Vendor Tracking System

Help Document

At

Vendors

Vendor Tracking System Login:

- ➢ **Vendor Login:**
  Username: Vendor code (xxxxxxx)
  Password: (ntecl2019)* this is a default password
- ➢ And click the submit button, to open the new window in change password.
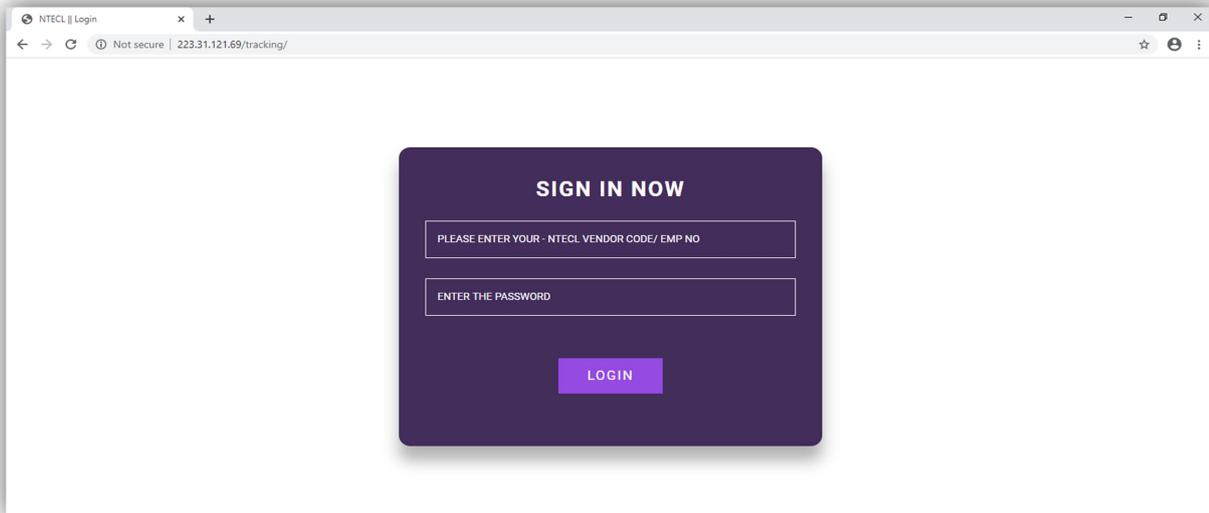
First time login user only getting change password window:

- ➢ **First you have Enter Old Password** as default password(Ex.ntecl2019)
- ➢ Next Enter New Password (ex:xxxx123)
- ➢ Re-Enter new password as same (ex:xxxx123) and click the submit button.
- ➢ And your password has been changed. Again login your vendor code & enter your new password to continue the portal.
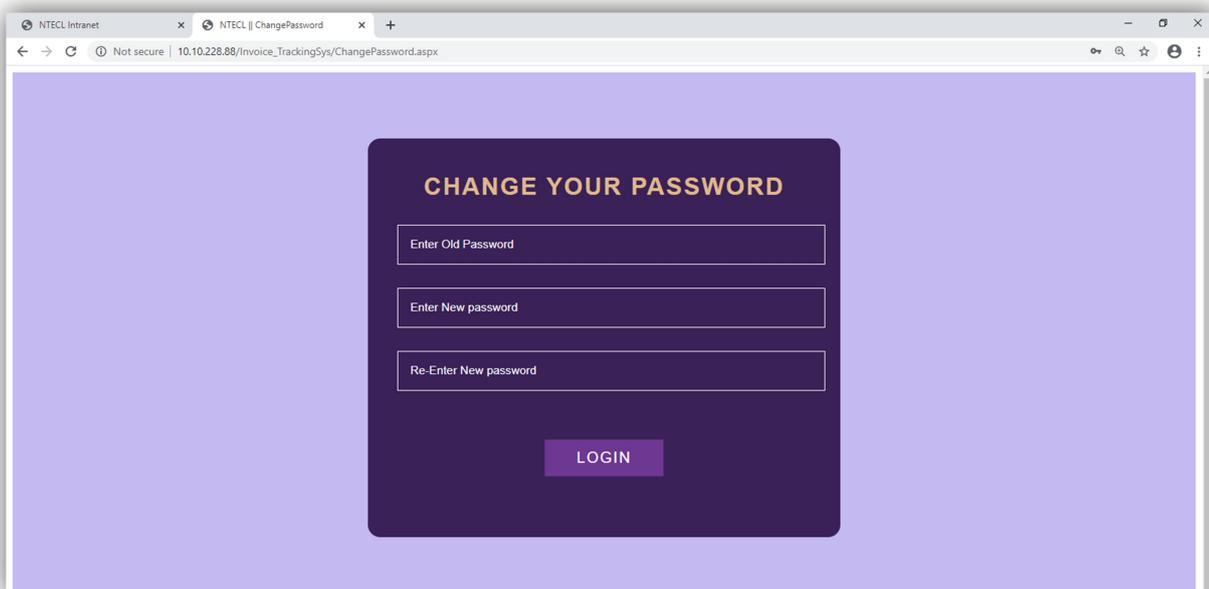
➢ If changed new password after that again login user id & new password to continue the vendor invoice entry portal.
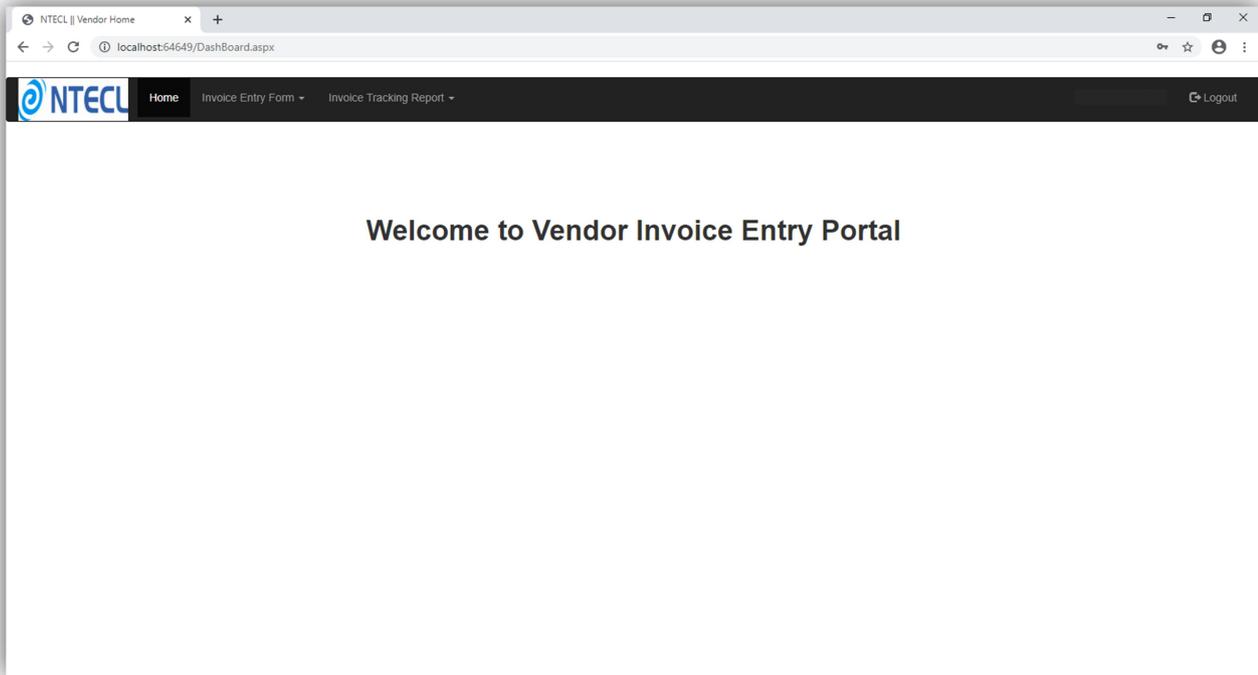
Material Invoice Entry at Vendors:

➢ And Go to select **Invoice Entry Form -> Material Invoice** after that opened below window.
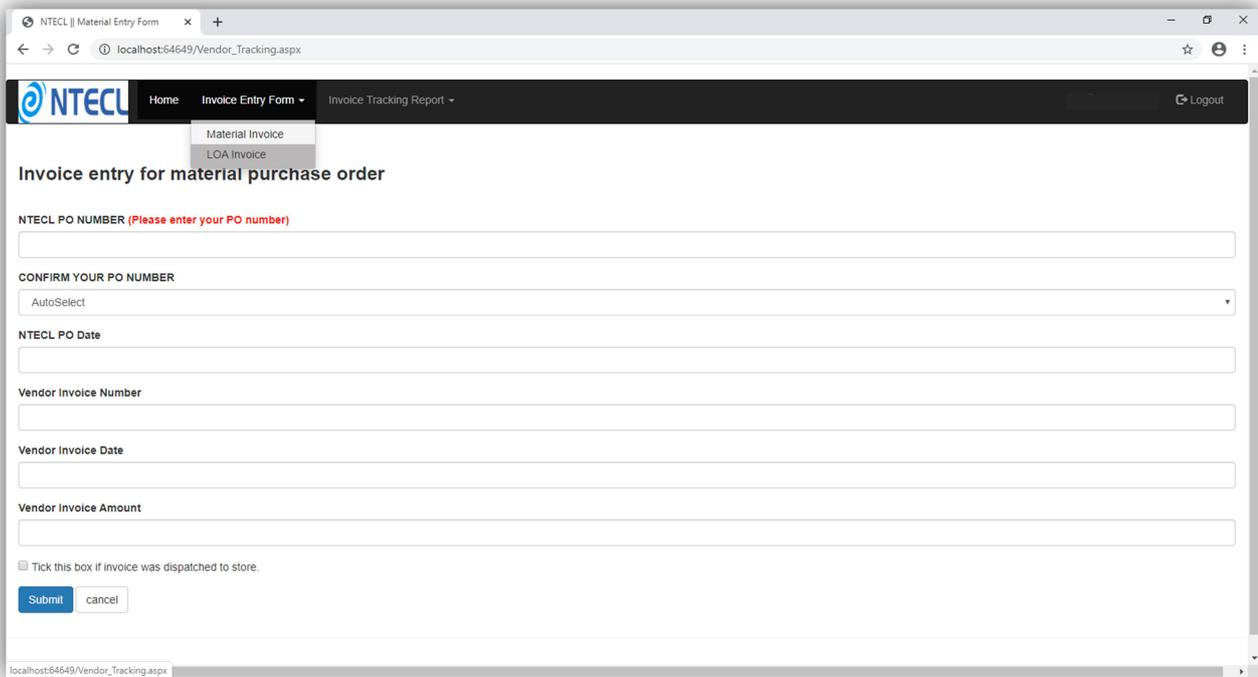
- **Material Invoice Entry Form:**
  - i) Enter PO Number
  - ii) Confirm PO number filed will show automatic popup in your vendor code related PO's.
  - iii) Select NTECL PO Date
  - iv) Enter Vendor Invoice Number
  - v) Enter Vendor Invoice Date
  - vi) Enter vendor Invoice Amount
  - vii) To click the submit button invoice send to stores department.
    - ♣ **Sample Entry as below:** **For all fields are entered the data**

- For all fields are data entered without checkbox enable to store your invoice as entry form below.

➢ Again you can edit the invoice and change the **Dispatch status** -> select **Yes** and click **Send** after that invoice send to stores department.

➢ If your form submitted successfully after that not showing the edited entries.

➢ **If all fields are data entered** & **check box also enable** and **submit** click directly invoice send to stores department.

Data filled form

localhost:64649 says

Your Invoice details posted to Stores successfully, Please ensure dispatch of invoice to Stores

OK

Data Submitted

Material Invoice Tracking Report:

➢ Go to the menu bar click **Invoice Tracking Report -> Material Invoice Report**
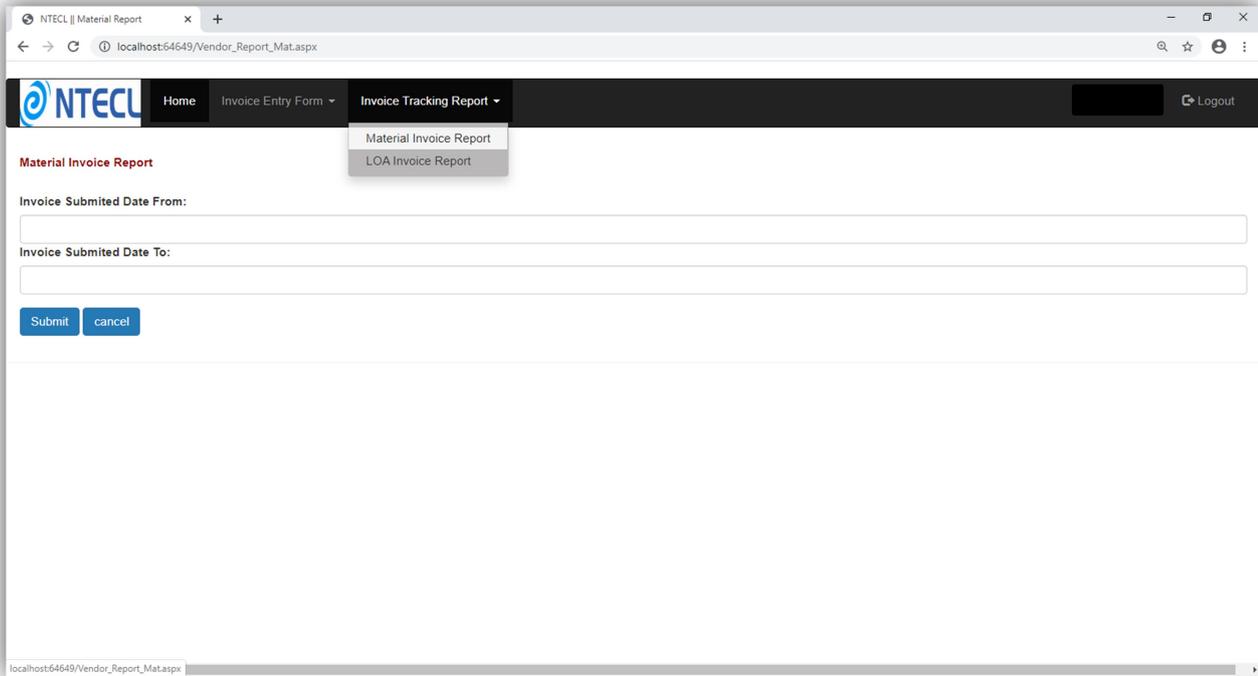
➢ And Select **Invoice submitted date from** field & **Invoice submitted date to** field and **submit** button click and show your submitted invoices as below. And check your submitted invoice status.
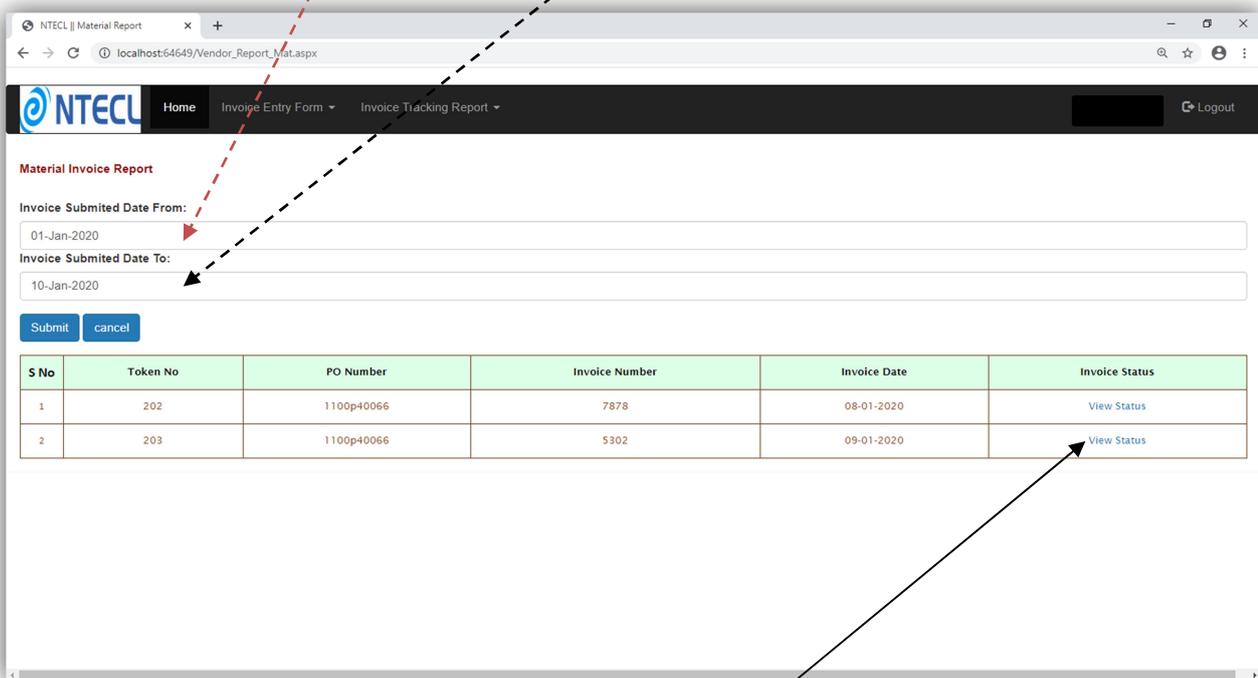
➢ Check your invoice status : Go to select the **view details** link and open new window as below

