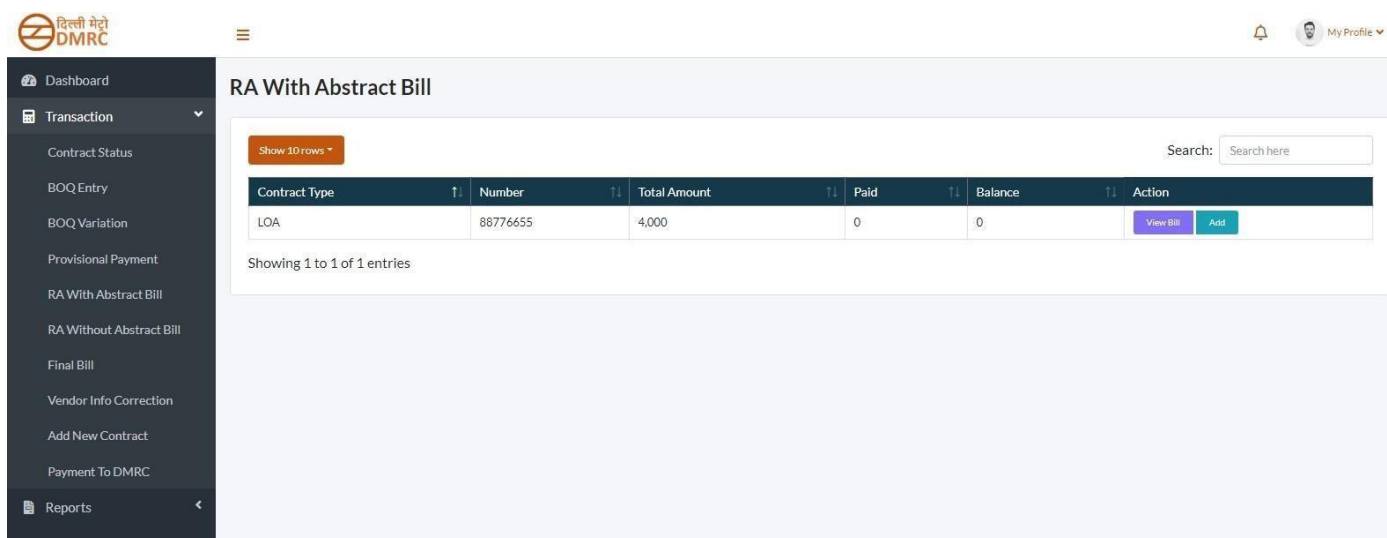
Vendors can view the existing bills entered by clicking **VIEW BILL** for a particular contract. Vendors can add a new advance bill by clicking **ADD**.

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 to create 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 their request 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 BOQ items. The vendor will enter the details of the bill.



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.

RA With Abstract Bill

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

Applied Percentage Total Amount
 100 0

Items Table:

Group Name	Service Details	PO Quantity	Remaining Quantity	Unit Rate	Unit	Amount	Bill %	Delivered Quantity	Bill Amount	Remarks
gsp	ITEM1	10	10	952.38	inch	9,523.8	100	0	0	Add To Bill
gsp	ITEM1	100	100	952.38	Square Inch	95,238	100	0	0	Add To Bill

Showing 1 to 2 of 2 entries
[Show updated items](#)

Note: Please click on Show Updated Items button to view the added items

Service Details Unit Rate Unit Delivered Quantity Bill Amount

Documents

Invoice * Milestone Completion/ Measurement Book * Insurance Documents EPF/ESI Compliance
 Choose file Choose file Choose file Choose file

Contract Agreement Other Document [Click here to compress your documents](#)
 Choose file Choose file

Remarks *

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 create another request for the same item of the remaining quantity.
4. The vendor can also input a partial quantity for the service item selected and the percentage 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 contract 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.

The screenshot shows the 'RA Without Abstract Bill' page. At the top left is the DMRC logo. The sidebar menu is visible on the left, with 'RA Without Abstract Bill' selected. The main content area has a title 'RA Without Abstract Bill' and a search bar. Below the search bar is a table with one entry. The table has columns: Sr.No, Contract Desc., Number, Total Amount, Paid, Balance, Created Date, and Action. The entry shows a contract for HP/14/2/2022 with a total amount of 1,04,761.8 and a balance of 84,761.82. A 'View Bill' button is next to the entry. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is a copyright notice: 'Copyright © 2022 Delhi Metro Rail Corporation(DMRC)'.

Sr.No	Contract Desc.	Number	Total Amount	Paid	Balance	Created Date	Action
1	HP/14/2/2022	HP/14/2/2022	1,04,761.8	19,999.98	84,761.82	26-04-2022	View Bill

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.

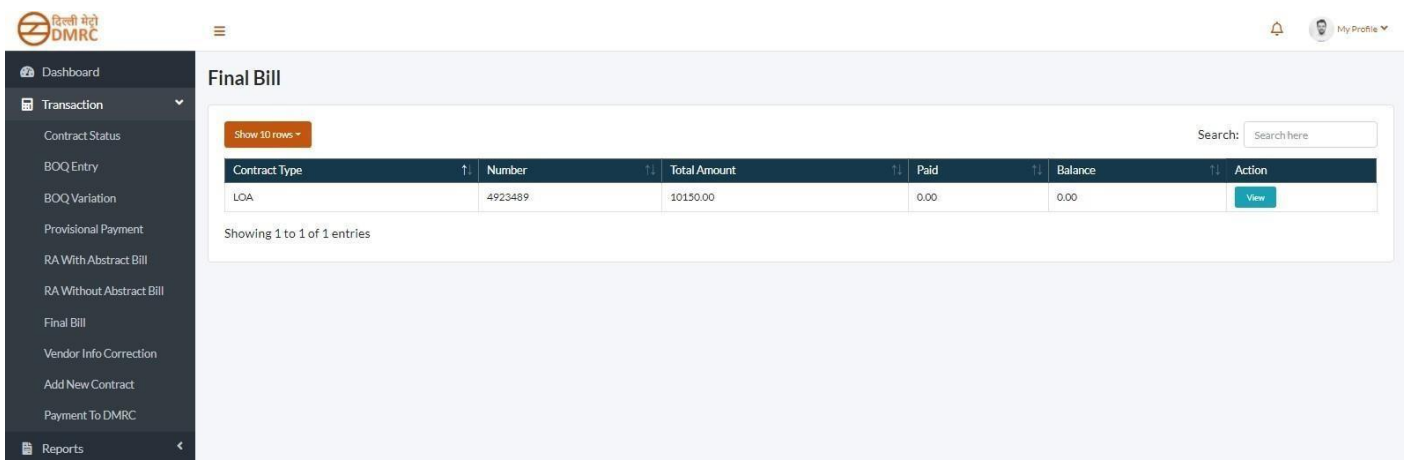
The screenshot displays the 'RA Without Abstract Bill' interface. At the top, it shows 'Contract Details' with fields for LOA/PO Number (HR/74/2/2022), Description (HR/74/2/2022), and Currency (Indian Rupee). Below this is the 'Applied Percentage' section with a value of 100 and a 'Total Amount' of 2857.14. A table lists items with columns for Group Name, Service Details, PO Quantity, Remaining Quantity, Unit Rate, Unit, Amount, Bill %, Delivered Quantity, Bill Amount, and Remarks. One item is listed: 'GRP' with 'ITEM4' service details, a PO quantity of 100, and a remaining quantity of 89. The 'Documents' section includes upload buttons for Invoice, Milestone Completion/ Measurement Book, Insurance Documents, Bank Guarantee, EPF/ESI Compliance, Contract Agreement, and Other Document. A 'Remarks' text area and 'PREVIEW' and 'SUBMIT' buttons are at the bottom.

