Prepared by

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# Approved By

Mr. Sumit Shah

#### 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

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						Username			
						Password			
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						Enter Capto	ha		

#### 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

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🔢 Apps 🚏 Newgen LIVE 🚏	Process Manager 🛛 💠 Network Login Che	🗱 GoToMeeting Hub   Kewegn UAT 191 🖌 Metis I Home   Omn
		Login Form
		Welcome to Sun Pharm Vendor Self Service Exchange
		Username
		Password
		<sup>1</sup> f <sup>i</sup> c <sup>l</sup> o 📀
		Enter Captcha

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



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

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			Username		
			Password		
			1	f <sup>i</sup> c <sup>I</sup> o	<b>3</b>

#### 2. How to reset password with Forgot Password option

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

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			Enter Captcha	3		

#### On click below new page will appear

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			Activate You If you don't ha	Ir Account With N ive valid activation co registred mail Id me	New Password	
			Activate You If you don't ha	II Account With N ive valid activation co registred mail Id me	New Password	
			Activate You If you don't ha Enter UserNar Enter Registre	Ir Account With N we valid activation co registred mail Id me ed Email Id	New Password	]
			Activate You If you don't ha Enter UserNar Enter Registre	ur Account With N ave valid activation co registred mail Id me ed Email Id GetActivationCode	New Password	

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

In case you don't have details you can send mail to IT Assitance i.e. <u>FAIT.Support@sunpharma.com</u> 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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					Activate You	ir Account With Ne	ew Password	
					ii you don't na	registred mail Id	e , get code on	
					10020416			
					FAIT.support@	)sunpharma.com		ן
						GetActivationCode		
					Enter Activatio	in Code		

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

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

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	10020416 Enter Registred Email Id
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	10020416 Enter Registred Email Id GetActivationCode
	10020416 Enter Registred Email Id GetActivationCode 9801995
	10020416 Enter Registred Email Id GetActivationCode 9801995



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

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								Enter Registre	ed Email Id	
									GetActivationCode	
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And Enter New Password of your choise 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.

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			Enter Captcha	9		

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

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#### 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.

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	Incorrect Username or Password entered.
	Login Form
	Welcome to Sun Pharma
	Vendor Self Service Exchange
	Username
	Password
	e.t.ha
	Enter Captcha

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



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

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

In case you don't have details you can send mail to IT Assitance i.e. <u>FAIT.Support@sunpharma.com</u> 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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						Activate You	r Account With New Password		
						Activate You	r Account With New Password ve valid activation code , get code on registred mail Id		
						Activate You If you don't ha	r Account With New Password ve valid activation code , get code on registred mail Id		
						Activate You If you don't ha 10020416 devang.rajyag	r Account With New Password ve valid activation code , get code on registred mail Id or@sunpharma.com	]	
						Activate You If you don't ha 10020416 devang.rajyag	r Account With New Password ve valid activation code , get code on registred mail Id or@sunpharma.com GetActivationCode	]	

Enter shared username and registered Email ID by Sun Pharma Team as shown in above print screen and then click on Get Activiation 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



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

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		Acti	ivation Code has	s been Sent to your registred	email I
			Activate You	ur Account With New Password	
			lf you don't ha	ave valid activation code , get code on	
			10020416		
			Enter Registre	ed Email Id	
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Administrator

Vandor Dortal System

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

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							Activate You	ur Account With New Password	
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							10020416		
							Enter Registre	ed Email Id	
								GetActivationCode	
							9801995		Enter N of y

And Enter New Password of your choise 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.

