

# **Prerequisites for Use**

Users should have familiarity with the following:

Windows and Internet browser

GUI based software applications

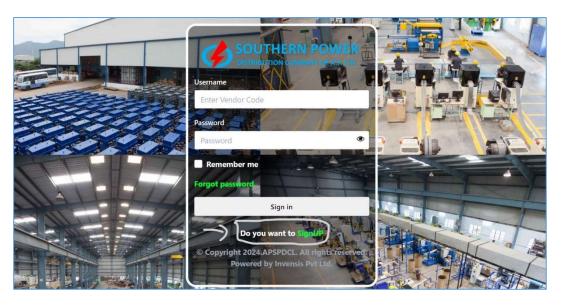
**Web Application Functionality** 

## **Login Page:**

Initially login page invokes while we run the application URL https://vendor.apspdcl.in/. Before going to start registration, valid user must Sign up with proper vendor code using Sign up page.

# **VENDOR WINDOW**

# Sign Up Page:



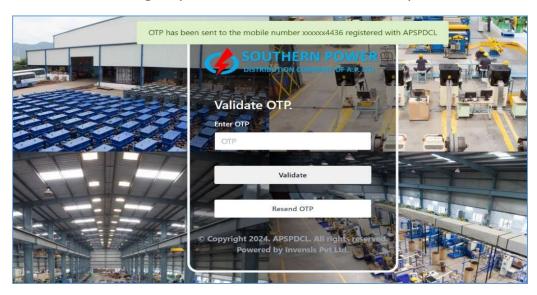
If user clicks on Sign Up then the below screen will open.



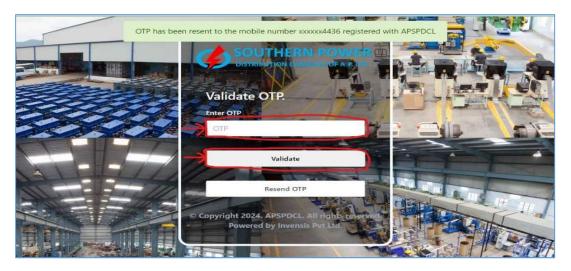
# Enter the user name and click on the Sign Up button



If user clicks on Sign Up then the below screen will open.



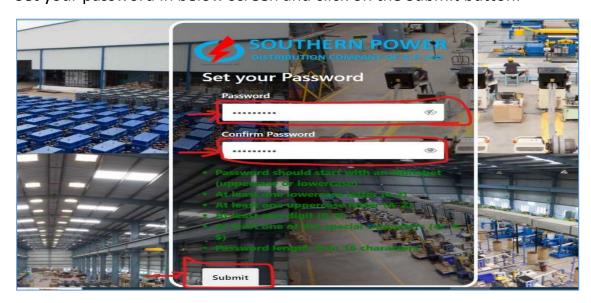
Please enter the valid OTP that you received on your mobile phone and click on the validate button.



If users click on the Validate button then the below screen will be open.



Set your password in below screen and click on the Submit button.



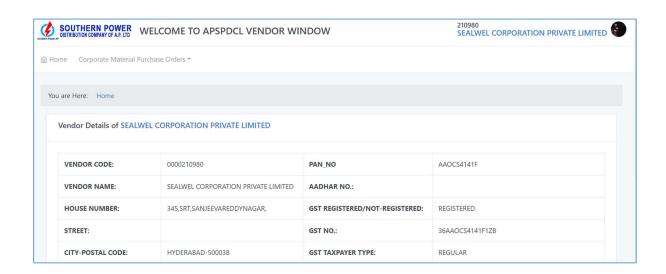
Sign in (VENDOR WINDOW):

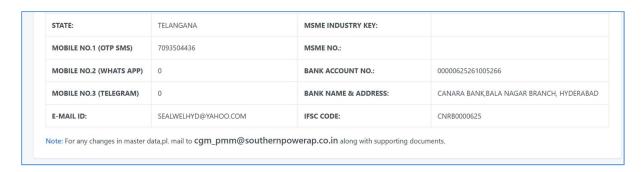
Login credentials alert:

If user give valid login credentials either it may be username or password or both then pages will open like below and it will go to dashboard with those valid Credentials.

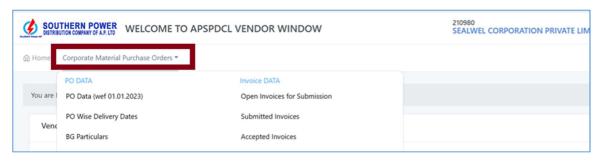
#### **DASHBOARD:**

If user gives proper login credentials and click the submit button, then it will navigate to Home page as like below.