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 the percentage 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 the remaining items of the BOQ.



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

Dashboard

Transaction

- Contract Status
- BOQ Entry
- BOQ Variation
- Provisional Payment
- RA With Abstract Bill
- RA Without Abstract Bill
- Final Bill
- Vendor Info Correction
- Add New Contract
- Payment To DMRC

Reports

Service Details	Quantity	Unit Rate	Unit	Total Amount	Paid Qty	Remaining Qty	Bill %	Bill Quantity	Bill Amount	Remarks
ITEM 1	1000	15	Activity unit	150.00	0	1000	100	1000	150.00	
ITEM 2	2000	25	Activity unit	500.00	0	2000	100	2000	500.00	
ITEM 3	3000	35	Activity unit	1050.00	0	3000	100	3000	1050.00	
ITEM 4	4000	45	Activity unit	1800.00	0	4000	100	4000	1800.00	
ITEM 5	5000	55	Activity unit	2750.00	0	5000	100	5000	2750.00	
ITEM 6	6000	65	Activity unit	3900.00	0	6000	100	6000	3900.00	
ITEM 7	7000	75	Activity unit	52500.00	0	7000	100	7000	52500.00	
ITEM 8	8000	85	Activity unit	68000.00	0	8000	100	8000	68000.00	
ITEM 9	9000	95	Activity unit	855000.00	0	9000	100	9000	855000.00	
ITEM 10	10000	105	Activity unit	1050000.00	0	10000	100	10000	1050000.00	

Showing 1 to 10 of 10 entries

Deduction	
Total Amount	Balance Amount
2035650.00	2035650.00

Documents

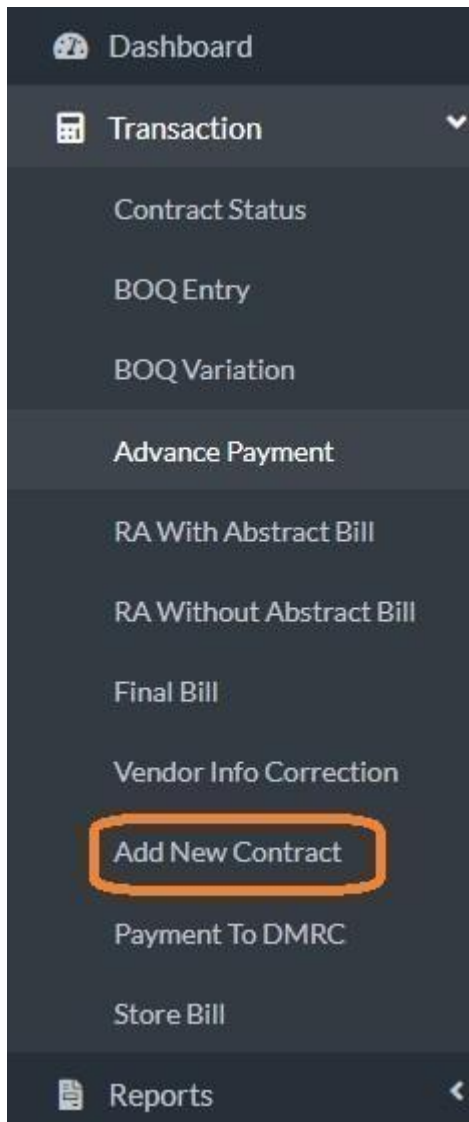
Final Bill 2

Choose file

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.

- Dashboard
- Transaction
 - Contract Status
 - BOQ Entry
 - BOQ Variation
 - Other Payment
 - RA With Abstract Bill
 - RA Without Abstract Bill
 - Final Bill
 - Vendor Info Correction
 - Add New Contract**
 - Payment To DMRC
- Reports

Add New Contract

Vendor SignUp

LOA/PO/LEASE *	Number *	Contract Description *	Nodal Officer *
<input type="text" value="Non Store"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Officer"/>
<input type="checkbox"/> Multi Party	<input type="checkbox"/> Multi Currency	<input type="checkbox"/> Multi State	

Vendor Information

Title *	Firm Name *	Country *	
<input type="text" value="Select Title"/>	<input type="text"/>	<input type="text" value="Select"/>	
Region *	Postal Code *	City *	Street House No. *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile *	Telephone	Phone Fax	E-Mail *
<input type="text" value="9643546153"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DKP@AMITYSOFTWARE.COM"/>
<input type="checkbox"/> Is Stamp Contract Applicable?			

