



APSSDC

E-Invoicing Module

User Instructions Document
for
APSSDC ERP

INTRODUCTION

APSSDC aims at becoming a paperless organisation by leveraging technology to transform every aspect of process and activities into digitized world. As a part of the transformation, APSSDC intends to create a technology driven platform to enable complete automation and digitization of Invoice process. APSSDC intends to implement global best practices and enhance the efficiency of the organisation by adopting state-of-the-art technology solutions for 'E-Invoicing' module. This adoption will result in

- Significant reduction in cycle time
- Enhance productivity
- Improve efficiency
- Complete digitization of Accounts Payable process
- Gain 100% controllership
- Ensure statutory compliance
- Build a robust Operational Excellence model

FEATURES

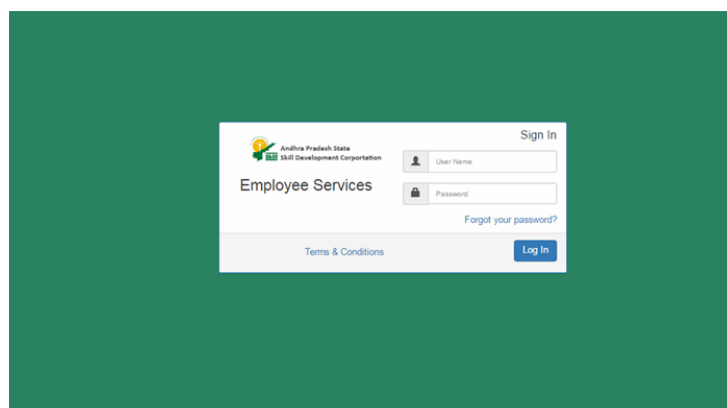
- Vendor Dashboard
- Vendor Profile view
- Direct invoice submission by Vendor
 - a. For Work Order
 - b. For Purchase Order
 - c. For Others (Non WO/PO)
- Status of submitted invoice

WHO CAN PERFORM THE FUNCTIONS

FUNCTIONS	USERS
Invoice Acceptance	Vendor
Invoice Submission	Vendor

PRE-REQUISITE FOR THE FUNCTIONS

- Valid credentials for the Vendor
- User should logon to the ERP on desktop version (these functions are not available on smartphone/tablet version)
- Google Chrome as the preferred browser



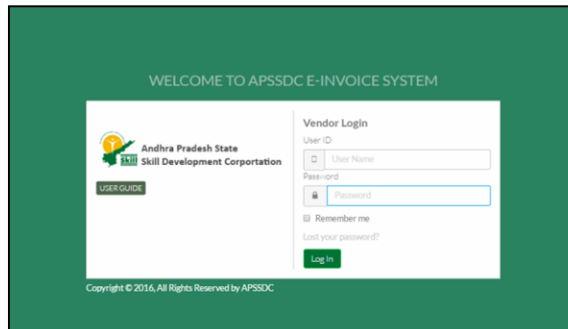
Can a vendor submit Invoice directly?

Yes. The ERP has been built to reduce the cycle time and dependency where Vendor's accessibility of submitting an invoice directly is crucial.

Every vendor will be given credentials for the ERP in order to submit invoice against the Work Order and Purchase Order assigned to them. Vendor needs to logon to the ERP and submit the scanned copy of the Invoice.

Step 1: Enter Login ID and Password

Step 2: Enter OTP



WELCOME TO APSSDC E-INVOICE SYSTEM

Andhra Pradesh State Skill Development Corporation

Vendor Login

User ID

User Name

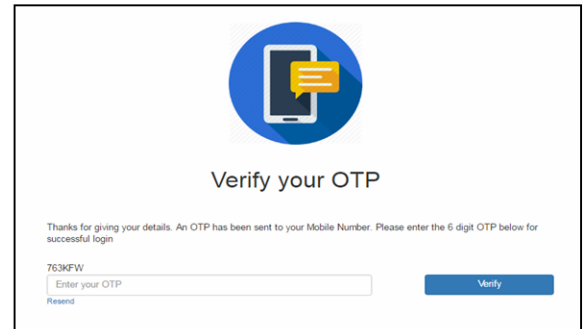
Password

Remember me

Lost your password?