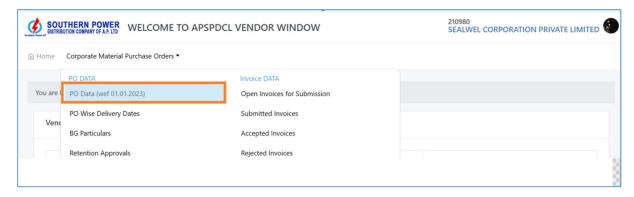




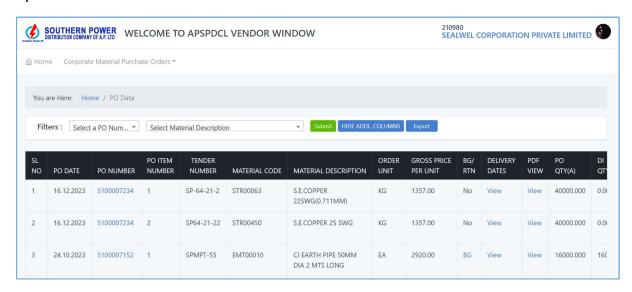
If user click on the Corporate Material Purchase order then the below submenu will be open.



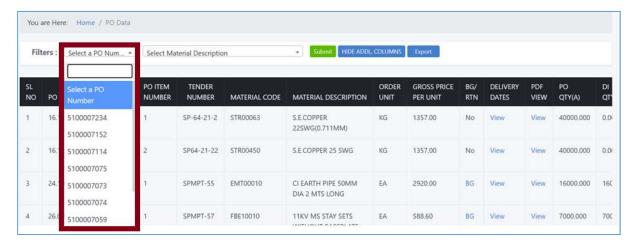
PO Data (wef 01.01.2023)



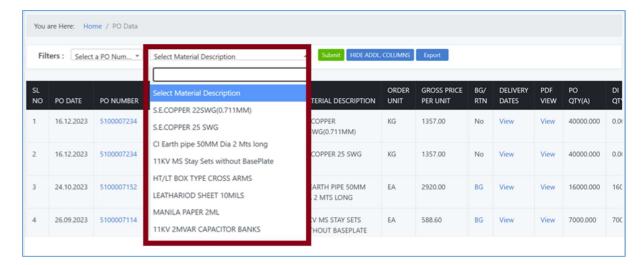
If user click on the PO Data (wef 01.01.2023) then the following screen will be open.



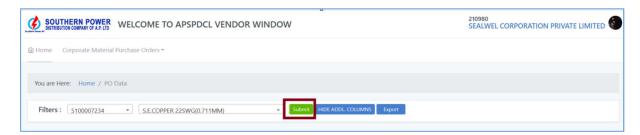
Select the existing PO data from the filter drop down list.



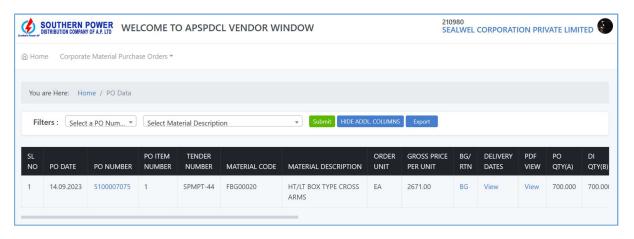
Select the existing material description data from the filter drop down list.

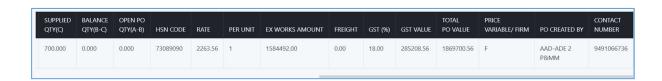


Click on the Submit button.

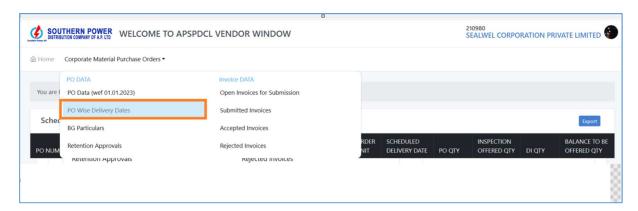


If user click on the submit button then the following screen will be open.

