

Vendor Tracking System

Help Document

At

Vendors

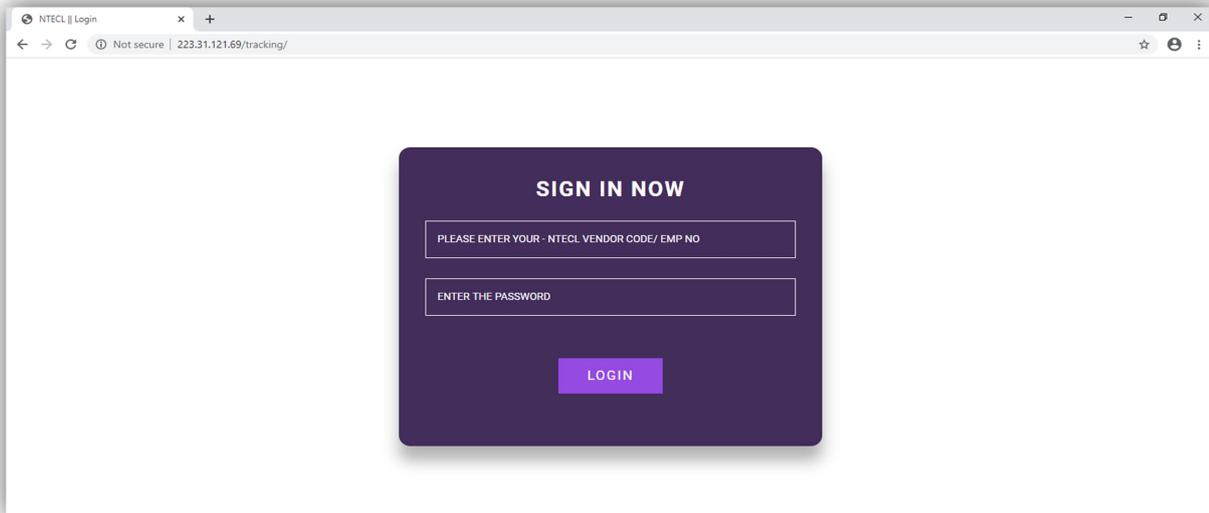
Vendor Tracking System Login:

➤ 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.



NTECL | Login

223.31.121.69/tracking/

SIGN IN NOW

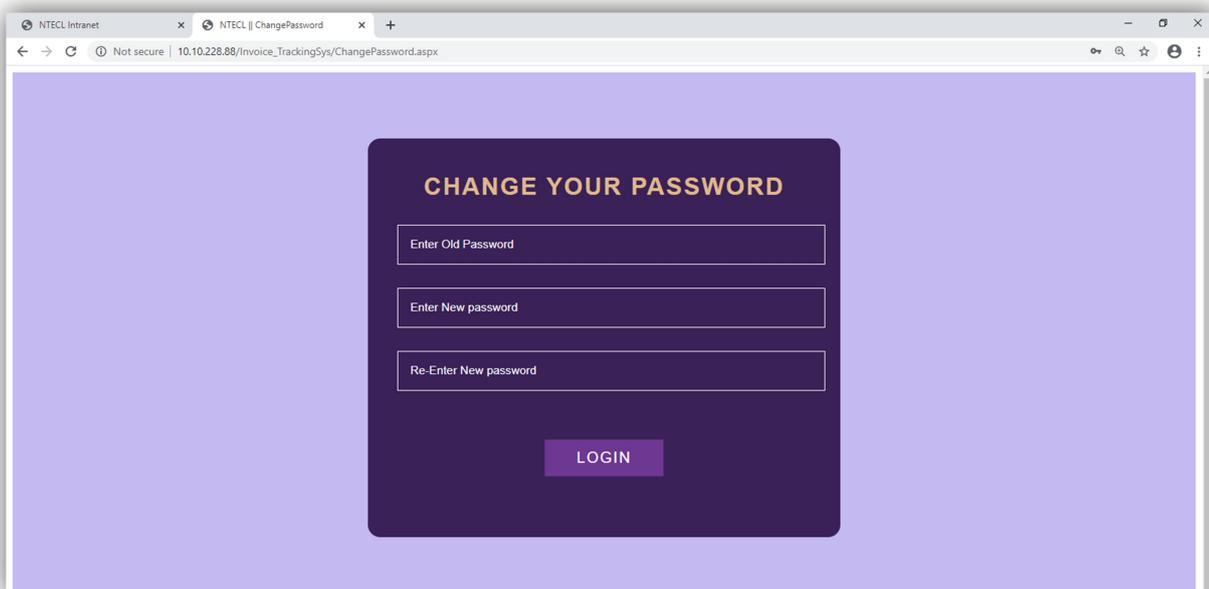
PLEASE ENTER YOUR - NTECL VENDOR CODE/ EMP NO

ENTER THE PASSWORD

LOGIN

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.



