

Vendor Portal User Manual

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Approved By

Mr. Sumit Shah

[Vendor Portal User Manual]

Purpose

This User Manual explains the steps for Login at Vendor Portal, how to resetting Password and how to upload Invoice at Vendor Portal

Scope

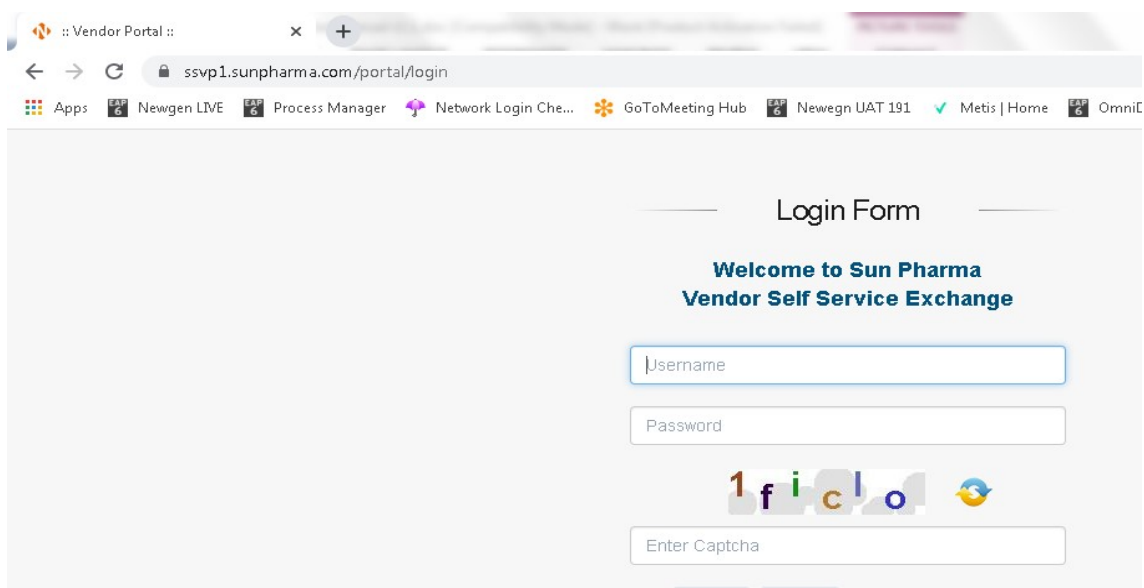
This document describes the user for below topics

1. How to download User Manual and where to Contact Us for any query to Portal
2. How to reset password with Forgot Password option
3. How to unlock user ID
4. How to Login
5. How to upload Invoice
6. How to track Invoice status and payment details
7. How to download report

Steps:

Vendor Portal will be accessible Using **Google Chrome or Internet Explorer** browser only with below shared URL

<https://ssvp1.sunpharma.com/portal/login>



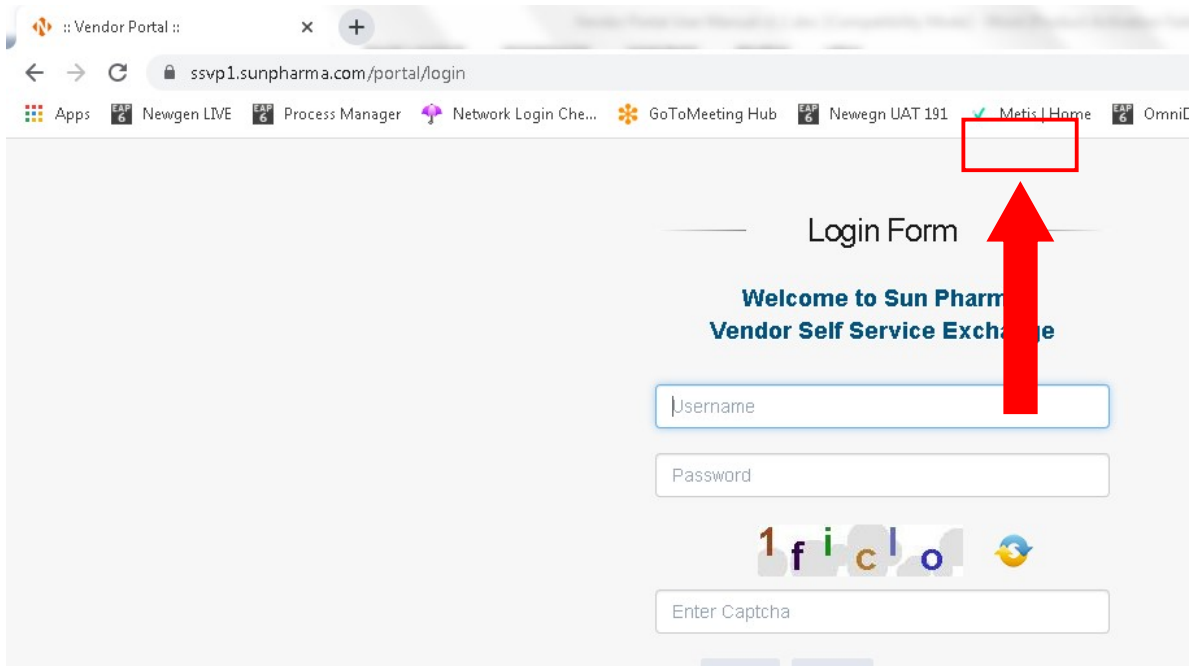
The screenshot shows a web browser window with the address bar displaying "ssvp1.sunpharma.com/portal/login". The browser's taskbar includes icons for "Apps", "Newgen LIVE", "Process Manager", "Network Login Che...", "GoToMeeting Hub", "Newegn UAT 191", "Metis | Home", and "OmniC". The main content area of the browser shows a "Login Form" with the following elements:

- Header: "Login Form"
- Sub-header: "Welcome to Sun Pharma Vendor Self Service Exchange"
- Input field: "Username"
- Input field: "Password"
- Captcha: "1 f i c l o" with a refresh icon
- Input field: "Enter Captcha"

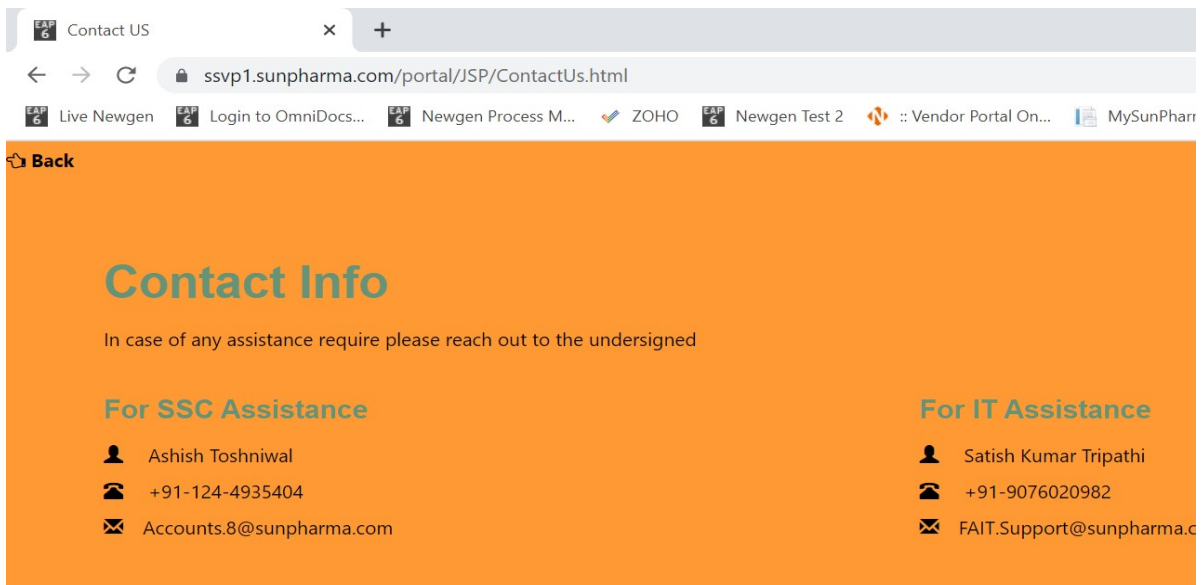
[Vendor Portal User Manual]

1. How to download User Manual and where to Contact Us for any query to Portal

You can download “User Manual” from Login page as highlighted in below print screen and we have also shared “Contact Us” details at Login page

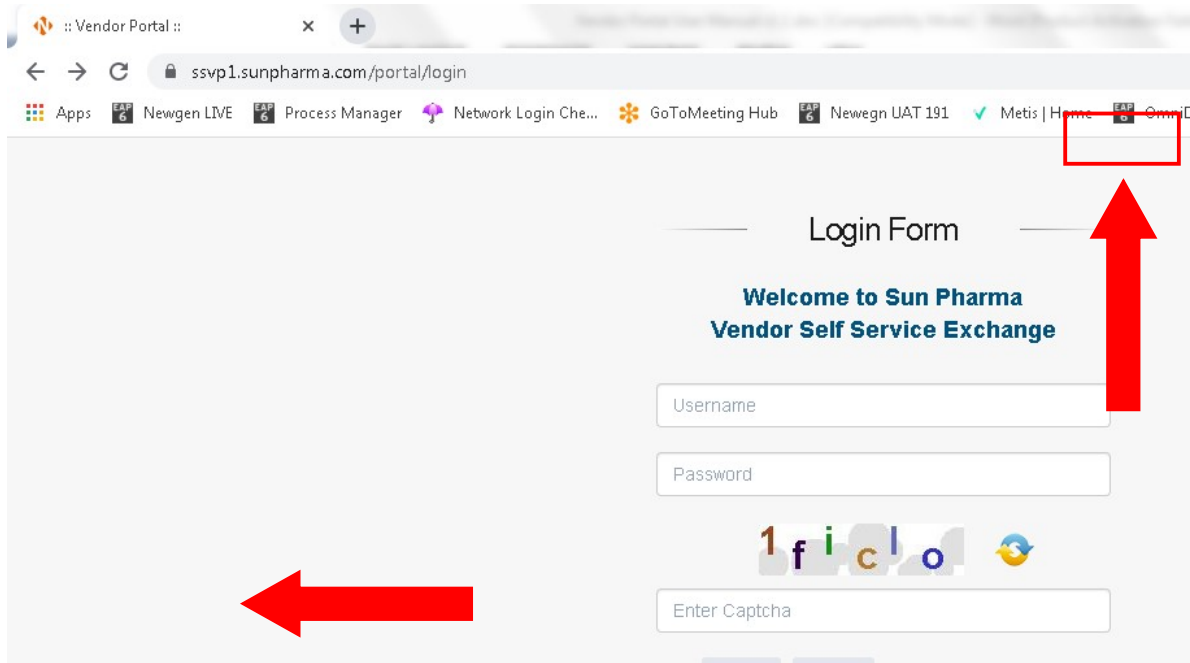


On click of Contact Us option details of SSC Assistance as well as IT Assistance will appear with Contact person name, contact number and email ID.



