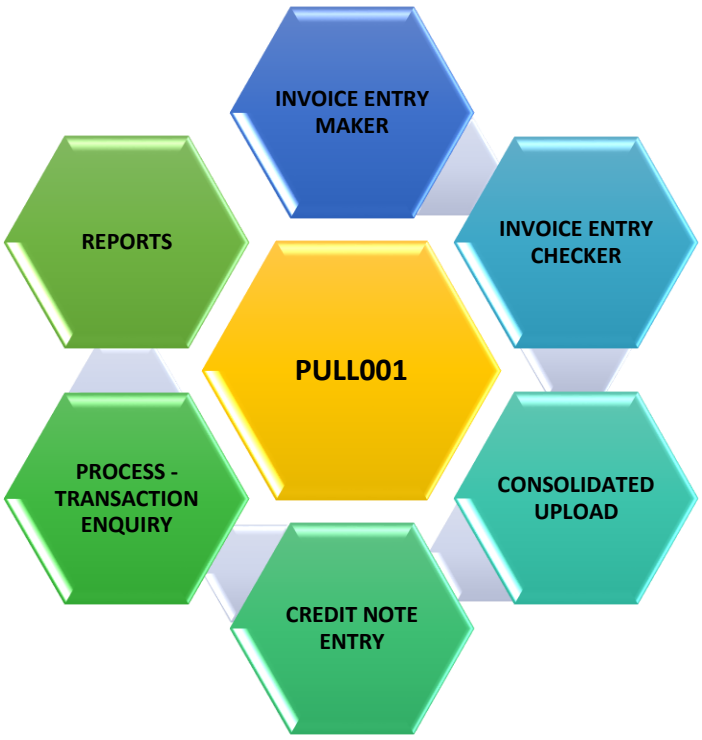
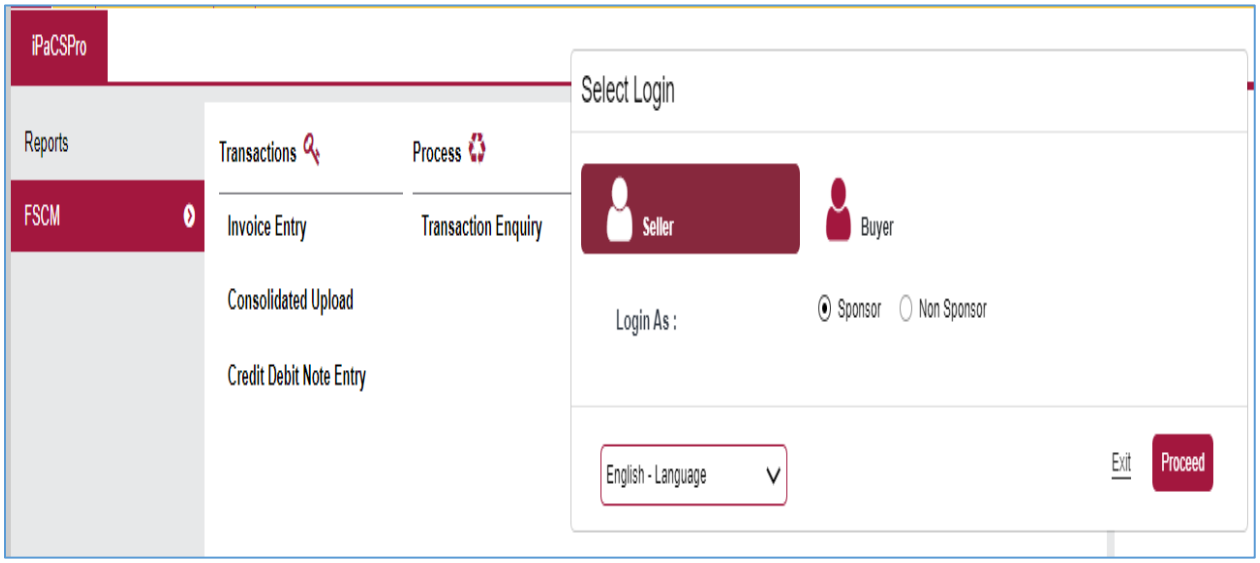
WORKFLOW TEMPLATE FOR SELLER