Bank Details

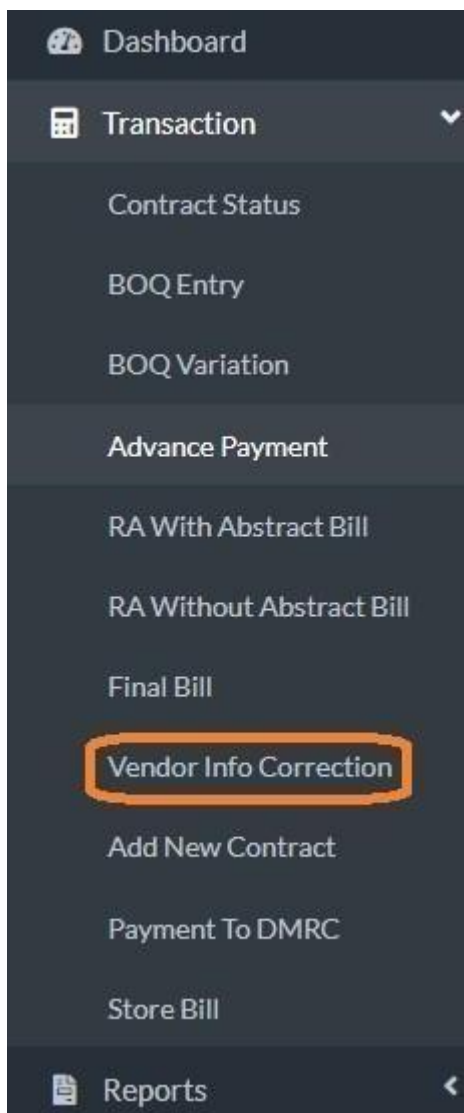
<input type="checkbox"/> Foreign Vendor (Yes/No)	Beneficiary Account Number *	IFSC Code *	Bank Name *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *	<input type="checkbox"/> Registered Under GST ACT
<input type="text" value="Andorra"/>	<input type="text" value="Saving Account"/>	<input type="text"/>	
GST Registration Number *	<input type="checkbox"/> MSME	MSME Number	PAN Number *
<input type="text"/>		<input type="text"/>	<input type="text"/>
Region *	City *	Branch *	Bank Address with State PIN *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insurance From	Insurance Till	Bank Gurantee From	Bank Gurantee Till
<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="dd/MMM/yyyy"/>
Warranty Certificate From	Warranty Certificate Till	Total Contract Value *	Insurance Amount
<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Is Insurance Applicable?	<input type="checkbox"/> Is Warenty Applicable?	<input type="checkbox"/> Is Bank Gurantee Applicable?	Bank Gurantee Value
			<input type="text" value="0"/>
Remarks *	<input type="text"/>		

Documents

LOA/PO *	Cancelled Cheque *	PAN Card *	GSTIN Registration Certificate
<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>
WARRANTY	BANK GUARANTEE	NSIC CERTIFICATE	MSME CERTIFICATE
<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>
Other Document	INSURANCE	Click here to compress your documents	
<input type="text" value="Choose file"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Upload"/>		
Other Document Name	<input type="text"/>		

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 contract 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.

Vendor 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 NARMA DA MARG	0963552377
Mobile *	Phone Fax	E-Mail *	Contract Number
+919092555623	0963552377	ABC101@ABCCOM	H78H

Bank Details			
<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number *	Bank Name *
	09BVIAX1238A2Z5	BWIPG1239R	ICICI
Bank Address with State PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *
UTTAR PRADESH	India	Saving Account	ABHISHEK LAL
Beneficiary Account Number *	IFSC Code *	<input type="checkbox"/> MSME	MSME Number
3920943202	SBIN0005943		

Documents	
Cancelled Cheques *	Other Document
Choose file <input type="button" value="Upload"/>	Choose file <input type="button" value="Upload"/>

Existing Contract	<input type="checkbox"/> 363625	<input checked="" type="checkbox"/> 12345	<input type="checkbox"/> 54321	<input type="checkbox"/> CONTRACT3
--------------------------	---------------------------------	---	--------------------------------	------------------------------------

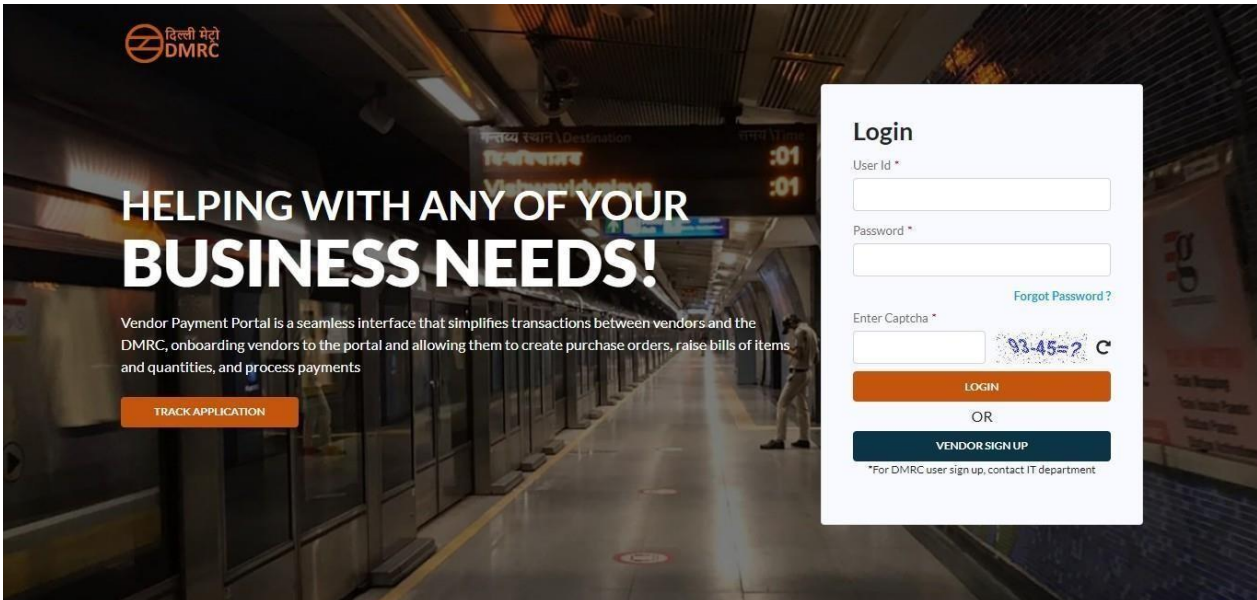
Remarks *

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 the 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 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.