[Vendor Portal User Manual]

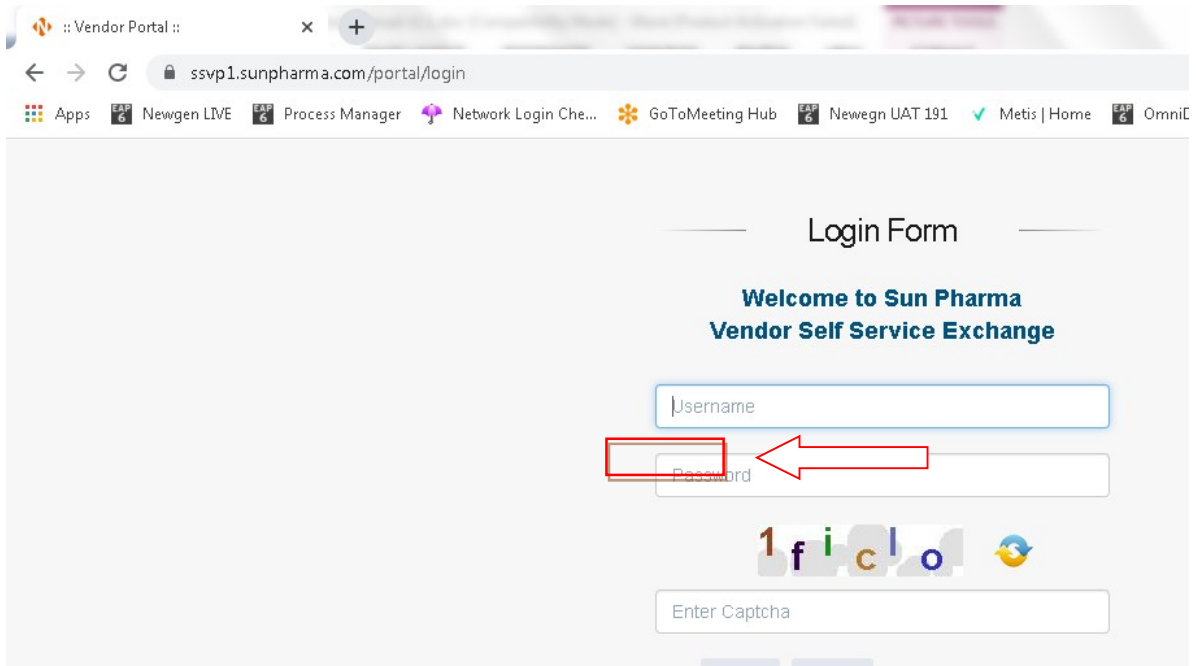
On click of User manual option User Manual get downloaded as shown in below print screen.



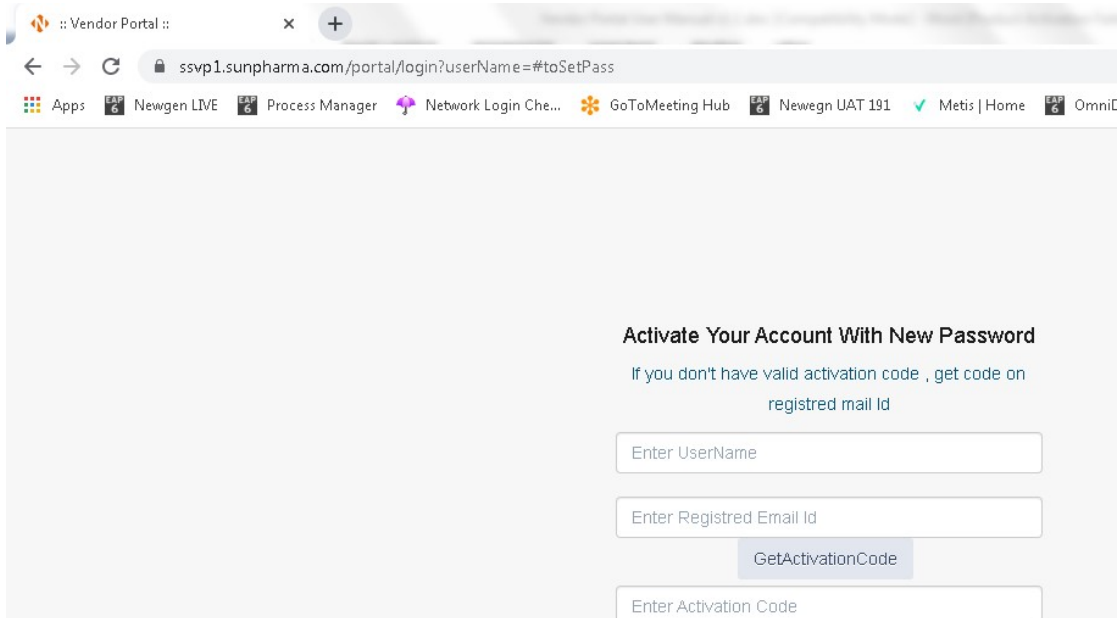
[Vendor Portal User Manual]

2. How to reset password with Forgot Password option

Click on “Forgot Password?” option at Login Page as show below print screen



On click below new page will appear

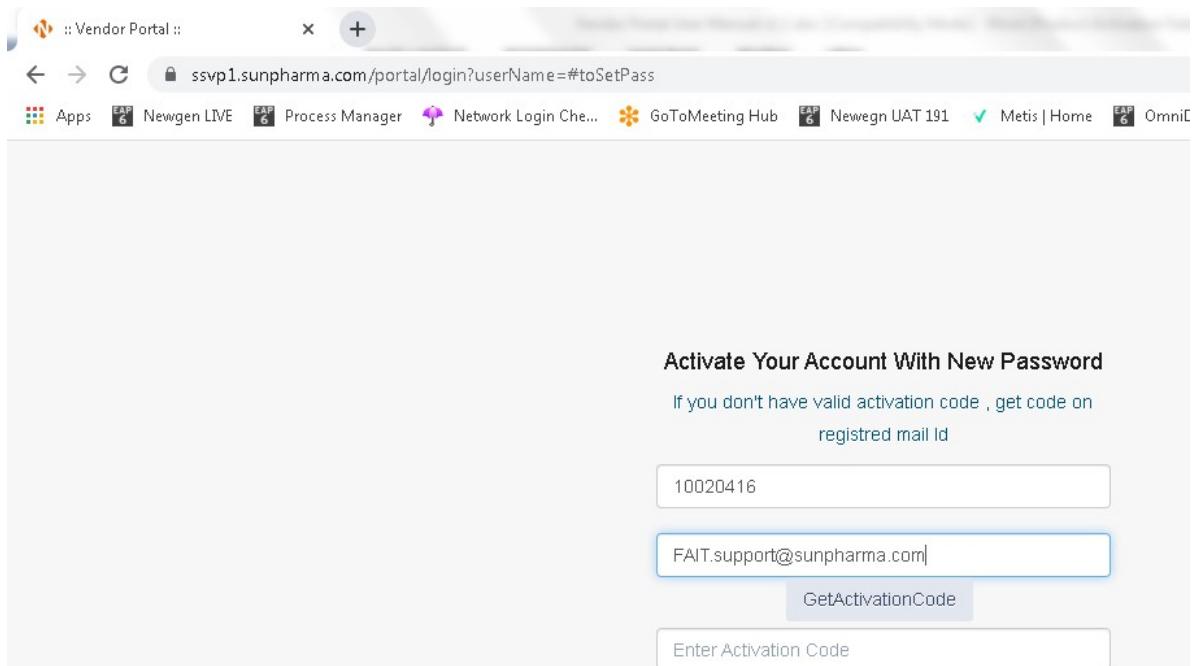


To reset password user has to enter correct Username and Registered Email ID which we have share with you after successful registration as per shared details from your side

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In case you don't have details you can send mail to IT Assistance i.e. FAIT.Support@sunpharma.com from Contact Us details at Login page

We have created Username as Vendor code mentioned on PO beside your company name. Username will be 8 digit Vendor code starting with 1 e.g. Vendor code at Sun Pharma PO mentioned as 0010001111 then your username will be 10001111 after removing initial 2 zeros. And Register Email ID will be that email ID shared from your side at time of user creation.



The screenshot shows a web browser window with the URL `ssvp1.sunpharma.com/portal/login?userName=#toSetPass`. The page title is "Vendor Portal". The browser's taskbar shows several open applications: Apps, Newgen LIVE, Process Manager, Network Login Che..., GoToMeeting Hub, Newegn UAT 191, Metis | Home, and OmniC.

