

Help Manual

Vendor User Guide

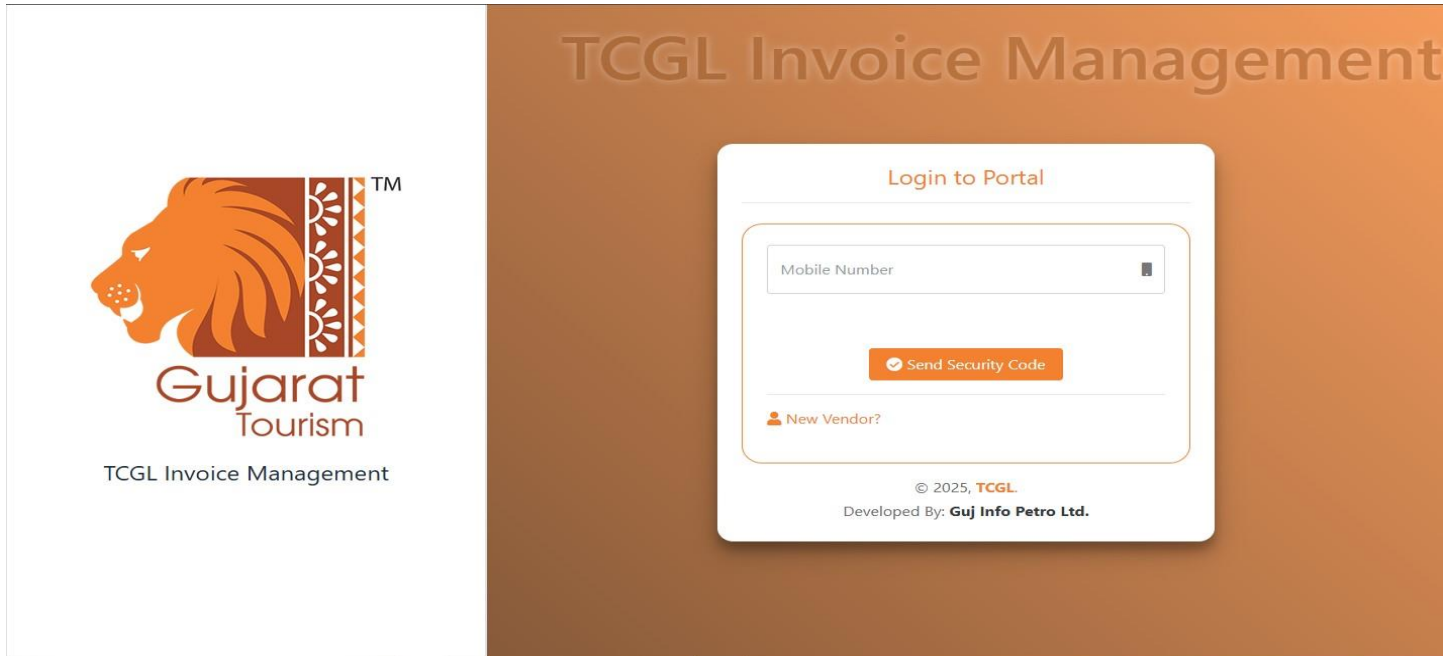
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Guj Info Petro Limited

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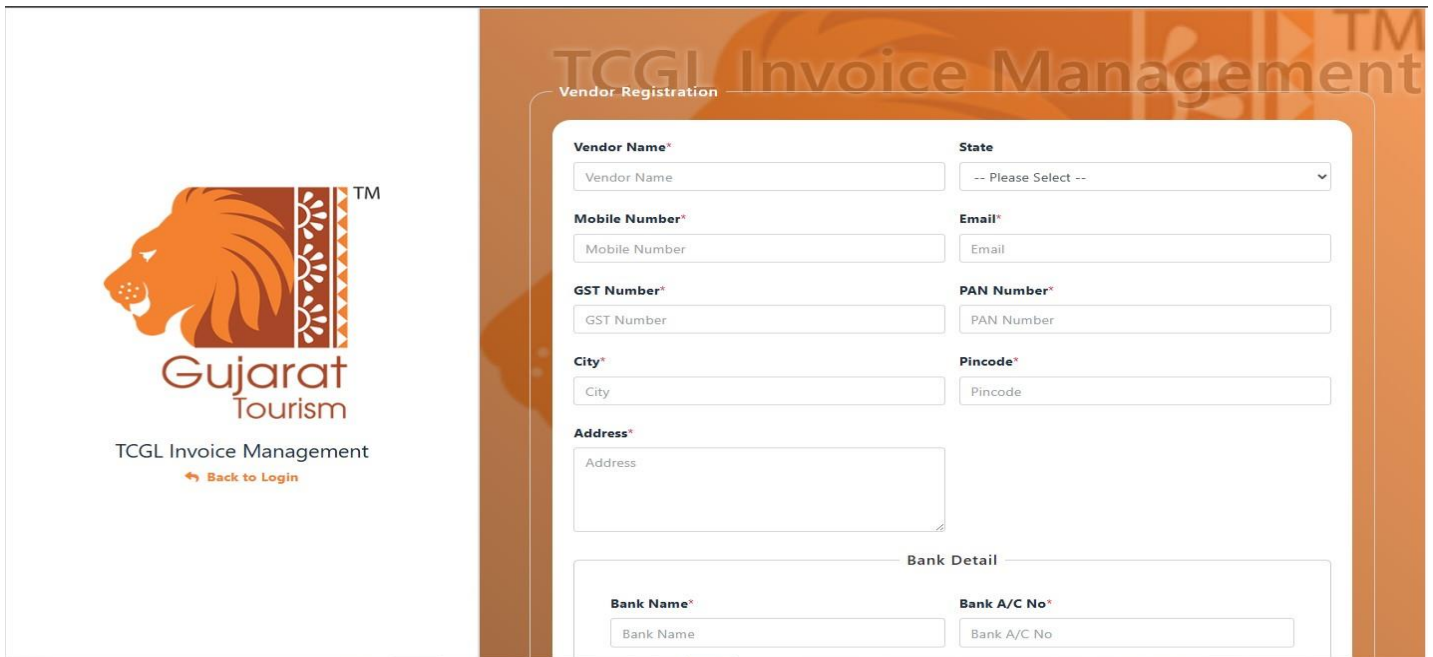
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1.) Login



