

**WORKFLOW TEMPLATE FOR DEALER**



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

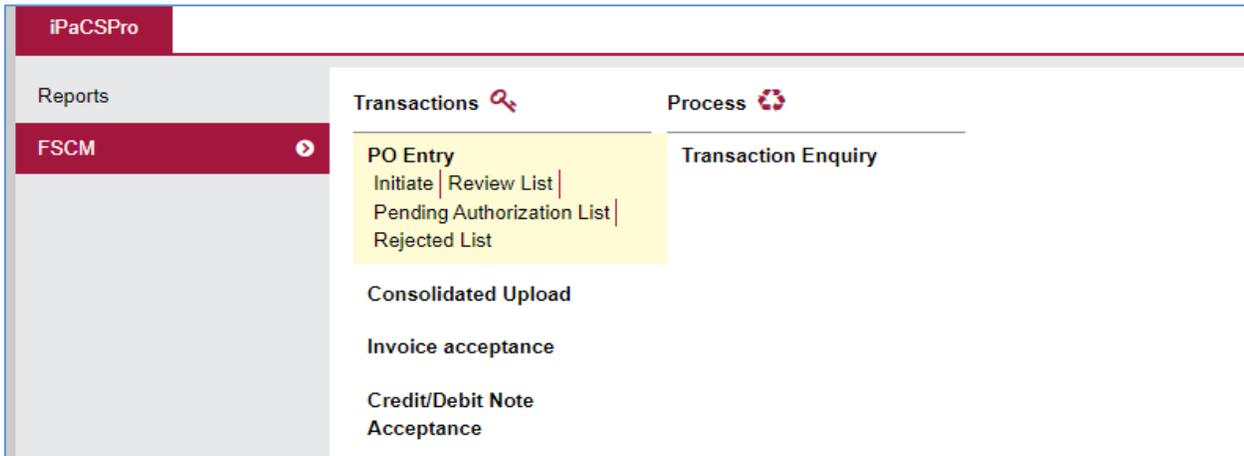
The screenshot shows the iPaCSPro portal interface. On the left, a sidebar contains a menu with "Reports" and "FSCM" (highlighted). The main content area is titled "Select Login" and features two large buttons: "Seller" and "Buyer" (selected). Below these are radio buttons for "Login As" with options "Sponsor" and "Non Sponsor" (selected). A "Link Sponsor" field is present with a red asterisk. At the bottom, there is a language dropdown set to "English - Language" and "Exit" and "Proceed" buttons.

## 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 shows the 'To Initiate New PO' form in the iPaCSPro application. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > PO Entry > Initiate'. 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:** Please Select
- Program Reference Number:** Please Select
- Entity Sub Code:** Select Entity Sub Code
- Entity Sub Code Description:** (empty)
- 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
- Remarks:** Enter Remarks
- Supporting Documents:** Choose a File To Upload, Browse File

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

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

The screenshot shows the 'To Initiate New PO' form in the iPaCSPro system. The form is divided into several sections for data entry:

- 1.1 PO Details:** Contains fields for Sponsor Code (CFN000235), Sponsor Name, Seller/Buyer Code, and Seller/Buyer Name.
- Product Category:** Includes Buyer finance (PatanjaliBFP), Program Reference Number, Entity Sub Code (SUYASHBFP1), and Entity Sub Code Description (BUYERBFP1).
- Sub Doc Type:** Set to 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 and a Browse File button.

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

**Pending for Authorization:**

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

The screenshot displays the 'Pending Authorization List' table. The table header includes 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. A single data row is shown with a PO Amount of 500.00 and a Transaction Status of 'Doc Unauthorized'. The table includes search filters for 'Sponsor Code' and 'Sponsor Code', and pagination controls showing '1 of 1' records.

**➔ Consolidated Upload:**

Dealer can also upload multiple of invoices by consolidated upload.

**For Dealer:**

The screenshot shows the iPaCSPro navigation menu. The 'FSCM' menu item is highlighted. Under the 'Transactions' section, the 'Consolidated Upload' option is visible, along with sub-options: 'Initiate', 'Review List', and 'Pending Authorization List'. Other options include 'Invoice acceptance', 'Credit/Debit Note', and 'Acceptance'.

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

Consolidated Upload

Transaction Enquiry

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 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:

## 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

1 of 1

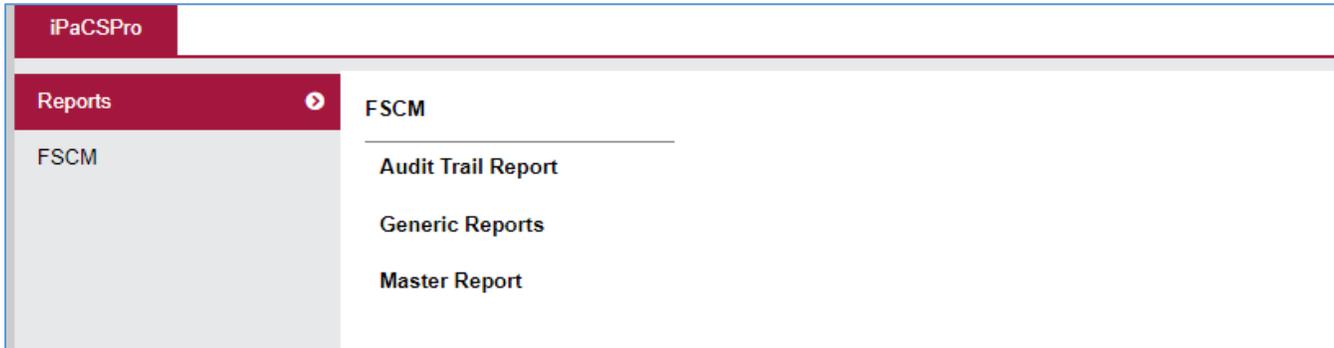
<input type="checkbox"/>	Sponsor Name	Seller/Buyer Name	Total Invoices	Batch Number	Total Invoice Amount	Action
<input checked="" type="checkbox"/>				01170524051	10,000.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>				01240124004	10.00	<input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

1 Transactions Selected

1 of 1

## ➔ Reports:

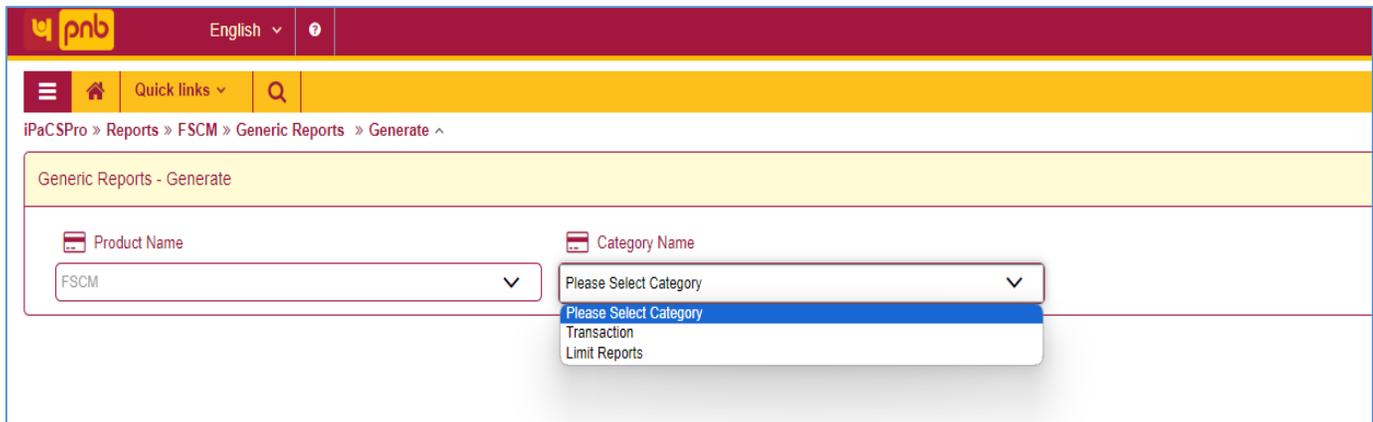
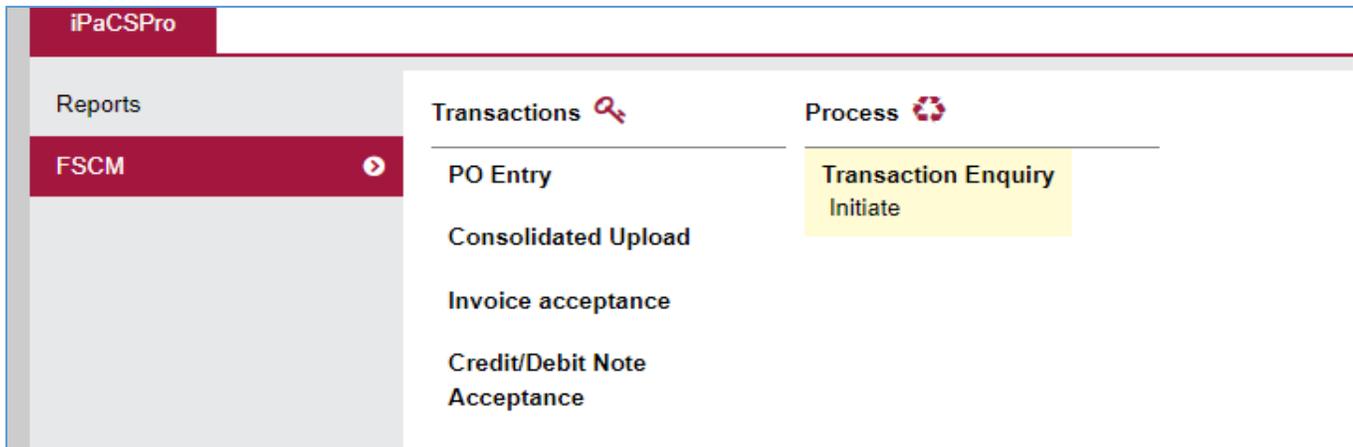
List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.



## 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

