WORKFLOW TEMPLATE FOR DEALER
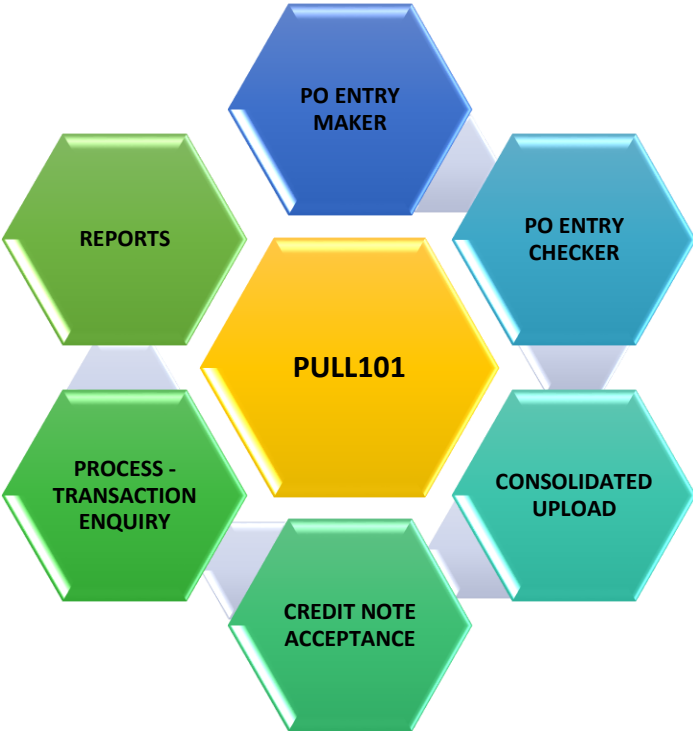
After Login into the iPaCS Portal the User enter FSCM module as shown below:
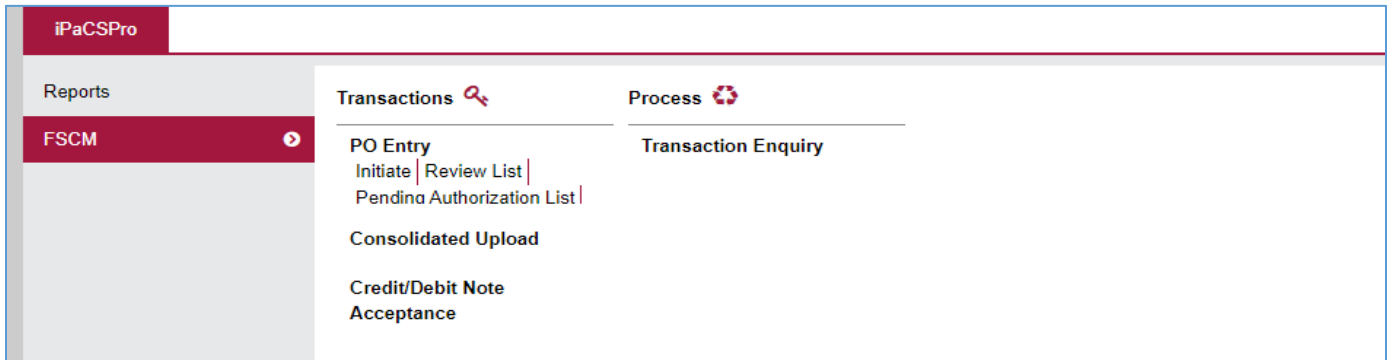
PO will be raised by the dealer

➡ **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).

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

Pending for Authorization:

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

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

   For Dealer:

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.

➡ 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:
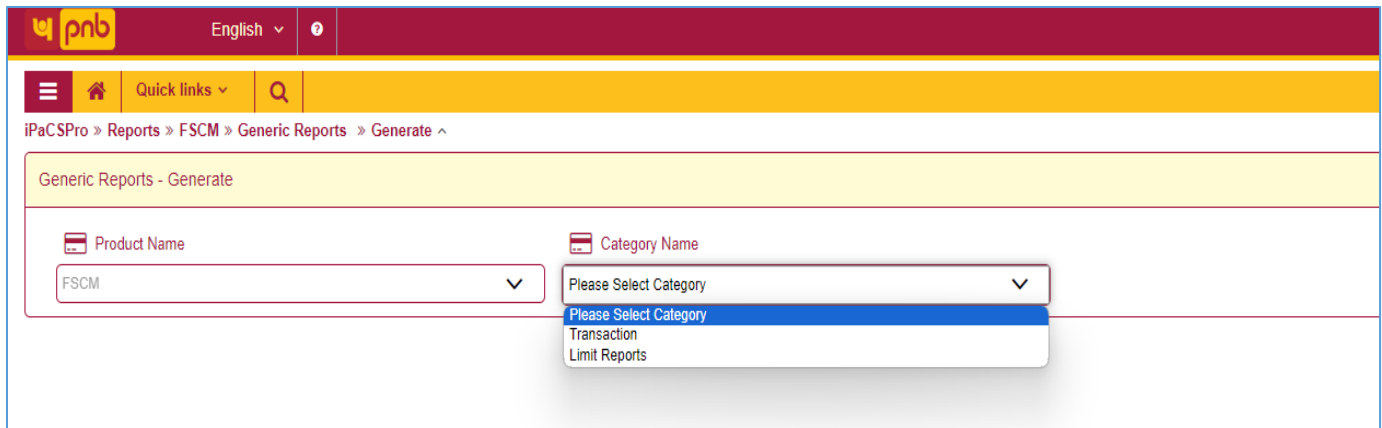
➡️ **Logout from the Module**:

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