

CIRCLE MATERIAL PO'S (FOR VENDOR)

- **Start Application**
- **Login to User Account**
- **Signup Vendor**
- **Forgot Password**
- **Vendor Screen**
 - **Vendor Details**
 - **Vendor PO Data**
 - **PO Wise Delivery**
 - **Open Invoices**
 - **Submitted Invoices**
 - **Rejected Invoices**
 - **Accepted invoices**

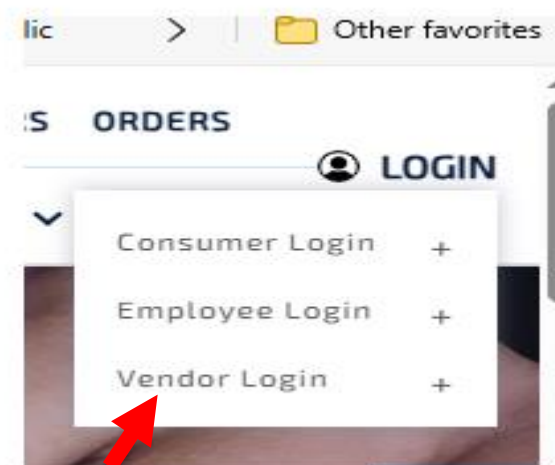
Start Application

Step 1 : Click on the **URL**(<https://apspdcl.in/index.jsp>) then go to APSPDCL main website.

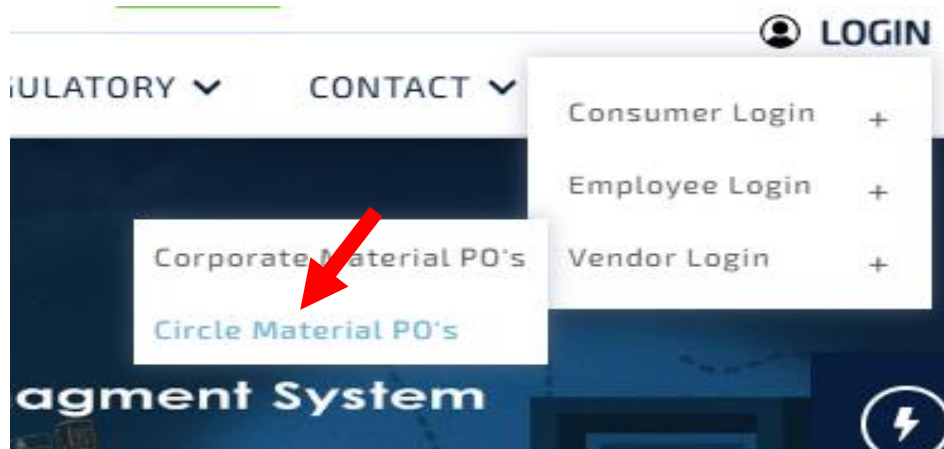
Step 2 : Click on the **Login** button where indicated by the **RED** arrow.



Step 3 : Click on the **Vendor Login** button where indicated by the **RED** arrow.



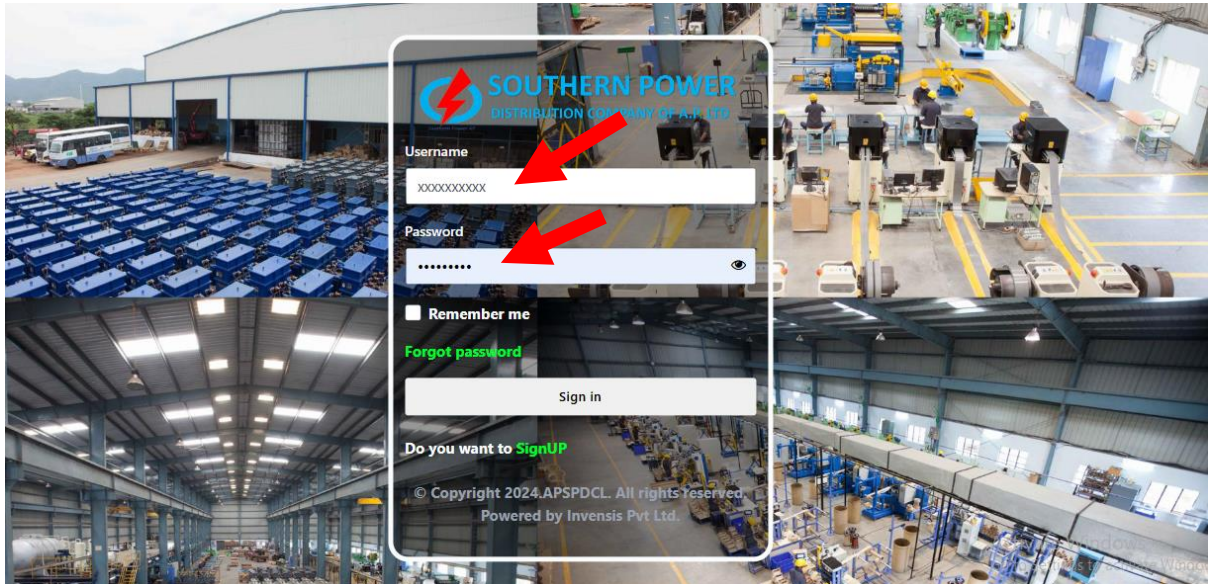
Step 4 : Click on the **Circle Material PO's** button where indicated by the **RED** arrow.



