

VENDOR PORTAL TUTORIAL



**Bureau of Pharma Public Sector
Undertakings of India (BPPI)**

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1) How to open Vendor Portal:

Open Any Browser like Google Chrome, Mozilla Firefox, and Internet Explorer Etc.

Enter 103.74.244.104:6061 in URL Section and Press Enter.

Login Screen for Vendor Portal will open as shown below:

Sign In!!!

Username *

UserName is required

Password *

[Forgot Password?](#)

Sign In

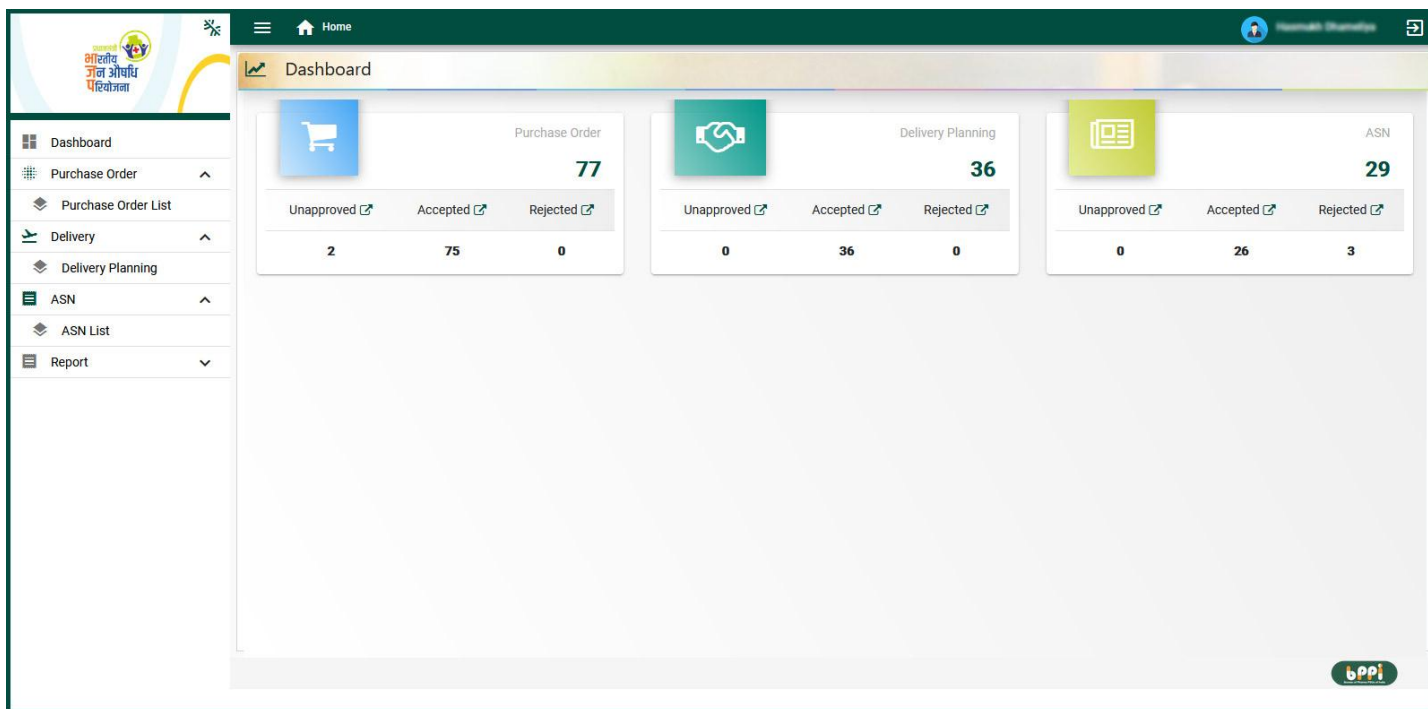
For technical support, kindly contact on below address
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Enter Username and password and Click on Sign in Button



After Entering right credential, main Screen of vendor portal will open as shown in below image.