Log In

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Verify your OTP

Thanks for giving your details. An OTP has been sent to your Mobile Number. Please enter the 6 digit OTP below for successful login

763KFW

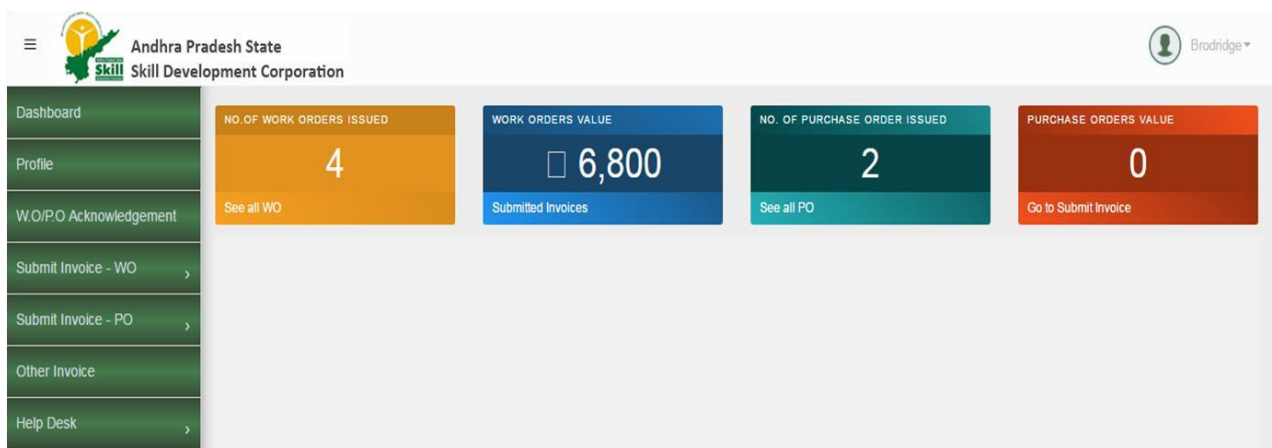
Enter your OTP

Resend

Verify

System will show Vendor details with dashboard showing

- Number of Work Order issued
- Value of Work Orders
- Number of Purchase Order issued
- Value of Purchase Orders
- List of Work Orders
- Invoice status of submitted Work Order
- List of Purchase Orders
- Invoice status of submitted Purchase Orders



Andhra Pradesh State Skill Development Corporation

Brodridge

Dashboard	NO. OF WORK ORDERS ISSUED	WORK ORDERS VALUE	NO. OF PURCHASE ORDER ISSUED	PURCHASE ORDERS VALUE
Profile	4	6,800	2	0
W.O/P.O Acknowledgement	See all WO	Submitted Invoices	See all PO	Go to Submit Invoice
Submit Invoice - WO				
Submit Invoice - PO				
Other Invoice				
Help Desk				

Vendor can see the profile with all the details that was created at the Vendor Creation stage

Note: Vendor can update the GST number in the relevant field

- Click on Profile
- View Only functions to see
 - Profile Details
 - Bank Details
 - Documents (documents that were submitted at the time of enrollment)
 - Tax Details (All fields except GST No.)

The screenshot shows the vendor profile page for 'Andhra Pradesh State Skill Development Corporation'. The left sidebar has a menu with 'Profile' highlighted by a red arrow. The main content area is divided into four sections: 'Profile Details' (Vendor Name: Brodridge, Phone, Mobile, Email, Website: www.broadridge.com, Address: Hitech city), 'Bank Details' (Bank Account No, Bank Name, IFSC Code, Branch, Address), 'Documents', and 'Tax Details' (PAN No, TAN No, Service Tax No, GST No, Nature of Service: Security Services, Status of Person, Status of Person (Service Tax), TDS Apply, Service Tax Apply, Tax Credit).