Step 5 : Go to Login page of **Circle Material PO's** Project

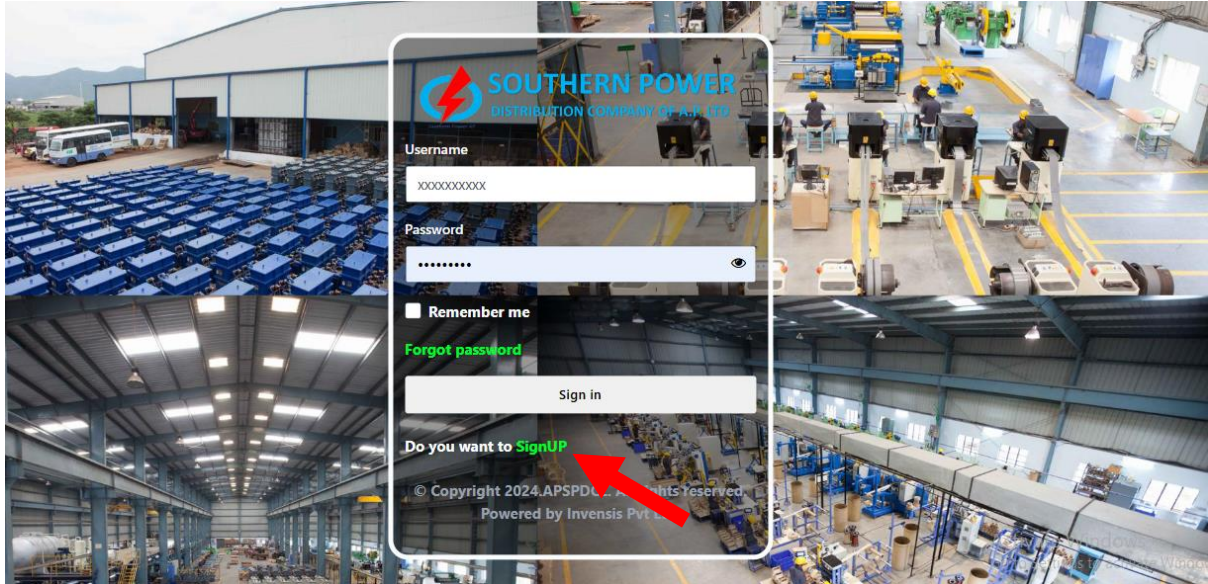
Login into User Account

Step 1: Enter the valid **Username** and **Password** where indicated by the **RED** arrow and click on **Sign In** button to access the User Account.

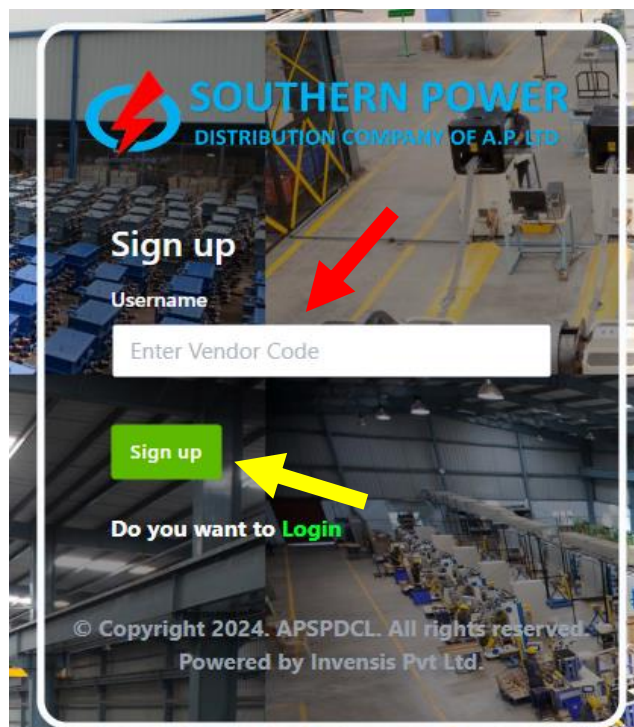


Signup (only for Vendors)

Step 1: Click on the **Signup** button where indicated by the **RED** arrow.



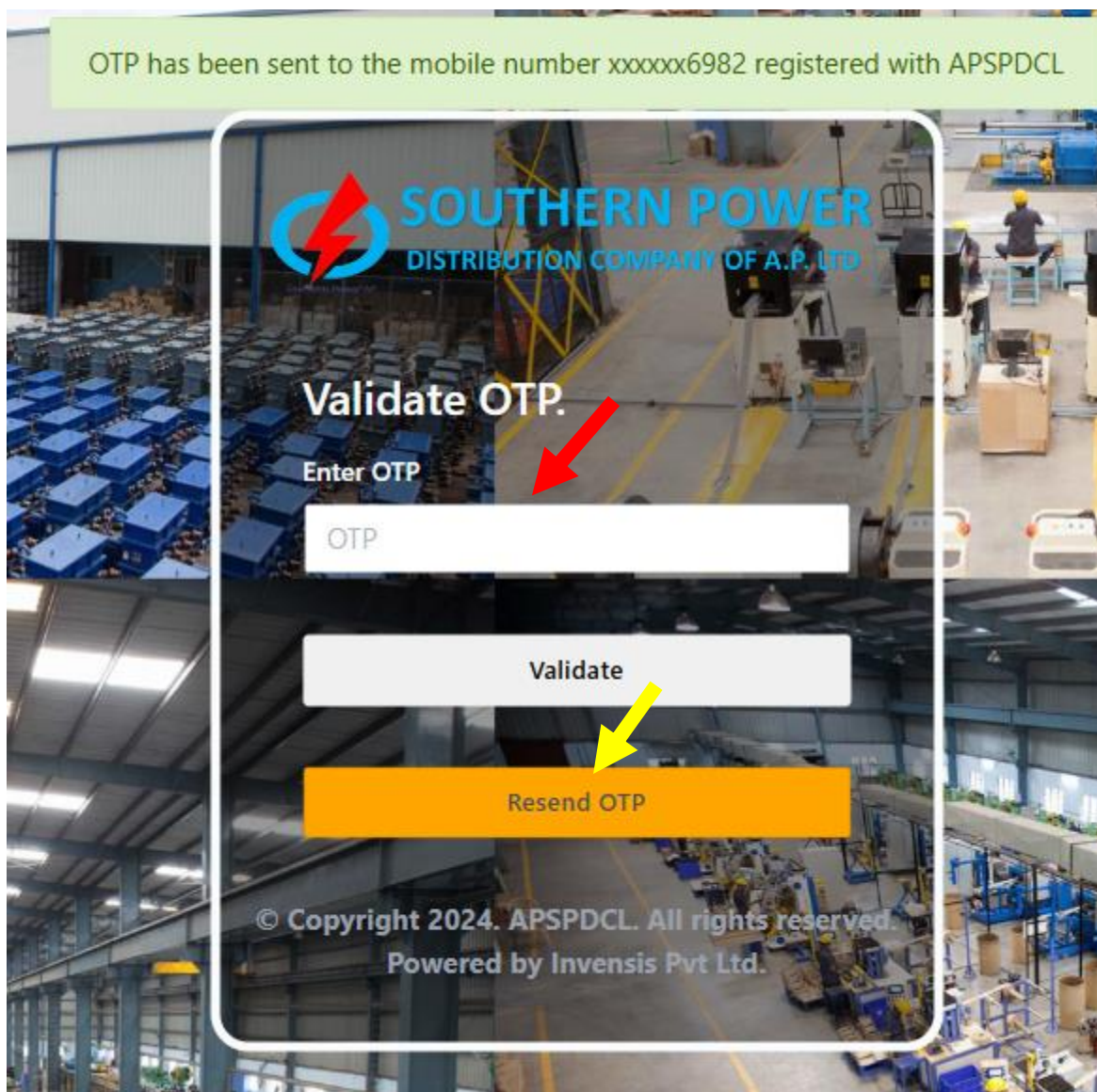
Step 2: Enter the valid **Vendor Code** where indicated by the **RED** arrow and click on signup button where indicate by **YELLOW** arrow then **OTP** send to Register Mobile number.



