G&CC G&CC MANAGEMENT SERVICES HR COMPLIANCE & OUTSOURCING EXPERT	**Department Division/Function CLIENT MANAGER**	**SOP #**	12
		Revision #	
		Implementation Date	
Page #	1 of 11	**Last Reviewed/Update Date**	10.8.22
SOP Owner: G&CC Management		**Approval**	

Standard Operating Procedure

1.Purpose: To guide through the Vendor Compliance Portal

2.Scope: Overview on Monthly Documents on Vendor Compliance Tool

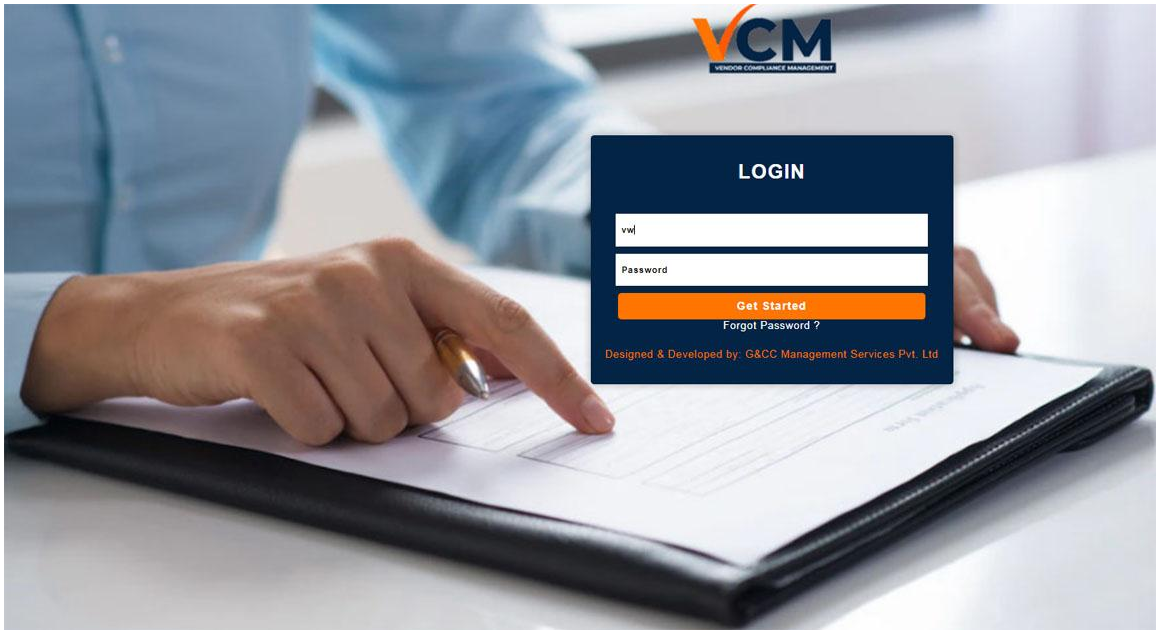
3.Prerequisites: Entity login as provided by G&CC

4.Definitions: Client to view the Online Compliance Status of Vendors

SIGN UP PAGE

Client can login into the VCM Application Tool

- Client – Will be able to login after the Organization has been setup by G&CC on their VCM portal and assigned the login credentials.
- Login credentials will be received in the mail from the portal