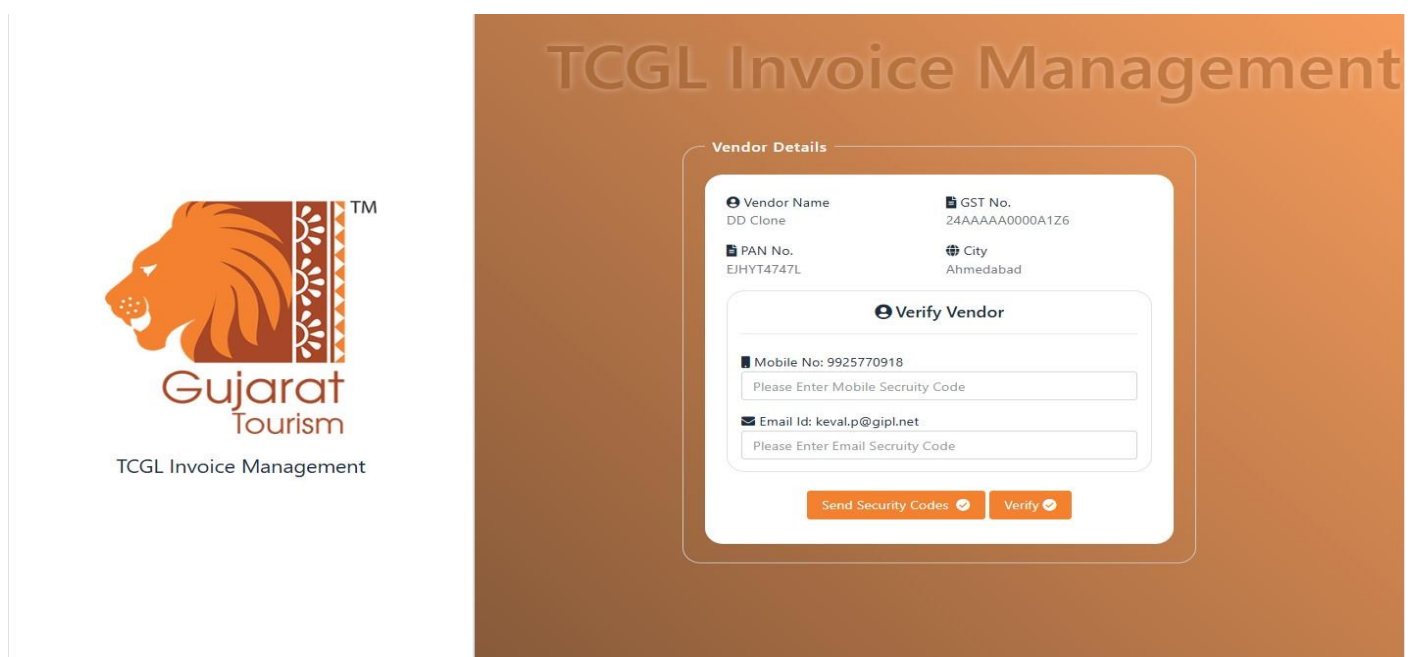
- Vendor register in the system and logged in the portal using Mobile number.
- Enter mobile number, click on send security code and enter the security code, user will logged into the system.

2.) Vendor Registration



The screenshot shows the 'Vendor Registration' form within the 'TCGL Invoice Management' system. On the left is the Gujarat Tourism logo and a 'Back to Login' link. The form itself is titled 'Vendor Registration' and contains several input fields for vendor information. The fields are organized into two columns: the left column includes 'Vendor Name*', 'Mobile Number*', 'GST Number*', 'City*', and 'Address*'; the right column includes 'State' (a dropdown menu), 'Email*', 'PAN Number*', and 'Pincode*'. Below these is a 'Bank Detail' section with 'Bank Name*' and 'Bank A/C No*'. All fields are currently empty.