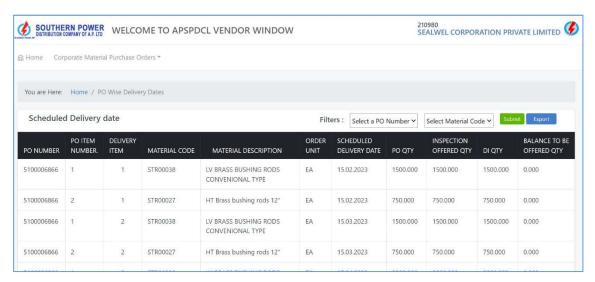




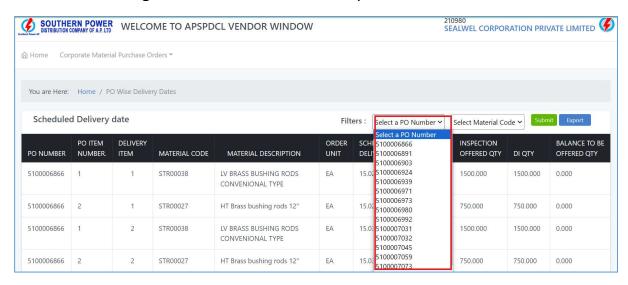
#### PO WISE DELIVERY DATE



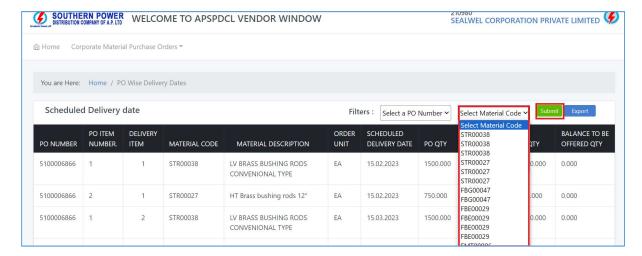
If user clicks on the PO Wise Delivery Date then the following screen will be open.



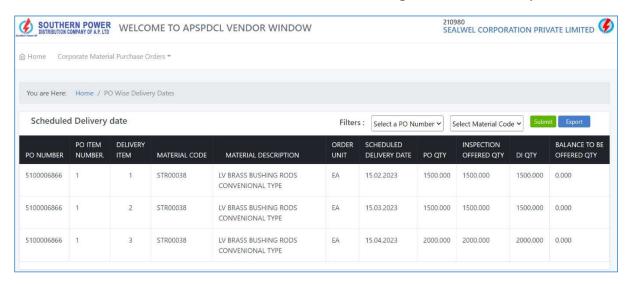
Select the existing PO data from the filter drop down list.



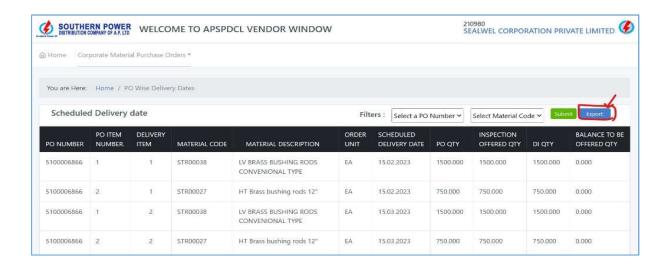
Select the Existing Material Code data from the filter drop down list.



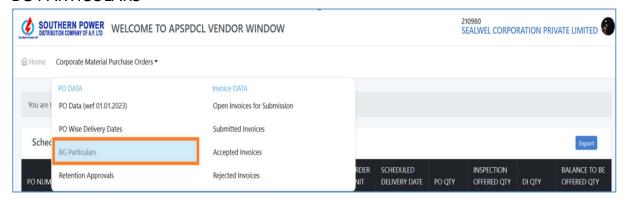
If user click on the submit button then the following screen will be open.



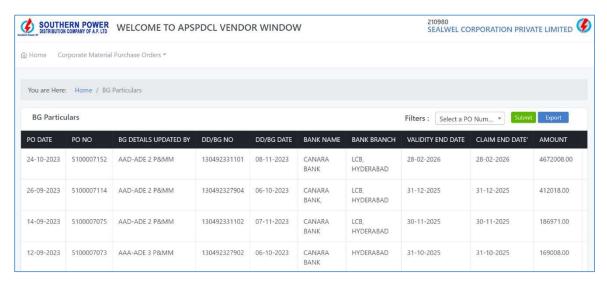
When you click the export button, the data will be exported.



