

## WORKFLOW TEMPLATE FOR DEALER



**After Login into the iPaCS Portal the User enter FSCM module as shown below:**

iPaCSPro

Reports

FSCM

Transactions *Q*

Process *Q*

PO Entry

Transaction Enquiry

Consolidated Upload

Invoice acceptance

Credit/Debit Note Acceptance

Select Login

Seller

Buyer

Login As : ☐ Sponsor ☒ Non Sponsor

Link Sponsor\*

English - Language

[Exit](#)

## PO will be raised by the dealer

### ➔ Purchase Order

Under this tab, **Dealer** can raise the **Purchase Order** by filling the required details.

User has to go to **FSCM>>PO entry>>Initiate**.

The screenshot shows the iPaCSPro application interface. On the left is a navigation menu with 'Reports' and 'FSCM' (highlighted with a right arrow). The main area is divided into 'Transactions' and 'Process' tabs. Under 'Transactions', there is a 'PO Entry' section with a yellow background, containing links for 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. Below this are links for 'Consolidated Upload', 'Invoice acceptance', 'Credit/Debit Note', and 'Acceptance'. The 'Process' tab shows a 'Transaction Enquiry' link.

Sponsor code is auto filled, user to select/fill in the details such as seller/buyer code, entity sub code, product category, purchase order number and date, amount etc. User can also upload the relevant document (presently only ZIP format is supported).

The screenshot shows the '1.1 PO Details' form in the iPaCSPro application. The breadcrumb trail at the top is 'iPaCSPro > FSCM > Transactions > PO Entry > Initiate'. The form is divided into several sections:

- To Initiate New PO**: A yellow header bar.
- 1.1 PO Details**: A yellow header bar.
- Form Fields**:
  - Sponsor Code**: CFN000235 (auto-filled).
  - Sponsor Name**: Text input field.
  - Seller/Buyer Code**: Text input field.
  - Seller/Buyer Name**: Text input field.
  - Product Category**: Dropdown menu (Please Select).
  - Program Reference Number**: Text input field.
  - Entity Sub Code**: Text input field.
  - Entity Sub Code Description**: Text input field.
  - Sub Doc Type**: Dropdown menu (Please Select).
  - Purchase Order Number**: Text input field.
  - Purchase Order Date**: Text input field.
  - PO Entry Date**: 06-Jun-2024.
  - Total PO Value**: Text input field (INR) and 'Enter amount' button.
  - PO Expiry Date**: Text input field.
  - Expected Delivery Date**: Text input field.
  - Billing Address**: Text input field.
  - Delivery Address**: Text input field.
  - Remarks**: Text input field.
- Supporting Documents**: 'Choose a File To Upload' button and 'Browse File' button.

At the bottom right, there are 'Cancel' and 'Verify Details' buttons.

After filling **PO** required information, **submit** by clicking **verifying detail**.

English

03-Jun-2024

Quick links

IPaCSPro > FSCM > Transactions > PO Entry > Initiate ^

To Initiate New PO

1.1 PO Details

Sponsor Code

CFN000235

Sponsor Name

Seller/Buyer Code

Seller/Buyer Name

Product Category

Buyer finance

Program Reference Number

PatanjaliBFP

Entity Sub Code

SUYASHBFP1

Entity Sub Code Description

BUYERBFP1

Sub Doc Type

PO

Purchase Order Number

PO11111

Purchase Order Date

02-Jun-2024

PO Entry Date

03-Jun-2024

Total PO Value

INR

10,000.00

PO Expiry Date

Select PO Expiry Date

Expected Delivery Date

Select Expected Delivery Date

Billing Address

Enter Billing Address

Delivery Address

Enter Delivery Address

Remarks

Enter Remarks

Supporting Documents

Choose a File To Upload

Browse File

Cancel

Verify Details

**Pending for Authorization:**

In case of maker checker concept, Dealer has to go in FSCM>>**PO entry>>Pending Authorization List**.