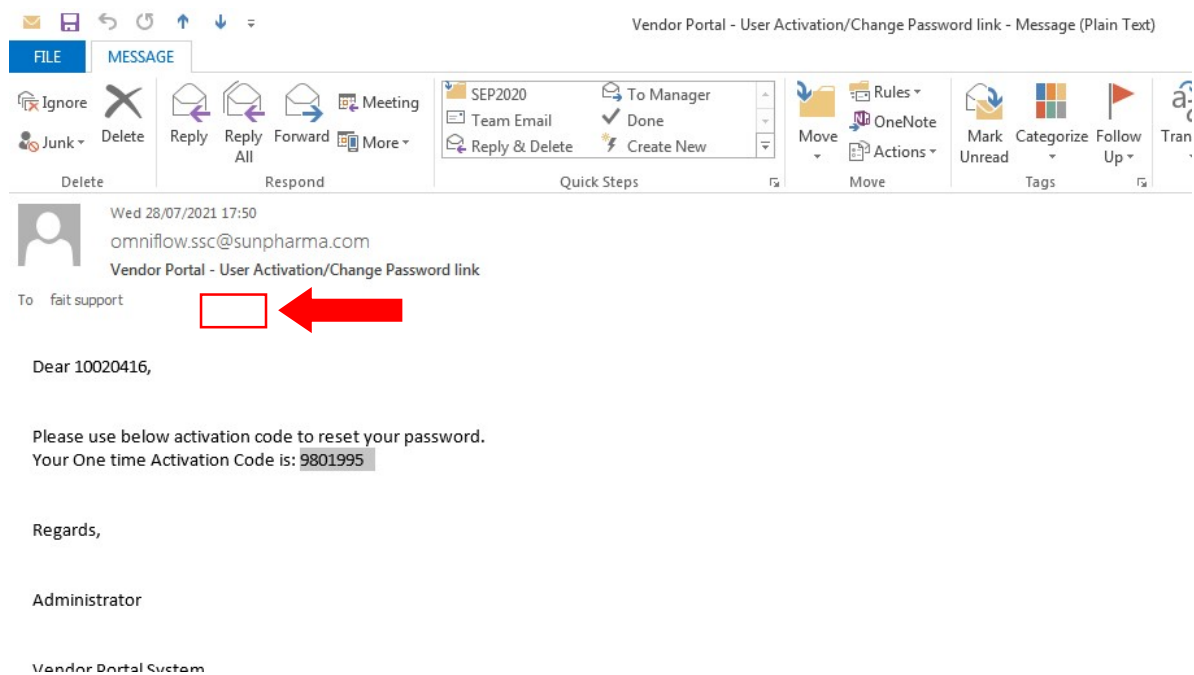
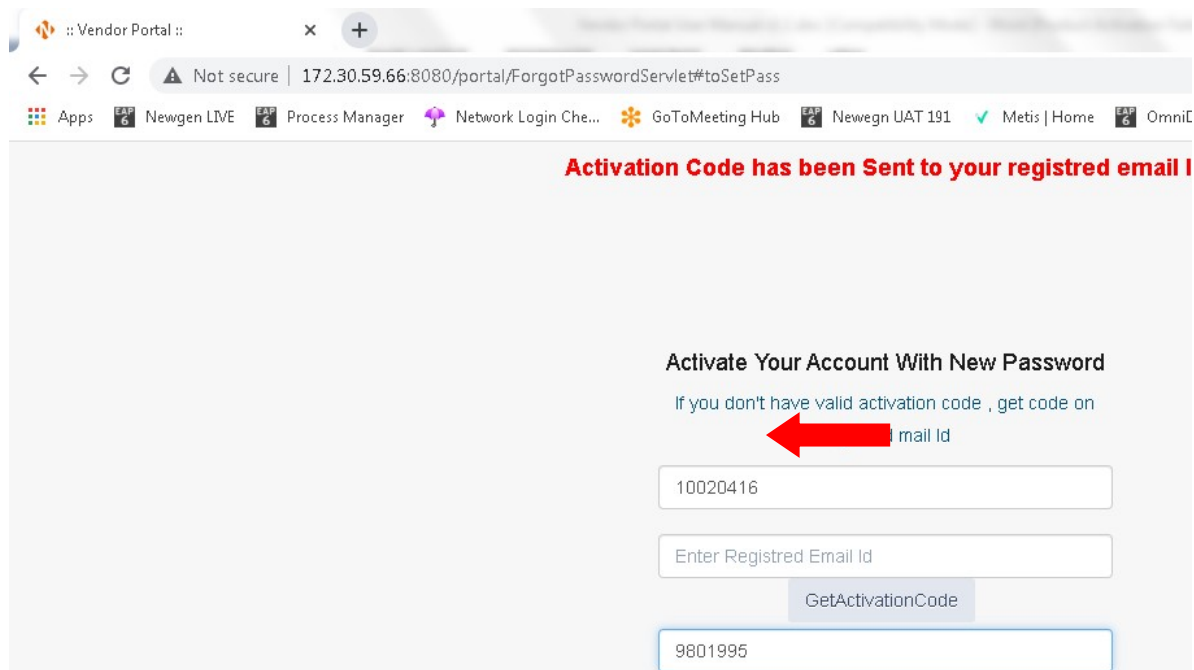
The main content area displays the following form:

Activate Your Account With New Password
If you don't have valid activation code , get code on registered mail Id

Enter shared username and registered Email ID by Sun Pharma Team as shown in above print screen and then click on Get Activation Code Button to receive email on register Email ID with Activation Code to reset new password at your own.

[Vendor Portal User Manual]

Activation Code will be send to your registered email ID from Omniflow.SSC@sunpharma.com with new Activation Code



[Vendor Portal User Manual]

Enter Activation Code received in email as highlighted in above print screen.

Activation Code has been Sent to your registered email

Activate Your Account With New Password

If you don't have valid activation code, get code on registered mail id

10020416

Enter Registered Email Id

GetActivationCode

9801995

Enter Ne of yo

And Enter New Password of your choice atleast of 8 char in combination of 1 upper case, 1 lower case and number, same password enter at Confirm New Password and then click on Save Button On successful change in password will prompt message as Account Activated successfully with New Password as shown in below print screen.

Account Activated successfully with New Password .

Login Form

Welcome to Sun Pharma Vendor Self Service Exchange

Username

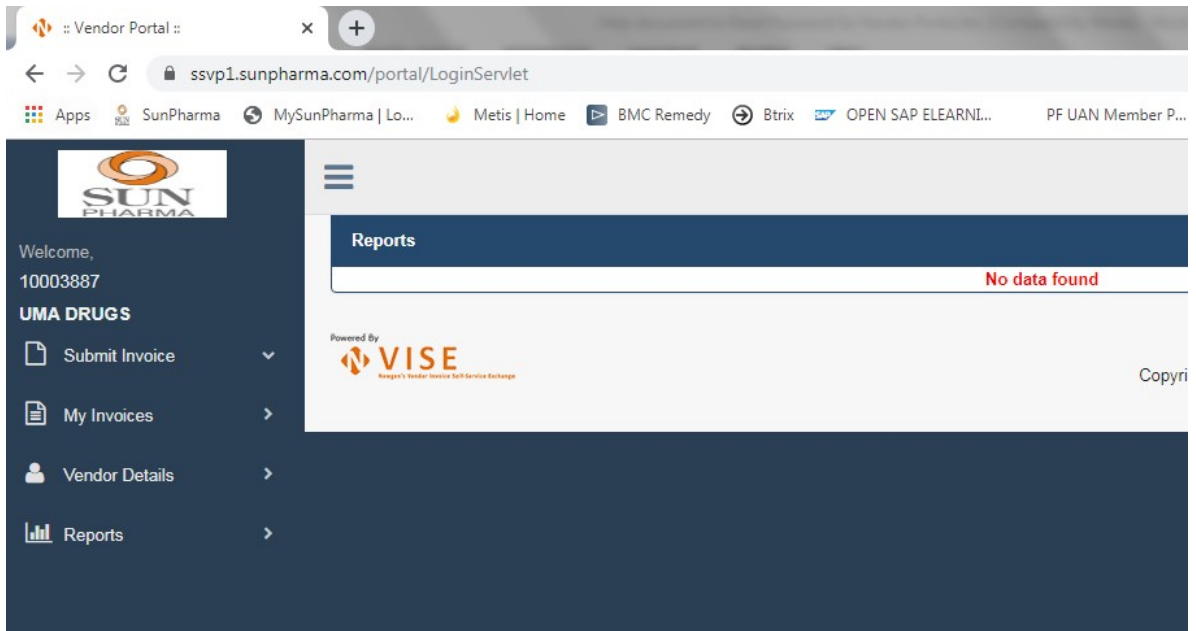
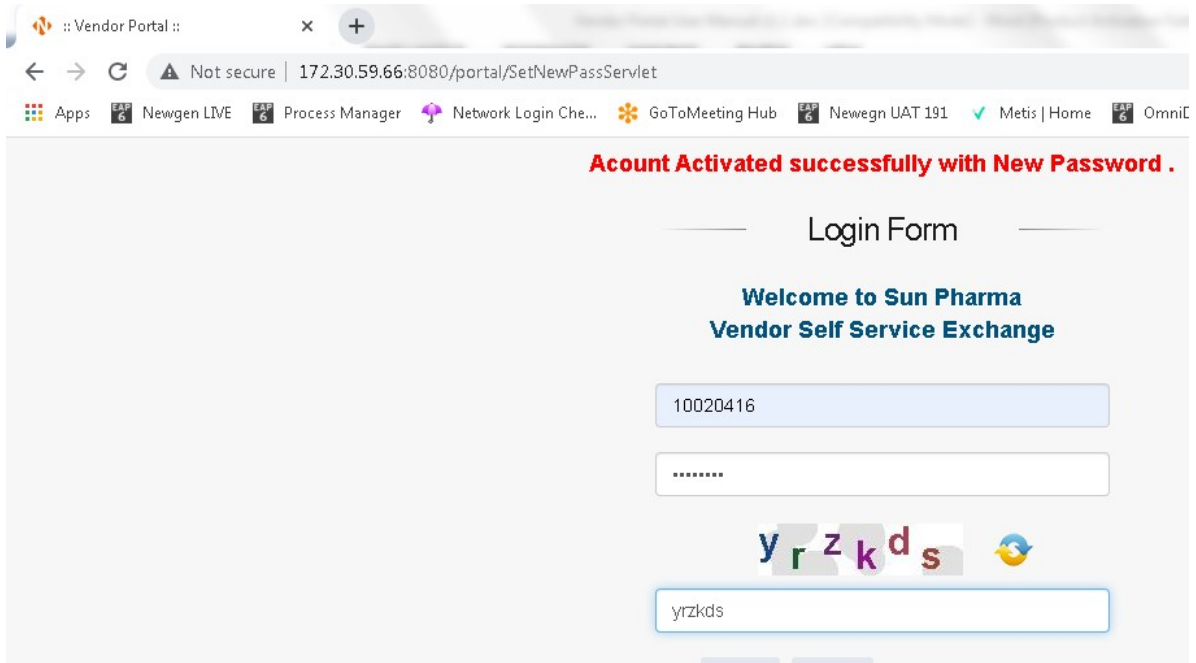
Password

y r z k d s

Enter Captcha

[Vendor Portal User Manual]