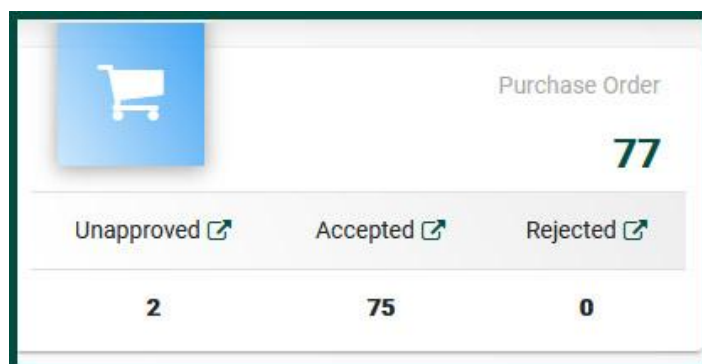
2) Dashboard:



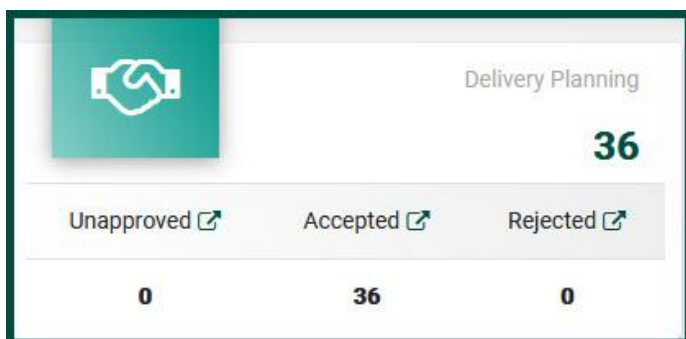
Here are some shortcuts for Checking Overview of data

- **Purchase order:**

Here you will get overview of Data related to Purchase order like Unapproved, Accepted and Rejected.



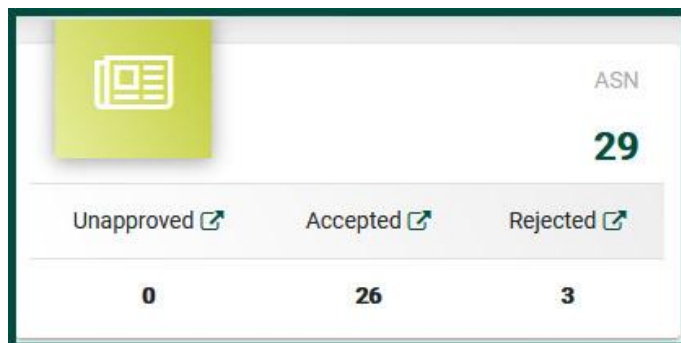
- **Delivery Planning:**



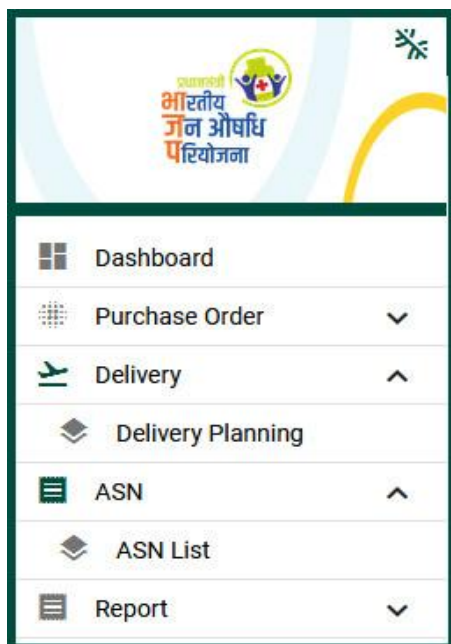
Here you will find overview of Delivery Planning like Unapproved, Accepted and Rejected.

- **ASN (Advance Shipment Note):**

Here you will find overview of Delivery Planning like Unapproved, Accepted and Rejected.



3) Menu:

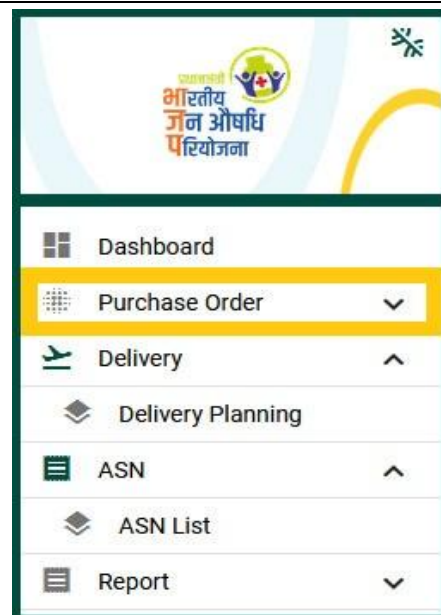


On the left hand side Menu is there, for Detailed Work You can go through this option, now we will discuss them in Details. Dashboard is already covered.