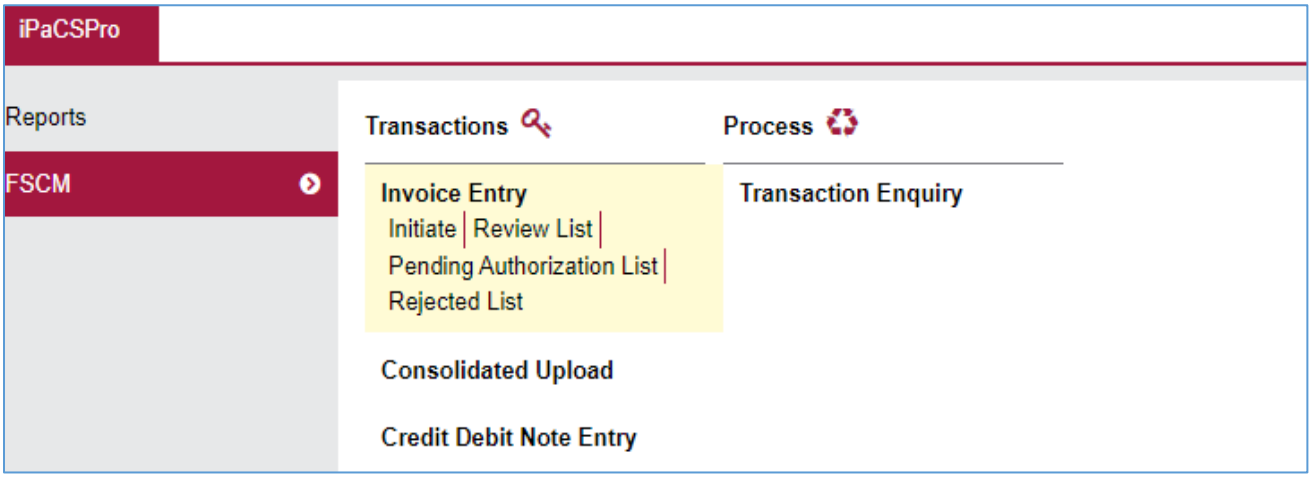


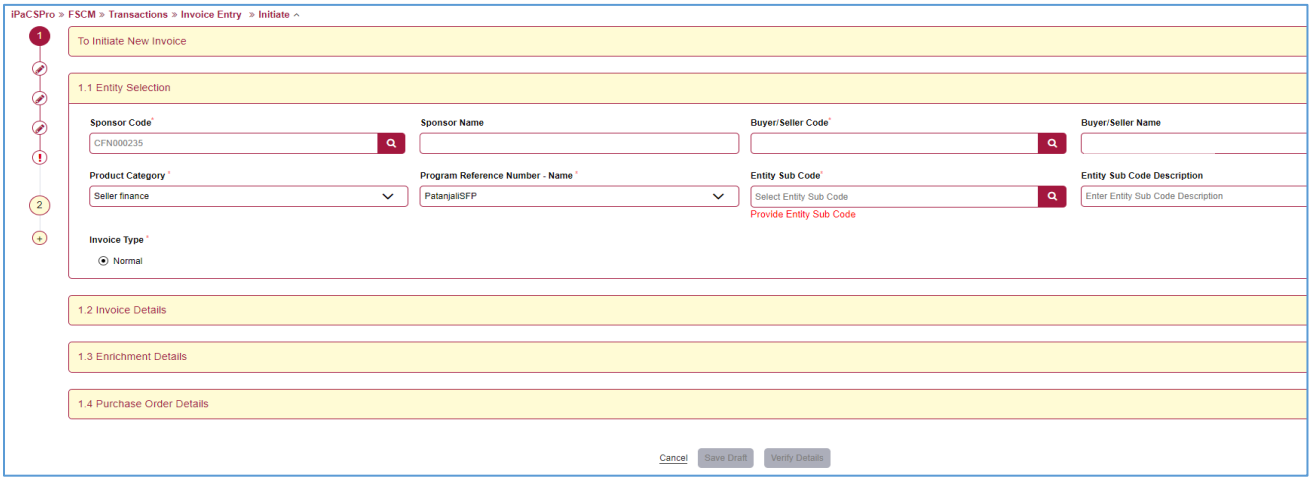
After Login into the iPaCS Portal the User enter FSCM module as shown below:



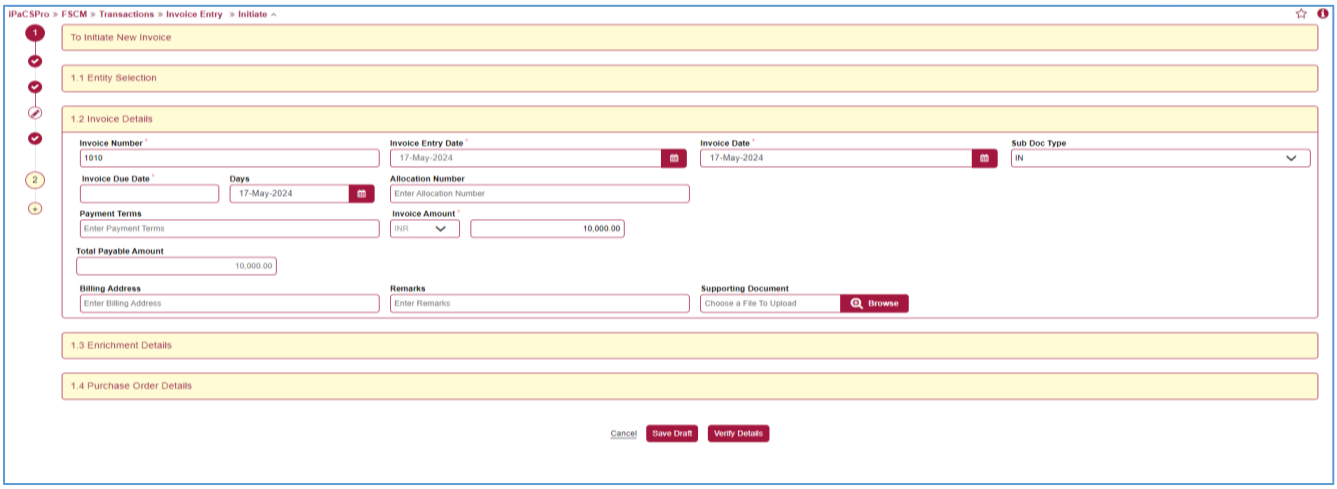
➡ Invoice Entry

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.**





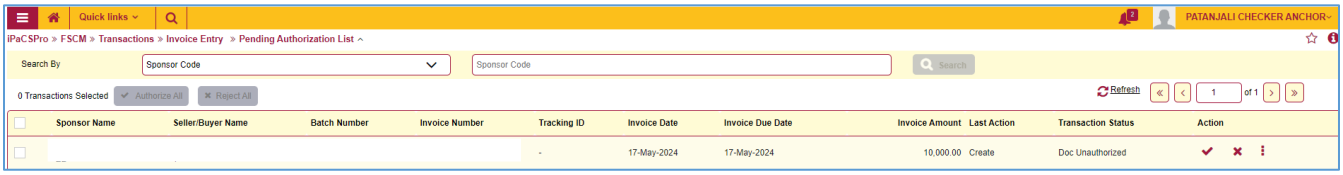
After filling **Invoice** required information, **submit** by clicking **verifying detail**.



Pending for Authorization:

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

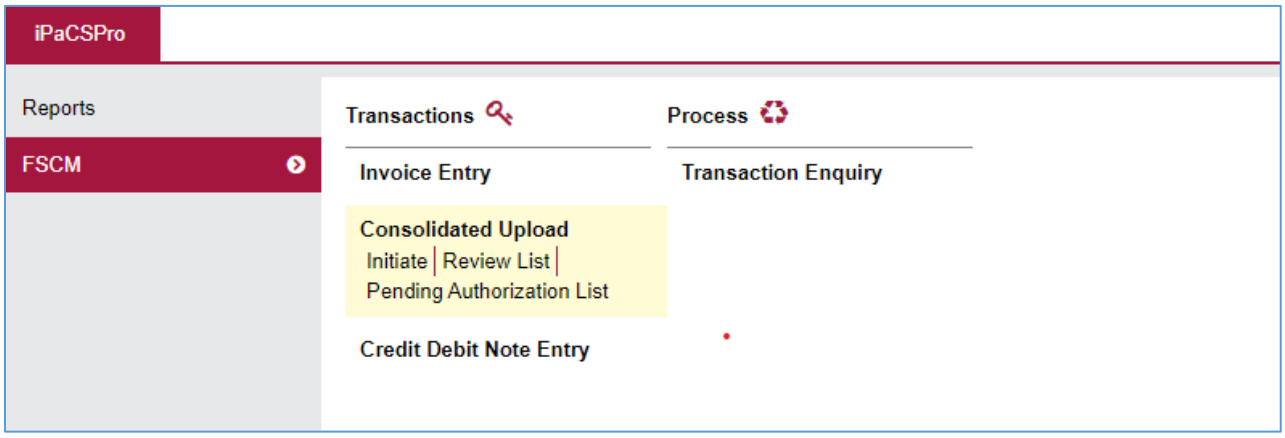
User has to go in **FSCM>>Transaction>>Invoice Entry>>Listing>>Tick the Box>>Submit**

