

## WORKFLOW TEMPLATE FOR SELLER



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

The screenshot shows the iPaCSPro portal interface. On the left, there is a navigation menu with the following items:

- Reports
- FSCM (highlighted in red)

The main content area is divided into two columns:

- Transactions
- Process

Under the Transactions column, there are three options:

- Invoice Entry
- Consolidated Upload
- Credit Debit Note Entry

Under the Process column, there is one option:

- Transaction Enquiry

On the right side, there is a "Select Login" dialog box. It contains the following elements:

- Two user selection buttons: "Seller" (with a person icon) and "Buyer" (with a person icon).
- A "Login As:" label followed by two radio buttons: "Sponsor" (selected) and "Non Sponsor".
- A language dropdown menu showing "English - Language".
- Two buttons at the bottom: "Exit" and "Proceed".

## ➔ Purchase Order Acceptance

Once the PO is raised, **Seller** to accept the same through the authorization matrix it has opted (Maker Checker/ Single User/Multiple User).



User to go in

**FSCM>>Transaction>>PO Acceptance>>Initiate>>Select the entry>>Accept**

iPaCSPPro

Reports

**FSCM**

Transactions  Process 



PO Acceptance  
Initiate | Review List |  
Pending Authorization List |  
Rejected List

Transaction Enquiry


Invoice Entry


Consolidated Upload


Credit Debit Note Entry


iPaCSPPro » FSCM » Transactions » PO Acceptance » Initiate  



Search By




Sponsor Code  






Seller/Buyer Code  




 Add Another Parameter




 Search

iPaCSPPro » FSCM » Transactions » PO Acceptance » Initiate  

Sponsor Code: CFN000235 Seller/Buyer Code: SUYASHBUYE   

0 Transactions Selected      1 of 1  

<input type="checkbox"/>	Sponsor Name	Seller/Buyer Name	Batch Number	Total POs	Amount	Links
<input type="checkbox"/>				1	1,000.00	  

0 Transactions Selected      1 of 1  

## ➔ 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 search bar with 'Sponsor Code' selected. 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 iPaCSPro navigation menu. The 'FSCM' menu item is highlighted. Under 'FSCM', there are several options: 'Transactions', 'Process', 'PO Acceptance', 'Transaction Enquiry', 'Invoice Entry', '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
- Program: Please Select
- Data Layout: Please Select
- Upload File Name: Choose a File To Upload (with a 'Browse File' button)
- Supporting Documents: Choose a File To Upload (with a 'Browse File' button)
- Buttons: Cancel, Upload

The screenshot shows the 'Pending Authorization List' for 'Credit/Debit Note Acceptance'. It has a search bar with 'Sponsor Code' selected. 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 navigation menu. The 'FSCM' menu item is selected, and the 'Credit Debit Note Entry' option is highlighted in yellow. The sub-menu items under 'Credit Debit Note Entry' are: Initiate, Review List, Pending Authorization List, and Rejected List.

The screenshot shows the 'Initiate' form for Credit/Debit Note Entry. The form is titled 'What would you like to create Credit or Debit Note?' and has two radio buttons: 'Credit Note' (selected) and 'Debit Note'. The form is divided into three sections: 1.1 Invoice Details, 1.2 Credit Note Details, and 1.3 Enrichment Details. The 1.1 Invoice Details section contains the following fields:

Sponsor Code*	CFN000235	Sponsor Name	
Seller/Buyer Code*	Select Seller/Buyer Code	Seller/Buyer Name	
Entity Sub Code*	Select Entity Sub Code	Product Category*	Please Select
Invoice Generation Date	Select Invoice Generation Date	Invoice Number	Select Invoice Number
Invoice Due Date	Select Invoice Due Date	Program Reference Number*	Please Select

The 1.2 Credit Note Details and 1.3 Enrichment Details sections are currently empty. At the bottom of the form, 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 ♻️

PO Acceptance    Transaction Enquiry

Invoice Entry

Consolidated Upload

- Initiate
- Review List
- Pending Authorization List

Credit Debit Note Entry

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



English

03-Jun-2024

Quick links

iPaCSPro » Dashboard

Advertisement