Step 3: If you enter Invalid **Vendor Code** then throw the error message like Invalid Vendor Code.

Step 4: If you enter valid **Vendor Code** but User already register **RED** then throw the error message like User Already Registered.

Step 5: Enter valid **OTP** where indicate by **RED** arrow and click on validate button. If you enter valid OTP then you can go to set password page. If you enter wrong OTP it will redirect to same page and click on Resend OTP button where indicate by **YELLOW** arrow then you get new OTP.





Step 6: set your **password** by follow conditions, enter same password in where indicate the **RED** arrows and if you enter the different password or not follow the conditions then display the relevant error message and User not registered.


Step 7: click on submit button then User register successfully.


SOUTHERN POWER
DISTRIBUTION COMPANY OF A.P. LTD

Set your Password

Password 

Confirm Password 

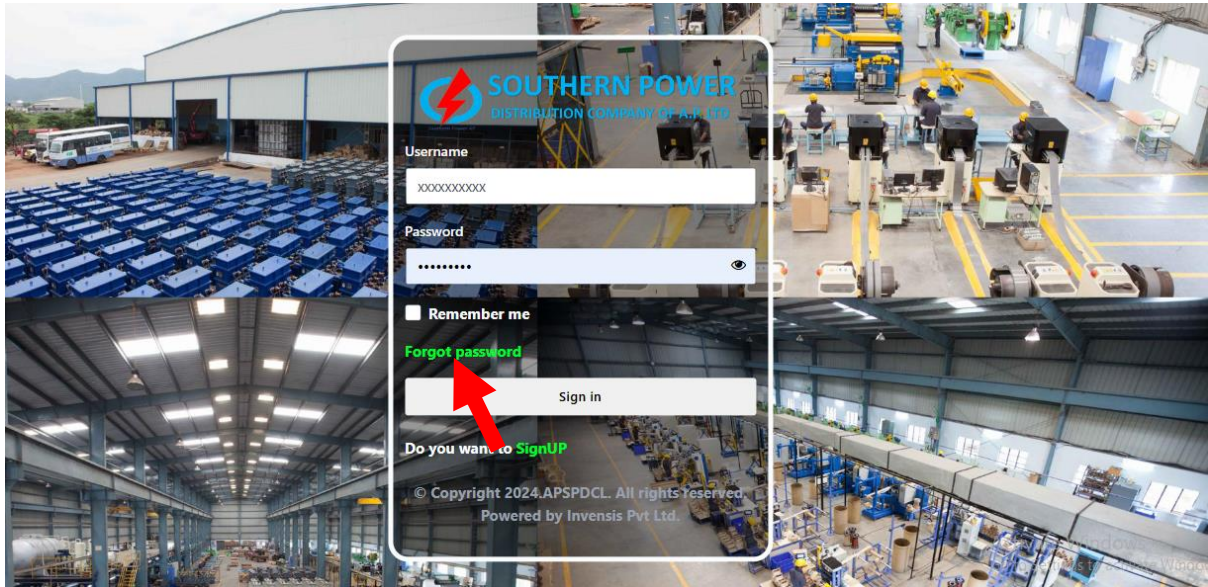
 

- Password should start with an alphabet (uppercase or lowercase)
- At least one lowercase letter (a-z)
- At least one uppercase letter (A-Z)
- At least one digit (0-9)
- At least one of the special characters (@, #, \$)
- Password length: 8 to 16 characters

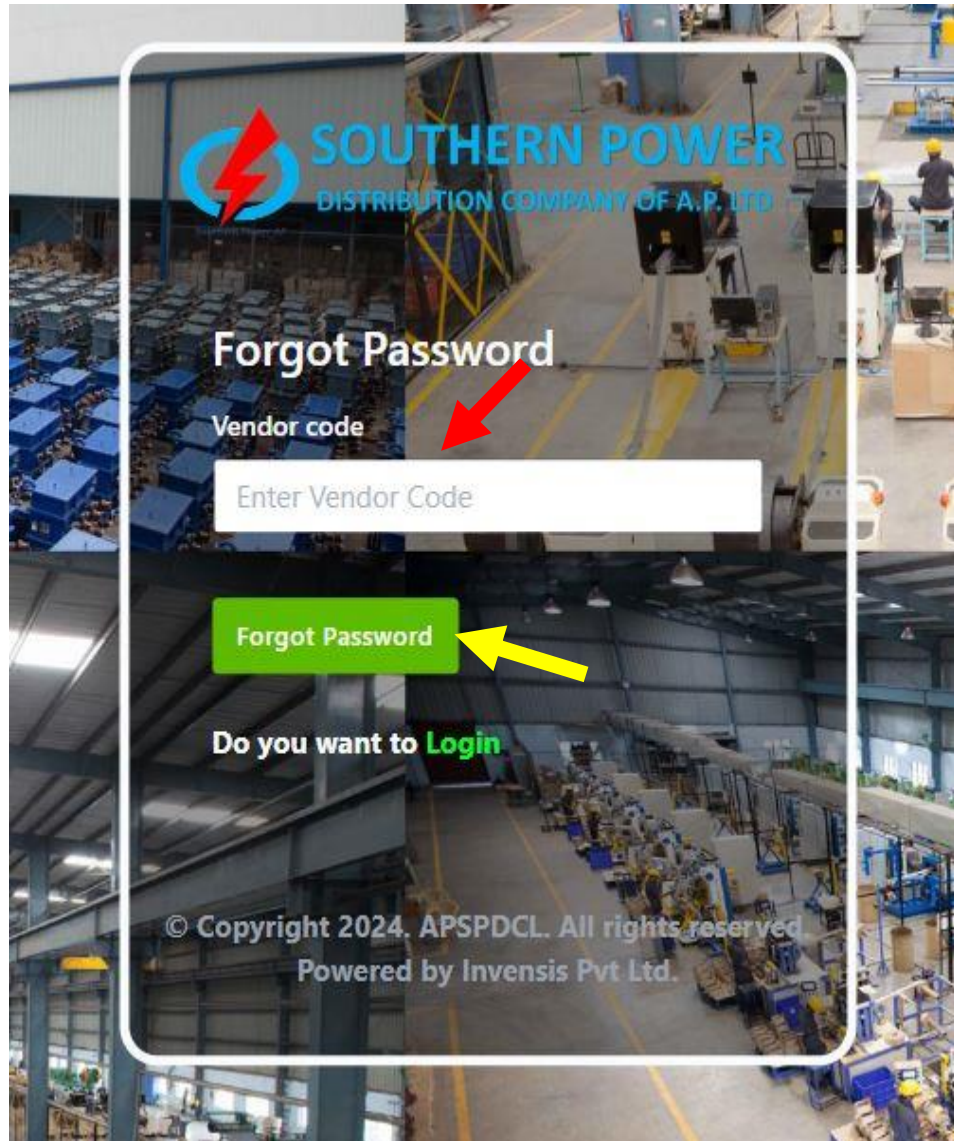
© Copyright 2024. APSPDCL. All rights reserved.
Powered by Invensis Pvt Ltd.