➤ **How to update GST Number**

1. Scroll down to Tax Details in Profile

This screenshot shows the 'Tax Details' section of the vendor profile. A red box highlights the 'Tax Details' header, and a red arrow points to it from the left sidebar. The form fields include: PAN No (0), TAN No (0), Service Tax No (0), Nature of Service ([Training & Development Services, Software Consulting]), GST Registration (Yes), Status of Person (Others), Status of Person (Service Tax) (Others), TDS Apply (NO), Service Tax Apply (NO), Tax Credit (NO). At the bottom, there are fields for GST No (123456), Registration Date (26-06-2017), and State (Telangana), with an 'Update' button.

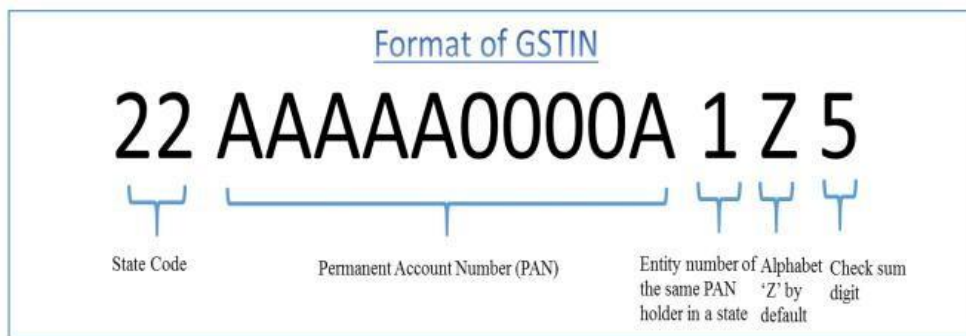
2. Select Yes (If GST registration is done and GST number is obtained)

This screenshot shows the 'GST Registration' dropdown menu open, with 'Yes' selected. The dropdown options are 'Select', 'Yes', and 'No'. The rest of the form fields and the 'Update' button are visible below.

3. Enter GST Number → Select Registration Date → Select State of registration
4. Click on Update

The screenshot shows the 'Tax Details' section of a web portal. The header includes the Andhra Pradesh State Skill Development Corporation logo and the user 'Sd MacTec IT Solutions (P) Limited'. The left sidebar contains navigation options like Dashboard, Profile, W.O.P.O Acknowledgement, and various invoice submission options. The main content area shows a form with fields for PAN No, TAN No, Service Tax No, Nature of Service, Status of Person, Status of Person (Service Tax), TDS Apply, Service Tax Apply, and Tax Credit. The 'GST Registration' field is set to 'Yes' and is highlighted with a red box. Below it, there are input fields for 'Enter GST Registration No.', 'Select Registered Date', and 'Select' (with a dropdown arrow). A red arrow points to the 'Update' button.

GST Number Format



Note:

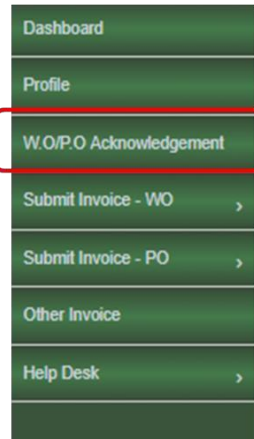
- *Once the GST Number is added, it will get updated on Vendor Master*
- *Tool will automatically apply the appropriate Tax rates*

