



User Manual

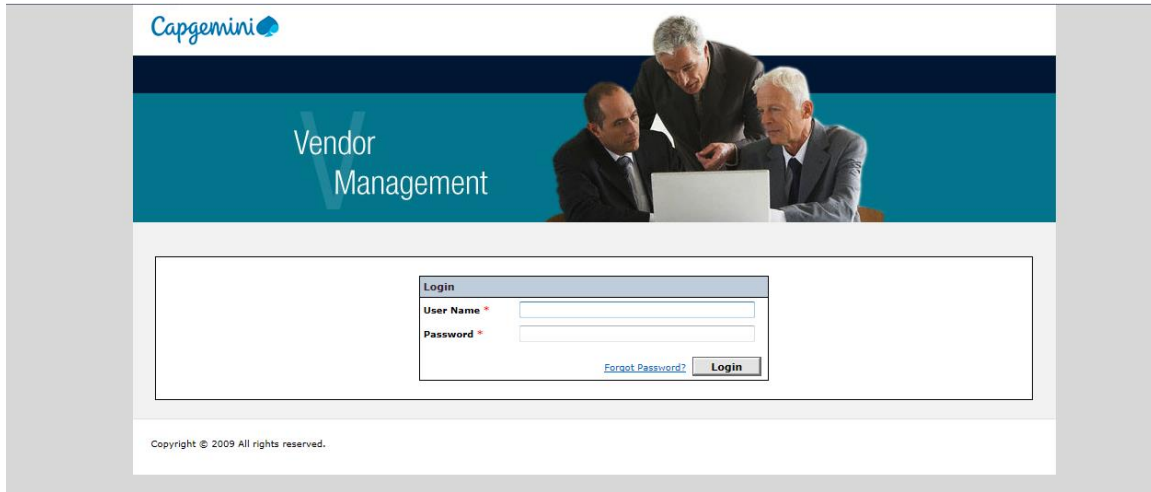


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Vendor Portal Application Help Guide

1. Vendor Portal Log Screen.



The screenshot displays the Vendor Management login interface. At the top left is the Capgemini logo. The header features a blue banner with the text "Vendor Management" and a background image of three business professionals. Below the banner is a white login box containing a "Login" form. The form has two input fields: "User Name" and "Password", both marked with a red asterisk. Below the password field is a blue link for "Forgot Password?" and a "Login" button. At the bottom of the page, a small copyright notice reads "Copyright © 2009 All rights reserved."

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.

