

WORKFLOW TEMPLATE FOR DEALER



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

iPaCSPro

Reports

FSCM

Transactions *Q*

Process *R*

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

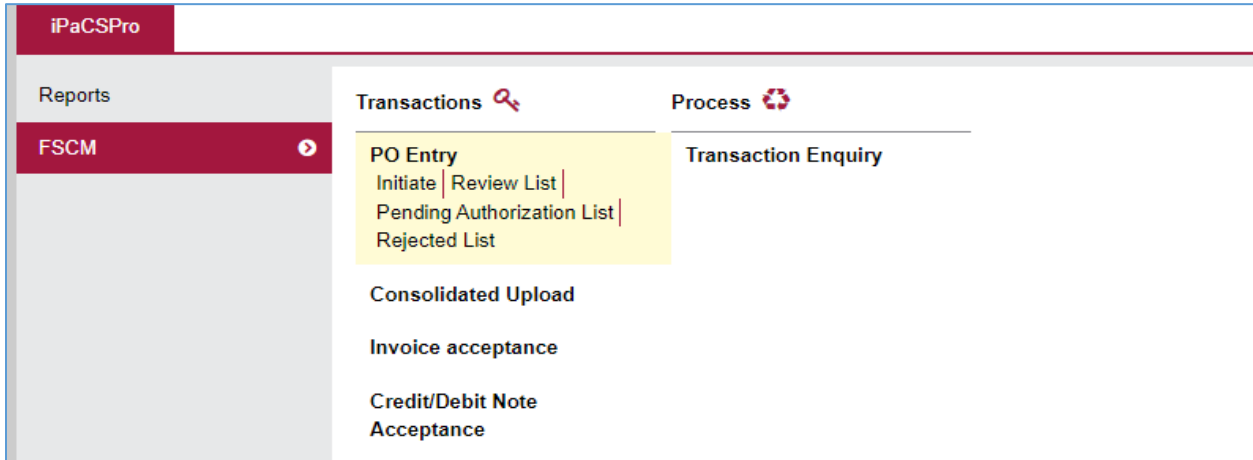
Exit Proceed

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 the following fields:

- Sponsor Code:** CFN000235 (auto-filled)
- Sponsor Name:** (empty text field)
- Seller/Buyer Code:** (empty text field)
- Seller/Buyer Name:** (empty text field)
- Product Category:** (dropdown menu, 'Please Select')
- Program Reference Number:** (dropdown menu, 'Please Select')
- Entity Sub Code:** (text field with search icon, 'Select Entity Sub Code')
- Entity Sub Code Description:** (empty text field)
- Sub Doc Type:** (dropdown menu, 'Please Select')
- Purchase Order Number:** (text field with search icon, 'Select Purchase Order Number')
- Purchase Order Date:** (calendar icon, 'Select Purchase Order Date')
- PO Entry Date:** 06-Jun-2024
- Total PO Value:** (dropdown menu, 'INR') and 'Enter amount' text field
- PO Expiry Date:** (calendar icon, 'Select PO Expiry Date')
- Expected Delivery Date:** (calendar icon, 'Select Expected Delivery Date')
- Billing Address:** (text field with search icon, 'Enter Billing Address')
- Delivery Address:** (text field with search icon, 'Enter Delivery Address')
- Remarks:** (text field with search icon, 'Enter Remarks')
- Supporting Documents:** 'Choose a File To Upload' button and 'Browse File' button

At the 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 '1.1 PO Details' form in the iPaCSPro system. The form includes the following fields:

- Sponsor Code:** CFN000235
- Sponsor Name:** (empty)
- Seller/Buyer Code:** (empty)
- Seller/Buyer Name:** (empty)
- Product Category:** Buyer finance
- Program Reference Number:** PatanjaiIBFP
- 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 include 'Cancel' and '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 with the following data:

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	✓ ✕ ⋮

Navigation options include 'Authorize All', 'Reject All', and pagination controls (1 of 1).

➔ **Consolidated Upload:**
Dealer can also upload multiple of invoices by consolidated upload.

For Dealer:

The screenshot shows the iPaCSPro navigation menu with the following structure:

- iPaCSPro**
 - Reports
 - FSCM**
 - Transactions
 - PO Entry
 - Consolidated Upload**
 - Initiate
 - Review List
 - Pending Authorization List
 - Invoice acceptance
 - Credit/Debit Note
 - Acceptance

- Process
- Transaction Enquiry

iPaCSPro » FSCM » Transactions » Consolidated Upload » Initiate ^

1.1 Consolidated Upload Details

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

Supporting Documents

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

Invoice acceptance

Credit/Debit Note Acceptance

Initiate | Review List | Pending Authorization List | Rejected List

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

Credit/Debit Note Acceptance Details

Search By

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

Search By: Sponsor Code [v] [Sponsor Code] [Search]

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 [v]

Transactions [magnifying glass icon]

Process [refresh icon]

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: Sponsor Code [v] [CFN000235] [Search]

Seller/Buyer Code [v] [SUYASHBUYE] [Search]

+ 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: Sponsor Code [v] [Sponsor Code] [Search]