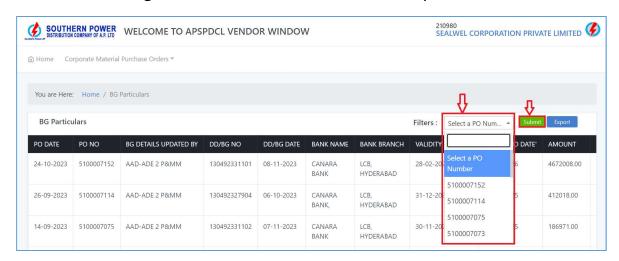
### **BG PARTICULARS**



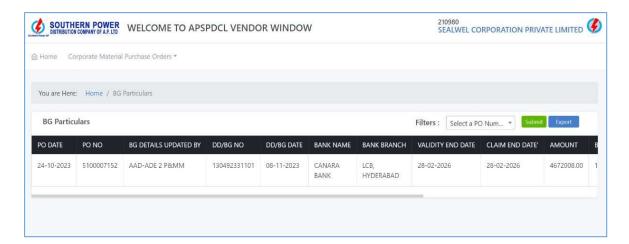
If user clicks on the BG particulars then the following screen will be open.



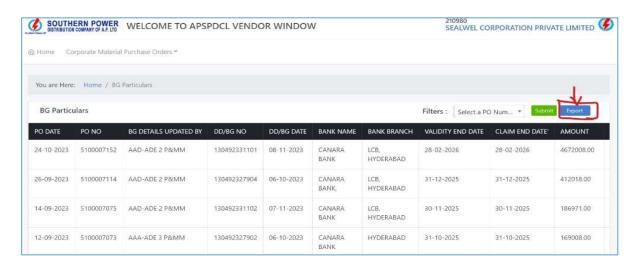
Select the Existing PO number data from the filter drop down list.



If user click on the submit button then the following screen will be open.



When you click the export button, the data will be exported.



#### **RETENTION APPROVALS**



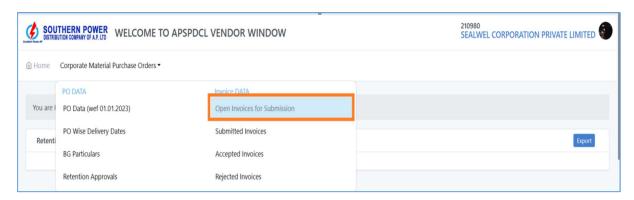
If user clicks on the Retention Approval then the following screen will be open.



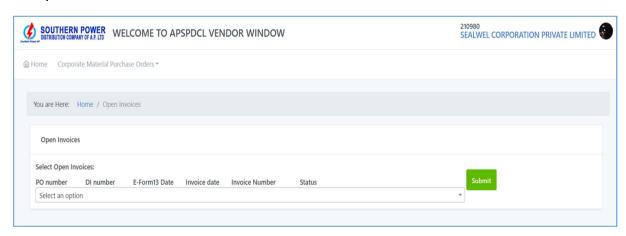
When you click the export button, the data will be exported.



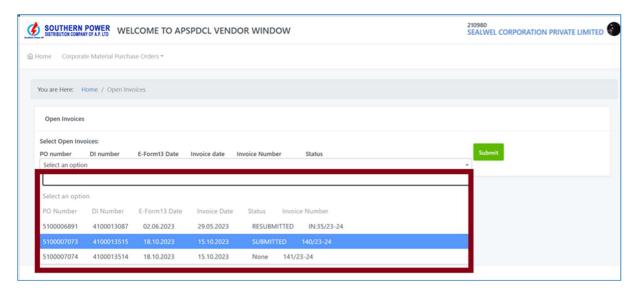
### **OPEN INVOICES FOR SUBMISSION**



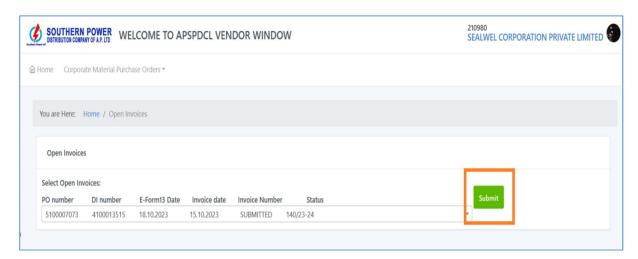
If user clicks on the Open Invoices for Submission then the following screen will be open.