Forgot Password (only for Vendors)

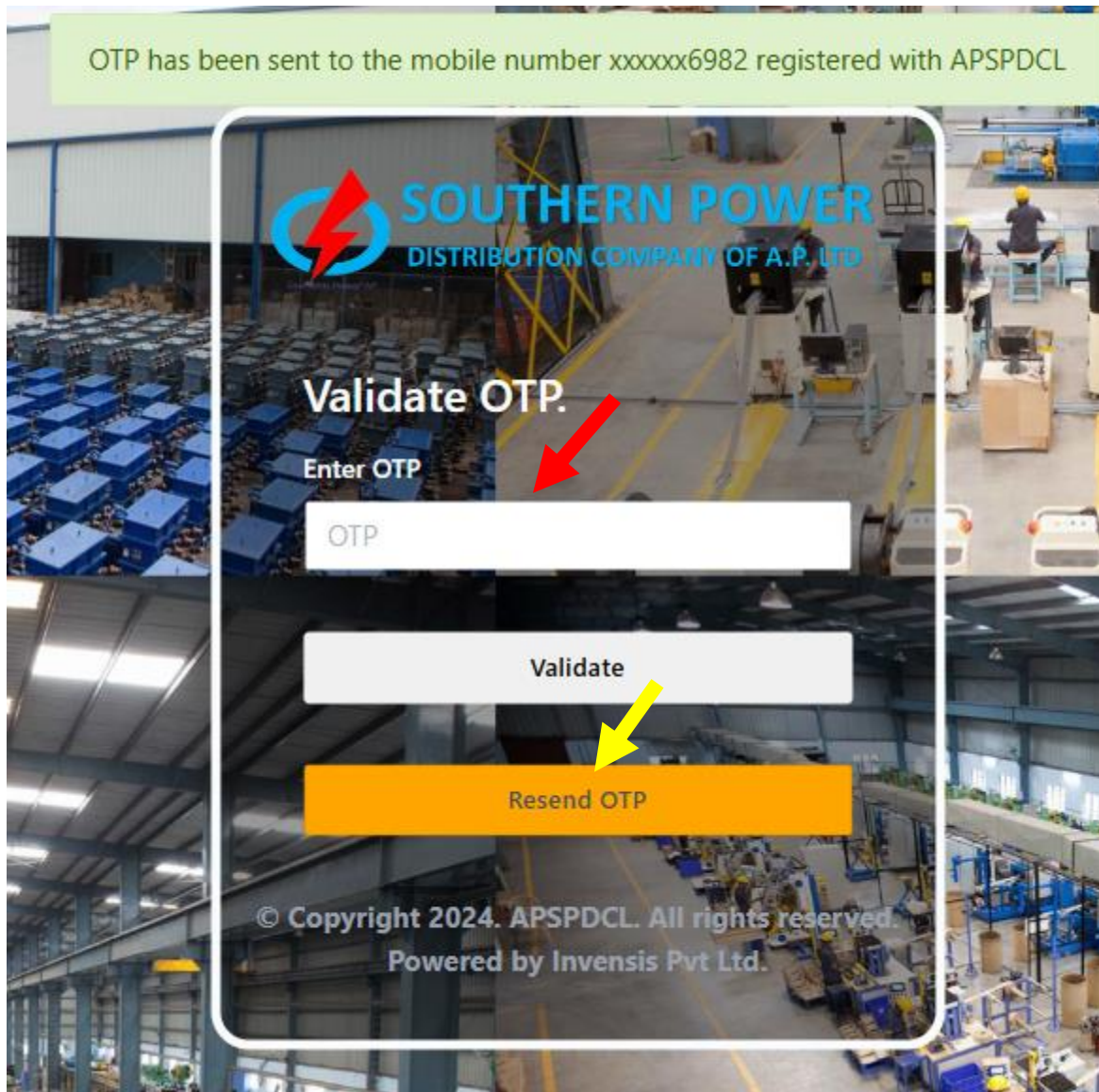
Step 1: Click on the **forgot password** button where indicated by the **RED** arrow.



Step 2: Enter the Registered **Vendor Code** where indicated by the **RED** arrow and click on **forgot password** button where indicate by **YELLOW** arrow then **OTP** send to Register Mobile number.



Step 3: Enter valid **OTP** where indicate by **RED** arrow and click on validate button. If you enter valid OTP then you can go to set password page. If you enter wrong OTP it will redirect to same page and click on Resend OTP button where indicate by **YELLOW** arrow then you get new OTP.



Step 4: set your **password** by follow conditions, enter same password in where indicate the **RED** arrows and if you enter the different password or not follow the conditions then display the relevant error message and User not registered.

Step 5: click on submit button then User register successfully.

SOUTHERN POWER
DISTRIBUTION COMPANY OF A.P. LTD

Set your Password

Password

Confirm Password

- Password should start with an alphabet (uppercase or lowercase)
- At least one lowercase letter (a-z)
- At least one uppercase letter (A-Z)
- At least one digit (0-9)
- At least one of the special characters (@, #, \$)
- Password length: 8 to 16 characters

Submit

© Copyright 2024. APSPDCL. All rights reserved.
Powered by Invensis Pvt Ltd.

Vendor Screen

Vendor Details

Step 1: When enter the valid user credentials and login into Vendor Home screen and here we display the **Vendor details page**.

Step 2: Display the **vendor details** where indicated in the **GREEN box**

Vendor Details			
Vendor Code:	XXXXXXXXXX	PAN_NO	XXXXXXXXXX
Vendor Name:	XXXXXXXXXX	AADHAR No.:	XXXXXXXXXX
House Number:	#4-56,Indira Nagar	GST Registered/Not-Registered:	XXXXXXXXXX
Street:		GST No.:	XXXXXXXXXX
City-Postal Code:	Piler,Chittor(Dist)-517214	GST Taxpayer Type:	Regular
State:	Andhra Pradesh	MSME Industry Key:	
Mobile No.1 (OTP SMS)	XXXXXXXXXX	MSME No.:	
Mobile No.2 (Whats App)	0	Bank Account No.:	: XXXXXXXXX

Vendor PO Data

Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED** arrow.