NTECL Intranet

NTECL | ChangePassword

10.10.228.88/Invoice_TrackingSys/ChangePassword.aspx

CHANGE YOUR PASSWORD

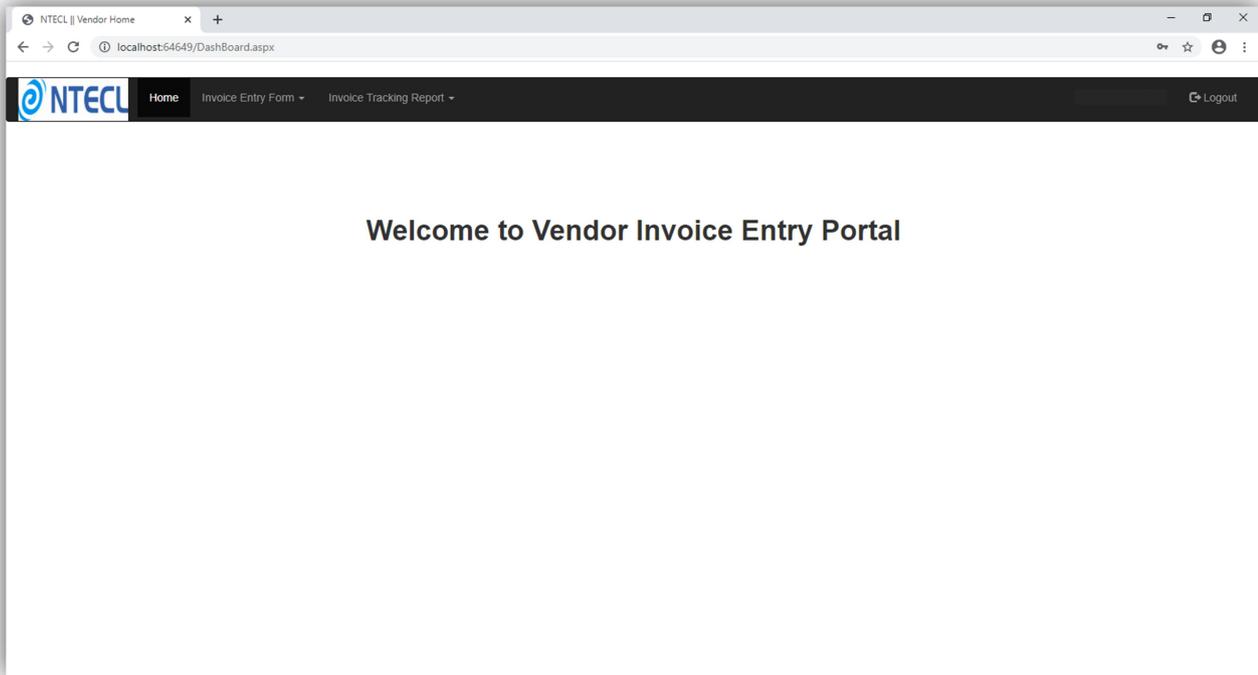
Enter Old Password

Enter New password

Re-Enter New password

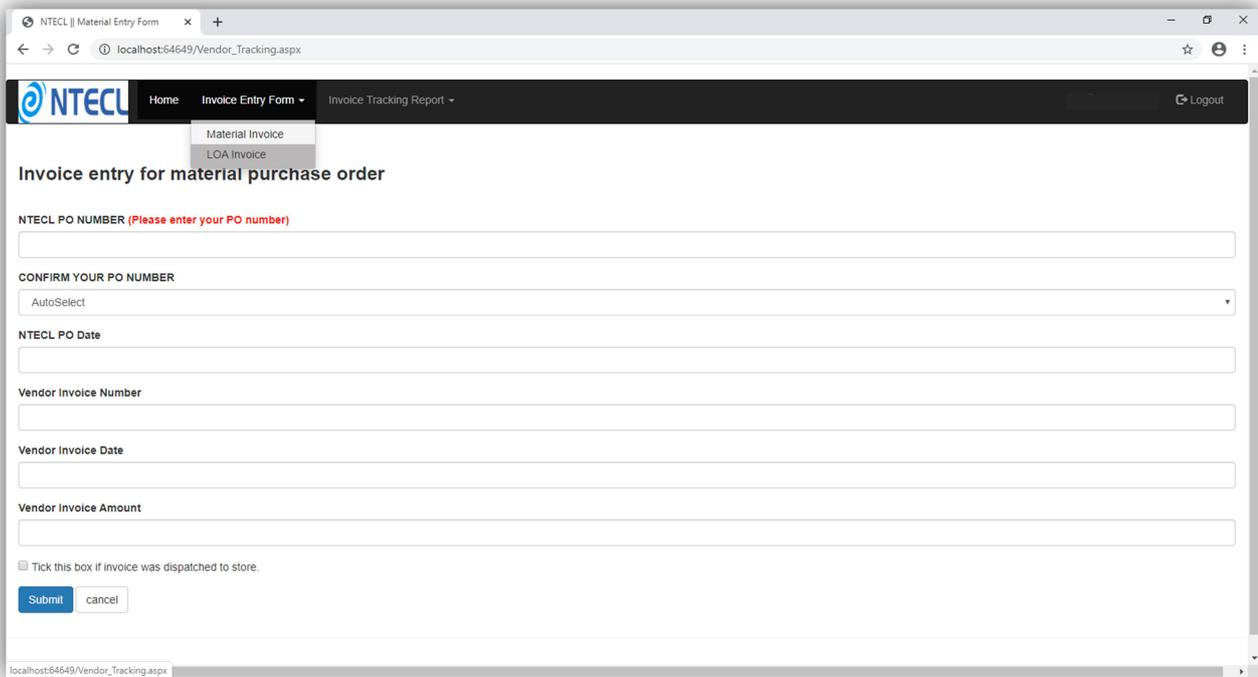
LOGIN

- 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**

The screenshot shows the 'Material Invoice Entry Form' in a web browser. The form is titled 'Invoice entry for material purchase order'. It contains the following fields and values:

- NTECL PO NUMBER (Please enter your PO number): 1100P40066
- CONFIRM YOUR PO NUMBER: 1100P40066 (dropdown menu)
- NTECL PO Date: 01/01/2020
- Vendor Invoice Number: 7878
- Vendor Invoice Date: 08/01/2020
- Vendor Invoice Amount: 65000

Below the fields, there is a checkbox labeled 'Tick this box if invoice was dispatched to store.' which is currently unchecked. At the bottom left, there are 'Submit' and 'cancel' buttons.

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

The screenshot shows the 'Material Invoice Entry Form' after successful submission. A success message popup is displayed: 'localhost:64649 says Your invoice details saved successfully' with an 'OK' button. The form fields are now empty, except for the 'CONFIRM YOUR PO NUMBER' dropdown which still shows '1100P40066'. Below the form, there is a table with the following data:

S No	Token No	PO Number	PO Date	Invoice Number	Invoice Date	Invoice Amount	Dispatch Status	Action
1	202	1100p40066	01-01-2020	7878	08-01-2020	65000	NO	Edit

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

The screenshot shows the 'Invoice entry for material purchase order' form. It includes fields for NTECL PO NUMBER, CONFIRM YOUR PO NUMBER (1100P40066), NTECL PO Date, Vendor Invoice Number, Vendor Invoice Date, and Vendor Invoice Amount. A checkbox is present for 'Tick this box if invoice was dispatched to store.' Below these fields are 'Submit' and 'cancel' buttons. A table displays invoice data:

S No	Token No	PO Number	PO Date	Invoice Number	Invoice Date	Invoice Amount	Dispatch Status	Action
1	201	0800p40041	02-01-2020	8899	06-01-2020	40000	NO	Edit
2	202	1100p40066	01-01-2020	7878	08-01-2020	65000	YES YES NO	Send Cancel

The screenshot shows the same 'Invoice entry for material purchase order' form, but with a success message dialog box overlaid. The dialog box text reads: 'localhost:64649 says Your invoice details posted to Stores successfully. Please ensure dispatch of invoice to Stores'. An 'OK' button is visible on the dialog. The table below the form now only shows the first entry:

S No	Token No	PO Number	PO Date	Invoice Number	Invoice Date	Invoice Amount	Dispatch Status	Action
1	201	0800p40041	02-01-2020	8899	06-01-2020	40000	NO	Edit

- 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.