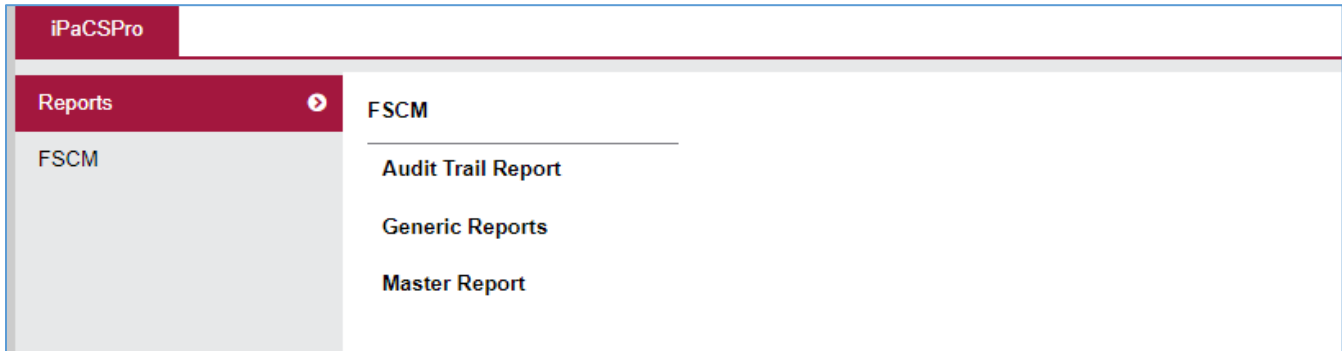
1 Transactions Selected [Authorize All] [Reject All] [Refresh] [1 of 1]

<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"/>				01240124004	10.00	✓ ✗ ⓘ

1 Transactions Selected [Authorize All] [Reject All] [Refresh] [1 of 1]

➔ Reports:

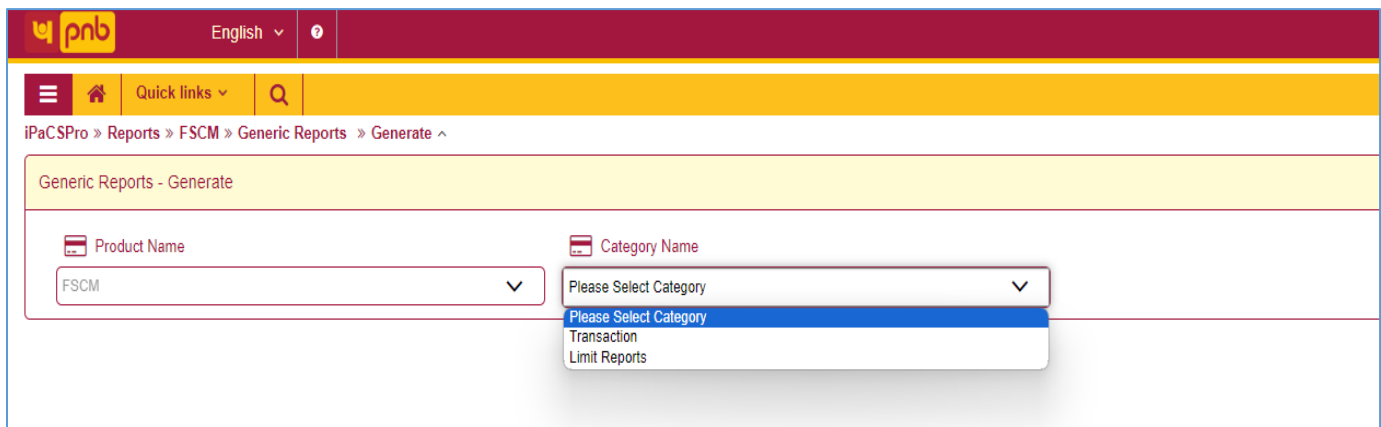
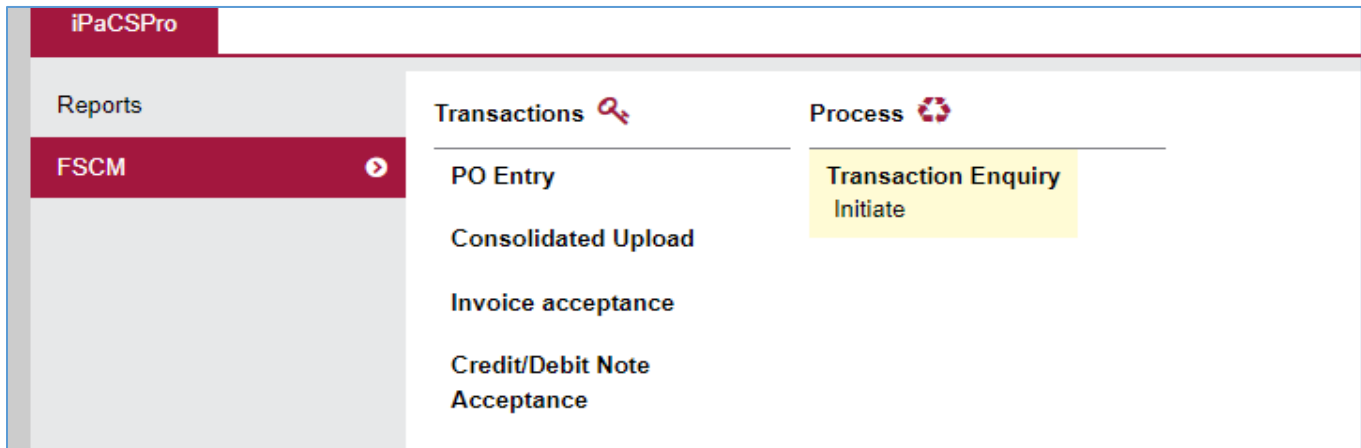
List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.



➔ 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