Step 2:Click on the **PO Data(01.04.2023)** button where indicated by the **YELLOW** arrow then displayed PO data Screen.

SOUTHERN POWER
DISTRIBUTION COMPANY OF A.P. LTD

WELCOME TO APSPDCL VENDOR WINDOW

Home Circle Material Purchase Orders ▾

You are here

Filters

PO DATA

PO Data(wef 01.04.2023)

PO Wise Delivery Dates

Open Invoices for Submission

Invoice DATA

Submitted Invoices

Accepted Invoices

Rejected Invoices

Step 3: Display the **PO details** where indicated in the **GREEN box**

Step 4: Click on the **PO Number** link where indicated by the **RED** arrow then displayed Invoice data of a particular PO number.

Step 5: Click on the **View** link where indicated by the **YELLOW** arrow then displayed Delivery Dates of a particular PO number.

Step 6: Click on the **View** link where indicated by the **GREEN** arrow then displayed Complete details of particular PO number.

You are Here: [Home](#) / [PO Data](#)

Filters :

SL NO	PO DATE	PO NUMBER	PO ITEM NUMBER	STORE	TENDER NUMBER	MATERIAL CODE	MATERIAL DESCRIPTION	ORDER UNIT	GROSS PRICE PER UNIT	DELIVERY DATES	PDF VIEW
1	03.09.2024	4300020507	1	3060-KADAPA	51/24-25	SCB00061	33KV XLPE Cbl Jnt Kit 3X400SQMM TERM TYP	EA	7420.01	View	View
2	03.09.2024	4300020508	1	3060-KADAPA	52/24-25	STR00067	SILICAGEL BLUE	KG	210.41	View	View
3	03.09.2024	4300020509	1	3060-KADAPA	53/24-25	STR00039	LV BRASS BUSHING ROD COP TYPE	EA	134.00	View	View

Step 7:Select the required data from **PO Number, Material description** and **Store** and click on submit button where indicated by the **RED** arrow then filter the all records displayed only selected record.

Step 8:Click on the **HIDE ADDL.COLUMNS** button where indicated by the **YELLOW** arrow then Displayed the all Hided columns.

Step 9:Click on the **Export** button where indicated by the **GREEN** arrow then Exporting all PO data of particular Vendor.

You are Here: [Home](#) / [PO Data](#)

Filters :

Step 9: Click on the **Download** button where indicated by the **RED** arrow then PDF will download for particular PO number.

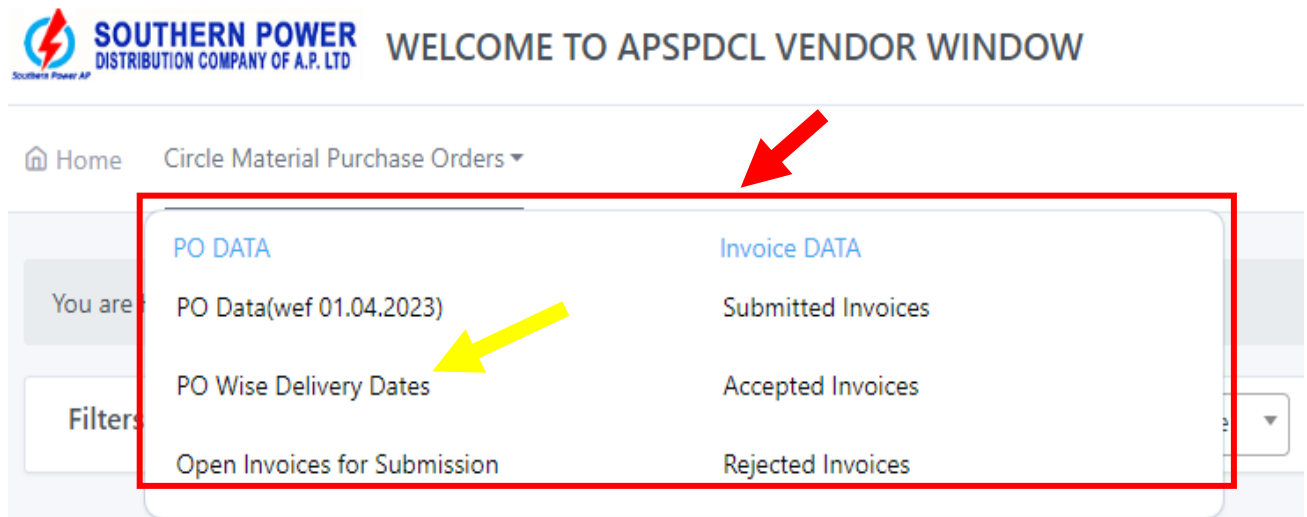
Header Details:

Vendor Code	0000212191	Vendor Name	NAVEENA AGENCIES
PO Date	03.09.2024	Tender(Ref) No	51/24-25
PO Number	4300020507	PO Item Number	1
Material Code	SCB00061	Price Variable/Firm:	F
HSN Code	85469010	Material Description	33KV XLPE Cbl Jnt Kit 3X400SQMM TERM TYP
PO Created By	GAA-AE PUR CIR KDP	GST(%)	18.00
Dept Contact Number	7382623161	Store	3060-KADAPA

PO wise Delivery Dates

Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED** arrow and **RED** box.

Step 2:Click on the **PO Wise Delivery Dates** button where indicated by the **YELLOW** arrow then displayed PO Wise Delivery Screen.



Step 3: Display the **Schedule delivery details** where indicated in the **GREEN** box

Step 4: Select the required data from **PO Number**, **Material Code** and click on submit button where indicated by the **RED** box then filter the all records displayed only selected record.

Step 5: Click on the **Export** button where indicated by the **GREEN** arrow then Exporting all **Schedule delivery dates** of particular Vendor.