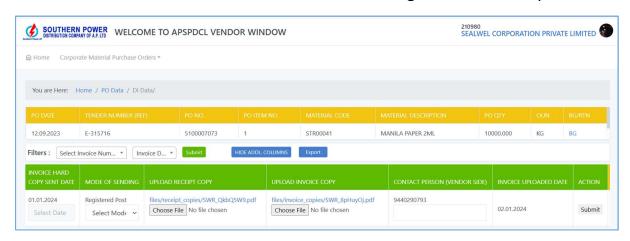
Select an option from the drop down list.



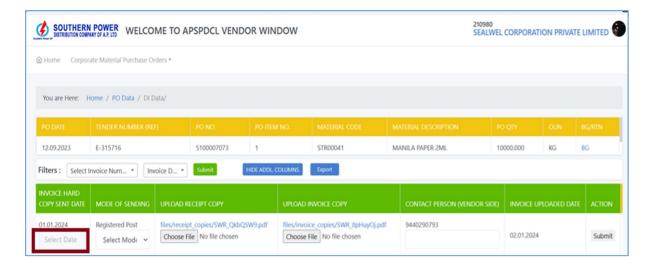
#### Click on the submit button



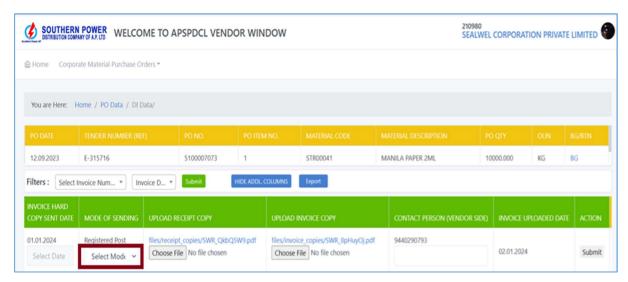
If user clicks on the submit button then the following screen will be open.



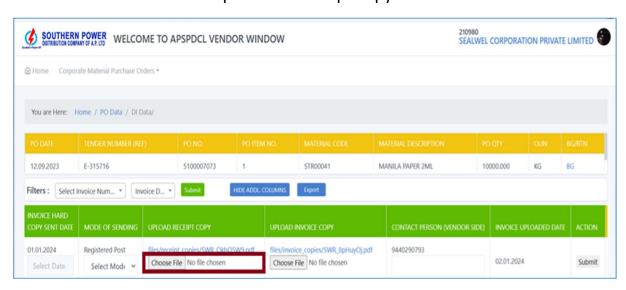
Choose a date from date picker of Invoice hand copy sent date.



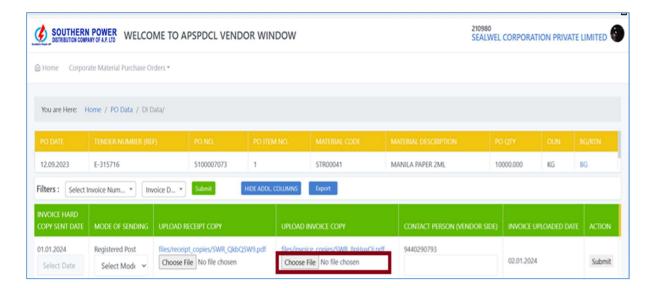
Select a mode of sending from the drop down list.



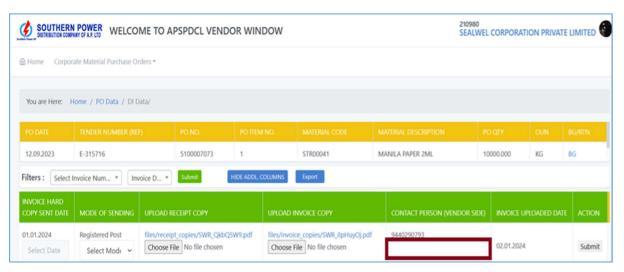
Click on the Choose file to upload the receipt copy.



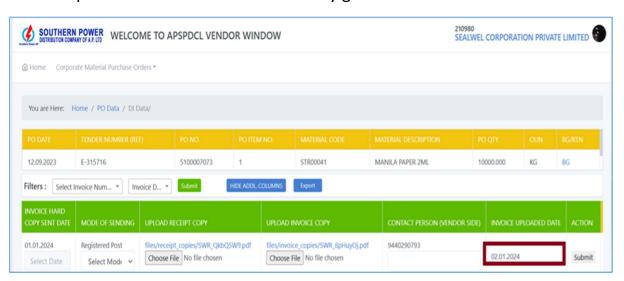
Click on the Choose file to upload the Invoice copy.



