

## WORKFLOW TEMPLATE FOR SELLER



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

The screenshot displays the iPaCSPro portal interface. On the left, a sidebar menu includes 'Reports', 'FSCM' (highlighted), and 'Credit Debit Note Entry'. The main content area is titled 'Select Login' and features two columns of options: 'Invoice Entry' and 'Transaction Enquiry' under 'Transactions', and 'Consolidated Upload' and 'Credit Debit Note Entry' under 'Process'. Below these are 'Seller' and 'Buyer' login options, each with a person icon. The 'Login As:' section has radio buttons for 'Sponsor' (selected) and 'Non Sponsor'. At the bottom, there is a language dropdown menu set to 'English - Language' and two buttons: 'Exit' and 'Proceed'.

## ➔ Invoice Entry

After authorization of Purchase Order (PO), the Corporate user (Seller) can raise a single invoice or multiple invoices against a single PO by Maker ID by filling up the required fields. User to go in **FSCM>>Transaction>>Invoice Entry>>Initiate**.

iPaCSPro

Reports

FSCM

Transactions

Process

Invoice Entry

- Initiate
- Review List
- Pending Authorization List
- Rejected List

Consolidated Upload

Credit Debit Note Entry

Transaction Enquiry

iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate

To Initiate New Invoice

1.1 Entity Selection

Sponsor Code\* CFN000235

Sponsor Name

Buyer/Seller Code\*

Buyer/Seller Name

Product Category\* Seller finance

Program Reference Number - Name\* PatanjaliSFP

Entity Sub Code\* Select Entity Sub Code

Entity Sub Code Description Enter Entity Sub Code Description

Provide Entity Sub Code

Invoice Type\* Normal

1.2 Invoice Details

1.3 Enrichment Details

1.4 Purchase Order Details

Cancel Save Draft Verify Details

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

iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate

To Initiate New Invoice

1.1 Entity Selection

1.2 Invoice Details

Invoice Number\* 1010

Invoice Entry Date\* 17-May-2024

Invoice Date\* 17-May-2024

Sub Doc Type IN

Invoice Due Date\* 17-May-2024

Allocation Number Enter Allocation Number

Payment Terms Enter Payment Terms

Invoice Amount 10,000.00

Total Payable Amount 10,000.00

Billing Address Enter Billing Address

Remarks Enter Remarks

Supporting Document Choose a File To Upload

1.3 Enrichment Details

1.4 Purchase Order Details

Cancel Save Draft Verify Details

## Pending for Authorization:

In case of maker checker concept, invoice entry to be authorized by the Checker ID.

User has to go in **FSCM>>Transaction>>Invoice Entry>>Listing>>Tick the Box>>Submit**

The screenshot shows the 'Pending Authorization List' page. At the top, there is a navigation bar with 'Quick links' and a search icon. Below it, the breadcrumb path is 'iPaCSPPro > FSCM > Transactions > Invoice Entry > Pending Authorization List'. A search bar contains 'Sponsor Code' and a search button. Below the search bar, there are buttons for 'Authorize All' and 'Reject All'. A table below shows one transaction with the following details:

Sponsor Name	Seller/Buyer Name	Batch Number	Invoice Number	Tracking ID	Invoice Date	Invoice Due Date	Invoice Amount	Last Action	Transaction Status	Action
					17-May-2024	17-May-2024	10,000.00	Create	Doc Unauthorized	✓ ✕ ⋮

## ➔ Consolidated Upload:

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

**For Seller:**

The screenshot shows the iPaCSPPro navigation menu. The 'FSCM' menu item is highlighted. Under 'FSCM', there are two main sections: 'Transactions' and 'Process'. Under 'Transactions', there are 'Invoice Entry' and 'Transaction Enquiry'. Under 'Process', there are 'Consolidated Upload', 'Initiate', 'Review List', 'Pending Authorization List', and 'Credit Debit Note Entry'.

The screenshot shows the 'Consolidated Upload > Initiate' form. It has the following fields and buttons:

- Product Category: Please Select (dropdown)
- Program: Please Select (dropdown)
- Data Layout: (text field)
- Upload File Name: Choose a File To Upload (button) and Browse File (button)
- Supporting Documents: Choose a File To Upload (button) and Browse File (button)
- Buttons: Cancel, Upload

The screenshot shows the 'Pending Authorization List' for 'Credit/Debit Note Acceptance'. It has the same search bar as the first screenshot. Below the search bar, there is a table with the following columns:

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

## ➔ Credit/Debit Note Entry:

**Sellers** can also Issue Credit/Debit Note in case of any discrepancy in the invoice or in the number of items as per the mutual understanding between the buyer and seller.

The same can be generic or Invoice specific.

**User to go in FSCM>Transaction>Credit Debit Note Entry> Initiate**

The screenshot shows the iPaCSPro application interface. On the left is a navigation sidebar with 'Reports' and 'FSCM' (highlighted). The main content area is divided into 'Transactions' and 'Process' sections. Under 'Transactions', there are links for 'Invoice Entry', 'Consolidated Upload', and 'Credit Debit Note Entry'. The 'Credit Debit Note Entry' link is highlighted in yellow and includes sub-links for 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. The 'Process' section contains a 'Transaction Enquiry' link.

The screenshot shows the 'Initiate' form for creating a Credit or Debit Note. The breadcrumb path is 'iPaCSPro » FSCM » Transactions » Credit Debit Note Entry » Initiate'. The form is divided into three sections: 1.1 Invoice Details, 1.2 Credit Note Details, and 1.3 Enrichment Details. Section 1.1 contains several input fields: 'Sponsor Code' (CFN000235), 'Sponsor Name' (FARMERS UNION LIMITED), 'Seller/Buyer Code' (Select 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', 'Invoice Number' (Select Invoice Number), 'Invoice Amount', 'Invoice Generation Date' (Select Invoice Generation Date), and 'Invoice Due Date' (Select Invoice Due Date). At the bottom, there are 'Back' and 'Verify Details' buttons.

iPaCSPro » FSCM » Transactions » Credit Debit Note Entry » Initiate ^

1 What would you like to create Credit or Debit Note ?

Credit Note     Debit Note

1.1 Invoice Details

2 1.2 Credit Note Details

Credit Note Reference Number\*  Enter Credit Note Reference Number    Credit Note Date\*  06-Jun-2024    Allocation Number  Enter Allocation Number    Document type\*  Please Select

Credit Note Amount\*  INR     Enter Credit Note Amount

Valid Till Date  Select Valid Till Date    Remarks  Enter Remarks

1.3 Enrichment Details

[Back](#)    [Verify Details](#)

### ➔ Reports:

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

iPaCSPro

Reports > FSCM

FSCM

- Audit Trail Report
- Generic Reports
- Master Report

### ➔ Transaction enquiry:

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

#### For Seller:

iPaCSPro

Reports

FSCM >

Transactions 🔍

Process 🔄

Invoice Entry

Consolidated Upload

Credit Debit Note Entry

Transaction Enquiry Initiate

English

Quick links

iPaCSPro » Reports » FSCM » Generic Reports » Generate ^

Generic Reports - Generate

Product Name  
FSCM

Category Name  
Please Select Category

- Please Select Category
- Transaction
- Limit Reports

## ⇒ 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