- Click on vendor register button user will be redirect on above form.
- Enter the vendor details, bank details fill the mandatory fields data and click on submit button.
- OTP will be send to user mobile number and email.



The screenshot shows the 'Vendor Details' and 'Verify Vendor' screen. On the left is the same Gujarat Tourism logo and 'TCGL Invoice Management' text. The main content area is titled 'Vendor Details' and displays the following information:

Vendor Name DD Clone	GST No. 24AAAAA0000A1Z6
PAN No. EJHYT4747L	City Ahmedabad

Below this information is a 'Verify Vendor' section with two input fields for security codes:

- Mobile No:** 9925770918
Please Enter Mobile Security Code
- Email Id:** keval.p@gipl.net
Please Enter Email Security Code

At the bottom of the verification section are two buttons: 'Send Security Codes' and 'Verify'.

- Enter the correct security code details, user will be register successfully and ready to log into system.

3.) Vendor Dashboard

TCGL Invoice Management

Profile Invoice Management Lions Den

Summary

Vendor Approval Status :- Pending
Vendor Approval Status Date :- 01/04/2025

0
Total PO

0
Total Invoice

0
Total Approved Invoice

0
Total Pending Invoice

PO Details

Sr No.	PO No	PO Name	Department Name	Sub Head Name	Minor Head Name	PO Amount	GST Amount	Total Amount	Created Date	View	Principal Document	Invoice Count
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- Once user logged into system they are landing on the dashboard page.
- Vendor can see the summary status and PO details.
- Total PO, Total Invoice, total approved invoice, and total pending invoice details.

4.) Vendor Basic Details

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View Vendor Basic Details

Vendor Name

Lions Den

Email Id

keval.p@gipl.net

Mobile No

9925770918

GST Number

22AAAAA9999A1Z9

PAN Number

EKHYS4747K

State

Gujarat

City

Ahmedabad

Pincode

382333

Address

Amedbdaad

Cancel

Update

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- Vendor can change the basic details, bank details or documents details, if tcgl user raise some query for vendor profile.

5.) Add Invoice

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Add Invoice

View Invoice

Purchase Order*

-- Please Select --

Invoice Date*

Invoice Date

Invoice Name*

Invoice Name

Invoice No*

Invoice Number

Invoice Details*

Sr No	Description of Service	Amount	Is GST Applicable?	GST Type	GST Rate	GST Amount	Total Amount
1	<div>Name</div>	<div>Basic Amount</div>	<div>No</div>	<div>SGST</div>	<div>-- Please Select</div>	<div>SGST Amount</div>	<div>0</div>
				<div>CGST</div>	<div>-- Please Select</div>	<div>CGST Amount</div>	
				<div>IGST</div>	<div>-- Please Select</div>	<div>Total Amount</div>	
2	<div>Name</div>	<div>Basic Amount</div>	<div>No</div>	<div>SGST</div>	<div>-- Please Select</div>	<div>SGST Amount</div>	<div>0</div>
				<div>CGST</div>	<div>-- Please Select</div>	<div>CGST Amount</div>	
				<div>IGST</div>	<div>-- Please Select</div>	<div>Total Amount</div>	
3	<div>Name</div>	<div>Basic Amount</div>	<div>No</div>	<div>SGST</div>	<div>-- Please Select</div>	<div>SGST Amount</div>	<div>0</div>
				<div>CGST</div>	<div>-- Please Select</div>	<div>CGST Amount</div>	
				<div>IGST</div>	<div>-- Please Select</div>	<div>Total Amount</div>	
Total							Invoice Amount

- Vendor can generate and invoice click on the invoice management, click on add invoice.
- Vendor can only add invoice once tcgl user generates PO, once PO generated then user can select purchase order from dropdown and then add invoice details.
- Enter mandatory invoice details, Upload documents and click on save button invoice is saved successfully.

6.) View Invoice

TCGL Invoice Management

Profile Invoice Management Lions Den

Filter

PO Name





-- All --

Search

Search

View Invoice Details

+ Add Invoice Details

Sr No.	PO Number	PO Name	Invoice Number	Invoice Name	Invoice Date	Invoice Amount (Inclusive GST)	Invoice Entry Date	Action
1	TCGL/IT/2024-2025/3	EWEW	01042025	Test	01/04/2025	837300.00	01/04/2025	   

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- Once invoice is created it will show in view invoice.
- User can search the record by PO Name and by specific keyword.
- In addition, user can edit and delete record before submission to tcgl.
- Click on FWD button invoice will be send FWD to other user, the respected user can approve or generate query against the invoice.
- Click on view icon user can see the invoice details.
- If query is generated against invoice, it will display in vendor logins, user can enter the details and again submit to user.