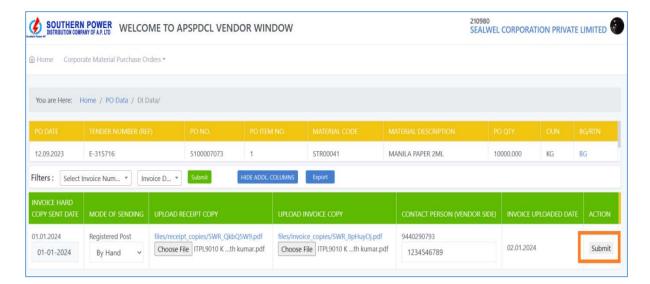
Enter the contact person vendor mobile number.



Invoice uploaded date will be automatically generated.



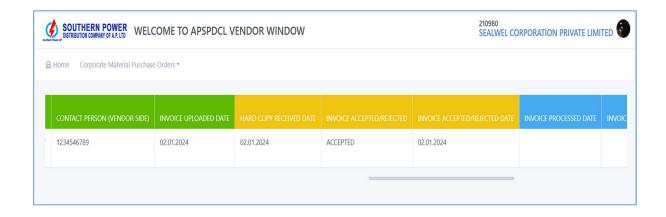
Click on the submit button.



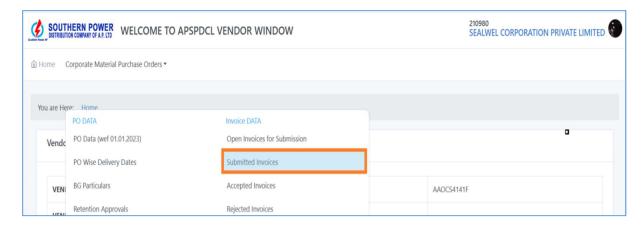
If user clicks on the submit button then the below screen will be open and click on OK button.



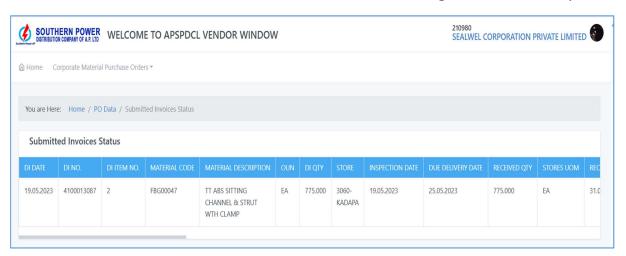
If user clicks on the OK button then the below screen will be open.



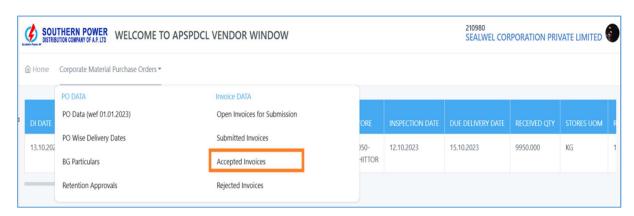
SUBMITTED INVOICES



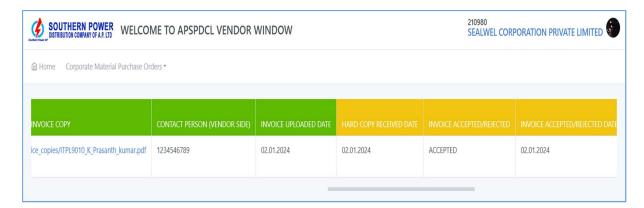
If user clicks on the Submitted invoices then the following screen will be open.



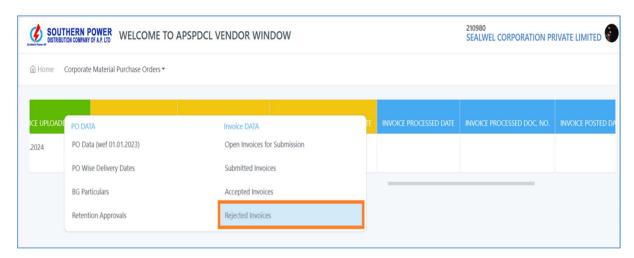
### **ACCEPTED INVOICES**



If user clicks on the Accepted invoices then the below screen will be open.



### **REJECTED INVOICES**



If user clicks on the Rejected invoices then the following screen will be open.