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			Enter Captcha	a		

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

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## 4. How to Login

Vendor Portal Login	
	BIREPORT
Login Form Welcome to Sun Pharma Vendor Self Service Exchange	1. Er
Usemame Elease fit out this field. Password	assv S

## 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 Invoi	Ce						
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SUN	=						
Welcome,	My Invoice						
uti UNIMED TECHNOLOGIES	Invoice Number	Portal Reference Number	Workitem Number	Invoice Amount	Submitted Date	Status	Exception Type
LIMITED Submit Invoice >	15102018	1000181900000083	AP- 0000002472- Process	15000.000	15/10/2018	Bill Processing	
My Invoices >	262562	1000181900000078	AP- 0000002467- Process	147152.000	12/10/2018	Bill Processing	
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	XYZ123	1000181900000074	AP-	11788929.440	09/10/2018	Bill Processing	
Submit Ir	nvoi	ce					
Bill Details							
Invoice Type*	PO		•	Inve	pice Numl	ber *	ENTER INVOID
PO Number *	Enter PO	Number	+ -	Inv	oice Date		DD/MM/YYYY
PO Number	10			Invo	ice Base	Amount*	
				Ren	arks		
Invoice Details							
Company Code				Ven	dor Code		11000194
Company Name				Ven	dor Name		MW PRODUCT
Company Address			1	Ven	dor Addr	055	Indore
Vendor GSTNO	ABCEWF	F90078873		Ver	ndor Regi	on	North

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 estric \* 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 Ir	nvoice		
Submit New Invoice Bill Details	4. Enter relevan Number and Cli Add button "	t PO ck on +"	
Invoice Type*	PO •	Invoice Number *	ENTER INVOI
PO Number *	Enter PO Number + -	Invoice Date -	DD/MM/YYYY
PO Number		Invoice Base Amount*	
Max of 5 P in o	O can be added ne Invoice	Remarks	
		Vendor Code	11000194
Company Name		Vendor Name	MW PRODUCT
Company Address		Vendor Address	Indore
Vendor GSTNO	ABCEWFF90078873	Vendor Region	North

After entring all mandatory fileds user has to attach Invoice and Supporting Document.

Document											
Document Check List (Upload limit - 10mb)											
Supported File Formats - pdf, jpeg, jpg, tiff.											
Invoice V	hoose File No file chosen	ttach Document									
Invoice											
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

Sı	ubmit Ir	nvoice			
Subr	nit New Invoice				
	Bill Details				
	Invoice Type"	PO	Invoice N	umber "	ENTER INVO
	PO Number *	Enter PO Number	Invoice D	ate -	DD/MM/YYYY
	PO Number		Invoice Be	ase Amount*	
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	Vendor GSTNO	ABCEWFF90078873		the p	bath

6. How to track Invoice status and payment details





My Invo	oice						
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Welcome,	My Invoice					-	
	Invoice Number	Portal Reference Number	Workitem	Invoice Amount	Submitted	Status	Exception Type
LIMITED	15102018	100018190000083	AP- 0000002472- Process	15000.000	15/10/2018	Bill Processing	
My Invoices >	262562	1000181900000078	AP- 0000002467- Process	147152.000	12/10/2018	Bill Processing	
Reports	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	
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7. How to download report

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		Submit Invoice      My Invoices     My Invoices     Vendor Details     International Accession	123ASDA 123ASD1 TEST565	1000181900000102 1000181900000101 1000181900000100	AP- 0000003527- Process AP- 0000003526- Process AP- 0000003525-	1112222.000 Economical 1112222.000 1112222.000	12/12/2018 12/12/2018 12/12/2018	Acknowledgement pending at SSC Acknowledgement pending at SSC Acknowledgement pending at SSC	\$ Billing Currency in the Invoi the currency that has been st
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Dash Board	Reports	n Report							
Submit Invoice My Invoices My Queries	From Date		Sel	ect From Date		s	earch	To Date Reset	
Submit Query Q Search Status	Powered By VISE Keget Visitor Institute Felt	b Service Exchange						С	opyright © 2007-2

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Sash Board		Reports										
My POs	(	Transactio	on Report	►								
Submit Invoice	F	From Date		07/01	/2021		То	Date				
My Invoices My Queries							Search	Reset				
Submit Query Q Search Status	Pov	rered By VISE reget: Vasder breite for	S Garcia Dahaga					Copyright@	2007-2			
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Dash Board Dash Board My POs		Reports	on Report									
Submit Invoice			Generate Report	t								
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# Thank You