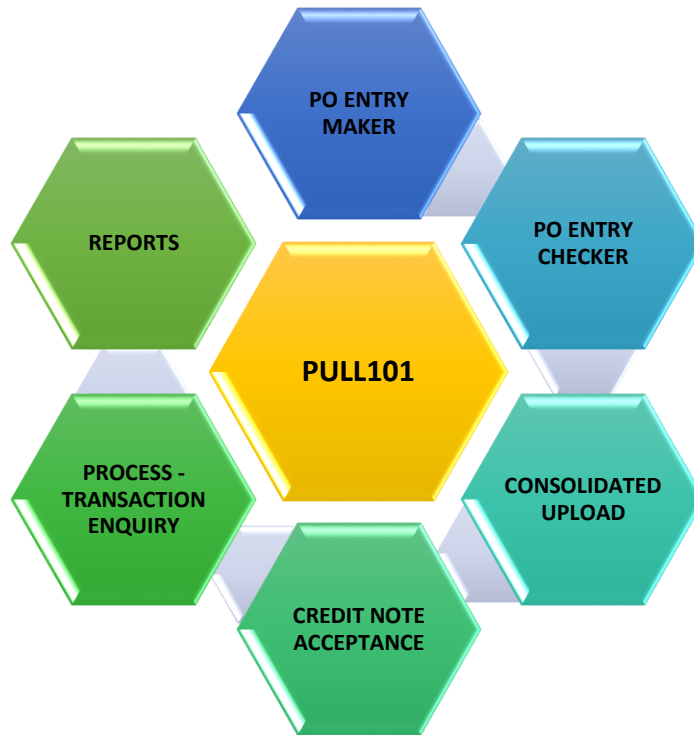


WORKFLOW TEMPLATE FOR DEALER



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

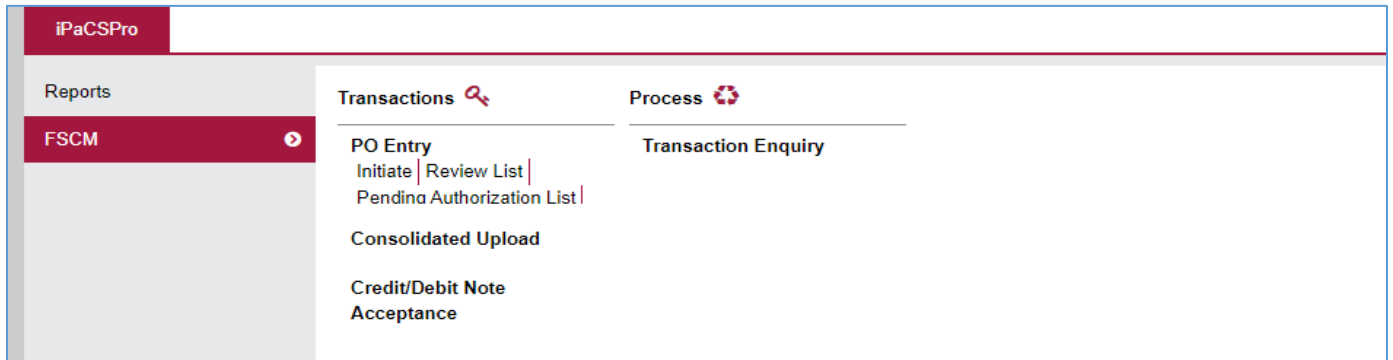
The screenshot shows the iPaCSPro portal interface. On the left is a navigation menu with 'Reports' and 'FSCM' (highlighted). The main content area is divided into 'Transactions' and 'Process' sections. Under 'Transactions', there are links for 'PO Entry', 'Consolidated Upload', and 'Credit/Debit Note Acceptance'. Under 'Process', there is a link for 'Transaction Enquiry'. On the right, a 'Select Login' dialog is open, showing 'Seller' and 'Buyer' options. The 'Buyer' option is selected. Below the options, there are radio buttons for 'Sponsor' and 'Non Sponsor', with 'Non Sponsor' selected. A 'Link Sponsor' field contains the text 'PATA'. At the bottom, there is a language dropdown set to 'English - Language' and two buttons: 'Exit' and 'Proceed'.

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**.



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 displays the 'To Initiate New PO' form within the iPaCSPro application. The breadcrumb trail at the top reads 'iPaCSPro > FSCM > Transactions > PO Entry > Initiate ^'. The form is titled '1.1 PO Details' and contains several input fields and dropdown menus. A vertical progress indicator on the left shows step 2 is active. The fields are: 'Sponsor Code' (CFN000235), 'Sponsor Name', 'Seller/Buyer Code', 'Seller/Buyer Name', 'Product Category' (Please Select), 'Program Reference Number' (Please Select), 'Entity Sub Code' (Select Entity Sub Code), 'Entity Sub Code Description', 'Sub Doc Type' (Please Select), 'Purchase Order Number' (Select Purchase Order Number), 'Purchase Order Date' (Select Purchase Order Date), 'PO Entry Date' (06-Jun-2024), 'Total PO Value' (INR, Enter amount), 'PO Expiry Date' (Select PO Expiry Date), 'Expected Delivery Date' (Select Expected Delivery Date), 'Billing Address' (Enter Billing Address), 'Delivery Address' (Enter Delivery Address), and 'Remarks' (Enter Remarks). At the bottom, there is a 'Supporting Documents' section with a 'Choose a File To Upload' button and a 'Browse File' button. At the very bottom of the form, there are 'Cancel' and 'Verify Details' buttons.