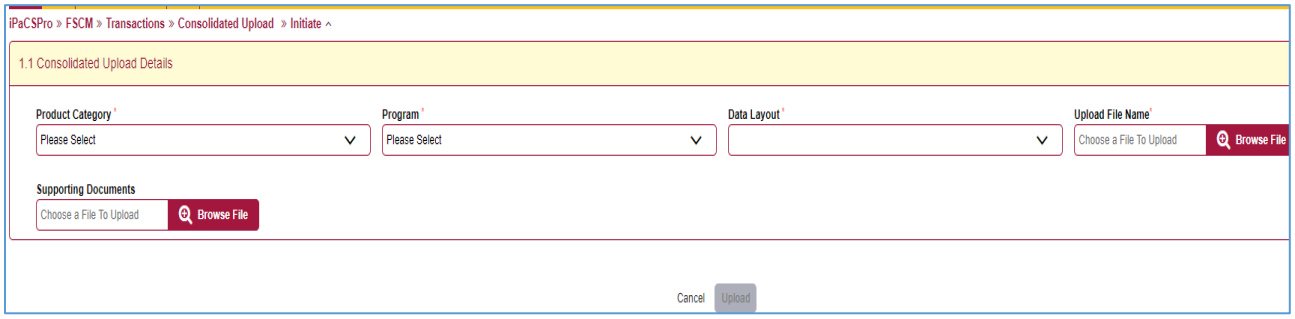


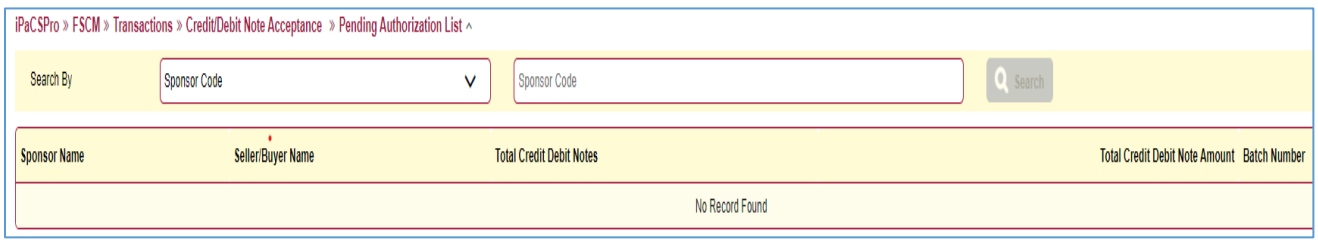
➡ **Consolidated Upload:**

Seller can also upload multiple of invoices by consolidated upload.

For Seller:





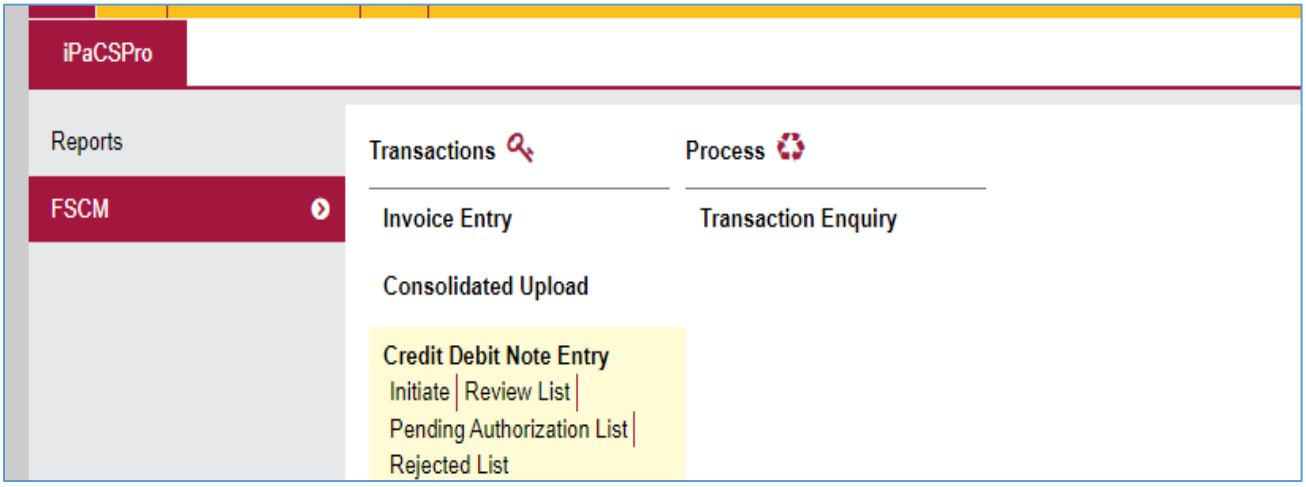


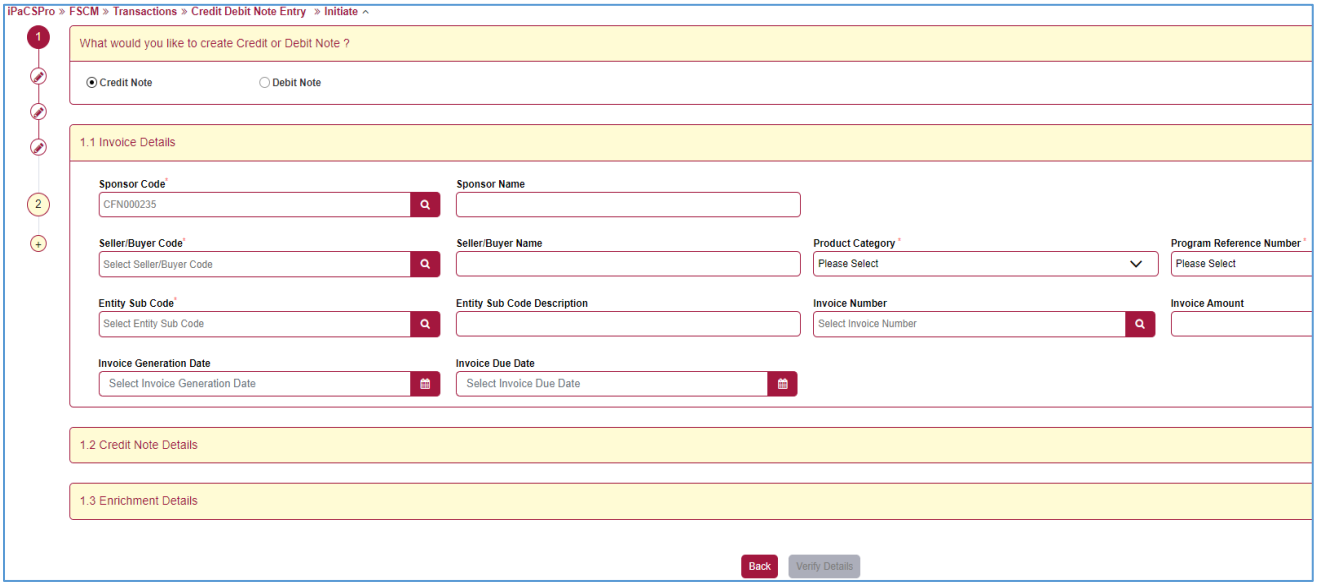
➡ Credit/Debit Note Entry:

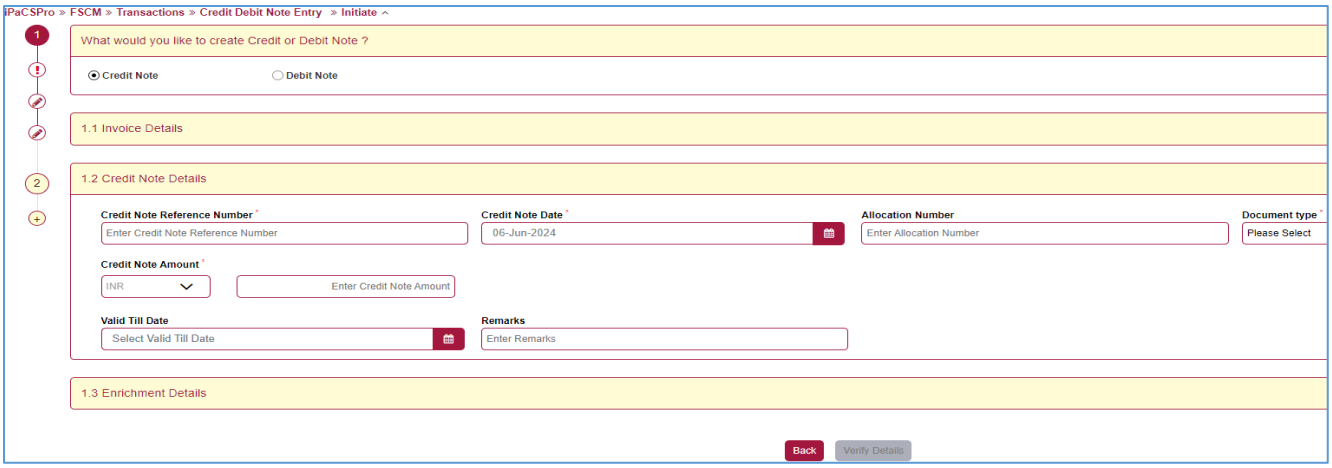
Sellers can also Issue Credit/Debit Note in case of any discrepancy in the invoice or in the number of items as per the mutual understanding between the buyer and seller.

The same can generic or Invoice specific.

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

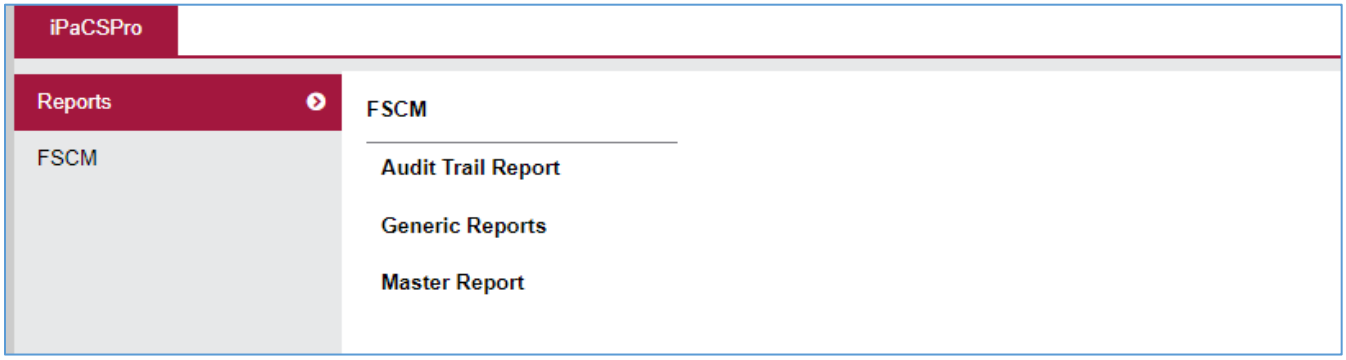






➡ Reports:

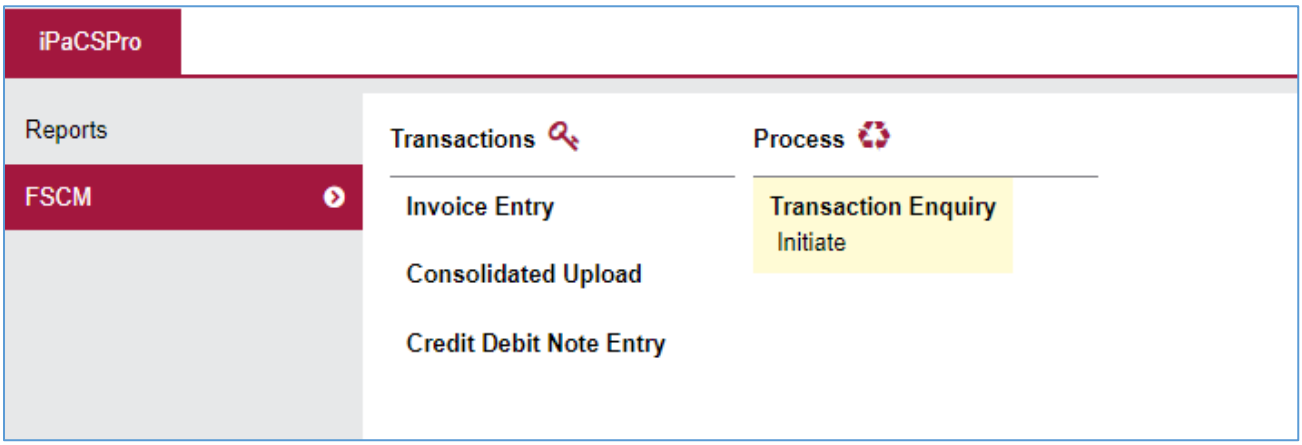
List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.