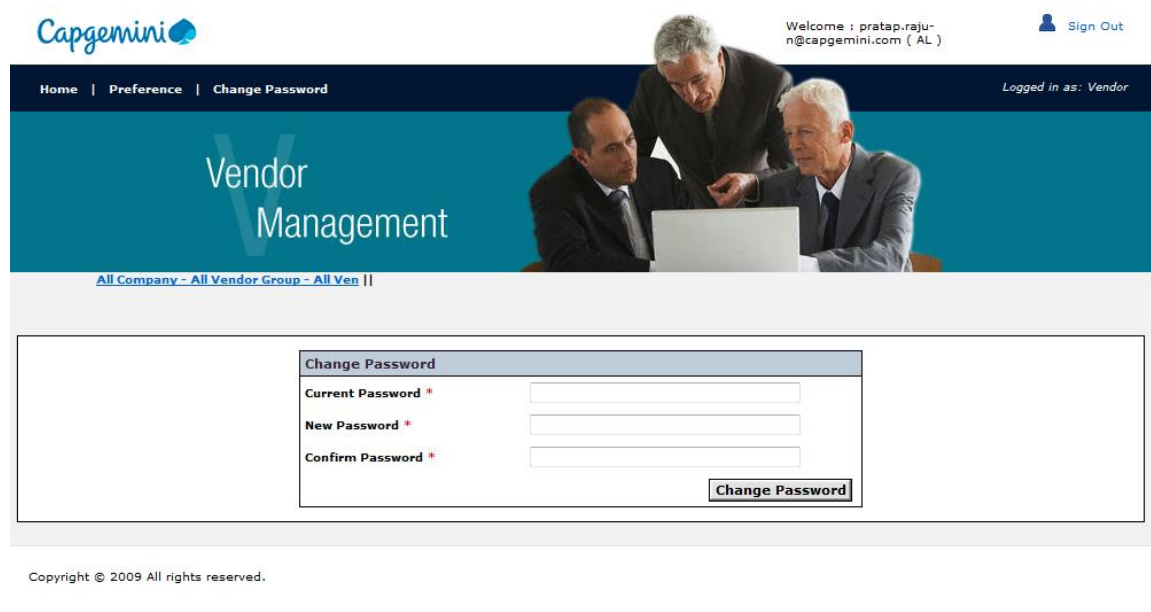
3. Vendor Portal Main Menu Bar



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.

Invoice Status Summary				
Company/ Country of Receipt	CGFS	NEW Invoices: 0	IMPORTED Invoices: 0	OTHER Status : 1 Total Invoices: 1

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

CONSULTING TECHNOLOGY OUTSOURCING

Home | Preference | Change Password

Logged in as: Vendor

Vendor Management

[All Company - All Vendor Group - All Ven ||](#)

Invoice Status Summary

Company / Country of Receipt: **CGFS**
NEW Invoices: 0
IMPORTED Invoices: 0
OTHER Status: 1
Total Invoices: 1

Invoices
Queries

Invoice Summary
Submit Single Invoice
Submit Multiple Invoices

Search Criteria

Company / Country of Receipt: **CGFS**
Invoice Status: **ALL Status**

Unique Reference Number:

Submission Date From: **17/02/2012** To: **24/02/2012**

Invoice Number:

Invoice Transaction: **ALL**

Search
Reset

No. of Invoices : 1
Excel

Invoice Number	Unique Reference Number	Invoice Date	Company / Country of Receipt	Status	Invoice Transaction	Submission Date	Emp Id / RequestId	Candidate Name	Service Month	DOJ / ServiceDate	Queries
INV173945	FSAP1200000005	01-Feb-2012	CGFS	PENDING PROCESSING	LOCAL	24-Feb-2012					

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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.

Invoice Summary

CONSULTING TECHNOLOGY OUTSOURCING

Home | Preference | Change Password

Logged in as: Vendor

Vendor Management

[All Company - All Vendor Group - All Ven ||](#)

Invoice Status Summary

Company / Country of Receipt: CGFS
NEW Invoices: 0
IMPORTED Invoices: 0
OTHER Status: 1
Total Invoices: 1

Invoices
Queries

Invoice Summary
Submit Single Invoice
Submit Multiple Invoices

Search Criteria

Company / Country of Receipt: CGFS
Invoice Status: ALL Status
Unique Reference Number:
Invoice Number:
Submission Date From: 17/02/2012 To: 24/02/2012
Invoice Transaction: ALL

Search
Reset

No. of Invoices : 1

Invoice Number	Unique Reference Number	Invoice Date	Company / Country of Receipt	Status	Invoice Transaction	Submission Date	Emp Id / RequestId	Candidate Name	Service Month	DOJ / ServiceDate	Queries
INV173945	FSAP1200000005	01-Feb-2012	CGFS	PENDING PROCESSING	LOCAL	24-Feb-2012					

Excel

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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

CONSULTING, TECHNOLOGY, OUTSOURCING

Home | Preference | Change Password

Logged in as: Vendor

Vendor Management

All Vendor Group - All Ven ||

Invoice Status Summary

Company / Country of Receipt	CGPS	NEW Invoices: 0	IMPORTED Invoices: 0	OTHER Status	1	Total Invoices: 1
------------------------------	------	-----------------	----------------------	--------------	---	-------------------

Invoices | Queries

Invoice Summary | **Submit Single Invoice** | Submit Multiple Invoices

Invoice Details

* Fields are Mandatory

Invoice Number *	<input type="text"/>	Mail recipients	<input type="text"/>
Invoice Date *	<input type="text"/>	please separate email addresses by semicolon (;)	
Invoice Amount *	<input type="text"/>	Upload Invoice	
Purchase Order No.	<input type="text"/>	Invoice *	<input type="text"/> <input type="button" value="Browse"/>
Currency	Select Currency	Supporting Documents	
Company / Country of Receipt *	CGPS	Supporting Type	Upload Files
Company Code	PS	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>
EmpId / RequestId	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>
Candidate Name	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>
Service Month	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>
DOI / Service Date	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>

Submit Reset

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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.



