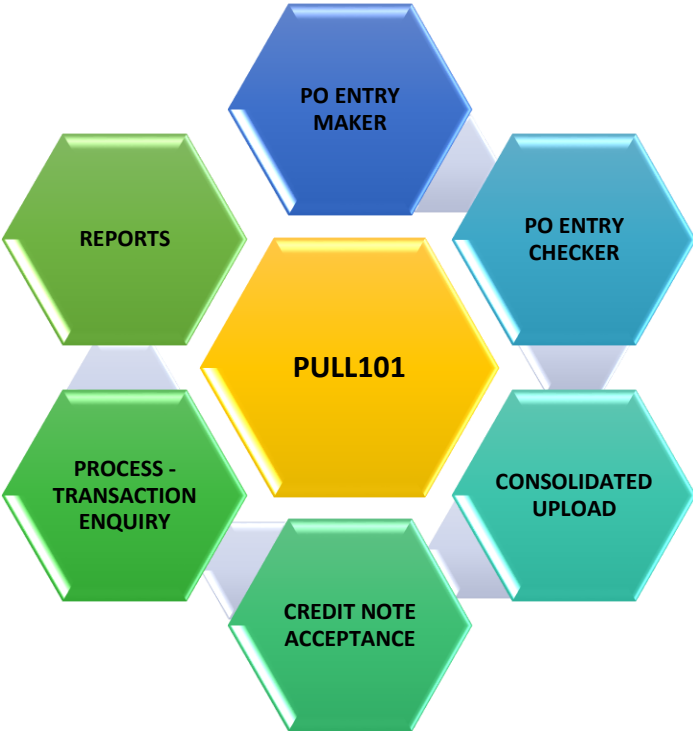


WORKFLOW TEMPLATE FOR DEALER



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

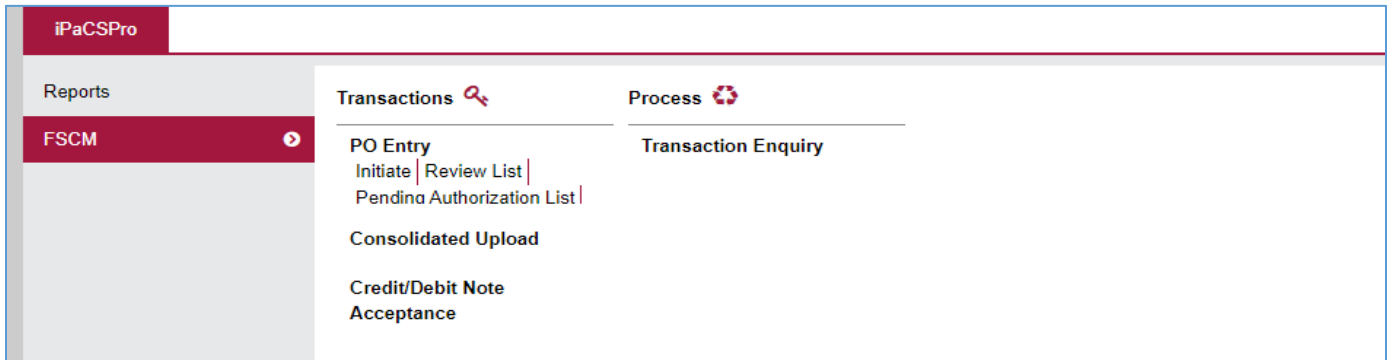
The screenshot shows the iPaCSPro portal interface. On the left is a navigation menu with 'FSCM' selected. The main content area is divided into two sections: 'Transactions' and 'Process'. The 'Transactions' section contains 'PO Entry', 'Consolidated Upload', and 'Credit/Debit Note Acceptance'. The 'Process' section contains 'Transaction Enquiry'. On the right, there is a 'Select Login' form with options for 'Seller' and 'Buyer', a 'Login As' section with radio buttons for 'Sponsor' and 'Non Sponsor', a 'Link Sponsor' field with 'PATA' entered, 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***: Text field with value 'CFN000235' and a search icon.
- Sponsor Name**: Text field.
- Seller/Buyer Code***: Text field with a search icon.
- Seller/Buyer Name**: Text field.
- Product Category***: Dropdown menu with 'Please Select'.
- Program Reference Number***: Dropdown menu with 'Please Select'.
- Entity Sub Code***: Text field with a search icon.
- Entity Sub Code Description**: Text field.
- Sub Doc Type***: Dropdown menu with 'Please Select'.
- Purchase Order Number***: Text field with 'Select Purchase Order Number'.
- Purchase Order Date***: Text field with 'Select Purchase Order Date'.
- PO Entry Date***: Text field with value '06-Jun-2024'.
- Total PO Value***: Text field with 'INR' dropdown and 'Enter amount'.
- PO Expiry Date**: Text field with 'Select PO Expiry Date'.
- Expected Delivery Date**: Text field with 'Select Expected Delivery Date'.
- Billing Address**: Text field with 'Enter Billing Address'.
- Delivery Address**: Text field with 'Enter Delivery Address'.
- Remarks**: Text field with 'Enter Remarks'.
- Supporting Documents**: Section with 'Choose a File To Upload' and a 'Browse File' button.