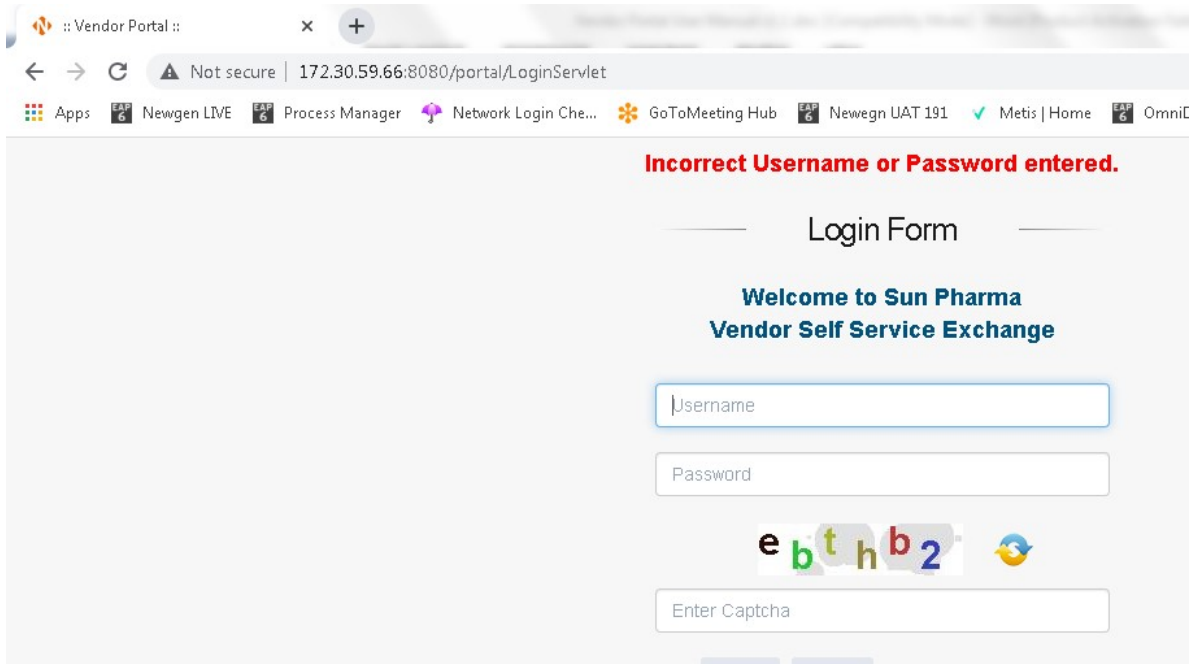
Then login with same User name and New set password to login at Vendor Portal to upload Invoices.



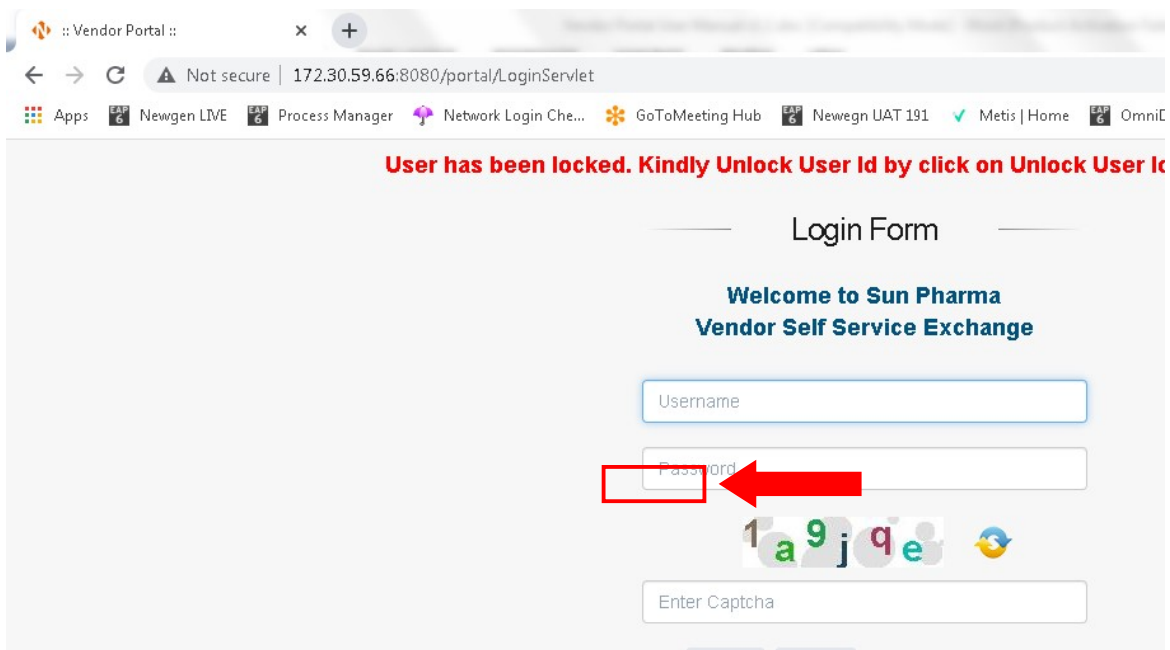
[Vendor Portal User Manual]

3. How to unlock user ID

On unsuccessful login attempt more than 3 times then system will lock the user ID, if user ID is locked then how to unlock user ID at your own.

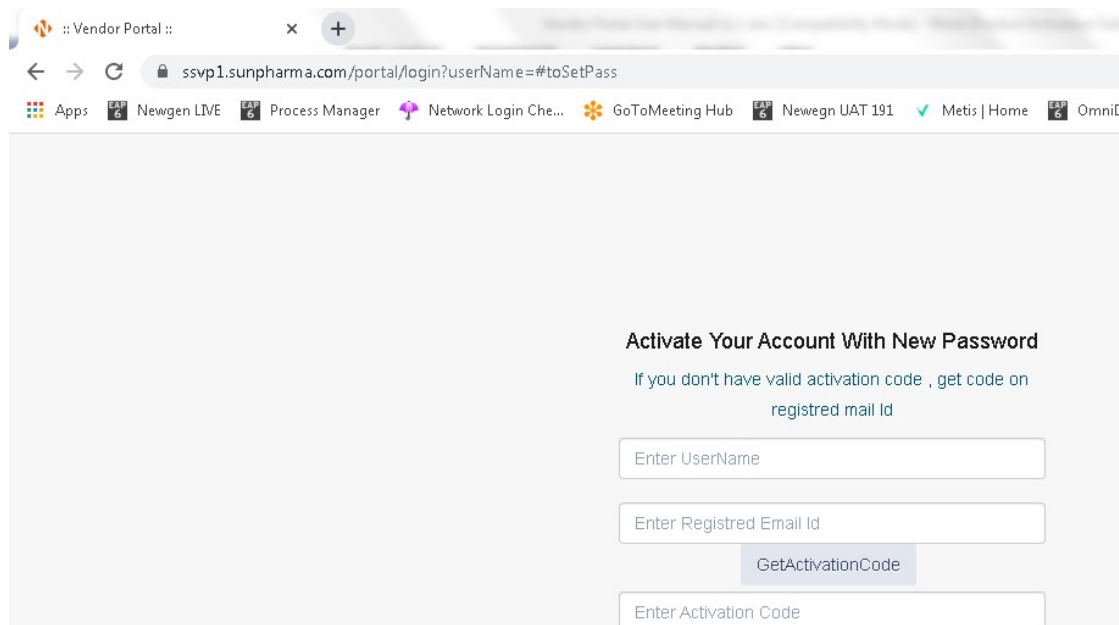


Below message will prompt at Login page if user ID is locked, User has to click on “Unlock User Id?” option as highlighted in below print screen to unlock user ID



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On click of “Unlock User Id?” option below screen will appear.



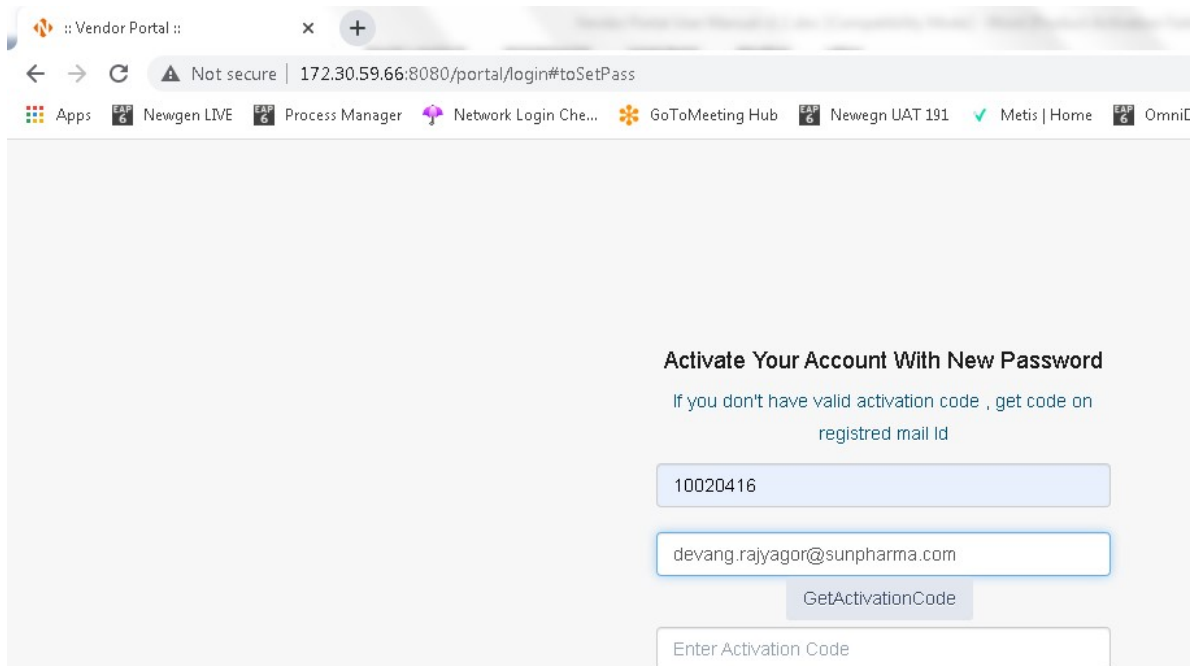
The screenshot shows a web browser window with the address bar displaying `ssvp1.sunpharma.com/portal/login?userName=#toSetPass`. The browser's taskbar includes several application icons. The main content area of the page features a form titled "Activate Your Account With New Password". Below the title, there is a message: "If you don't have valid activation code , get code on registred mail Id". The form contains three input fields: "Enter UserName", "Enter Registred Email Id", and "Enter Activation Code". A "GetActivationCode" button is positioned between the second and third input fields.