LOA Invoice Entry at Vendors

➢ And Go to select **Invoice Entry Form -> LOA Invoice** after that opened below window.

➢ **LOA Invoice Entry Form:**

viii)   Enter LOA Number

ix)   Confirm LOA number filed will show automatic popup in your vendor code related LOA's.

x)   Select LOA Date

xi)   Enter Vendor Invoice Number

xii)   Enter Vendor Invoice Date

xiii)   Enter vendor Invoice Amount

xiv)   To click the submit button invoice send to EIC.

    ✦ **Sample Entry as below:** **For all fields are entered the data**

➢ For all fields are data entered without checkbox enable to store your invoice as entry form below.

➢ Again you can edit the invoice and change the **Dispatch status** -> select **Yes** and click **Send** after that invoice send to EIC.

➢ If your form submitted successfully after that not showing the edited entries.

➢ If **all fields are data entered** & **check box also enable** and **submit** click, directly your invoice posted to EIC

Data filled form

Data Submitted

LOA Invoice Tracking Report:

➢ Go to the menu bar click **Invoice Tracking Report -> LOA Invoice Report**
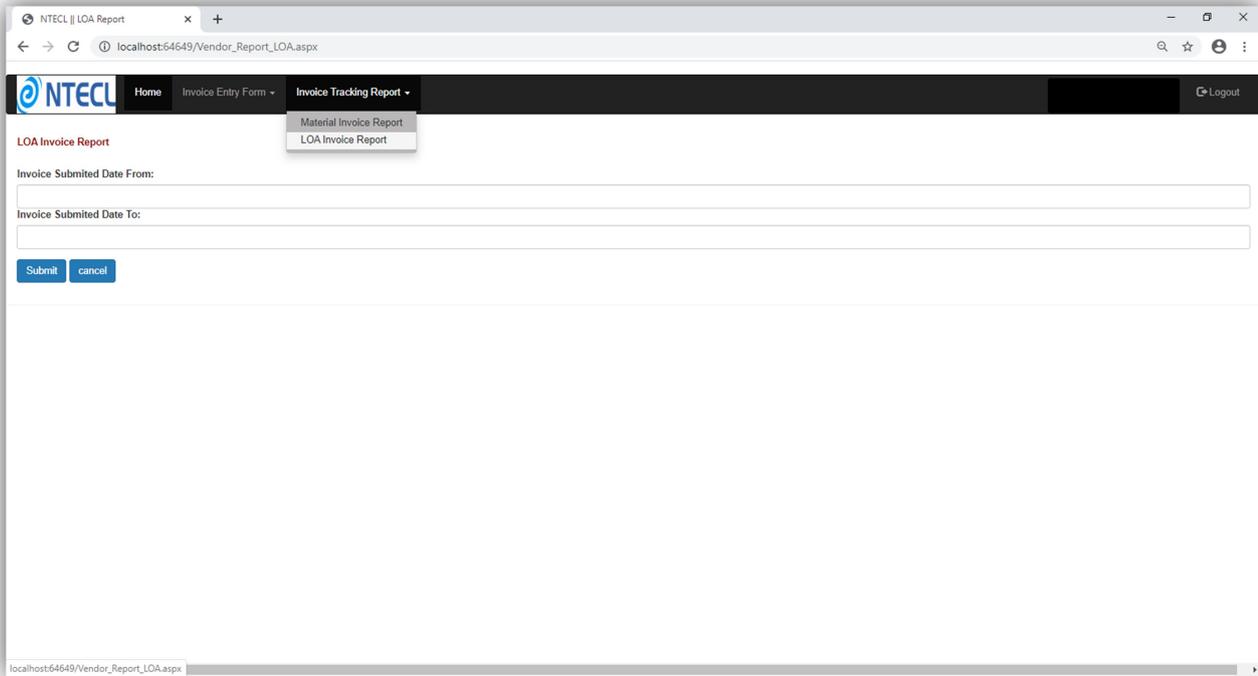
➢ And Select **Invoice submitted date from** field & **Invoice submitted date to** field and **submit** button click and show your submitted invoices as below. And check your submitted invoice status.
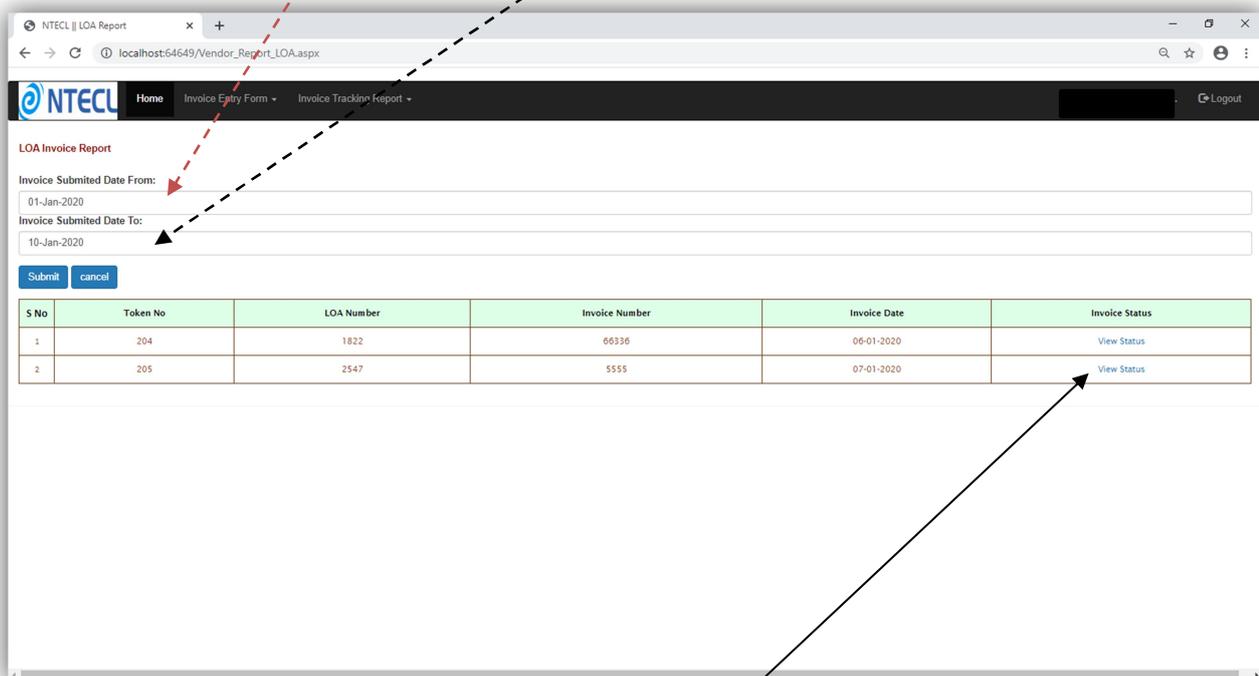
➢ Check your invoice status : Go to select the **View Status** link and open new window as below

Vendor LOA Invoice Process Level

1 — Login
2 — Employee Review
3 — Finance Received
4 — Finance Review Status
5 — Complete

Process at Vendor

LOA Number	Invoice Number	Invoice Date	Invoice Submitted Date	Dispatched to EIC
2547	5555	09-01-2020	10-01-2020	10-01-2020

Process at EIC

Received Date	Remarks	Invoice Status	Dispatched to Finance

Process at Finance

Received Date	Remarks	Invoice Status	Payment Date	Paid Amount