IPaCSPro > FSCM > Transactions > PO Entry > Pending Authorization List ^

Search By

Sponsor Code

Sponsor Code

Search

0 Transactions Selected

Authorize All

Reject All

Refresh

1 of 1

	Sponsor Name	Seller/Buyer Name	PO Number	Batch Number	PO Date	PO Expiry Date	PO Ammount	Last Action	Transaction Status	Action
<input type="checkbox"/>							500.00	Create	Doc Unauthorized	✓ ✕ ⋮

0 Transactions Selected

Authorize All

Reject All

Refresh

1 of 1

➡ **Consolidated Upload:**

**Dealer** can also upload multiple of invoices by consolidated upload.

**For Dealer:**

iPaCSPro		
Reports	Transactions 🔍	Process 🔄
FSCM ➡	PO Entry	Transaction Enquiry
	Consolidated Upload	
	Initiate   Review List   Pending Authorization List	
	Invoice acceptance	
	Credit/Debit Note	
	Acceptance	

iPaCSPPro » FSCM » Transactions » Consolidated Upload » Initiate ^

1.1 Consolidated Upload Details

Product Category\* ▼ Program\* ▼ Data Layout\* ▼ Upload File Name\* Choose a File To Upload Browse File

Supporting Documents

Choose a File To Upload Browse File

Cancel Upload

iPaCSPPro » FSCM » Transactions » Credit/Debit Note Acceptance » Pending Authorization List ^

Search By Sponsor Code ▼ Sponsor Code Search

Sponsor Name	Seller/Buyer Name	Total Credit Debit Notes	Total Credit Debit Note Amount	Batch Number
No Record Found				

## ➡ Credit/Debit Note Acceptance:

Credit/Debit note can be used by the **buyer** while making the payment to the seller under invoice payment Tab

The same can generic or Invoice specific.

iPaCSPPro

Reports

FSCM

Transactions 🔍

Process 🔄

PO Entry

Consolidated Upload

Invoice acceptance

Credit/Debit Note Acceptance

Initiate | Review List | Pending Authorization List | Rejected List

Transaction Enquiry

iPaCSPPro » FSCM » Transactions » Credit/Debit Note Acceptance » Initiate ^

Credit/Debit Note Acceptance Details

Search By Sponsor Code ▼ CFN000235 🔍

Seller/Buyer Code ▼ SUYASHBUYE 🔍

+ Add Another Parameter

iPaCSPro » FSCM » Transactions » Credit/Debit Note Acceptance » Pending Authorization List ^

Search By

Sponsor Name	Seller/Buyer Name	Total Credit Debit Notes	Total Credit Debit Note Amount	Batch Number
No Record Found				

## ➔ Invoice Acceptance

Once the Invoice is raised the next step would be invoice acceptance by the buyer.

User to go in **FSCM>>Transaction>>Invoice Entry>>Invoice acceptance>>Initiate.**

iPaCSPro

Reports

**FSCM**

Transactions

Process

PO Entry

Transaction Enquiry

Consolidated Upload

**Invoice acceptance**

Initiate | Review List | Pending Authorization List | Rejected List

Credit/Debit Note Acceptance

iPaCSPro » FSCM » Transactions » Invoice acceptance » Initiate ^

Search By

Add Another Parameter

## Pending for Authorization:

In case of maker checker concept, Invoice acceptance to be authorized by the Checker ID.

User to go in **FSCM >> Transaction >> Invoice Entry >> Invoice acceptance>>Listing>> Tick the box>>Submit.**

iPaCSPro » FSCM » Transactions » Invoice acceptance » Pending Authorization List ^

Search By

1 Transactions Selected

Refresh

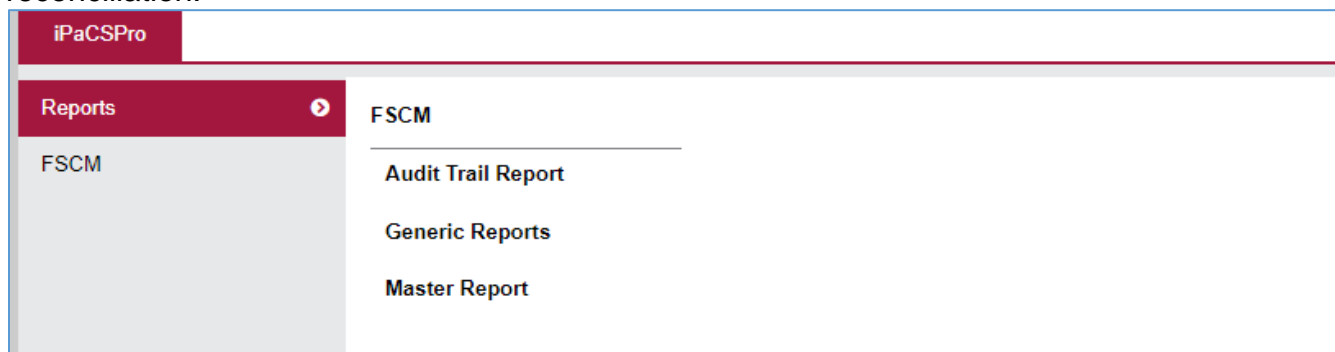
<input type="checkbox"/>	Sponsor Name	Seller/Buyer Name	Total Invoices	Batch Number	Total Invoice Amount	Action
<input checked="" type="checkbox"/>				01170524051	10,000.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>				01240124004	10.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1 Transactions Selected