To Unlock and Reset password user has to enter correct Username and Registered Email ID which we have share with you after successful registration as per shared details from your side

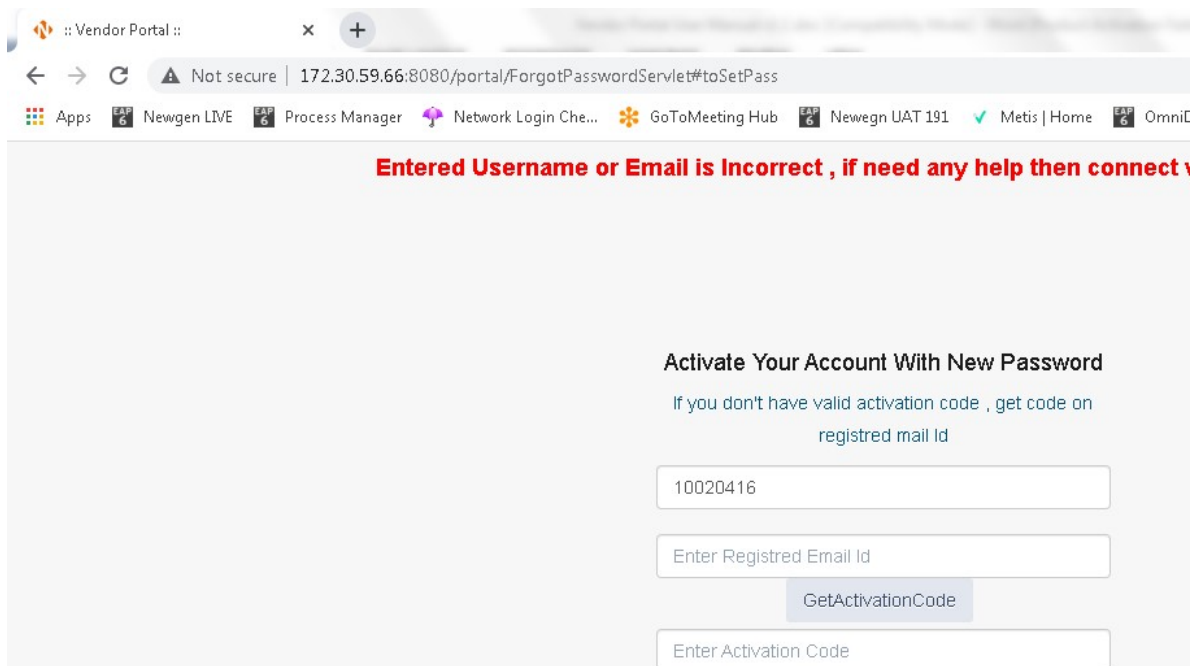
In case you don't have details you can send mail to IT Assitance i.e. FAIT.Support@sunpharma.com from Contact Us details at Login page

We have created Username as Vendor code mentioned on PO beside your company name. Username will be 8 digit Vendor code starting with 1 e.g. Vendor code at Sun Pharma PO mentioned as 0010001111 then your username will be 10001111 after removing initial 2 zeros. And Register Email ID will be that email ID shared from your side at time of user creation.

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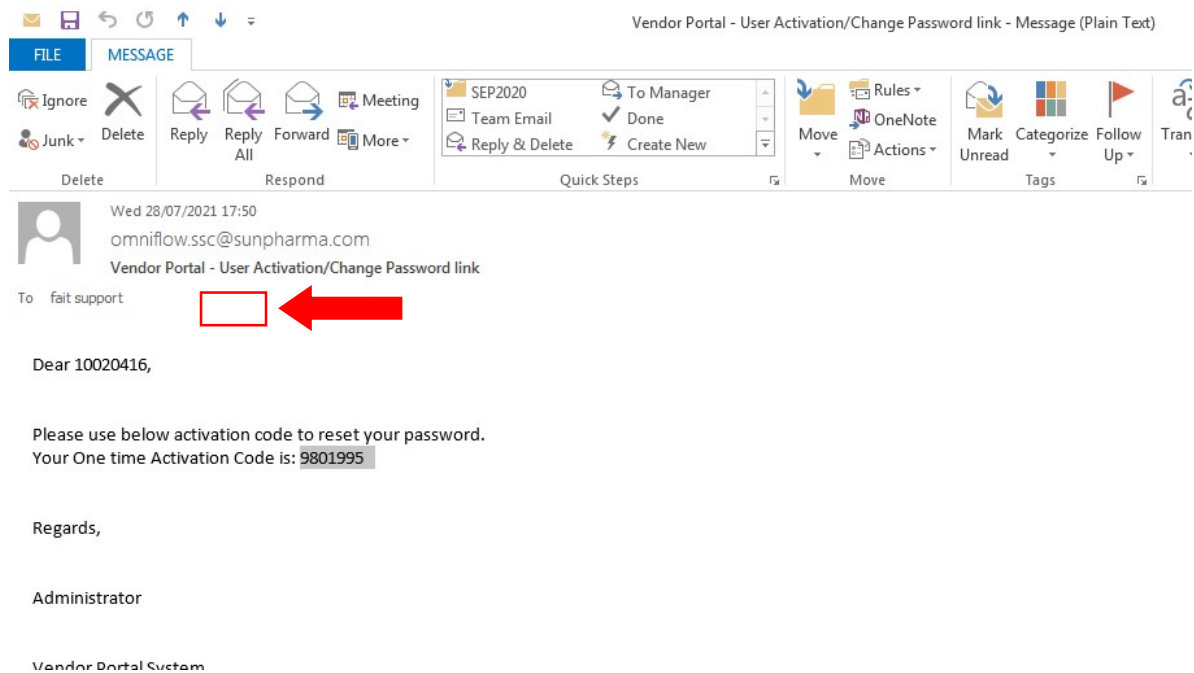
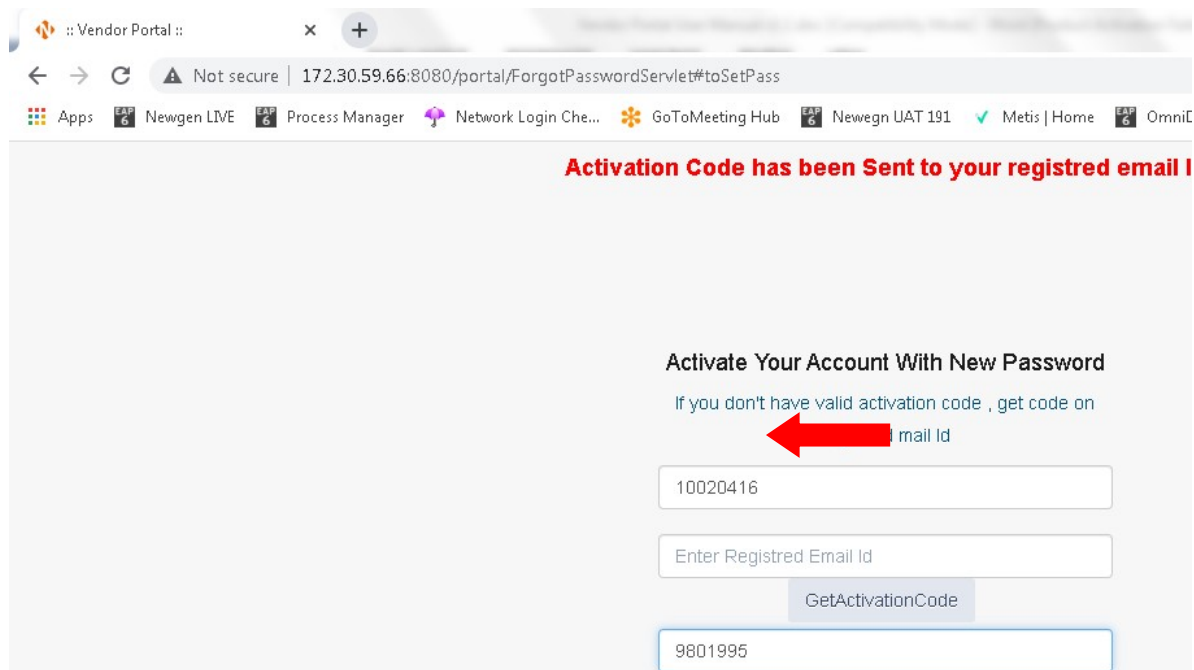


Enter shared username and registered Email ID by Sun Pharma Team as shown in above print screen and then click on Get Activation Code Button to receive email on register Email ID with Activation Code to reset new password at your own. If user enter wrong Username of Email ID then system will prompt below message



[Vendor Portal User Manual]

If user enter corret username and email ID then Activation Code will be send to your registered email ID from Omniflow.SSC@sunpharma.com with new Activation Code



[Vendor Portal User Manual]

Enter Activation Code received in email as highlighted in above print screen.