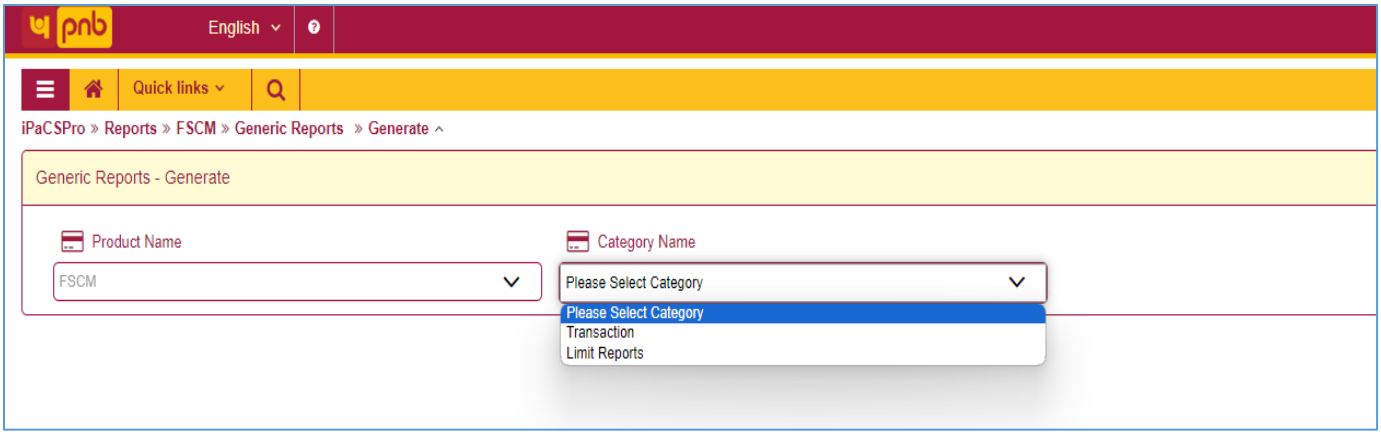


➡ Transaction enquiry:

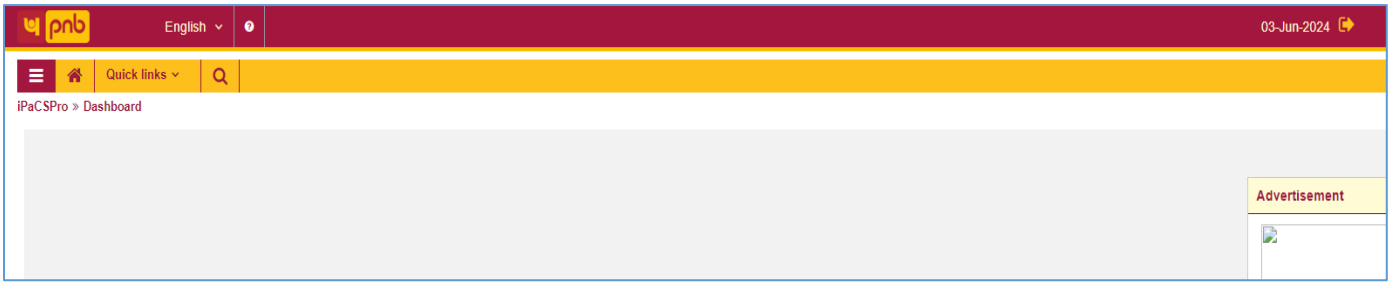
The data related to transactions, seller can be enquiring with this menu.

For seller:





➡ **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