4) How to Accept/Reject Purchase Order:

This option is used for Checking Purchase orders or for approving them or Reject Them. You can also check detailed report here. Now, Click on purchase order option in menu.

Then click on Purchase order list.



New Screen will open

Search Field		Filter with PO Status							
PO Status		un							
↑ Po No.	Po Date	Drug Code	Drug Name	PO Status	Basic Amount	Branch Code	Tender No	Action	
2002000777	08/06/2020	497	KIT OF MIFEPRISTONE 200 mg (1 TABLET) + MI SOPROSTOL 200 mcg (4 Tablets)	UnApproved	271500	Gurugram	66	↗	
2002000773	08/06/2020	996	Oxcarbazepine Tablets I.P 300mg	UnApproved	1500800	Chennai	66	↗	
2002000772	08/06/2020	996	Oxcarbazepine Tablets I.P 300mg	UnApproved	643200	Gurugram	66	↗	
2002000749	08/06/2020	1222	ARTEMETHER 80 MG + LUMEFANTRINE (BANFL UMETOL) 480 MG TABLETS	UnApproved	193400	Gurugram	98	↗	

Items per page: 10 1 - 4 of 4 |< < > >|

You Can Approve, Reject by Click on this arrow sign at the end of every Purchase order as shown in below image.

↑ Po No.	Po Date	Drug Code	Drug Name	PO Status	Basic Amount	Branch Code	Tender No	Action
191002594	20/03/2020	1240	GLICLAZIDE 80 mg + METFORMIN HYDROCHLO RIDE Tablets 500mg	UnApproved	3297000	Chennai	66	↗

When you clicked on this Acton Button, A popup window will open as shown in below image

Here you will get Complete Details about Purchase order, you can Accept OR Reject. You can also enter the Reason OR Remark for the same.

Purchase Order Detail

PO Details

Terms & Condition

Uploaded Documents

Sr No.	Drug Code	Drug Name	Unit Size	Quantity	Due Delivery Date	Rate	MRP	Amount	Self Life
1	1240	GLICLAZIDE 80 mg + METFORMIN HYDROCHLO RIDE Tablets 500mg	10's	300000	04/05/2020	10.99	26	3297000	30

Total:3297000.00 / 3297000.00 ₹

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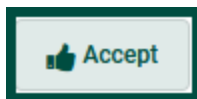
Leave a Reason

Accept

Reject

Close

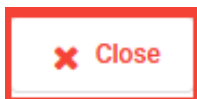
Click on Accept to Accept order.



Click on Reject to Reject order.



Click on Close to back on Main Screen.



After Accepting order You will see the screen similar to below Screen.

Purchase Order List

Search Field
PO Status Filter with PO Status

↑ Po No.	Po Date	Drug Code	Drug Name	PO Status	Basic Amount	Branch Code	Tender No	Action
2002000641	12/05/2020	518	BACLOFEN Tablets IP 10 mg	Accept	490000	Gurugram	66	↗
2002000610	11/05/2020	467	DICYCLOMINE 10 mg+ MEFENAMIC ACID 250 mg Tablets	Accept	293400	Chennai	66	↗
2002000609	11/05/2020	467	DICYCLOMINE 10 mg+ MEFENAMIC ACID 250 mg Tablets	Accept	440100	Gurugram	66	↗
2002000531	08/05/2020	246	Fexofenadine 120 mg film coated Tablet	Accept	835500	Gurugram	66	↗
2002000502	07/05/2020	382	LINEZOLID TABLETS IP 600 MG	Accept	5640000	Gurugram	66	↗
2002000485	06/05/2020	271	Diltiazem 30 mg I.P Tablets	Accept	544700	Gurugram	66	↗
2002000478	06/05/2020	196	LACTOBACILLUS SPOROGENES 60 MILLION SPORES TABLETS	Accept	239000	Chennai	98	↗
2002000424	05/05/2020	748	Glimepiride Tablets IP 4mg	Accept	325000	Chennai	66	↗
2002000423	05/05/2020	748	Glimepiride Tablets IP 4mg	Accept	487500	Gurugram	66	↗

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Here you can check unapproved orders, approved orders or Rejected Order detail using Filter.