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If you don't have valid activation code , get code on registred mail Id

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Enter Registred Email Id

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Welcome to Sun Pharma Vendor Self Service Exchange

Username

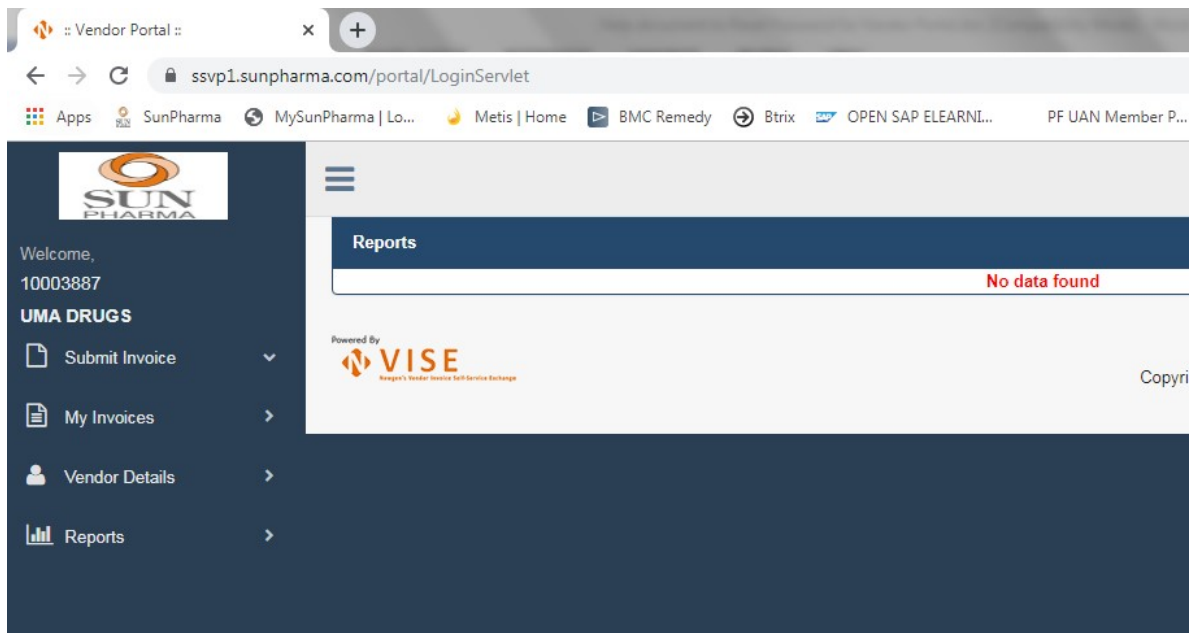
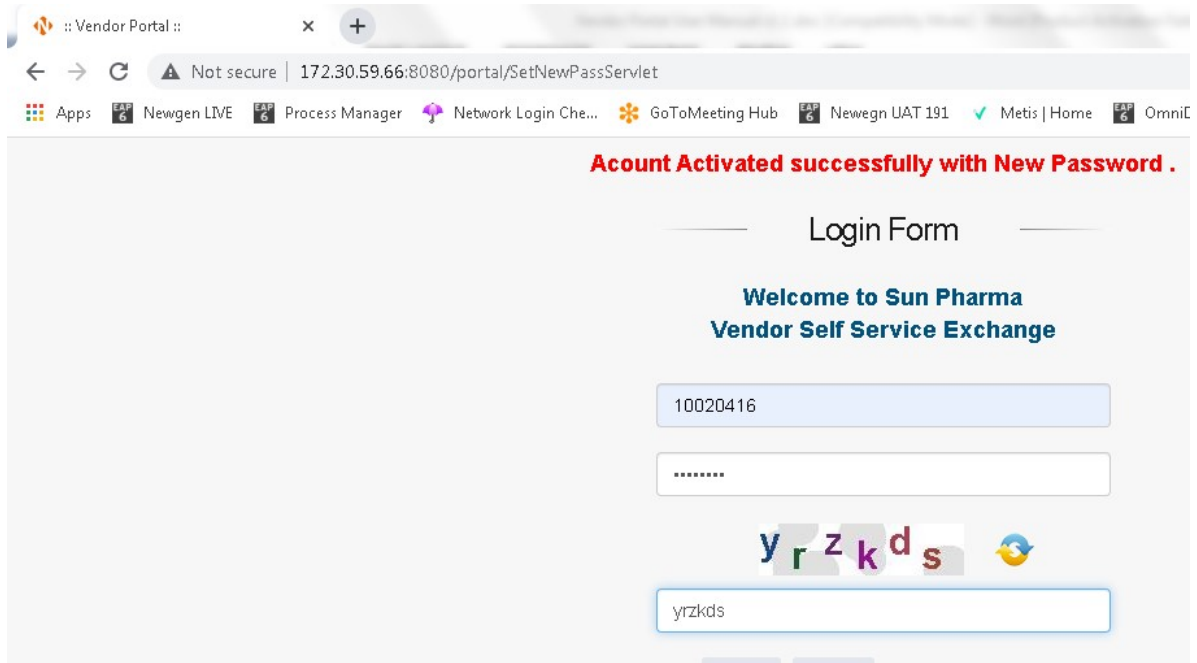
Password

y r z k d s

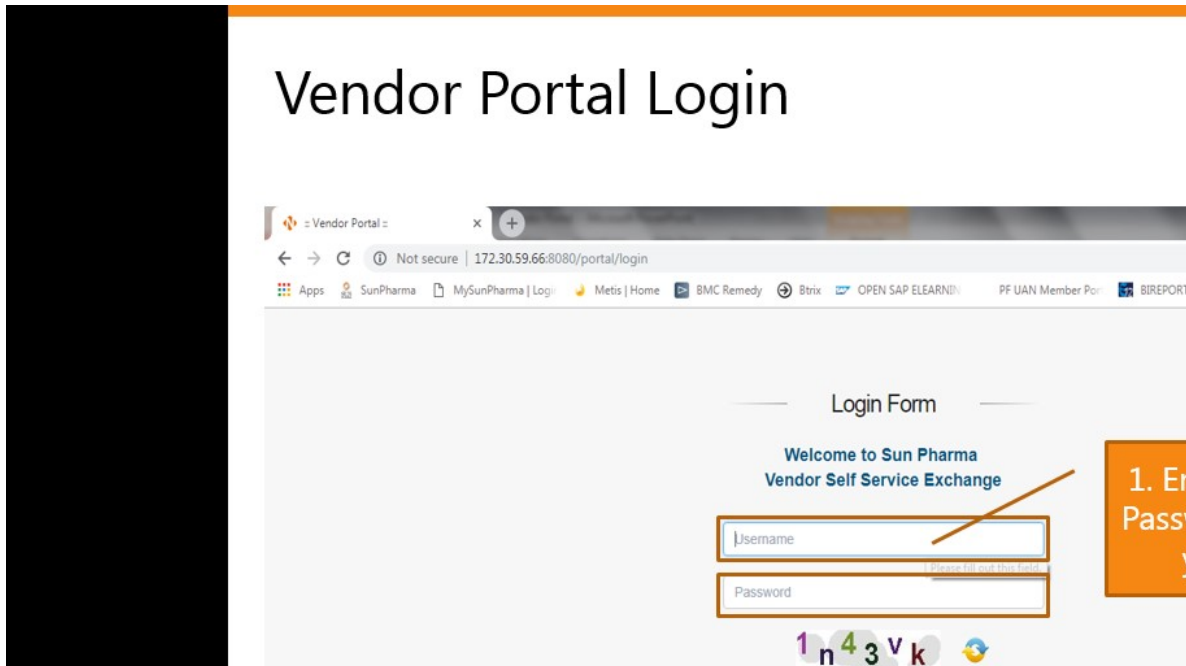
Enter Captcha

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Then login with same User name and New set password to login at Vendor Portal to upload Invoices.



4. How to Login



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5. How to upload Invoice

Click on Submit Invoice > PO option as shown in below print screen to load blank page for submitting Invoice

My Invoice

Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
15102018	1000181900000083	AP-0000002472-Process	15000.000	15/10/2018	Bill Processing	
262562	1000181900000078	AP-0000002467-Process	147152.000	12/10/2018	Bill Processing	
12102018	1000181900000077	AP-0000002466-Process	11788929.440	12/10/2018	Acknowledgement pending at SSC	
XYZ123	1000181900000074	AP-0000002463	11788929.440	09/10/2018	Bill Processing	

Click on Submit Invoice

Submit New Invoice

Bill Details

Invoice Type*

PO Number* + -

PO Number

Invoice Number*

Invoice Date*

Invoice Base Amount*

Remarks

Invoice Details

Company Code

Company Name

Company Address

Vendor GSTNO

Vendor Code

Vendor Name

Vendor Address

Vendor Region

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Enter below highlighted details i.e.

1. PO Number (10 digit starting with 93 or 50 or 44)
2. GST Invoice No (Your Invoice Number same as mentioned on your Invoice with / or -)
3. Invoice Date
4. Invoice Amount (Total Invoice Amount including of GST amount)

Marked with red asteric * are mandatory fields, Remarks is optional.

After entering PO Number click on ADD button "+" without fail to auto fetch Company code, name, Vendor code and other details automatically. User does not have to enter these details manually.

Submit Invoice

Submit New Invoice

Bill Details

Invoice Type* PO

PO Number* Enter PO Number + -

PO Number

Max of 5 PO can be added in one Invoice

4. Enter relevant PO Number and Click on Add button "+"

ENTER INVOICE

DD/MM/YYYY

Invoice Number*

Invoice Date*

Invoice Base Amount*

Remarks

Vendor Code 11000194

Vendor Name MW PRODUCT

Vendor Address Indore

Vendor GSTNO ABCEWFF90078873

Vendor Region North

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After entering all mandatory fields user has to attach Invoice and Supporting Document.