The screenshot shows the 'Invoice entry for material purchase order' form. The fields are filled with the following data:

- NTECL PO NUMBER (Please enter your PO number): 1100P40066
- CONFIRM YOUR PO NUMBER: 1100P40066
- NTECL PO Date: 04/01/2020
- Vendor Invoice Number: 5302
- Vendor Invoice Date: 09/01/2020
- Vendor Invoice Amount: 80000

The checkbox 'Tick this box if invoice was dispatched to store.' is checked. A red bracket highlights the PO number and date fields. An orange box labeled 'Data filled form' is in the top right. The 'Submit' button is visible at the bottom left.

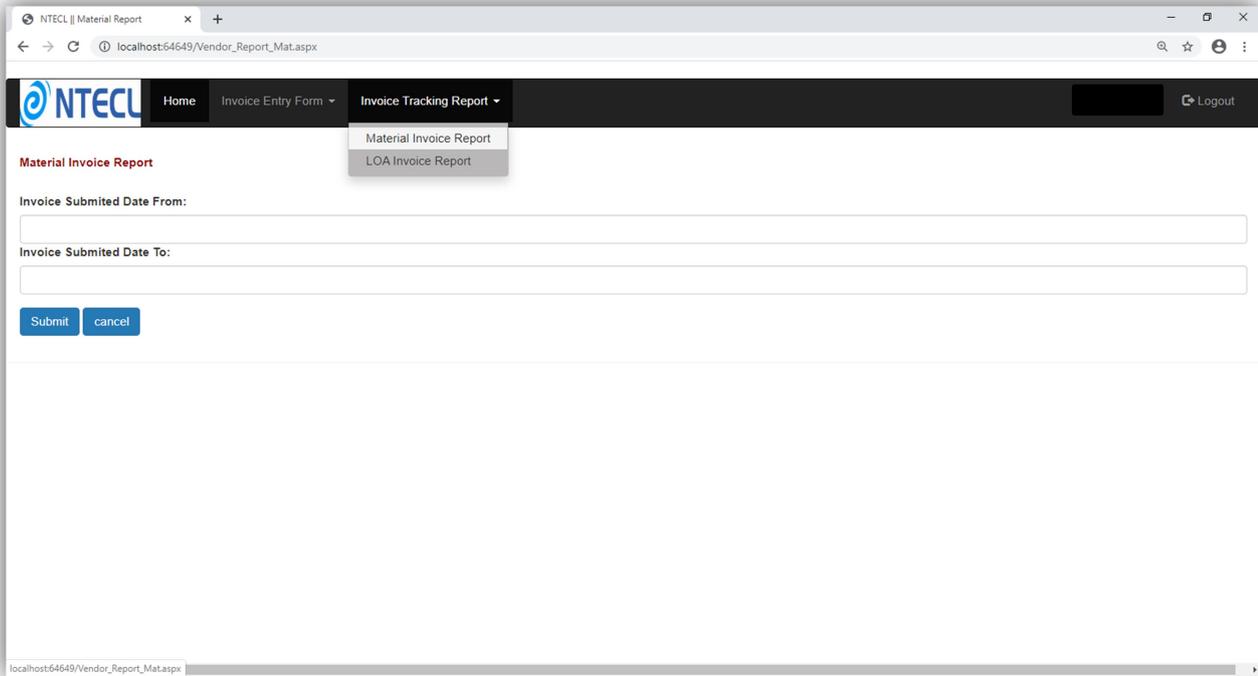
The screenshot shows the same form after submission. A success message is displayed in a white box:

localhost:64649 says
Your invoice details posted to Stores successfully. Please ensure dispatch of invoice to Stores