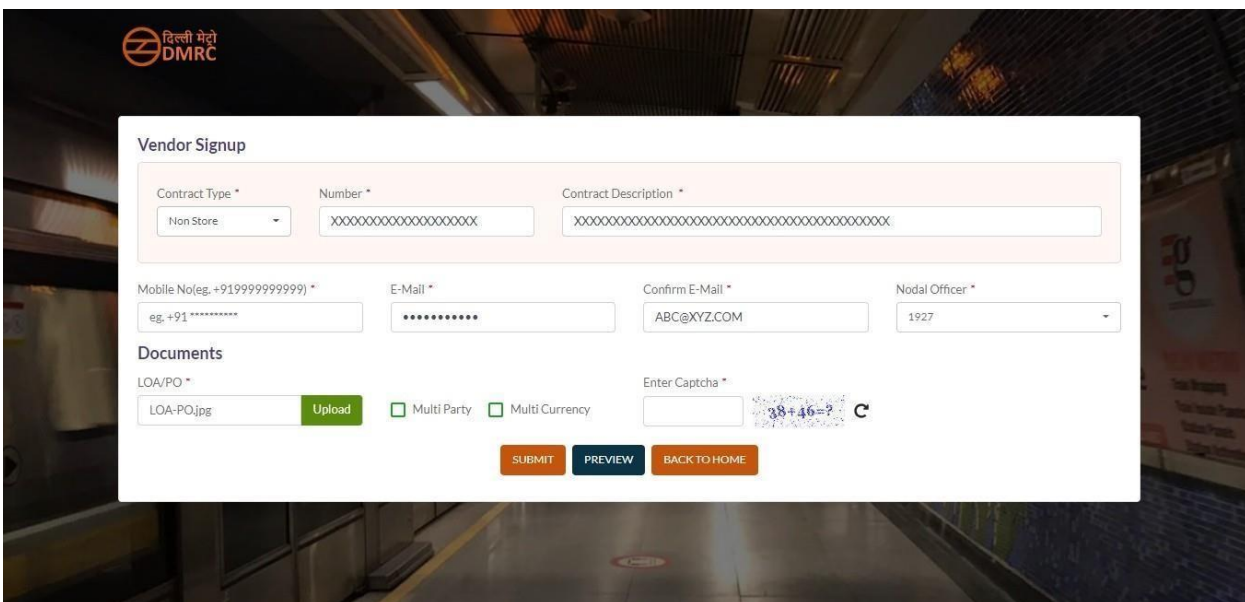
VPP Store Module User Manual for Vendor

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 entering the contract's basic details and contact information.

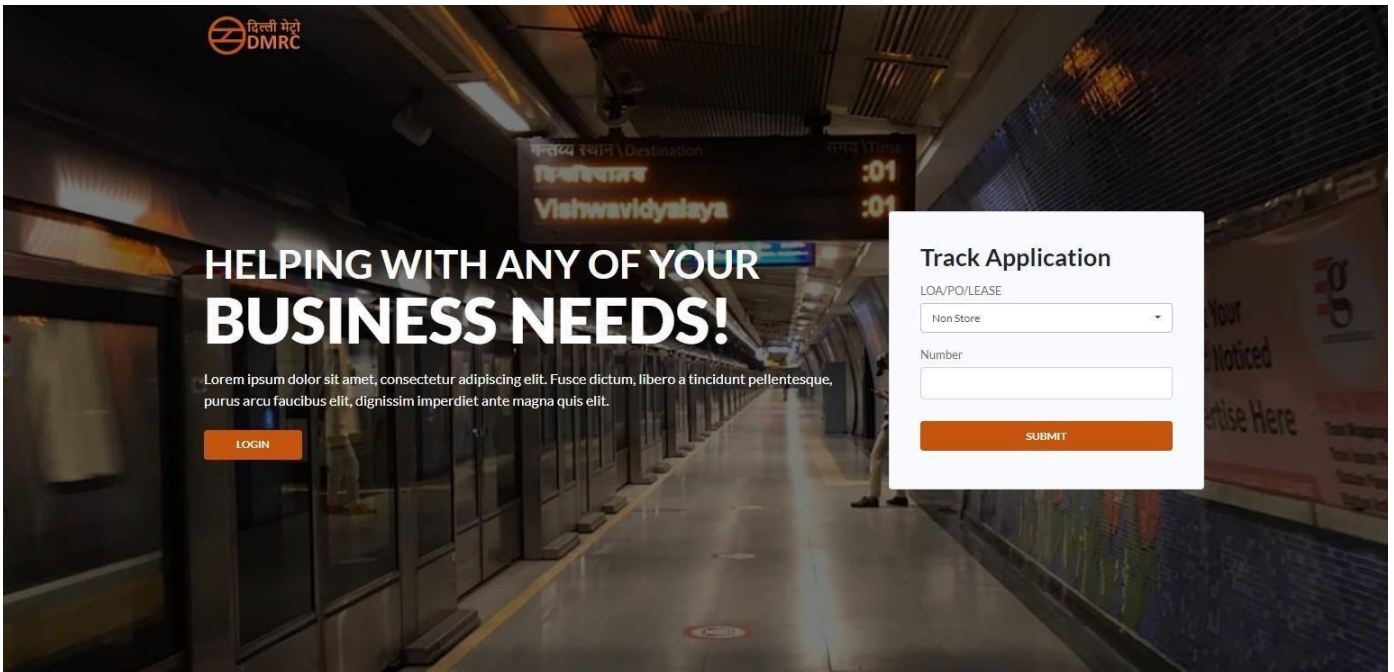


A new vendor will click **Vendor SIGN UP** on the landing page to proceed for signup to vendor payment portal.



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.

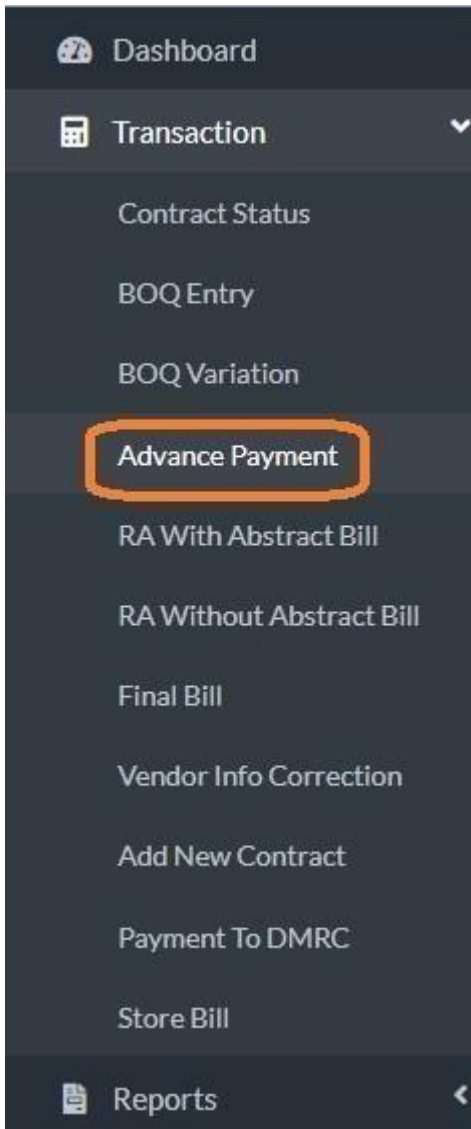
12. Vendor will add their remarks for this overall request.
13. In case of **multi-party** vendors, multiple vendors can be on-boarded with the same LOA numbers into VPP with different login id.
14. If in case of multi-currency PO, the vendor will create two sign up requests and choose multi-currency so that two vendors can be created and two separate PO can be created.
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 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. 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.