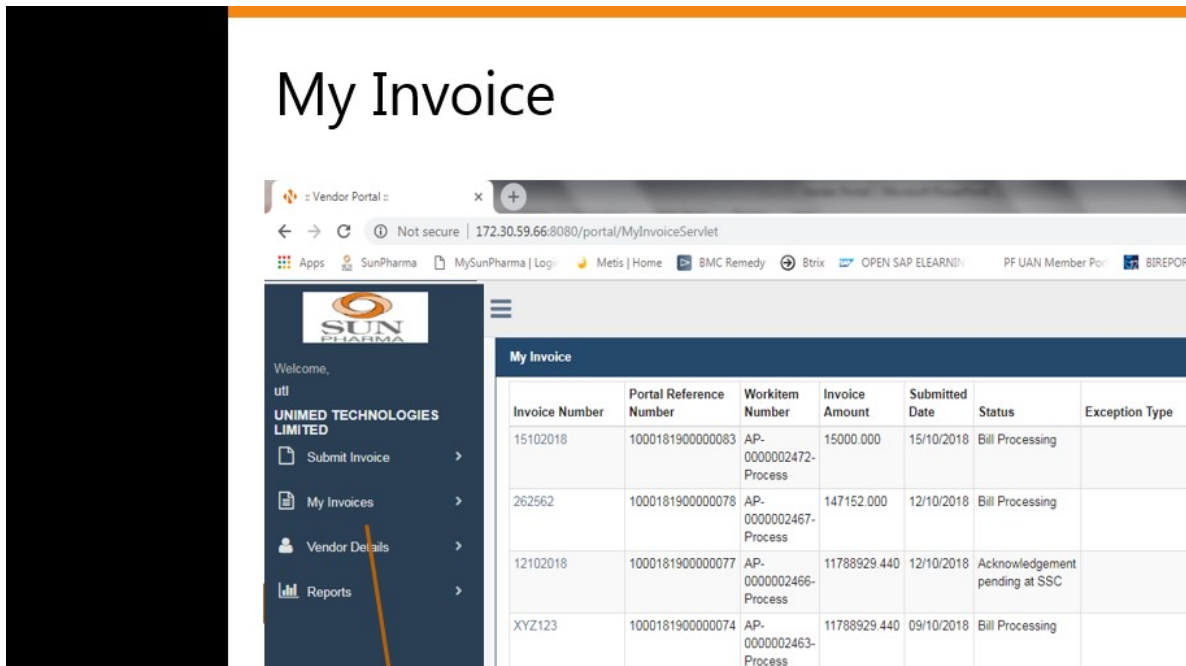
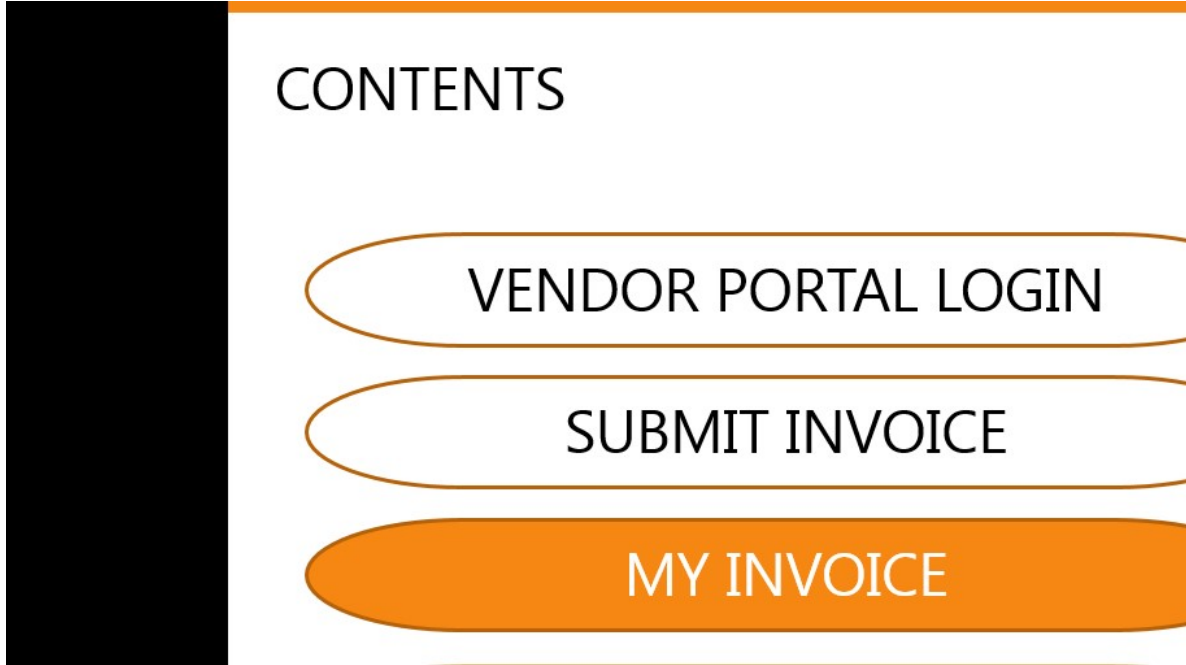
Document Name	Document Type	Delete
---------------	---------------	--------

- Invoice with digital sign is mandatory
- Supporting in not mandatory and it can be allowed without digitally signed with specific file format as mentioned in above print screen with size limit of 10 MB max in total i.e. Invoice + Supporting Document
- 2 Supporting document are allowed to attach
- After Choose File you need to click Attach Document button to add document in grid
- File name of Invoice or Supporting document must not contain any special char and file name should not be too long i.e. not more than 20 char

Submit Invoice

9. Choose the relevant Invoice to attach from the path

6. How to track Invoice status and payment details



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My Invoice

Vendor Portal | 172.30.59.66:8080/portal/MyInvoiceServlet

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Welcome, uti
SUN PHARMA LIMITED
 Submit Invoice >
 My Invoices >
 Vendor Details >
 Reports >

Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
15102018	1000181900000083	AP-0000002472-Process	15000.000	15/10/2018	Bill Processing	
262562	1000181900000078	AP-0000002467-Process	147152.000	12/10/2018	Bill Processing	
12102018	1000181900000077	AP-0000002466-Process	11788929.440	12/10/2018	Acknowledgement pending at SSC	
XYZ123	1000181900000074	AP-0000002463-Process	11788929.440	09/10/2018	Bill Processing	
PQRST	1000181900000073	AP-0000002461-Process	100.000	09/10/2018	Rejected	\$ Category / Type o with the category/ty our PO (namely SG
20092018	1000181900000066	AP-0000002445-Process	10000.000	20/09/2018	Bill Processing	\$ Billing Currency in than the currency th the PO
ABC123	1000181900000042	AP-0000002421-	10000.000	10/09/2018	Bill Processing	

My Invoice

Vendor Portal | 172.30.59.66:8080/portal/MyInvoiceServlet

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Welcome, uti
SUN PHARMA LIMITED
 Submit Invoice >
 My Invoices >
 Vendor Details >
 Reports >

Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
15102018	1000181900000083	AP-0000002472-Process	15000.000	15/10/2018	Bill Processing	
262562	1000181900000078	AP-0000002467-Process	147152.000	12/10/2018	Bill Processing	
12102018	1000181900000077	AP-0000002466-Process	11788929.440	12/10/2018	Acknowledgement pending at SSC	
XYZ123	1000181900000074	AP-0000002463-Process	11788929.440	09/10/2018	Bill Processing	
PQRST	1000181900000073	AP-0000002461-Process	100.000	09/10/2018	Rejected	\$ Category / Type o with the category/ty our PO (namely SG
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ABC123	1000181900000042	AP-0000002421-	10000.000	10/09/2018	Bill Processing	

CONTENTS

VENDOR PORTAL LOGIN

SUBMIT INVOICE

MY INVOICE

My Invoice – Payment Details

The screenshot shows a web browser window with the URL `172.30.59.66:8080/portal/MyInvoiceServlet`. The page title is "My Invoice". On the left, there is a navigation menu for "UNIMED TECHNOLOGIES LIMITED" with options: "Submit Invoice", "My Invoices", "Vendor Details", and "Reports". The main content area displays a table with the following data:

Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
123ASDA	1000181900000102	AP-0000003527-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	\$ Billing Currency in the Invoice the currency that has been sp
123ASD1	1000181900000101	AP-0000003526-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
TEST565	1000181900000100	AP-0000003525-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
123ASD	1000181900000099	AP-0000003524-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
invftoa	1000181900000084	AP-0000002473-Process	16.000	16/10/2018	Rejected	\$ Billing Currency in the Invoice the currency that has been sp
invstldocatt	1000181900000076	AP-0000002465-Process	121.000	11/10/2018	Acknowledgement pending at SSC	

[Vendor Portal User Manual]

My Invoice

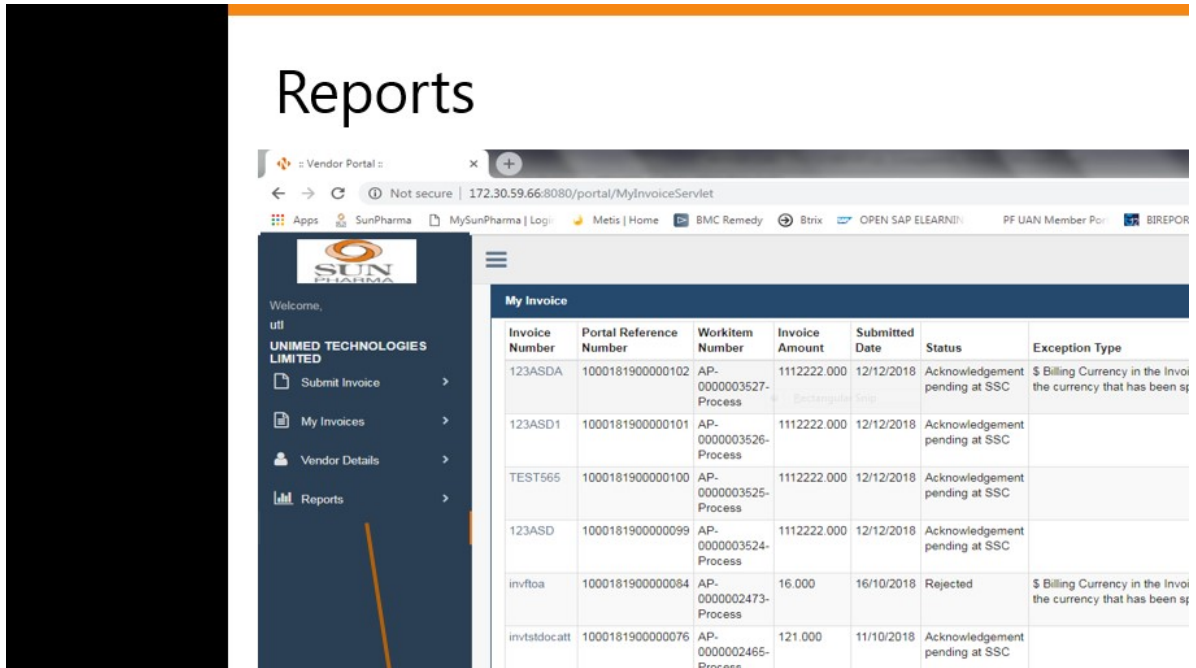
The screenshot displays the 'My Invoice' page in a web browser. The browser's address bar shows the URL: 172.30.59.66:8080/portal/PaymentDetailServlet. The page features a dark blue sidebar with the Sun Pharma logo and navigation options: 'Submit Invoice', 'My Invoices', 'Vendor Details', and 'Reports'. The main content area is titled 'Payment Detail' and contains a table with the following data:

Workitem Number	Payment Date	Payment Amount	Reference Number	Cheque Number
AP-0000002449-Process	25/10/2017	1590.00	123456	123456
AP-0000002449-Process	25/10/2017	1590.00	123456	123456

Below the table, it is noted that the system is 'Powered By VISE' and includes a copyright notice for 2007-2016.