You are Here: [Home](#) / [PO Wise Delivery Dates](#)

Scheduled Delivery date

Filters :

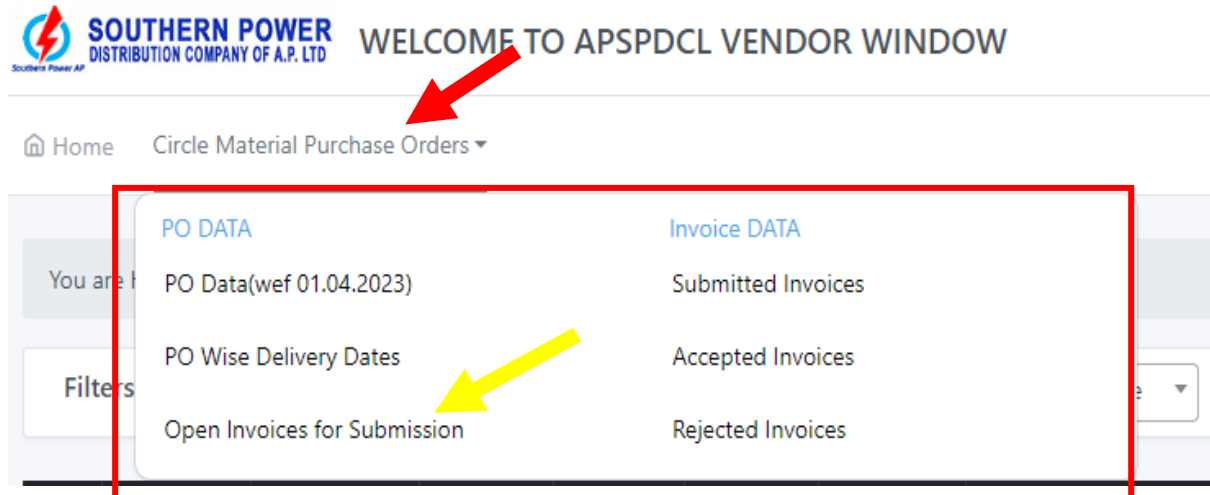
PO NUMBER	PO ITEM NUMBER	DELIVERY ITEM	STORE	MATERIAL CODE	MATERIAL DESCRIPTION	ORDER UNIT	PO QTY	SCHEDULED DELIVERY DATE	SUPPLIED QTY	RECEIVED AT	ORES	DELA
4300020507	1	1	3060-KADAPA	SCB00061	33KV XLPE Cbl Jnt Kit 3X400SQMM TERM TYP	EA	6.000	09.10.2024	0.000			0.00
4300019740	1	1	3050-CHITTOR	SAB30010	33KV 800A AB SWITCH FIXED CONTACTS	EA	22.000	18.05.2023	22.000	24.04.2023		0.00
4300019741	1	1	3050-CHITTOR	SAB30010	33KV 800A AB SWITCH FIXED CONTACTS	EA	22.000	22.05.2023	22.000	15.05.2023		0.00
4300019748	1	1	3050-	STR00230	WOODEN PIECES	KG	500.000	05.06.2023	500.000	24.05.2023		0.00

Active Windows

Open Invoices

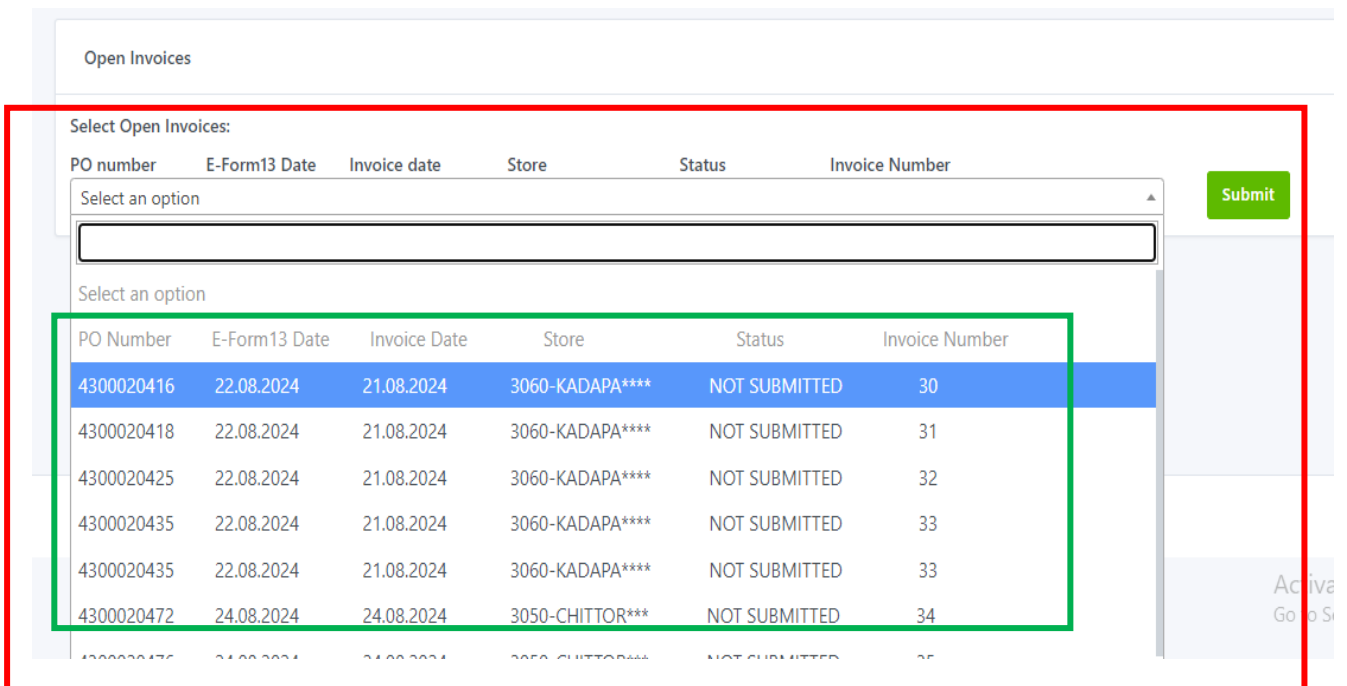
Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED box**.

Step 2:Click on the **Open Invoices** button where indicated by the **YELLOW** arrow then displayed Relevant Screen.



Step 3: Display the **Open Invoices Screen** where indicated in the **RED box**

Step 4: Select any **Invoice** and click on submit button to view the particular invoice details where indicated in the **GREEN box**.



Step 5: Enter the all Required details and click on submit button to submitting invoice to particular **circle Store** where indicated in a **RED** box

Step 6:Click on the **HIDE ADDL.COLUMNS** button where indicated by the **GREEN** arrow then Displayed the all hidden columns.

Step 7:Click on the **Export** button where indicated by the **RED** arrow then Exporting all Invoice details of particular Vendor.

You are Here: [Home](#) / [PO Data](#) / [DI Data](#)

[HIDE ADDL. COLUMNS](#) [Export](#)

INVOICE HARD COPY SENT DATE	MODE OF SENDING	UPLOAD RECEIPT COPY (ONLY PDF)	UPLOAD INVOICE COPY (ONLY PDF)	CONTACT PERSON (VENDOR SIDE)	INVOICE UPLOADED DATE	ACTION
<input type="text" value="Select Date"/>	<input type="text" value="Select Mod"/>	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="Phone Number"/>		<input type="button" value="Submit"/>

Submitted Invoices

Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED** box.