Advance Payment

Contract Details
LOA / PO Number -LIP002
SUBODH SAH00

Service Details	Qty	Unit Rate	Unit	Amount	Currency	Remarks
<input type="text"/>	0	0	Select Unit -	0	Select Currency -	<input type="text"/>

ADD **SAVE**

Documents

Pan Card * **Upload** Aadhar Card * **Upload**

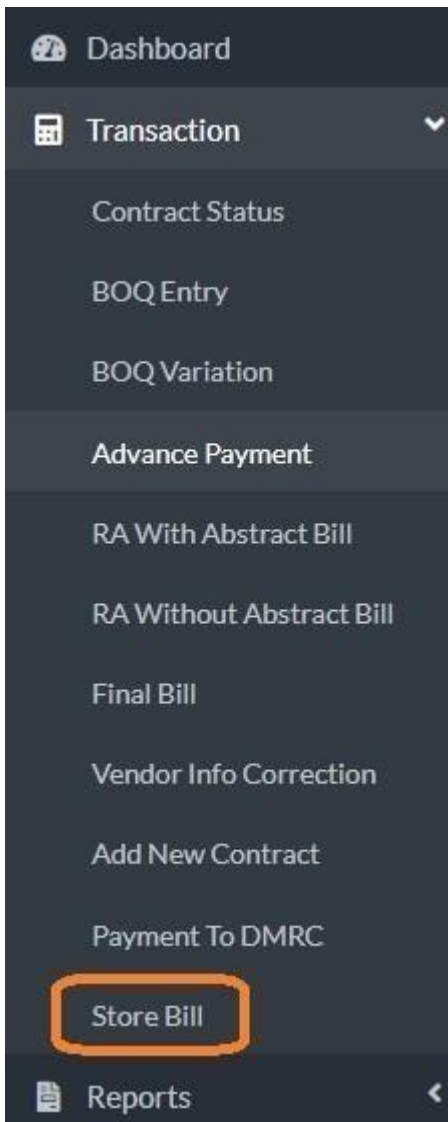
Payment Type

Remark *

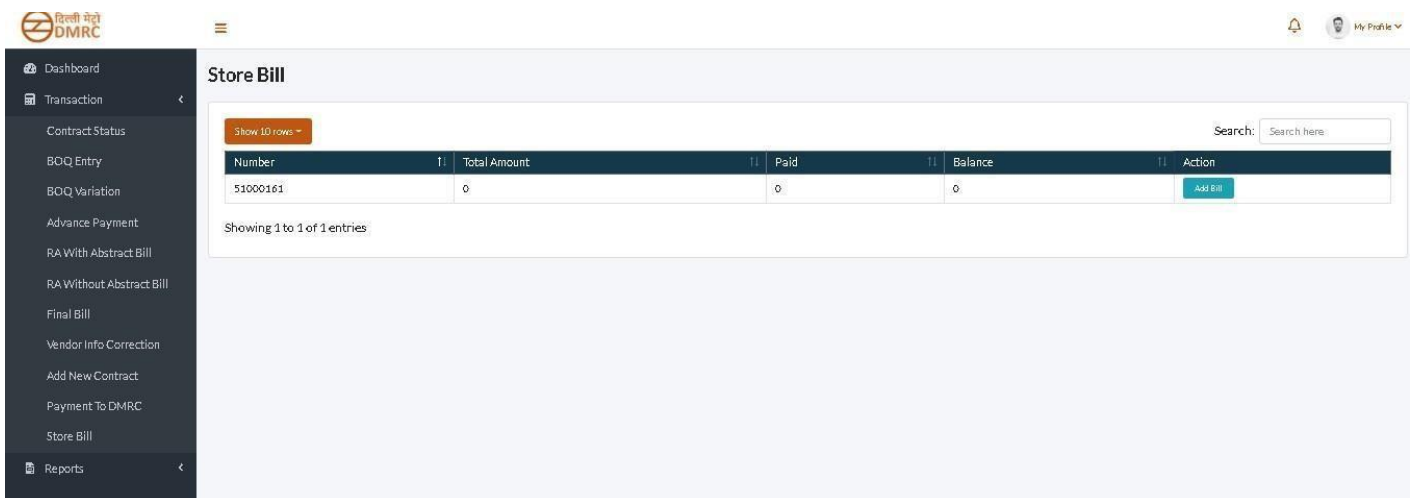
SUBMIT **PREVIEW**

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



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'.

Contract Details
 LOA/PO Number - 51000161
 Description - 51000161
 Currency - Indian Rupee

Show 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	<input type="text" value="2"/>	202	<input type="text"/>
Sling for strap hanger of DMRC train	10	102	Number	1,020	0	0	<input type="text" value="3"/>	306	<input type="text"/>

Showing 1 to 2 of 2 entries Previous Next

Documents

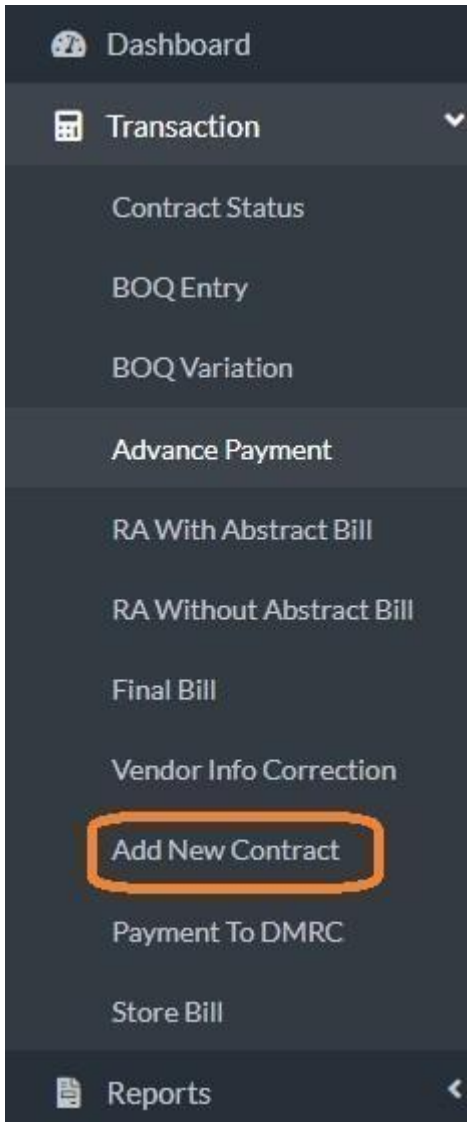
Invoice *
 Delivery/ Installation Certificate *
 Warranty Certificates *
 E-way Challan *

Other Document

Remark *

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 already requested 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 this particular 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.