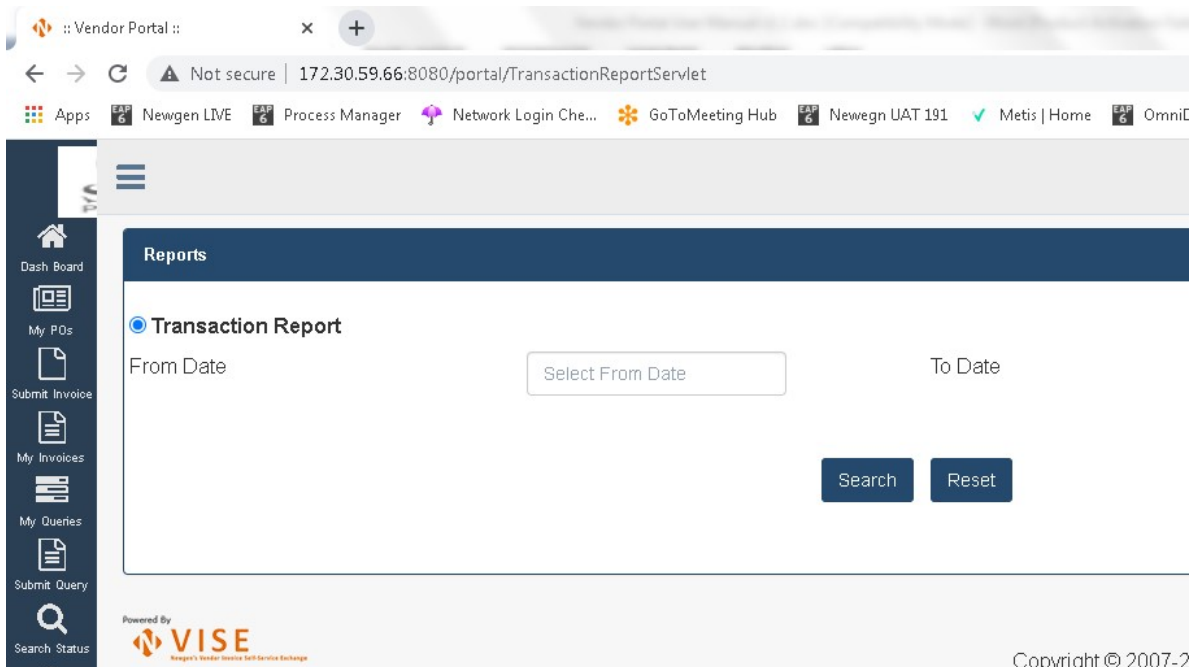
[Vendor Portal User Manual]

7. How to download report



The screenshot shows the 'Reports' page in the Vendor Portal. The page title is 'Reports'. The browser address bar shows '172.30.59.66:8080/portal/MyInvoiceServlet'. The page features a sidebar with the SunPharma logo and navigation options: 'Submit Invoice', 'My Invoices', 'Vendor Details', and 'Reports'. The main content area displays a table titled 'My Invoice' with the following data:

Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
123ASDA	1000181900000102	AP-0000003527-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	\$ Billing Currency in the Invoice the currency that has been sp
123ASD1	1000181900000101	AP-0000003526-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
TEST565	1000181900000100	AP-0000003525-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
123ASD	1000181900000099	AP-0000003524-Process	1112222.000	12/12/2018	Acknowledgement pending at SSC	
invftoa	1000181900000084	AP-0000002473-Process	16.000	16/10/2018	Rejected	\$ Billing Currency in the Invoice the currency that has been sp
invstdocatt	1000181900000076	AP-0000002465-Process	121.000	11/10/2018	Acknowledgement pending at SSC	

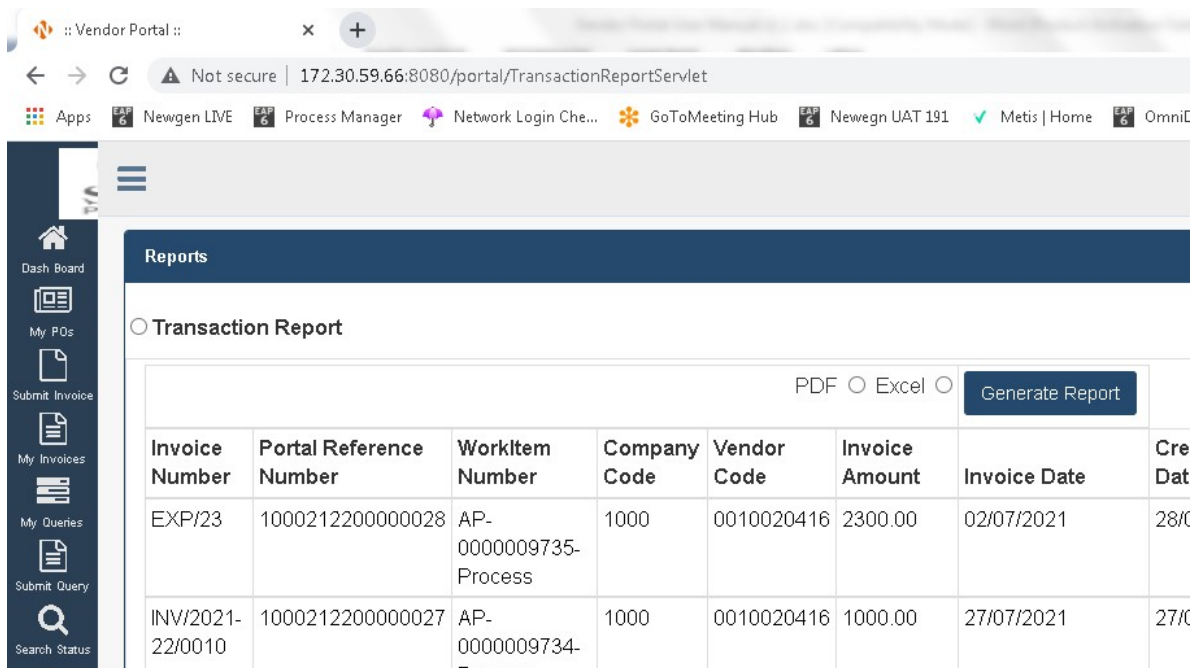
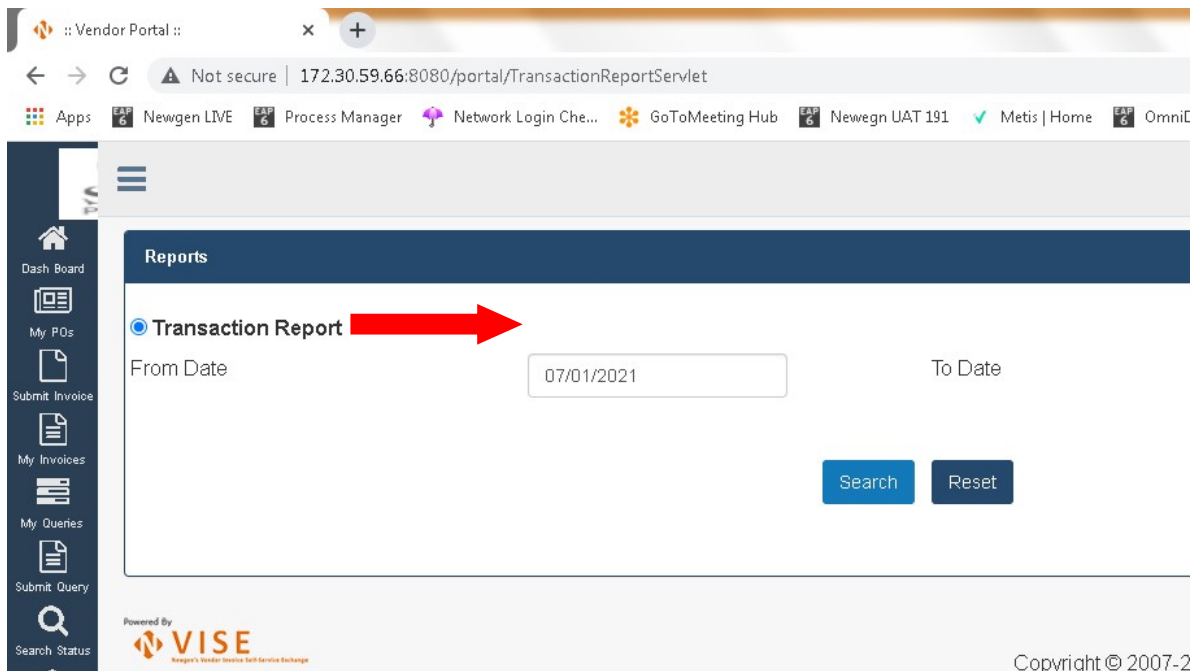


The screenshot shows the 'Transaction Report' page in the Vendor Portal. The browser address bar shows '172.30.59.66:8080/portal/TransactionReportServlet'. The page features a sidebar with navigation options: 'Dash Board', 'My PDs', 'Submit Invoice', 'My Invoices', 'My Queries', 'Submit Query', and 'Search Status'. The main content area displays a form titled 'Transaction Report' with the following fields and buttons:

From Date: To Date:

Powered By **WISE** Copyright © 2007-2

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[Vendor Portal User Manual]

The screenshot displays the Vendor Portal interface. The browser address bar shows the URL: 172.30.59.66:8080/portal/TransactionReportServlet#. The page title is "Vendor Portal ::". The navigation menu includes: Dash Board, My POs, Submit Invoice, My Invoices, My Queries, Submit Query, and Search Status. The main content area is titled "Reports" and contains a "Transaction Report" section. The report is displayed as a table with the following data:

Invoice Number	Portal Reference Number	WorkItem Number	Company Code	Vendor Code	Invoice Amount	Invoice Date	Cre Dat
EXP/23	1000212200000028	AP-0000009735-Process	1000	0010020416	2300.00	02/07/2021	28/07/2021
INV/2021-22/0010	1000212200000027	AP-0000009734-Process	1000	0010020416	1000.00	27/07/2021	27/07/2021

Thank You