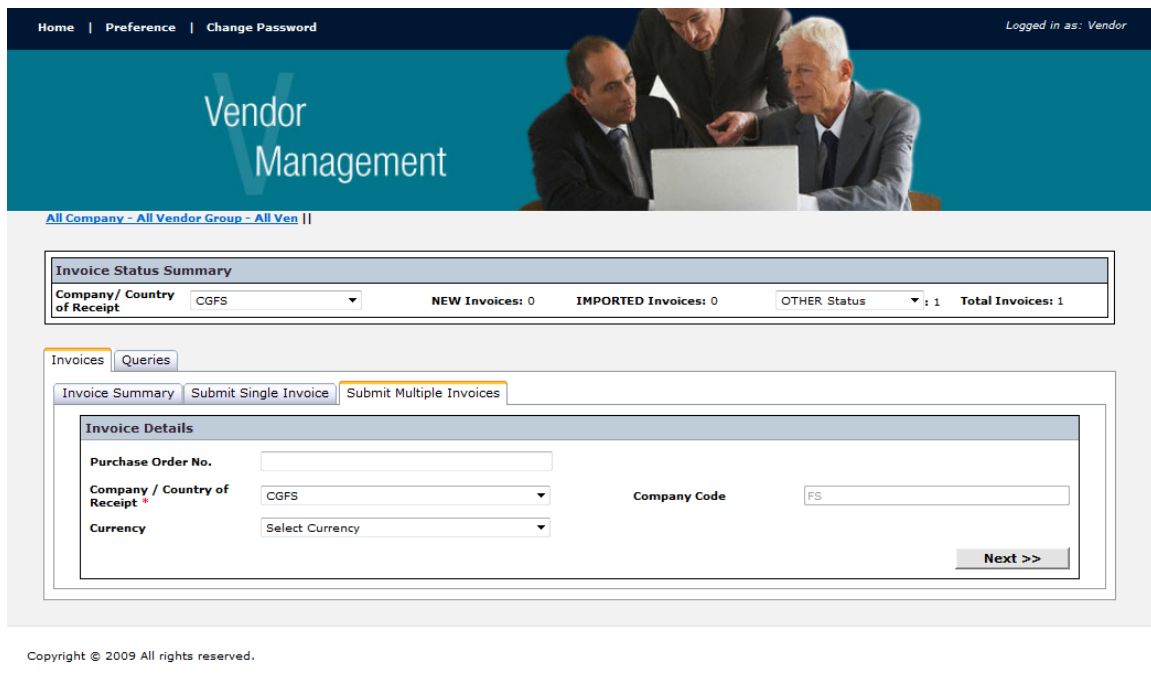
- Service Month – Month which the service was acquired if available.
 - DOJ/Service Date – Date of Joining or Service date when the service was acquired if available.
 - Mail Recipients – to provide further email ids for notification.
-
- Upload Invoice – Document upload section where the user can browse 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.



The screenshot displays the Vendor Management web application interface. At the top, there is a navigation bar with links for Home, Preference, and Change Password, and a user status indicator 'Logged in as: Vendor'. Below this is a header section with the text 'Vendor Management' and a background image of three business men. A breadcrumb trail reads 'All Company - All Vendor Group - All Ven ||'. The main content area is divided into two sections: 'Invoice Status Summary' and 'Invoice Details'. The 'Invoice Status Summary' section shows a dropdown for 'Company/ Country of Receipt' set to 'CGFS', with counts for 'NEW Invoices: 0', 'IMPORTED Invoices: 0', 'OTHER Status: 1', and 'Total Invoices: 1'. The 'Invoice Details' section has tabs for 'Invoices' and 'Queries', with sub-tabs for 'Invoice Summary', 'Submit Single Invoice', and 'Submit Multiple Invoices'. The 'Submit Multiple Invoices' sub-tab is active, showing fields for 'Purchase Order No.', 'Company / Country of Receipt' (set to 'CGFS'), 'Currency' (set to 'Select Currency'), and 'Company Code' (set to 'FS'). A 'Next >>' button is located at the bottom right of the form.