Steps to Accept WO/PO

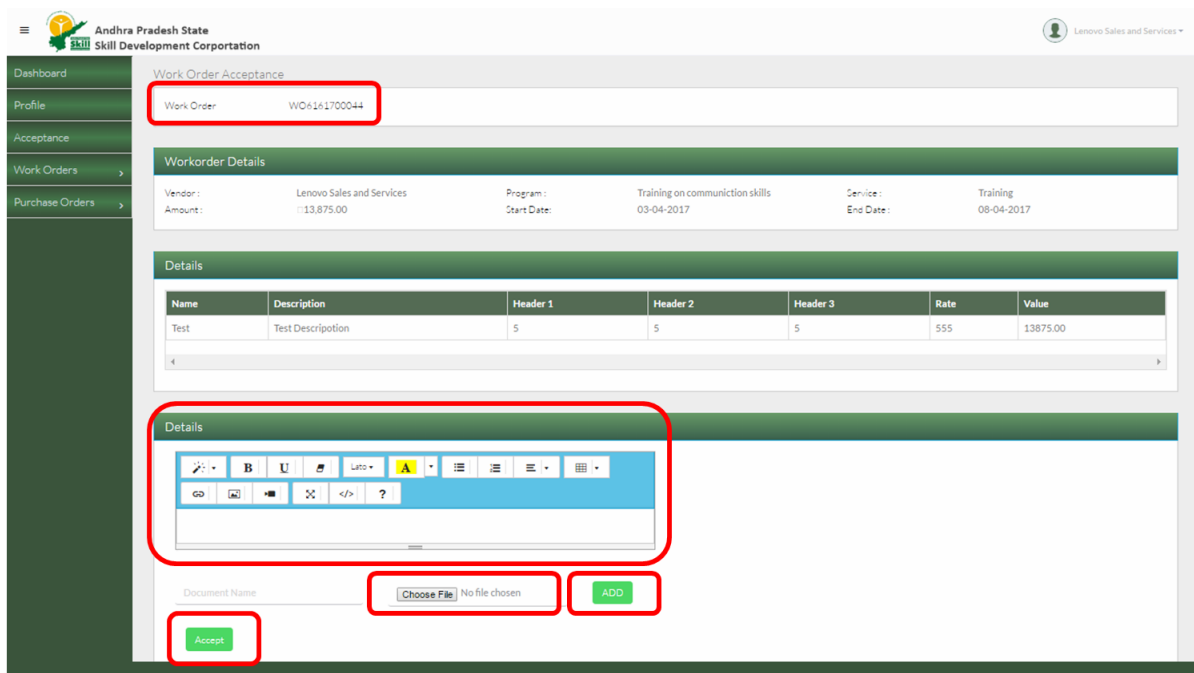
When a Work Order or Purchase Order is assigned to a Vendor, it needs to be accepted in order to raise an invoice. It's the acknowledgement process to take up the given assignment.

An invoice cannot be submitted unless it has been 'Accepted'

1. Click on WO/PO Acknowledgement
2. Click on 'View' against the desired WO/PO



3. Verify details
4. Upload attachment (if applicable) → Click on Add to upload additional document
5. Click on 'Accept'

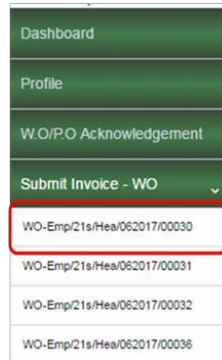


The screenshot shows the 'Work Order Acceptance' page. The 'Work Order' field contains 'WO6161700044'. The 'Workorder Details' section shows Vendor: Lenovo Sales and Services, Program: Training on communication skills, and Amount: ₹13,875.00. The 'Details' table has one row: Test Description with a value of 13875.00. Below the table is a rich text editor (highlighted with a red box) and a 'Document Name' field with a 'Choose File' button (No file chosen) and an 'ADD' button. At the bottom, there is an 'Accept' button (highlighted with a red box).

Name	Description	Header 1	Header 2	Header 3	Rate	Value
Test	Test Description	5	5	5	555	13875.00

Steps to submit Invoice for Work Order

1. Click on Work Orders
2. Select Work Order Number
3. Verify details



System will show the screen where Invoice details needs to be entered. The header details will auto populate based on the Work Order number.