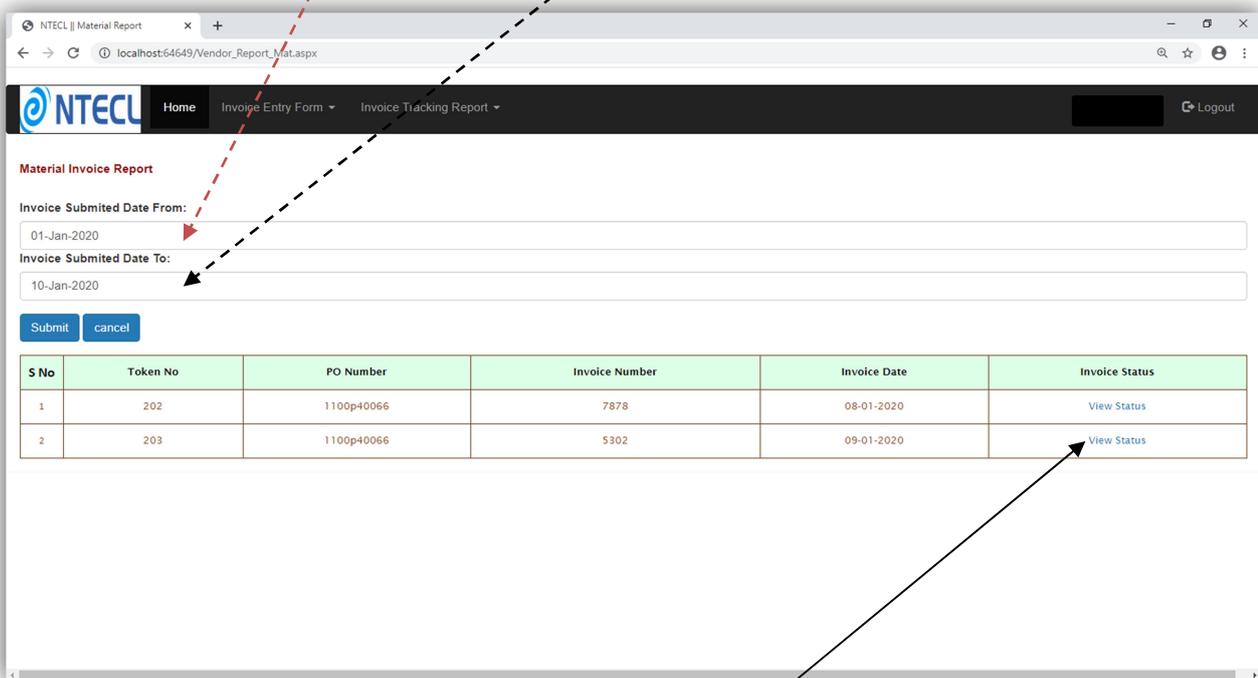
The form fields are now empty. An orange box labeled 'Data Submitted' is in the top right. The 'Submit' button is still visible at the bottom left.

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

Vendor Material Invoice Process Level

1 Login
 2 Stores & Review
 3 Purchase Status
 4 Finance Review & Payment
 5 Complete

Process at Vendor

PO Number	Invoice Number	Invoice Date	Invoice Submitted Date	Dispatched to Stores
1100p40066	5302	09-01-2020	10-01-2020	10-01-2020

Process at Stores

Received Date	Remarks	Invoice Status	Dispatched to Purchase

Process at Purchase

Received Date	Remarks	Invoice Status	Dispatched to Finance

Process at Finance

Received Date	Remarks	Invoice Status	Payment Released	Payment Date	Paid Amount

LOA Invoice Entry at Vendors

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

NTECL | LOA Entry Form

localhost:64649/LOA_Invoice_Entry.aspx

Home Invoice Entry Form Invoice Tracking Report Logout

Material Invoice
LOA Invoice

Invoice entry for contract LOA

LOA NUMBER (Please enter your LOA number)

CONFIRM YOUR LOA NUMBER

LOA Date

Vendor Invoice Number

Vendor Invoice Date

Vendor Invoice Amount

Tick this box if invoice was dispatched to EIC.

Submit cancel

➤ **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**

The screenshot shows the NTECL LOA Invoice Entry Form with the following data entered:

- LOA NUMBER: 1822
- CONFIRM YOUR LOA NUMBER: 1822
- LOA Date: 06/01/2020
- Vendor Invoice Number: 66336
- Vendor Invoice Date: 09/01/2020
- Vendor Invoice Amount: 70000

There is a checkbox labeled "Tick this box if invoice was dispatched to EIC." which is currently unchecked. Below the form are "Submit" and "cancel" buttons.