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Invoice Submission Section

Step 1

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

Invoices | Queries

Invoice Summary | Submit Single Invoice | **Submit Multiple Invoices**

Invoice Details

☒ Take File Name as Invoice Number


CompanyCode : FS

[Select Multiple Invoices](#)

File	Invoice Number	Invoice Date	Invoice Amount	Emp Id / Request Id	CandidateName	ServiceMonth	DOJ / Service Date	Supporting Documents
Please Select Invoices To Submit								

<< Previous | Submit | Cancel

Step 2

Post to selection, cancel the invoice documents accordingly by clicking on .

Invoices | Queries


Invoice Summary | Submit Single Invoice | **Submit Multiple Invoices**


Invoice Details

☒ Take File Name as Invoice Number

CompanyCode : FS

[Select Multiple Invoices](#)

ANInv-22141.pdf (4.72KB) 

ANInv-22142.pdf (4.77KB) 

[Upload Invoices](#)

File	Invoice Number	Invoice Date	Invoice Amount	Emp Id / Request Id	CandidateName	ServiceMonth	DOJ / Service Date	Supporting Documents
Please Select Invoices To Submit								

<< Previous | Submit | Cancel

Step 3

Click on Upload Invoices Button to provide further details.

Invoices | Queries


Invoice Summary | Submit Single Invoice | Submit Multiple Invoices


Invoice Details

☒ Take File Name as Invoice Number

CompanyCode : FS

[Select Multiple Invoices](#)

ANInv-22141.pdf (4.72KB) 

ANInv-22142.pdf (4.77KB) 

[Upload Invoices](#)

File	Invoice Number	Invoice Date	Invoice Amount	Emp Id / Request Id	CandidateName	ServiceMonth	DOJ / Service Date	Supporting Documents
Please Select Invoices To Submit								

<< Previous Submit Cancel

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.

Invoices | Queries









Invoice Summary | Submit Single Invoice | Submit Multiple Invoices

Invoice Details

☒ Take File Name as Invoice Number

CompanyCode : FS

[Select Multiple Invoices](#)

File	Invoice Number	Invoice Date	Invoice Amount	Emp Id / Request Id	CandidateName	ServiceMonth	DOJ / Service Date
 ANInv-22141.pdf							
 ANInv-22142.pdf							

<< Previous Submit Cancel



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.

Invoices Queries

Invoice Summary Submit Single Invoice Submit Multiple Invoices

Invoice Details

☒ Take File Name as Invoice Number

CompanyCode : FS

[Select Multiple Invoices](#)

ce Date	Invoice Amount	Emp Id / Request Id	CandidateName	ServiceMonth	DOJ / Service Date	Supporting Documents
						Attach Files Supporting Type ? Files ANInv-22139.pdf X
						Attach Files No Supporting Documents

<< Previous Submit Cancel

Step 6.

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

6. Query Section.

CONSULTING TECHNOLOGY OUTSOURCING

Home | Preference | Change Password

Logged in as: Vendor

Vendor Management

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Invoice Status Summary

Company / Country of Receipt	CGFS	NEW Invoices: 0	IMPORTED Invoices: 0	OTHER Status	1	Total Invoices: 1
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Invoices | **Queries**

Query Summary | **Submit Query**

Search Criteria

Company / Country of Receipt	CGFS	From Date	17/02/2012	To	24/02/2012
Unique Reference Number		Messages	<input checked="" type="radio"/> Received <input type="radio"/> Sent		

Search **Reset**

Message From	Subject	Unique Reference Number	Priority	Date	View/Response
No Results					

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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.