1. Enter Invoice number
2. Enter Invoice Date
3. Enter Due Date
4. Add description
5. Upload scanned copy of Invoice

Invoice Line Items: Line item template will populate based on Work Order/Purchase Order

1. Select GL Account
2. Add description
3. Enter Actual figures of Duration, Number of Trainers, Rate etc.
4. Click on Add Item to add additional line item
5. Based on Work Order Payment Terms, enter additional expense details
6. Upload scanned copy of receipts
7. Click on Submit

Once submitted, the system will show auto-generated confirmation ID

Andhra Pradesh State Skill Development Corporation

Workorder Documents

Document Name	Uploaded Attachment
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Invoice

Invoice# * Invoice Number Invoice Date* Invoice Date Due Date* Due Date Amount (₹)

Description * Description Attachments Choose Files No file chosen Add Items

Invoice Line Items

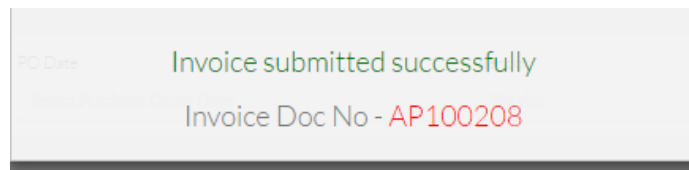
GL Account	Description	No of Trainees	Rate	Value	Location	Documents
Rent Training Centre	Description	Trainees	200		Gannavaram	Choose Files No file chosen

GL Account	Item Description	Amount (₹)	Location	Uploaded Document	Action
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Submit

Note: Invoice should be submitted without any applicable tax like Service Tax, GST etc. Please mention ONLY the Service Value excluding the tax. The system will calculate the applicable taxes.

Once submitted, the system will show auto-generated confirmation ID



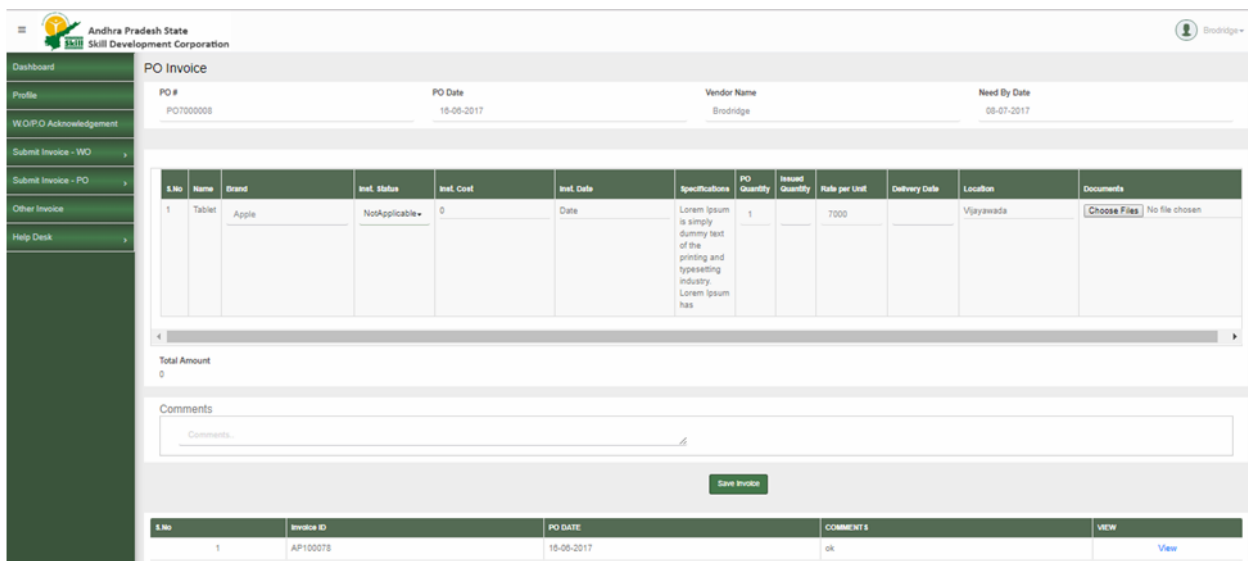
Steps to submit Invoice for Purchase Order