Add New Contract

Vendor Sign-Up		Contract Description *		Nodal Officer *	
LOA/POL/LEASE *		Number *		Director	
Vendor *					
<input type="checkbox"/> Multi Party <input checked="" type="checkbox"/> Multi Currency					
Vendor Information					
Title *	Name *	Country *	Region *		
Yes	ABHISHEK LAL	INDIA	Indus Pradesh		
Postal Code *	City *	Street House No. *	Mobile *		
221005	INDIA	170 NINDIA SECTOR 11 NARHADA NARDC	+919825255522		
Telephone	Phone Fax	EMAIL *	Contract Number		
99662542277	99662542277	ABHISHEK.LAL@DMRC.COM	INDIA		
Bank Details					
<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PRN Number *	Bank Name *		
	09BWAAX1234A225	BVVP12395	ICICI		
Bank Address with State/PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *		
UTTAR PRADESH	Aranya	Income account	ABHISHEK LAL		
Beneficiary Account Number *	IFSC Code *	<input type="checkbox"/> MDRB	MDRB Number		
3702142202	50140003942				
Remarks *					
Documents					
LOA *	GSTN Registration Certificate *	PRN Card *	Cancelled Cheque *		
Choose File	Choose File	Choose File	Choose File		
Upload	Upload	Upload	Upload		
Other Document					
Choose File					
Upload					
Submit	Refresh				

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 is 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

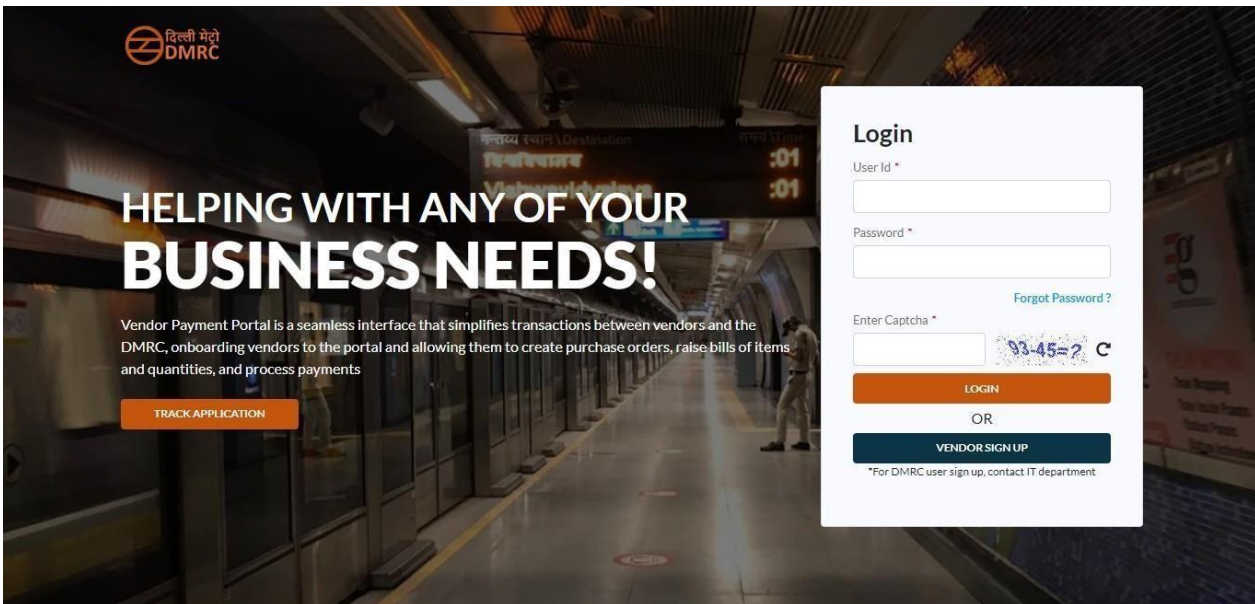
changes requested.

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.