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

The screenshot shows the NTECL LOA Invoice Entry Form after successful submission. A success message popup is displayed: "localhost:64649 says Your invoice details saved successfully".

The form fields are now empty. Below the form, a table displays the saved invoice details:

S No	Token No	LOA Number	LOA Date	Invoice Number	Invoice Date	Invoice Amount	Dispatch Status	Action
1	204	1822	06-01-2020	66336	09-01-2020	70000	NO	Edit

At the bottom of the page, there is a status message: "Waiting for maxcdn.bootstrapcdn.com..."

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

The screenshot shows the 'Invoice entry for contract LOA' form. It includes fields for LOA NUMBER, CONFIRM YOUR LOA NUMBER (1822), LOA Date, Vendor Invoice Number, Vendor Invoice Date, and Vendor Invoice Amount. A checkbox is present for 'Tick this box if invoice was dispatched to EIC'. Below the form is a table with the following data:

S No	Token No	LOA Number	LOA Date	Invoice Number	Invoice Date	Invoice Amount	Dispatch Status	Action
1	204	1822	06-01-2020	66336	09-01-2020	70000	YES	Send Cancel

The 'Dispatch Status' dropdown menu is open, showing options: YES, YES, and NO.

The screenshot shows the same 'Invoice entry for contract LOA' form, but with a success message dialog box overlaid. The dialog box contains the text: 'localhost:64649 says Your Invoice details posted to EIC successfully, Please ensure dispatch of invoice to EIC'. An 'OK' button is visible in the dialog box.

- 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

The screenshot shows the NTECL LOA Entry Form with the following data entered:

- LOA NUMBER (Please enter your LOA): 2547
- CONFIRM YOUR LOA NUMBER: 2547
- LOA Date: 07/01/2020
- Vendor Invoice Number: 5555
- Vendor Invoice Date: 09/01/2020
- Vendor Invoice Amount: 62000

The checkbox "Tick this box if invoice was dispatched to EIC." is checked. The "Submit" button is highlighted. An orange box labeled "Data filled form" is positioned in the upper right. A green bracket groups the input fields, and a red arrow points to the LOA NUMBER field. An orange arrow points from the text above to the "Submit" button.

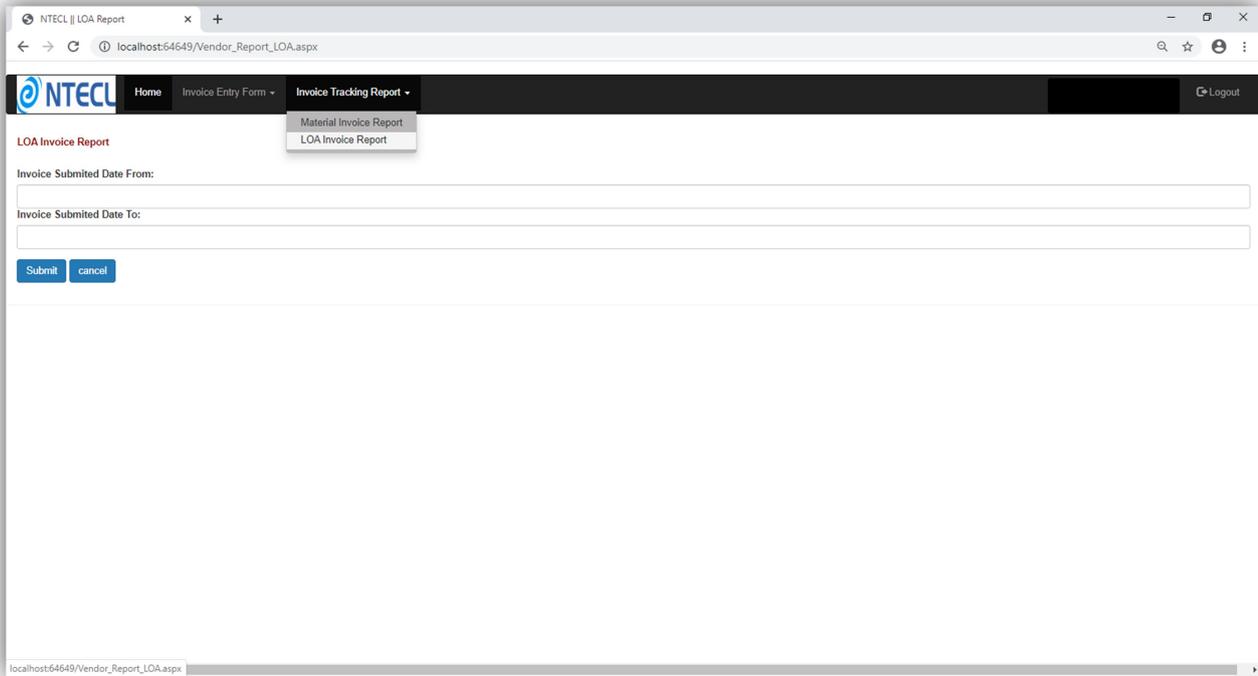
The screenshot shows the NTECL LOA Entry Form after submission. A success message is displayed in a dialog box:

localhost:64649 says
Your Invoice details posted to EIC successfully. Please ensure dispatch of invoice to EIC.

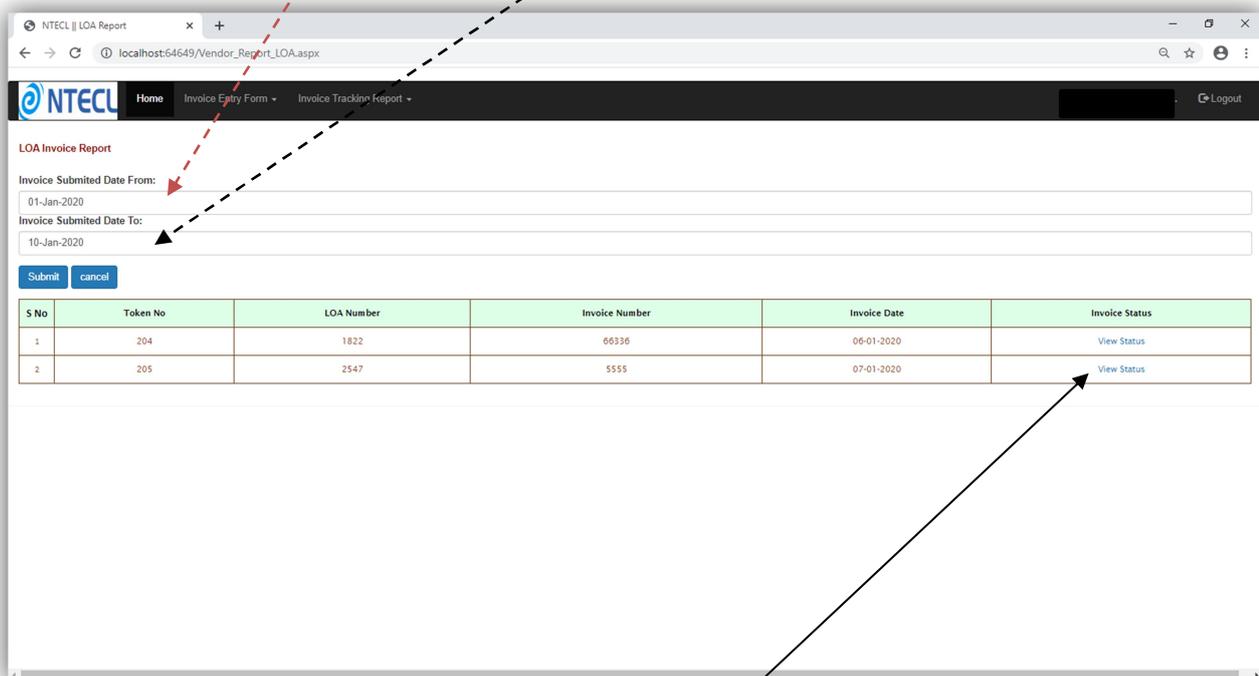
The form fields are now empty. The checkbox "Tick this box if invoice was dispatched to EIC." is unchecked. An orange box labeled "Data Submitted" is positioned in the upper right.

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

localhost:64649/Inv_Loa_popup.aspx?ponum=205 - Google Chrome
localhost:64649/Inv_Loa_popup.aspx?ponum=205

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