For filter data click on this icon -->



A pop up window will open as shown in image -->

Here you can filter by any of these options

Like PO Status, PO Date, PO No. Etc.

Then click on Filter option, Filtered result will be shown to you.

POApproval Filter

Po No. Po Date From Po Date To

Drug Code Drug Name

Vendor Code Vendor Name

PO Status Branch Code

Tender No

Reset Filter Close

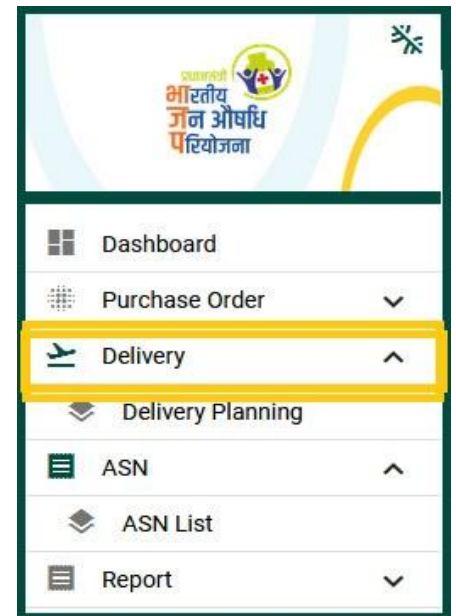
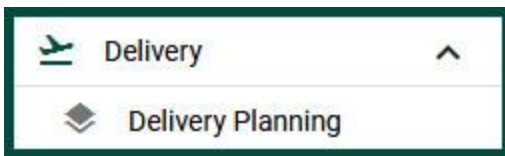
For download Report Click on Download Button →



5) How to Create Delivery Planning:

This option is used for Creating a Delivery Planning, Click on the Delivery option.

Then chooses Delivery Planning.



When you click on Delivery planning, new screen will open for Details as shown in below image.

Delivery Planning List					
Search Field Delivery Planning Status Filter with Delivery Planning Status					
Delivery No.	Created Date	Po. No	Delivery Planning Status	Remark	Expected Dispatch Date
201920000303	19/05/2020 04:31:44	2002000423	Accept	Approved and accordingly request for booking s lot as soon as possible.	15/06/2020
201920000302	19/05/2020 04:31:12	2002000424	Accept	Approved and accordingly request for booking s lot as soon as possible.	18/06/2020
201920000301	19/05/2020 04:30:09	2002000478	Accept	Approved and accordingly request for booking s lot as soon as possible.	18/06/2020
201920000300	19/05/2020 04:29:50	2002000485	Accept	Approved and accordingly request for booking s lot as soon as possible.	18/06/2020
201920000299	19/05/2020 04:29:21	2002000502	Accept	Approved and accordingly request for booking s lot as soon as possible.	17/06/2020
201920000298	19/05/2020 04:28:53	2002000531	Accept	Approved and accordingly request for booking s lot as soon as possible.	15/06/2020
201920000297	19/05/2020 04:28:18	2002000609	Accept	Approved and accordingly request for booking s lot as soon as possible.	23/06/2020
201920000296	19/05/2020 04:27:50	2002000610	Accept	Approved and accordingly request for booking s lot as soon as possible.	24/06/2020

For Creating Delivery planning Click on the + Sign available on Upper right Side of Screen.




A new Screen of Delivery planning will open as shown below.

Delivery Planning

Delivery No: Expected dispatch Date: dd / mm / yyyy

Shipping Address: Shipping Address

Select Po...

No.	Drug Code	Drug Name	Unit Size	Total Qty.	Quantity	Po. Del. Date	PO No	PO Date	Action
 <p>Oooh oh, there are no results</p>									

Click to Select PO

After Selecting PO, Select Shipment Address, Expected Delivery Date and add Quantity how much you are planning to dispatch.