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

The screenshot shows the 'Initiate New PO' form in IPaCSPro. The form is titled '1.1 PO Details' and contains the following fields:

- Sponsor Code:** CFN000235
- Sponsor Name:** (empty)
- Seller/Buyer Code:** (empty)
- Seller/Buyer Name:** (empty)
- Product Category:** Buyer finance
- Program Reference Number:** PatanjaiBFP
- 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

Buttons at the bottom: Cancel, Verify Details

Pending for Authorization:

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

The screenshot shows the 'Pending Authorization List' table in IPaCSPro. The table has the following columns: Sponsor Name, Seller/Buyer Name, PO Number, Batch Number, PO Date, PO Expiry Date, PO Amount, Last Action, Transaction Status, and Action.

Sponsor Name	Seller/Buyer Name	PO Number	Batch Number	PO Date	PO Expiry Date	PO Amount	Last Action	Transaction Status	Action
						500.00	Create	Doc Unauthorized	✓ ✕ ⋮

Buttons: Authorize All, Reject All, Refresh, pagination (1 of 1)

➔ Consolidated Upload:

Dealer can also upload multiple of invoices by consolidated upload.

For Dealer:

iPaCSPro

Reports

FSCM

Transactions

Process

PO Entry

Transaction Enquiry

Consolidated Upload

Initiate | Review List | Pending Authorization List

Credit/Debit Note Acceptance

iPaCSPro » FSCM » Transactions » Consolidated Upload » Initiate ^

1.1 Consolidated Upload Details

Product Category' Program' Data Layout' Upload File Name'

Supporting Documents

Cancel

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				

➔ **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.

iPaCSPro

Reports

FSCM

Transactions

Process

PO Entry

Transaction Enquiry

Consolidated Upload

Credit/Debit Note Acceptance

Initiate | Review List | Pending Authorization List | Rejected List

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

Credit/Debit Note Acceptance Details

Search By

Sponsor Code

Seller/Buyer Code

Add Another Parameter

iPaCSPPro » 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				

➔ Reports:

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

iPaCSPPro

Reports > FSCM

- FSCM
 - Audit Trail Report
 - Generic Reports
 - Master Report

➔ Transaction enquiry:

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

For dealer:

iPaCSPPro

Reports

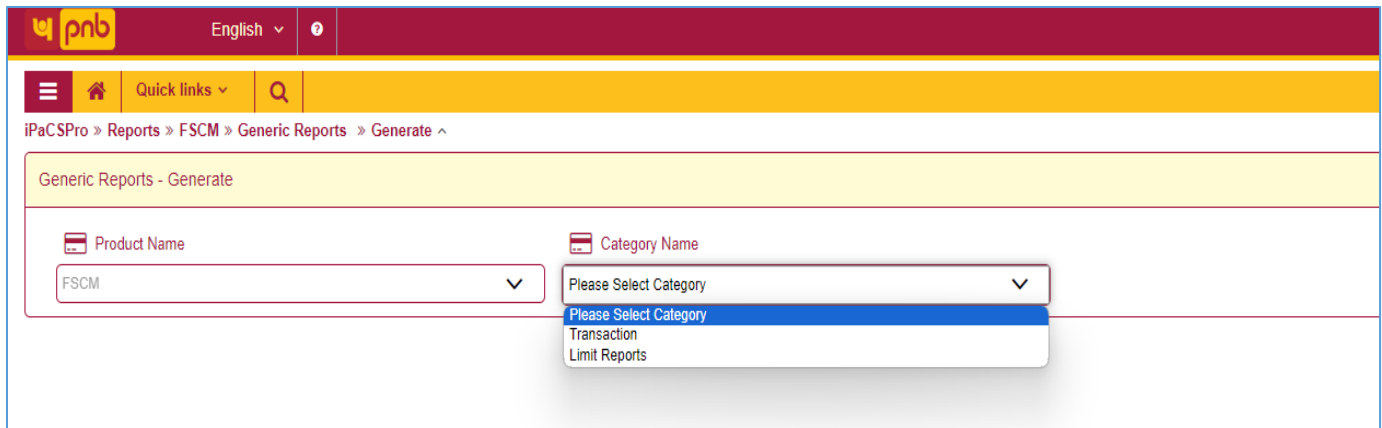
FSCM >

Transactions

Process

- PO Entry
- Consolidated Upload
- Credit/Debit Note Acceptance

Transaction Enquiry Initiate



➔ **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