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 'Initiate New PO' form in the IPaCSPro system. The form is titled '1.1 PO Details' and contains several sections of input fields:

- Sponsor Code:** CFN000235
- Sponsor Name:** (empty)
- Seller/Buyer Code:** (empty)
- Seller/Buyer Name:** (empty)
- Product Category:** Buyer finance
- Program Reference Number:** PatanjaiBFP
- 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

At the bottom right, 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 shows the 'Pending Authorization List' in the IPaCSPro system. The table has 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.

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	✓ ✕ ⋮

Below the table, there are buttons for 'Authorize All' and 'Reject All', and a 'Refresh' button. The table shows 0 Transactions Selected.

➔ Consolidated Upload:



Dealer can also upload multiple of invoices by consolidated upload.

For Dealer:

iPaCSPro

Reports

FSCM

Transactions  Process 


PO Entry Transaction Enquiry


Consolidated Upload
Initiate | Review List | Pending Authorization List

Credit/Debit Note Acceptance

iPaCSPro » FSCM » Transactions » Consolidated Upload » Initiate ^


1.1 Consolidated Upload Details

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

Supporting Documents 

Cancel

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

Credit/Debit Note Acceptance
Initiate | Review List | Pending Authorization List | Rejected List

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

Credit/Debit Note Acceptance Details

Search By

Sponsor Code

Seller/Buyer Code

Add Another Parameter

iPaCSPPro » 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				

➔ Reports:

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

iPaCSPPro

Reports >

FSCM

- Audit Trail Report
- Generic Reports
- Master Report

➔ Transaction enquiry:

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

For dealer:

iPaCSPPro

Reports

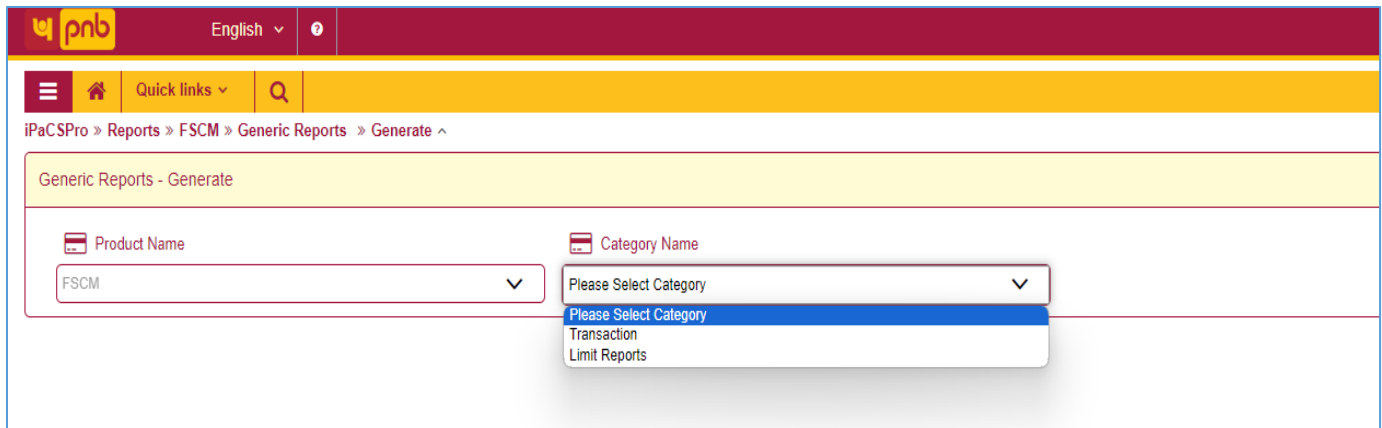
FSCM >

Transactions

Process

- PO Entry
- Consolidated Upload
- Credit/Debit Note Acceptance

Transaction Enquiry Initiate



➔ **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