Delivery Planning

Delivery No: Expected dispatch Date: dd / mm / yyyy

Shipping Address: Shipping Address

Select Po... 191001548

Enter how many quantity, you Planning for Delivery

No.	Drug Code	Drug Name	Unit Size	Total Qty.	Quantity	Po. Del. Date	PO No	PO Date	Action
1	556	MONTELUKAST 10 MG + FEXOFENADINE HCl 120 MG 10's TABLETS	210		50000	Feb 16, 2020	191001548	Jan 2, 2020	

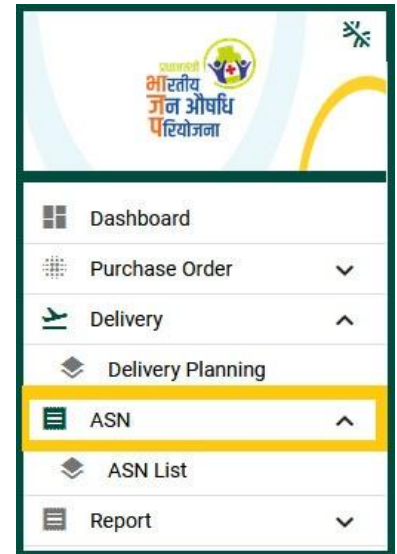
Save Discard Close

After Enter all Details Click on SAVE Button.



6) How to Create ASN (Advance Shipment Note):

ASN provides detailed information about a pending delivery. ASN notify to BPPI, when shipping occurs and provide physical characteristics about the shipment so BPPI can be prepared to accept delivery.



For this Click on ASN option Present in menu after that click on ASN List option.



New Screen will open as shown below.

ASN List										
Search Field		Filter with ASN Status								
ASN Status										
↑ ASN No.	ASN Date	ASN Status	Po. No.	LR No	LR Date	E-Way Bill No	E-Way Bill Date	Vehicle No	Driver No	Action
201920000388	02/06/2020	Accept	2002000279							↗ ✎
201920000387	02/06/2020	Accept	2002000278							↗ ✎
201920000342	01/06/2020	Accept	2002000197							↗ ✎
201920000341	01/06/2020	Accept	2002000197							↗ ✎
201920000337	30/05/2020	Accept	2002000197							↗ ✎
201920000336	30/05/2020	Accept	2002000278							↗ ✎
201920000298	29/05/2020	Reject	2002000197							↗ ✎
201920000297	29/05/2020	Reject	2002000197							↗ ✎
201920000295	29/05/2020	Accept	2002000198							↗ ✎
201920000294	29/05/2020	Reject	2002000197							↗ ✎

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To create a new ASN, click on + sign available on upper right corner.



A Popup will open, Select Approve Delivery planning as shown in below

ASN

ASN No: | Delivery Warehouse :

Performa Attachment: Not Available | Vehicle No | Driver Mobile No | No Of Boxes

Select Delivery Planning...

Click Here to select approved Delivery Planing

Oooh oh, there are no results

Save Discard Close

After Entering Approve delivery Planning, Enter the Details like Vehicle Number, Driver Mobile No, No. Of Box, Batch no, quantity, mfg and exp of Medicines.

NOTE: You can select one or multiple delivery Plan at same time.

ASN

Performa Attachment: Not Available | Vehicle No | Driver Mobile No | No Of Boxes

Select Delivery Planning...

201920000303 201920000056

Here You can select Multiple Delivery Planning.

Shipping Address :
748 : Glimepiride Tablets IP 4mg

Unit Size: 10's | Planned Qty. : 150000 | Pending Qty. : 6000 | Planned No: 201920000303 | Planned Date : May 19, 2020 | Po. Delivery Date : Jun 19, 2020

Batch No | Quantity | Manufacture Date | Expiry DateTime | COA:

Batch No | Quantity | Manufacture Date | Expiry DateTime | COA:

Shipping Address :
1129 : Teneligliptin 20mg + Metformin 500mg Tablet Sustained Release

Unit Size: 10's | Planned Qty. : 150000 | Pending Qty. : 11810 | Planned No: 201920000056 | Planned Date : May 13, 2020 | Po. Delivery Date : May 10, 2020

Batch No | Quantity | Manufacture Date | Expiry DateTime | COA:

Save Discard Close

After Entering these details, Click on SAVE Button.