Query Summary

CONSULTING TECHNOLOGY OUTSOURCING

Home | Preference | Change Password

Logged in as: Vendor

Vendor Management

[All Company - All Vendor Group - All Ven](#)

Invoice Status Summary

Company / Country of Receipt: CGFS
NEW Invoices: 0
IMPORTED Invoices: 0
OTHER Status: 1
Total Invoices: 1

Invoices
Queries

Query Summary
Submit Query


Search Criteria



Company / Country of Receipt: CGFS
Unique Reference Number:
From Date: 17/02/2012 To: 24/02/2012
Messages: Received Sent
Search Reset

Message To	Subject	Unique Reference Number	Priority	Date	View/Response
CGFS	Testing --(0)	FSAP1200000005		Today (21:25:16:980)	View/Response (0)

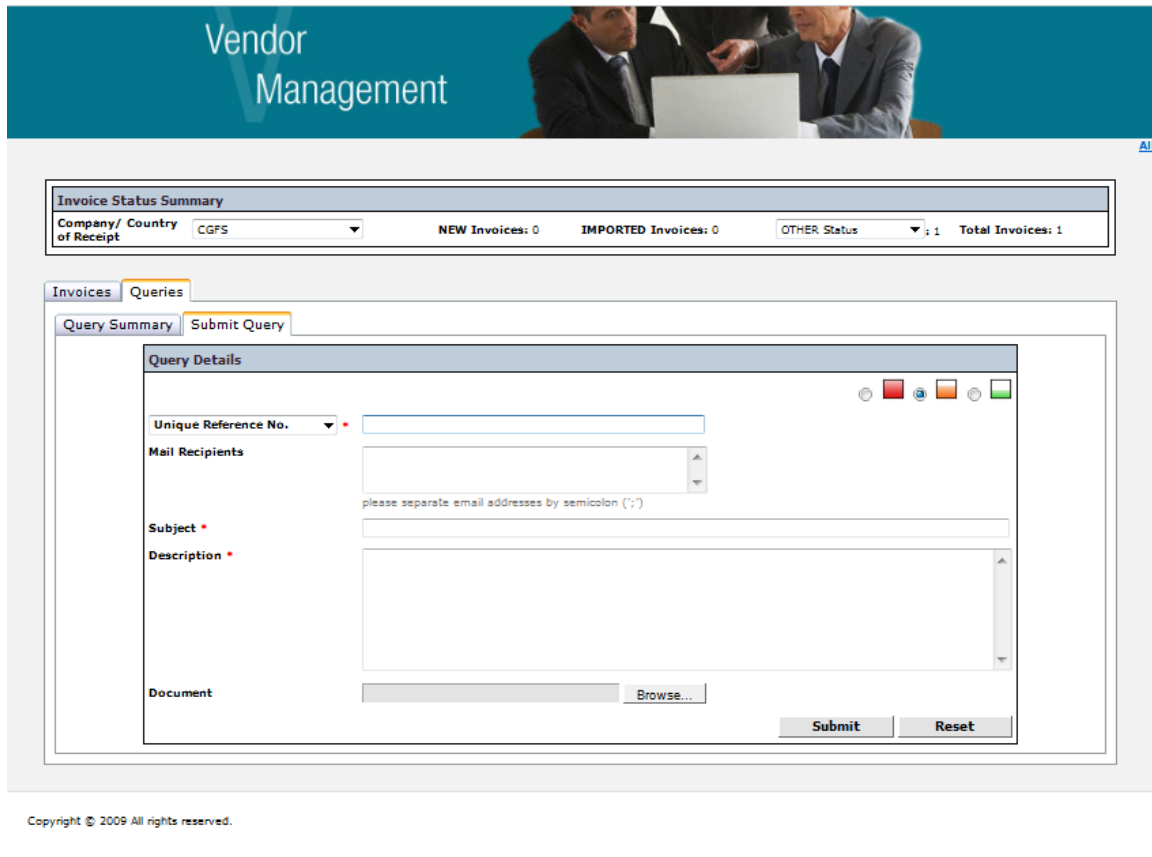
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The user can search and respond to queries in this section of the application. The filters provided in this section are as follows.

- 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  (0) against the particular query.

Submit Query



Vendor Management

Invoice Status Summary

Company/ Country of Receipt: CGFS NEW Invoices: 0 IMPORTED Invoices: 0 OTHER Status: 1 Total Invoices: 1

Queries

Submit Query

Query Details

Unique Reference No. *

Mail Recipients

please separate email addresses by semicolon (;)

Subject *

Description *


Document

Browse...

Submit Reset

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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.