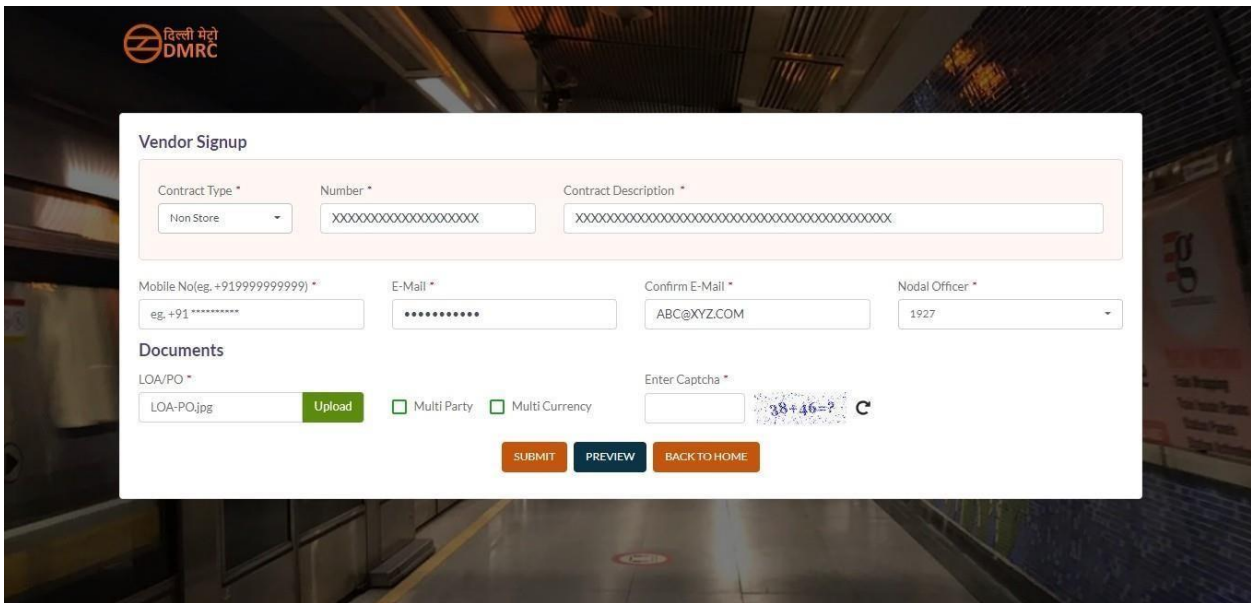
VPP Lease Module User Manual for Vendor

1. VENDOR SIGNUP VENDOR ENTRY

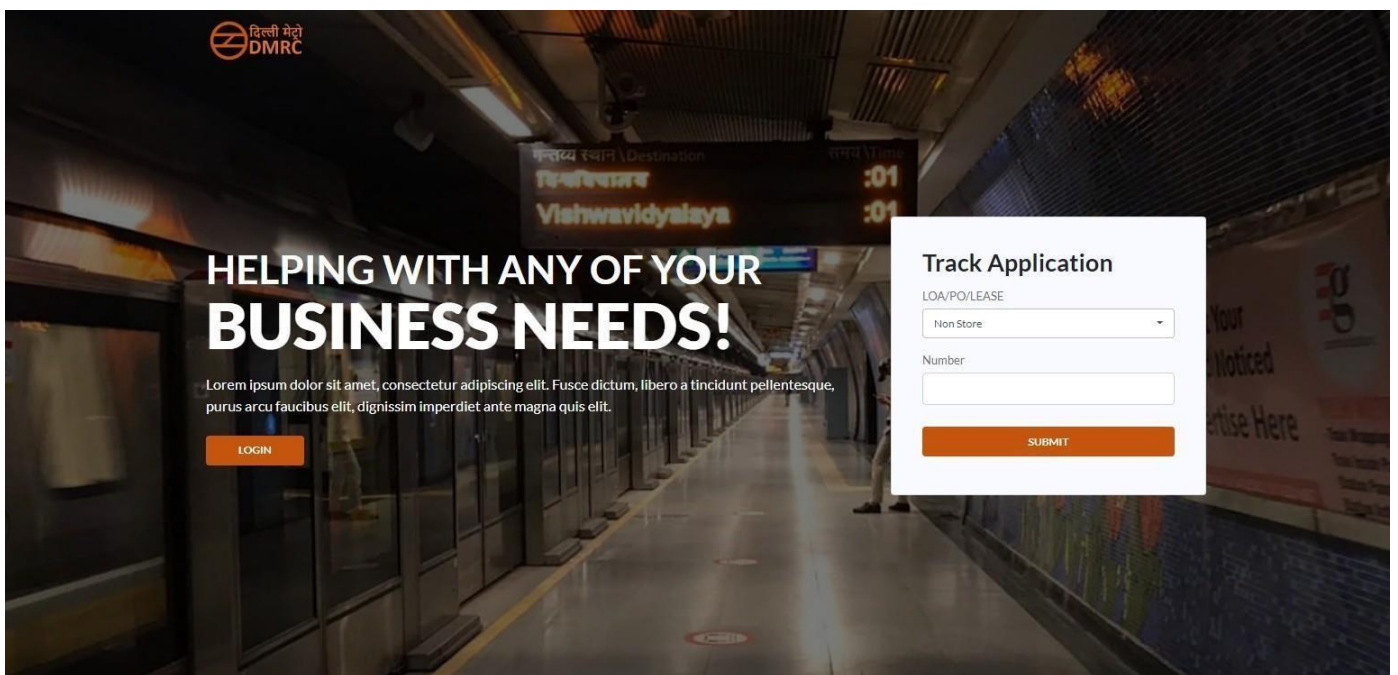
This option will be used by the vendors as a first step to get on boarded into the portal by entering the contract basic details and contact information.



A new vendor will click **Vendor SIGN UP** on the landing page to proceed for signup to vendor payment portal.



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 **multi-party** vendors, multiple vendors can be on-boarded with the same LOA numbers into VPP with different login id.
6. If in case of multi-currency 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 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 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

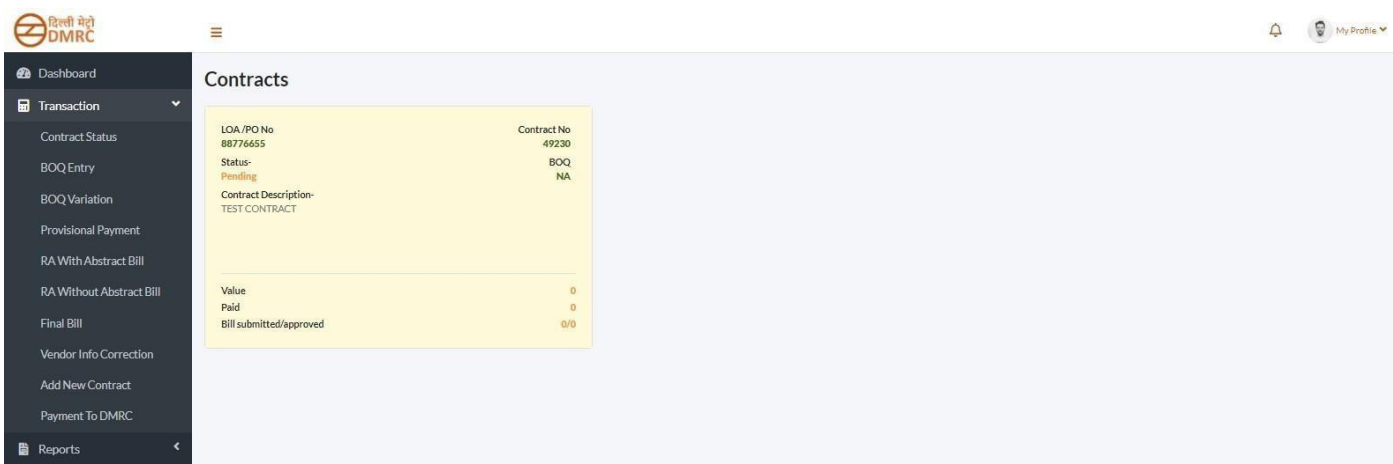
Once sign-up is successful, vendor will login into the portal with the credentials provided. Upon login, vendor will be redirected to the registration form directly.

The screenshot displays a registration form with three main sections:

- Vendor Information:** Includes fields for Title (dropdown with 'Messrs' selected), Name (text input: 'ABC COMPANY LIMITED'), Country (dropdown: 'Select'), Region (dropdown: 'Select Title'), Postal Code, City, Street House No., Telephone, Mobile (+919999999999), Phone Fax (+919999999999), E-Mail (text input: 'ABC@XYZ.COM'), and Contract Number.
- Bank Details:** Includes a checkbox for 'Registered Under GST ACT', Bank Address with State PIN, Bank Country (dropdown: 'Select'), Beneficiary Account Type (dropdown: 'Select Account Type'), Bank Name, Beneficiary Account Name, Beneficiary Account Number, IFSC Code, MSME checkbox, and MSME Number. There is also a Remarks text area.
- Documents:** Includes upload buttons for LOA, GSTIN Registration Certificate, PAN Card, Cancelled Cheque, and Other Document.

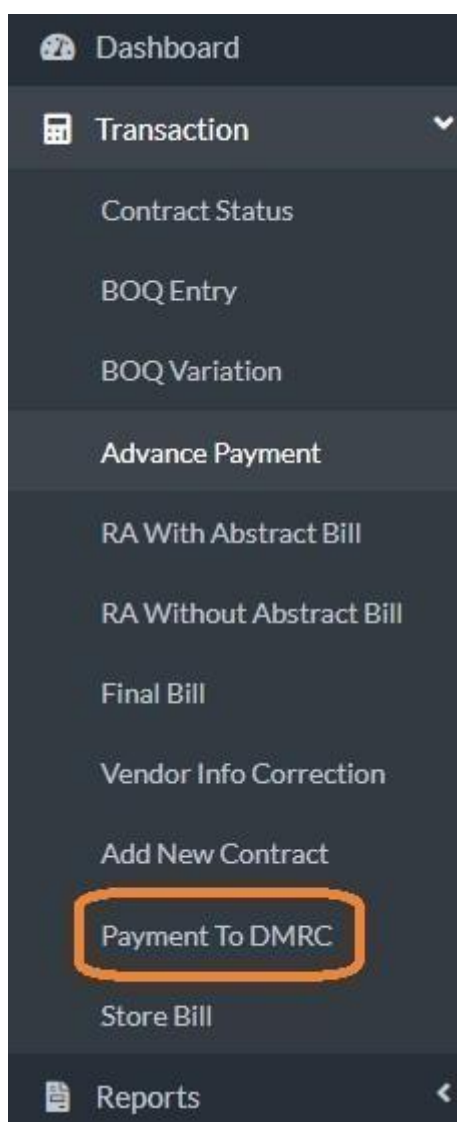
At the bottom of the form are two buttons: 'SUBMIT' (green) and 'PREVIEW' (dark blue).