After approving from BPPI END, you can add details like LR NO., LR Date Etc.

For adding details after approve, click on Edit Button as shown in below image.

↑ ASN No.	ASN Date	ASN Status	Po. No.	LR No	LR Date	E-Way Bill No	E-Way Bill Date	Vehicle No	Driver No	No Of Boxes	Remark	Action
201920000423	04/06/2020	Accept	2002000423								accepted	

New Screen will open to ADD Delivery Details Enter these details, as shown in below image..

Add Delivery Detail

ASN No: 201920000388ASN Date: Jun 2, 2020

Delivery To Warehouse: Chennai

Item/Drug Details:

Code	Name	Batch No	Manufacture Date	Expiry Date
371	VOGLIBOSE Tablets IP 0.2 mg	OBVP09	May 1, 2020	Apr 30, 2023

LR No

LR Date

LR No Required.

E-Way Bill No

E-Way Validity

LR Copy:




E-Way Bill Copy:

Invoice Copy:

Not Available

Not Available

Not Available



Save

Cancel

Close

After adding these details, click on SAVE button.

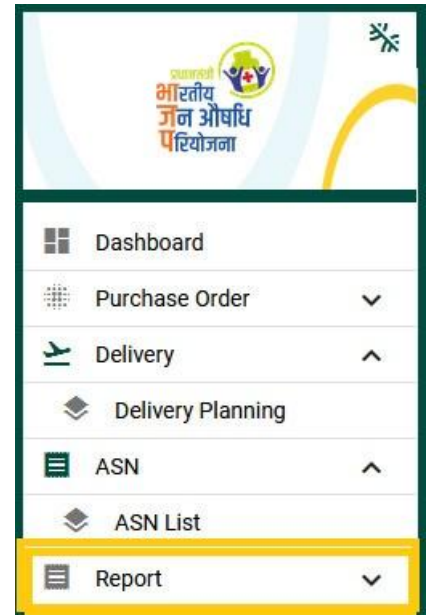
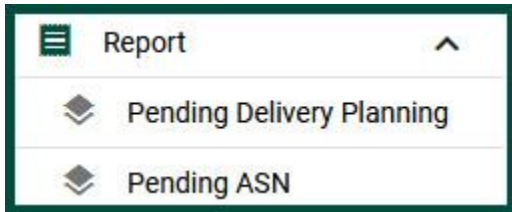


7) Report:

In this Section you will find reports of pending delivery planning and pending ASN.

Click on Report Button from Menu, Two options will come, one for pending delivery planning and other for pending ASN.

For pending delivery planning report, click on this option.



New Screen will open as shown in below image.

Pending Delivery Planning							
<div>Search Field PO No Filter with PO No ⌵ ⌵ ⌵ ⌵</div>							
PO No ↑	Po Date	Vendor Code	Vendor Name	Total Item	Delivery Item	Total Quantity	Delivery Quantity
2002000485	06/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	1	1	130000	130000
2002000502	07/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	1	1	80000	80000
2002000531	08/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	2	2	75000	75000
2002000609	11/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	2	2	90000	90000
2002000610	11/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	2	2	60000	60000
2002000641	12/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	2	2	100000	100000
<div>Items per page: 10 1 - 10 of 36 < < > > </div>							

You can use filter for your specific Report or you can download from download button.



Similarly, you can open Pending ASN Report. See below image for reference.

Search Field

Header No

Filter with Header No

Header No ↑	Date	Vendor Code	Vendor Name	Delivery DateTime	Total Item	Delivery Item	Total Quantity	Delivery Quantity
201920000056	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	18/05/2020	5	5	750000	138190
201920000058	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	25/05/2020	2	2	200000	200000
201920000059	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	18/05/2020	1	1	100000	99500
201920000060	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	20/05/2020	2	2	140000	70000
201920000061	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	20/05/2020	3	3	300000	99600
201920000063	13/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	20/05/2020	3	3	360000	116370
201920000081	14/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	05/06/2020	15	15	7500000	981990
201920000082	14/05/2020	VP00006	Akums Drugs & Pharmaceuticals Limited (Plant-1)	05/06/2020	14	14	7000000	982680

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