Step 2:Click on the **Submitted Invoices** button where indicated by the **YELLOW** arrow then displayed Relevant Screen.

SOUTHERN POWER
DISTRIBUTION COMPANY OF A.P. LTD

WELCOME TO APSPDCL VENDOR WINDOW

[Home](#) [Circle Material Purchase Orders](#)

- PO DATA
- Invoice DATA
- PO Data(wef 01.04.2023)
- Submitted Invoices
- PO Wise Delivery Dates
- Accepted Invoices
- Open Invoices for Submission
- Rejected Invoices

Step 3: Display the **Submitted Invoices Screen** where indicated in the **RED box**

Step 4: Click on the **HIDE ADDL.COLUMNS** button where indicated by the **GREEN** arrow then Displayed the all hidden columns.

Step 5: Click on the **Export** button where indicated by the **RED** arrow then Exporting all Invoice details of particular Vendor.

You are Here: [Home](#) / [PO Data](#) / [Submitted Details/](#)

HIDE ADDL. COLUMNS
Export

Submitted Invoices

PO DATE	PO NUMBER	PO ITEM NUMBER	MATERIAL CODE	MATERIAL DESCRIPTION	OUN	PO QTY	STORE	DUE DELIVERY DATE	RECEIVED QTY	STORES UOM	R
16.07.2024	4300020425	1	STR00113	HV 2 PC Rubber washers	EA	3600.000	3060-KADAPA	21.08.2024	3600.000	EA	2
15.07.2024	4300020418	1	STR00115	LV 2PC SmallFlat RbrWasher to 100KVA DTR	EA	5000.000	3060-KADAPA	20.08.2024	5000.000	EA	2
15.07.2024	4300020416	1	STR00114	LV 2PC Big Flat Rbr	EA	9090.000	3060-	20.08.2024	9090.000	EA	2

Step 6: Modified the wrong submitted data until Accounts login user take action of Invoices where indicated in **RED box**.

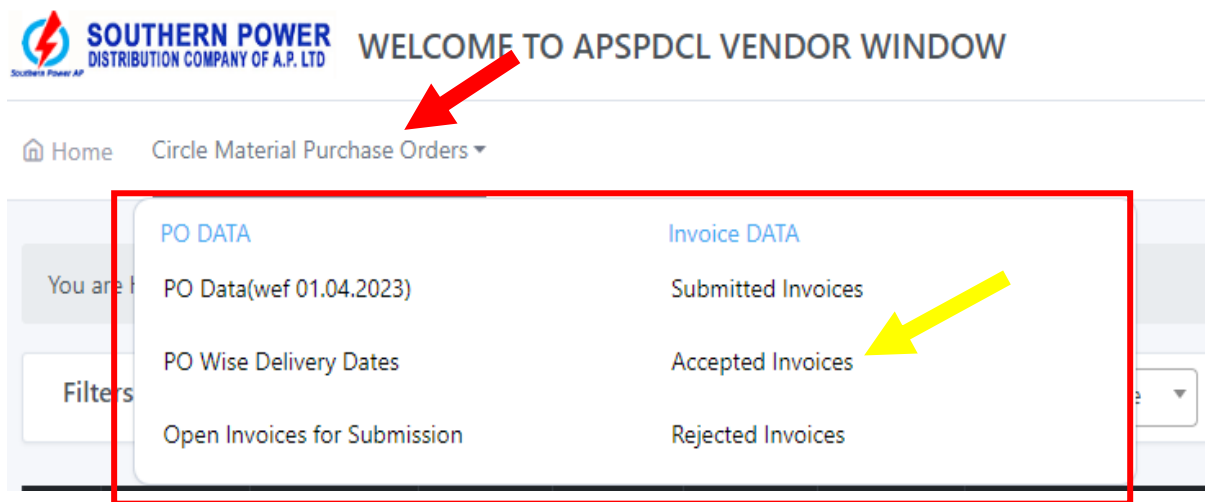
Submitted Invoices

INVOICE HARD COPY SENT DATE	MODE OF SENDING	UPLOAD RECEIPT COPY (ONLY PDF)	UPLOAD INVOICE COPY (ONLY PDF)	CONTACT PERSON (VENDOR SIDE)	INVOICE UPLAODED DATE	ACTION
03.09.2024 <input type="text" value="Select Date"/>	By Hand <input type="text" value="Select Moc"/>	files/receipt_copies/Minutes_IyHCell.pdf <input type="button" value="Choose File"/> No file chosen	files/invoice_copies/Minutes_8CY8IMv.pdf <input type="button" value="Choose File"/> No file chosen	9440290793 <input type="text" value="Phone Number"/>	05.09.2024	<input type="button" value="Submit"/>
04.09.2024 <input type="text" value="Select Date"/>	Courier <input type="text" value="Select Moc"/>	files/receipt_copies/Minutes_2hZuum8.pdf <input type="button" value="Choose File"/> No file chosen	files/invoice_copies/Minutes_31KOy5K.pdf <input type="button" value="Choose File"/> No file chosen	9440290793 <input type="text" value="Phone Number"/>	05.09.2024	<input type="button" value="Submit"/>
03.09.2024 <input type="text" value="Select Date"/>	Courier <input type="text" value="Select Moc"/>	files/receipt_copies/Minutes_QGQTDYg.pdf <input type="button" value="Choose File"/> No file chosen	files/invoice_copies/Minutes_q4nEwSP.pdf <input type="button" value="Choose File"/> No file chosen	9440290793 <input type="text" value="Phone Number"/>	05.09.2024	<input type="button" value="Submit"/>

Accepted Invoices

Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED box**.

Step 2:Click on the **Accepted Invoices** button where indicated by the **YELLOW** arrow then displayed Relevant Screen.



Step 3: Display the **Accepted Invoices Screen** where indicated in the **RED box**.

Step 4:Click on the **HIDE ADDL.COLUMN**s button where indicated by the **GREEN** arrow then Displayed the all hidden columns.

Step 5:Click on the **Export** button where indicated by the **RED** arrow then Exporting all Invoice details of particular Vendor.