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 new vendor 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 this particular 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.

Payment To DMRC

Show 10 rows

Search: Search here

Lease No	Contract Description	Action
43983948	43983948	View

Showing 1 to 1 of 1 entries

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

Contract Details
Lease No - 43983948
43983948

Service	Qty	Unit Rate	Amount	Currency	Remarks
PARKING	2	10000.000	20000.00	Indian Rupee	

ADD SAVE

Documents *
Pay DMRC
Penguins.jpg Upload

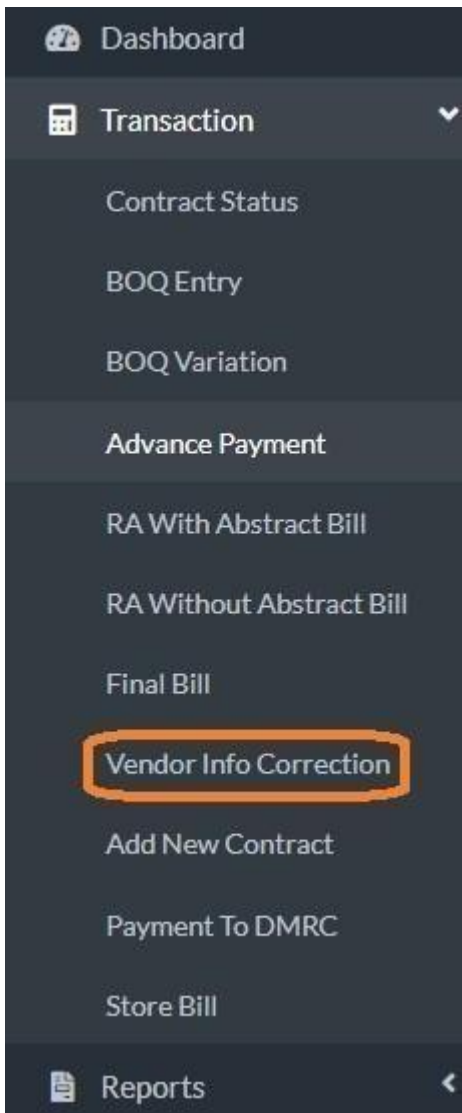
Total Amount:* 20000.00 Bank:* ICICI Payment Ref Number:* 32904904 Payment Mode:* RTGS

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 contract details used for sign up for this particular 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.

Vendor 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	0966562377
Mobile *	Phone Fax	E-Mail *	Contract Number
+919052565623	09663562377	ABC101@ABC.COM	HTBH

Bank Details

<input checked="" type="checkbox"/> Registered Under GST ACT	GST Registration Number	PAN Number *	Bank Name *
	09BWAAX12384225	BWPG2239R	ICICI
Bank Address with State PIN *	Bank Country *	Beneficiary Account Type *	Beneficiary Account Name *
UTTAR PRADESH	India	Saving Account	ABHISHEK LAL
Beneficiary Account Number *	IFSC Code *	<input type="checkbox"/> MSME	MSME Number
3920943202	SBIN0005943		

Documents

Cancelled Cheque *	Other Document
Choose file <input type="button" value="Upload"/>	Choose file <input type="button" value="Upload"/>

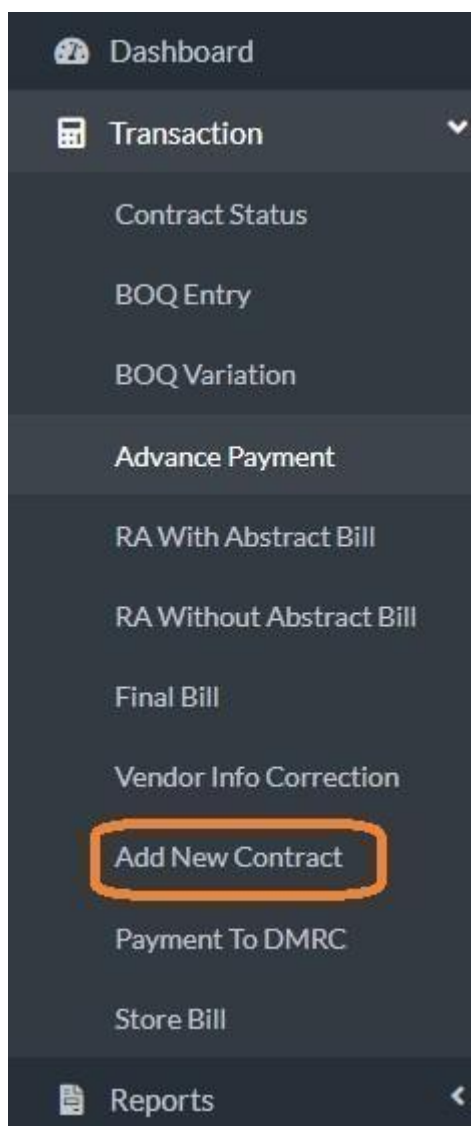
Existing Contract:

<input type="checkbox"/> 363625	<input checked="" type="checkbox"/> 12345	<input type="checkbox"/> 54321	<input type="checkbox"/> CONTRACT3
---------------------------------	---	--------------------------------	------------------------------------

Remark *

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 this particular 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

Vendor Sign Up
 UDA/PO/LEASE * Number * Contract Description * Nodal Officer *

Multi Party Multi Currency

Vendor Information

Title * Name * Country * Region *

Postal Code * City * Street House No. * Mobile *

Telephone Phone Fax E-Mail * Contract Number

Bank Details

Registered Under GST ACT GST Registration Number PAN Number * Bank Name *

Bank Address with State PIN * Bank Country * Beneficiary Account Type * Beneficiary Account Name *

Beneficiary Account Number * IFSC Code * MME MME Number

Remarks *

Documents

UDA * GSTIN/Registration Certificate * PAN Card * Cancelled Cheque *

Other Documents

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 is 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.	Captcha	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 - Payment ref no	Payment reference number for generated for payment
8.	Amount	Auto calculated by quantity * rate