Refresh

## ➡ Reports:

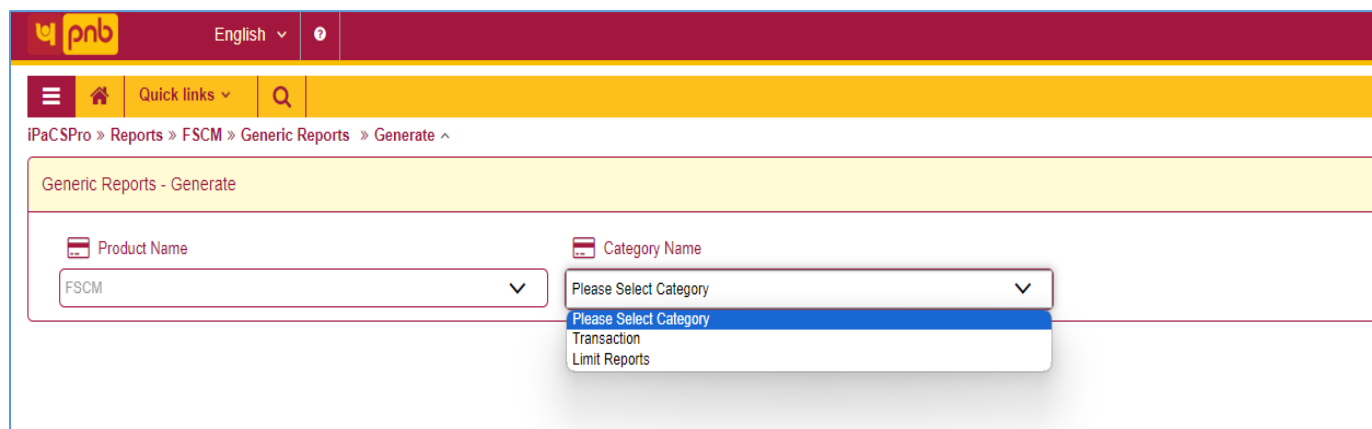
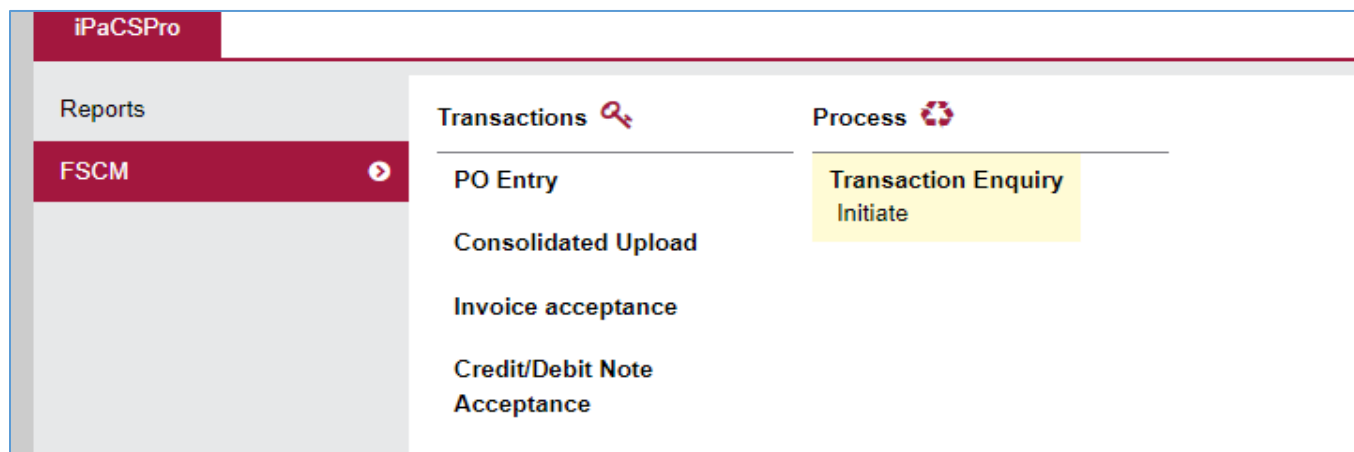
List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.



## Transaction enquiry:

➡ The data related to transactions, dealer can be enquiring with this menu.

### For dealer:



## ⇒ Logout from the Module:

**Logout option** to be used to exit from the application.

To log out of the system: From the menu bar, click on (**Logout Icon**). The following message appears