1. Click on Purchase Orders
2. Select Purchase Order Number



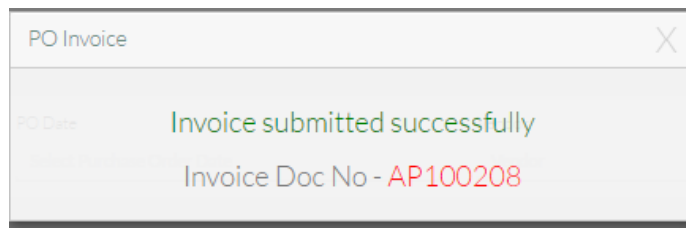
System will auto-populate the PO Date and Vendor details

3. Enter PO Quantity
4. Enter Issued Quantity
5. Enter the date of delivery done
6. Enter Delivery Location
7. Upload documents
8. Enter comments
9. Click on 'SUBMIT INVOICE'



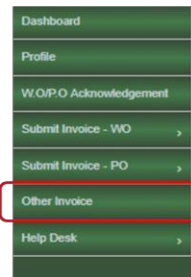
Note: Invoice should be submitted without any applicable tax like Service Tax, GST etc. Please mention ONLY the Service Value excluding the tax. The system will calculate the applicable taxes.

Once submitted, the system will show auto-generated confirmation ID



Steps to submit Invoice for Others

1. Click on Other Invoice



2. Select Order Type
3. Select Program
4. Select Service
5. Enter Invoice Number
6. Enter Invoice Date
7. Enter Amount
8. Enter Description
9. Add attachment → Click on 'Choose File'
10. Select GL Account
11. Enter Item Description
12. Enter line-item amount
13. Select Location
14. Upload document
15. Click on 'SUBMIT INVOICE'

To add additional line item, click on 'Add Item'

Andhra Pradesh State Skill Development Corporation

Brodrige

Create Invoice

Order Type * Others Program* Select Service* Select

Invoice

Invoice#* Invoice Number Invoice Date* Invoice Date Due Date* Due Date Amount* (₹)

Description* Description Attachments Choose Files No file chosen Add Items

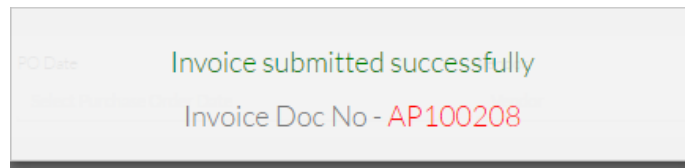
Line Items

GL Account	Item Description	Amount(₹)	Location	Uploaded Document	Action
Select	Item Description	Amount	Select	Choose Files No file chosen	

Submit

Note: Invoice should be submitted without any applicable tax like Service Tax, GST etc. Please mention ONLY the Service Value excluding the tax. The system will calculate the applicable taxes.

Once submitted, the system will show auto-generated confirmation ID



How to check status of submitted Invoices

- Click on Work Order Submitted Invoice Status OR
- Click on Purchase Order Submitted Invoice Status OR
- Click on 'Others' Submitted Invoice Status
- Click on 'View' to see details of the invoices submitted

Andhra Pradesh State Skill Development Corporation

Dashboard

Work Orders

Purchase Orders

NO. OF WORK ORDER ISSUED: 1

WORK ORDERS VALUE: ₹64,000.00

NO. OF PURCHASE ORDERS ISSUED: 1

PURCHASE ORDERS VALUE: ₹202,000.00

Sr No.	W/O No	Invoice No.	Invoice Date	Due Date	Amount	Status	View
1	WO6161700017	K3--001	16-03-2017	31-03-2017	6000.00	L2 Approved	View