You are Here: [Home](#) / [PO Data](#) / [Accepted Details/](#)

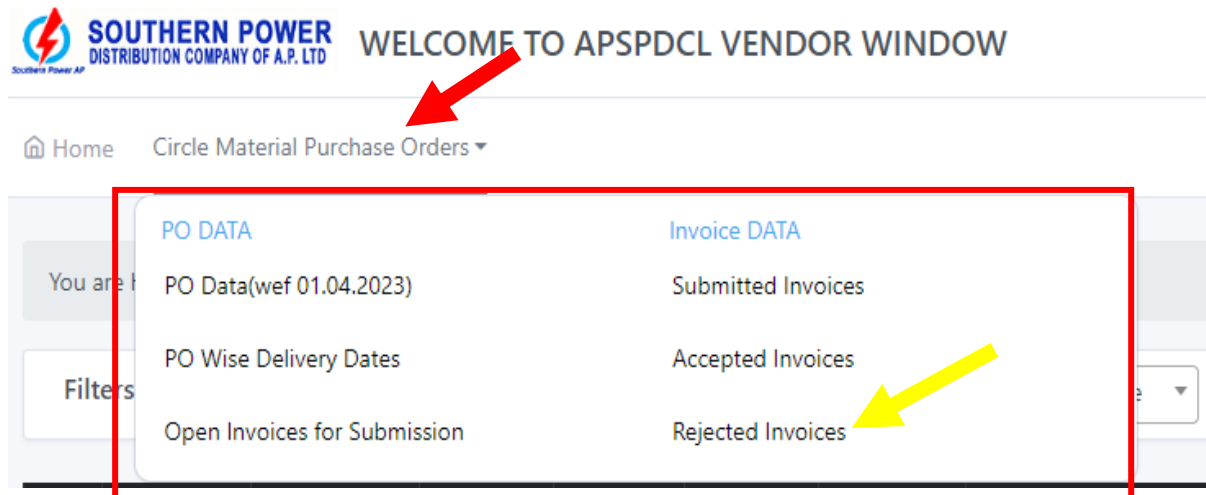
[HIDE ADDL. COLUMNS](#) [Export](#)

PO NUMBER	PO ITEM NUMBER	PO DATE	MATERIAL CODE	MATERIAL DESCRIPTION	OUN	PO QTY	STORE	DUE DELIVERY DATE	RECEIVED QTY	STORES UOM	RECEIVED AT STORES
4300020435	1	22.07.2024	STR00134	LV CSP Epoxy Bushing for 250KVA DTR	EA	100.000	3060-KADAPA	30.08.2024	100.000	EA	21.08.2024
4300020435	2	22.07.2024	STR00305	LV CSP Epoxy rubber washer for 250 KVA	EA	300.000	3060-KADAPA	30.08.2024	300.000	EA	21.08.2024

Rejected Invoices

Step 1 : Hover on the **Circle Material Purchase order** button then we get options where indicated by the **RED box**.

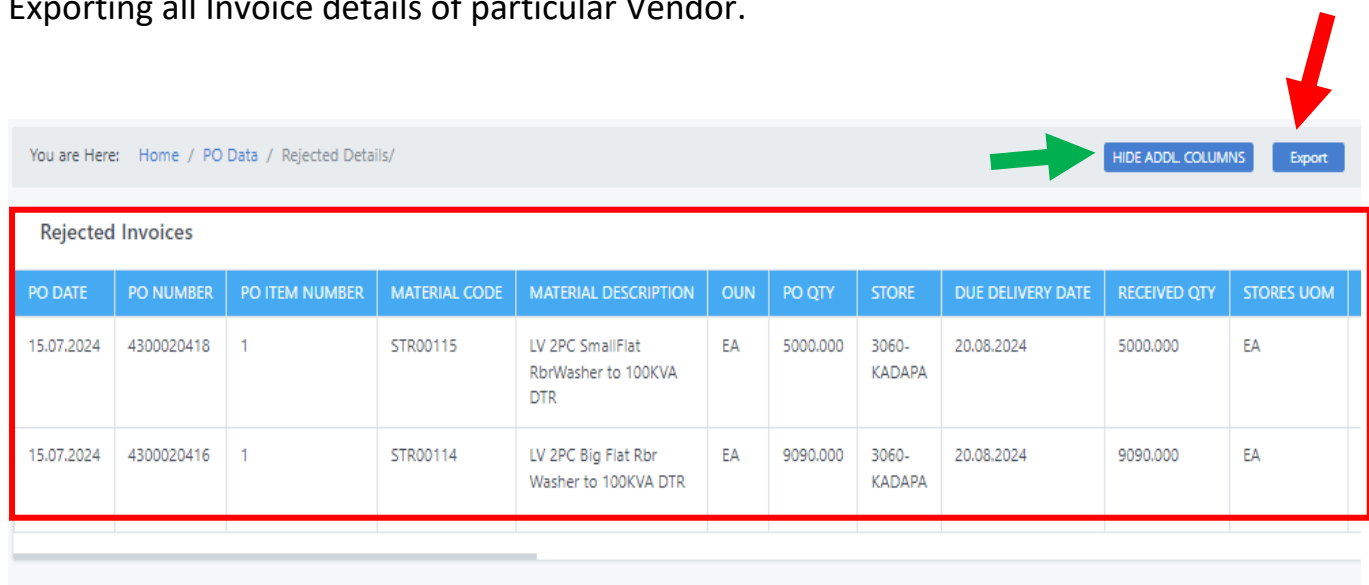
Step 2:Click on the **Rejected Invoices** button where indicated by the **YELLOW** arrow then displayed Relevant Screen.



Step 3: Display the **Rejected Invoices Screen** where indicated in the **RED box**

Step 4:Click on the **HIDE ADDL.COLUMNS** button where indicated by the **GREEN** arrow then Displayed the all hidden columns.

Step 5:Click on the **Export** button where indicated by the **RED** arrow then Exporting all Invoice details of particular Vendor.



Step 6: Modified the wrong submitted data by checking the Remarks from Accounts login user where indicated in **RED box**.

Rejected Invoices

UPLOAD INVOICE COPY (ONLY PDF)	CONTACT PERSON (VENDOR SIDE)	INVOICE UPLOADED DATE	ACTION	HARD COPY RECEIVED DATE	INVOICE ACCEPTED/REJECTED	INVOICE ACCEPTED/REJECTED DATE	REJECTION REMARKS
files/invoice_copies/Minutes_31KOy5K.pdf <input type="button" value="Choose File"/> No file chosen	9440290793 <input type="text" value="Phone Number"/>	05.09.2024	<input type="button" value="Submit"/>	11.09.2024	REJECTED	12.09.2024	Rejected due to wrong data
files/invoice_copies/Minutes_q4nEwSP.pdf <input type="button" value="Choose File"/> No file chosen	9440290793 <input type="text" value="Phone Number"/>	05.09.2024	<input type="button" value="Submit"/>	04.09.2024	REJECTED	12.09.2024	Testing for Rejected

Note: For any clarifications, pl. contact APSPDCL MM Core team @
9440290793

***** **THANK YOU** *****