

## WORKFLOW TEMPLATE FOR DEALER



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

iPaCSPro

Reports

FSCM

Transactions *Q*

Process *R*

PO Entry

Transaction Enquiry

Consolidated Upload

Invoice acceptance

Credit/Debit Note Acceptance

Select Login

*Seller*

**Buyer**

Login As :

Sponsor  Non Sponsor

Link Sponsor\*

English - Language

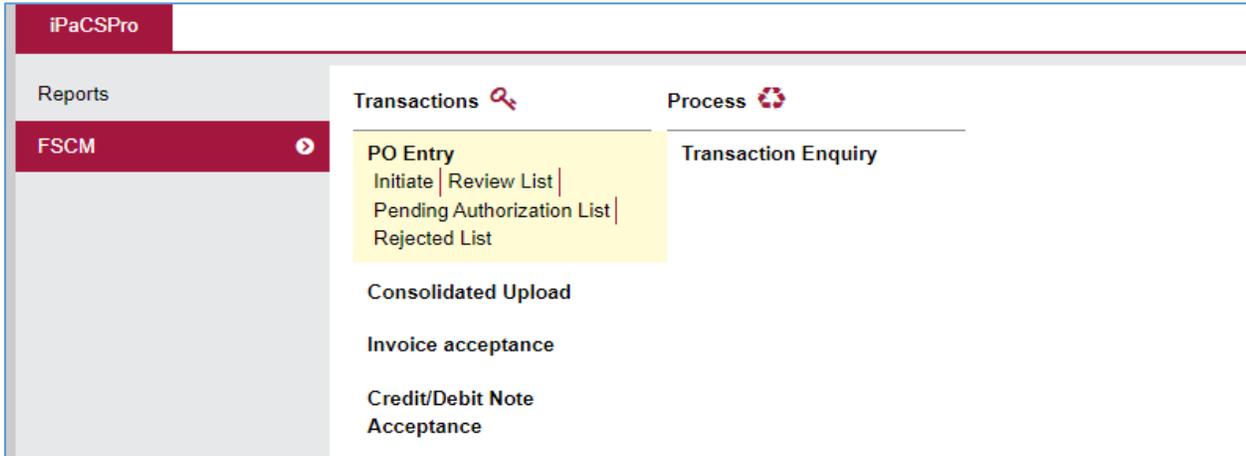
Exit Proceed

## 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

Buttons at the bottom: Cancel, Verify Details

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

The screenshot shows the '1.1 PO Details' form in the iPaCSPro system. The form includes the following fields:

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

Buttons at the bottom include 'Cancel' and 'Verify Details'.

**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' table with the following data:

| 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   | ✓ ✕ ⋮  |

Navigation controls include 'Refresh', '1 of 1', and 'Authorize All' / 'Reject All' buttons.

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

**For Dealer:**

The screenshot shows the iPaCSPro navigation menu with the following structure:

- iPaCSPro**
  - Reports
    - FSCM**
      - Transactions
        - PO Entry
          - Consolidated Upload**
            - Initiate
            - Review List
            - Pending Authorization List
          - Invoice acceptance
          - Credit/Debit Note
          - Acceptance

- Process
- Transaction Enquiry

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

Transaction Enquiry

Consolidated Upload

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

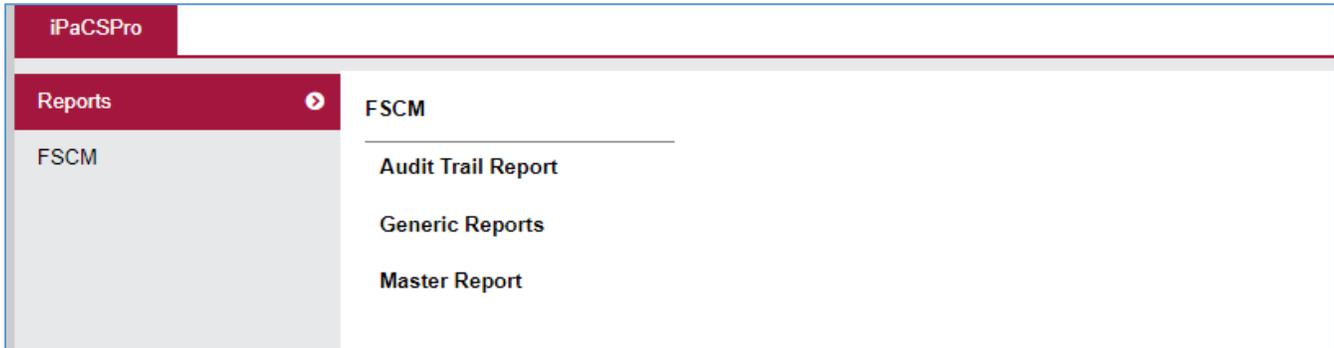
| <input type="checkbox"/>            | Sponsor Name | Seller/Buyer Name | Total Invoices | Batch Number | Total Invoice Amount | Action   |
|-------------------------------------|--------------|-------------------|----------------|--------------|----------------------|--|
| <input checked="" type="checkbox"/> |              |                   |                | 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:

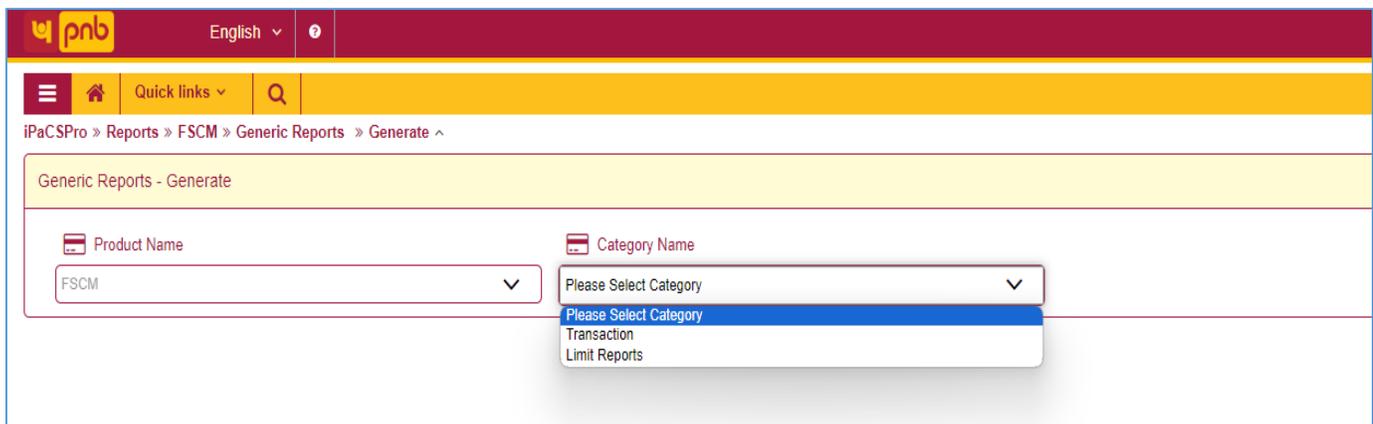
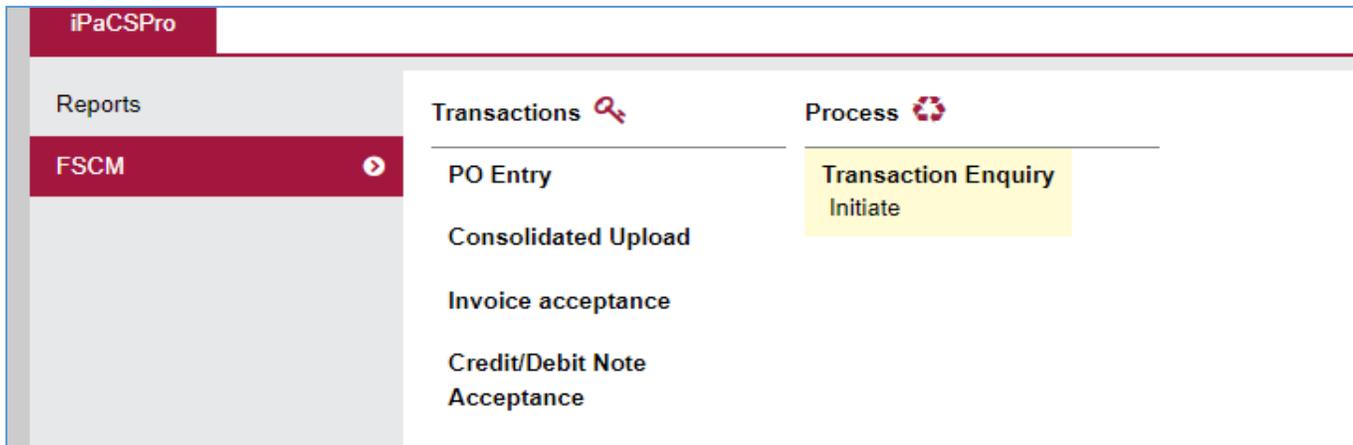
List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.



## ➔ 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

