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1. Vendor Portal Log Screen.

User to Provide the User name and Password in the provided fields and click on the Login button to enter the application.
2. **Forgot Password Option.**

User shall have to click to Forgot Password Button for the application to take him to the Forgot Password Screen.

User shall have to select the role from the User Role Drop Down and provide the UserName for the application to email the updated password to the user email id.
3. Vendor Portal Main Menu Bar

User shall have the below option in the mail menu bar.

- Home – Main section for invoice section and query section.
- Preference – Provides the application information on the login user.
- Change Password – Used to change the password.

3.1 Change Password Screen

User to provide the Current Password, New Password and the Confirm Password in the respective fields and click on the Change Password button to change the password in the application.
4. Invoice Status Summary Section.

Invoice status Summary provides an option to the user to filter the invoice search on the invoice status.

The filters provided on the Invoice status summary section are.

- Company/Country of Receipt drop down – The Company for which the invoice is submitted.
- Status drop down – The invoice status.
5. Invoice Section

The invoice section is provided to the user for the purpose of invoice search and invoice submission. The sub section provided under the invoice section is as follows:

- Invoice Summary – for invoice search.
- Submit Single Invoice – for Invoice submission.
- Submit Multiple Invoices – for submitting multiple invoices.
The user can search the submitted invoices in the section, the filters provided for the search are as follows.

- Company/Country of Receipt drop down – The Company for which the invoice is submitted.
- Invoice Status drop down – The invoice status.
- Unique Reference Number – Vendor Portal Unique Reference number.
- Invoice Number
- Invoice Transaction – used for different vendor categories.
- Submission date or Invoice date – From and to date range search.

- Clicking on the Search button will bring up the invoice details in the Invoice Summary section.
- Clicking on Reset button will empty the details provided in the previous search.
Submit Single Invoice

User can submit invoices using this section, the fields provided for the entry in this section are as follows.

- Invoice Number – Vendor invoice number provided in the invoice.
- Invoice Date – Vendor invoice date provided in the invoice.
- Invoice Amount – Amount provided on the invoice.
- Purchase order Number - Order number provided on the invoice if available.
- Currency – Currency billed on the invoice.
- Company/Country of Receipt Drop down – Bill to Company.
- Company Code – Bill to Company Code, auto populated field.
- Emp ID/Request ID – Employee ID usually for PRM Vendors or Request ID or IConnect ID if available.
- Candidate Name – Name of the user of the service if available.
- Service Month – Month which the service was acquired if available.
- DOJ/Service Date – Date of Joining or Service date when the service was acquired if available.
- Mail Recipients – to provide further email ids for notification.

- Upload Invoice – Document upload section where the user can browse the document from the system and attach it accordingly.
- Supporting Documents – Supporting document upload section where the user can browse the document from the system and attach it if available.
  
  Supporting type – where the user can define/name the supporting attached in the application.
Submit Multiple Invoices

This section provides an option to the user to upload and submit multiple invoices. User will have to provide basic invoice in the Submit multiple invoices screen to bring up the submission section. The fields to be updates are as follows.

- Purchase Order No – Order number provided on the invoice if available.
- Company/Country of Receipt – Company for which the invoice is billed.
- Currency – Invoice currency.
- Company Code – Billed company code of the Company.

Clicking on the Next button shall bring up the Submission section.
Invoice Submission Section

Step 1

Click on the “Select Multiple Invoices” to browse the multiple invoices in the system.

Step 2

Post to selection, cancel the invoice documents accordingly by clicking on \(\times\).
Step 3

Click on Upload Invoices Button to provide further details.

Step 4

Provide the following details in the invoice details section.

- Invoice Number – Vendor invoice number provided in the invoice.
- Invoice Date – Vendor invoice date provided in the invoice.
- Invoice Amount – Amount provided on the invoice.
- Emp ID/Request ID – Employee ID usually for PRM Vendors or Request ID or IConnect ID if available.
- Candidate Name – Name of the user of the service if available.
- Service Month – Month which the service was acquired if available.
- DOJ/Service Date – Date of Joining or Service date when the service was acquired if available.
Step 5.

Upload support documents.

Supporting Documents – Supporting document upload section where the user can browse the document from the system and attach it if available.

Supporting type – where the user can define/name the supporting attached in the application.

Step 6.

Click on the next button to submit the invoices or Cancel button the cancel the transaction.
6. Query Section.

User can raise queries on submitted invoices in the application using the query section. The sub sections provided are as follows.

**Query Summary** – to search history Queries submitted in the application and respond to queries.

**Submit Query** – to raise new queries in the system.
The user can search and respond to queries in this section of the application. The filters provided in this section are as follows.

- **Company/Country of Receipt** – Company for which the invoice is billed.
- **Unique Reference Number** – Vendor Portal - unique reference number.
- **Priority**
- **From Date** – Query Raised date
- **Message Type** – Query Raised or Query Received.

The user can view the response by clicking on 📡 against the particular query and respond by clicking on 🗣️(9) against the particular query.
Submit Query

Submit Query Section provides an option to raise new queries on a particular invoices submitted in the Vendor Portal Application. The fields to be filled by the user in this section are as follows.

- **Unique Reference No** – Vendor Portal Unique Reference Number.
- **Mail Recipients** – Email ids of the recipients to be additionally notified if available.
- **Subject** – Subject of the Query.
- **Description** – Details of the query.
- **Document** – In case any additional document is to be browsed and attached from the system.
- **Priority** -
  - Clicking on the submit shall submit the query in the application.
  - Clicking on the reset shall refresh the form for new query.