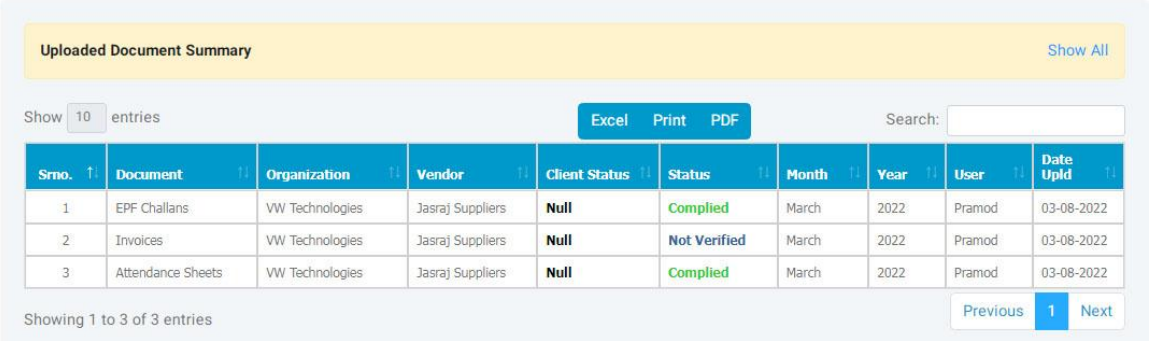
THE DASHBOARD

To the Left side , there are menu options REPORTS.

Documents: SOP

Dashboard gives the sum counts of all documents of all its vendors along with graphical charts of AUDIT COMPLIANCE STATUS .

The table shows the DOCUMENTS UPLOADED along with the Status.



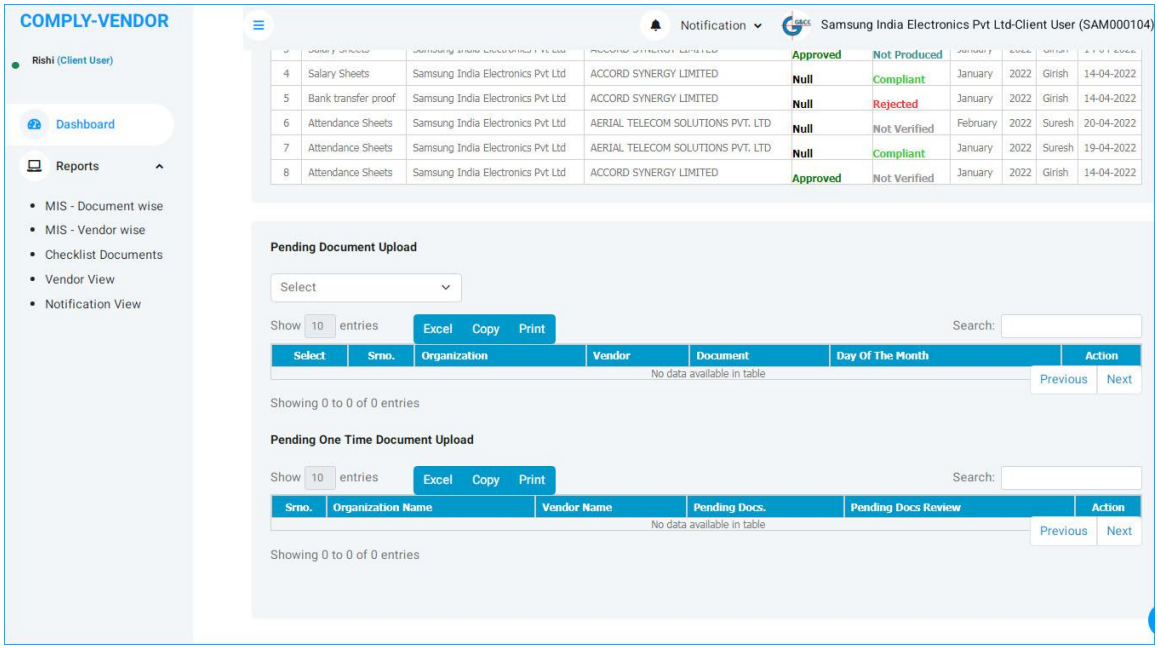
Uploaded Document Summary Show All

Show 10 entries Excel Print PDF Search:

Srno.	Document	Organization	Vendor	Client Status	Status	Month	Year	User	Date Upld
1	EPF Challans	VW Technologies	Jasraj Suppliers	Null	Complied	March	2022	Pramod	03-08-2022
2	Invoices	VW Technologies	Jasraj Suppliers	Null	Not Verified	March	2022	Pramod	03-08-2022
3	Attendance Sheets	VW Technologies	Jasraj Suppliers	Null	Complied	March	2022	Pramod	03-08-2022

Showing 1 to 3 of 3 entries Previous 1 Next

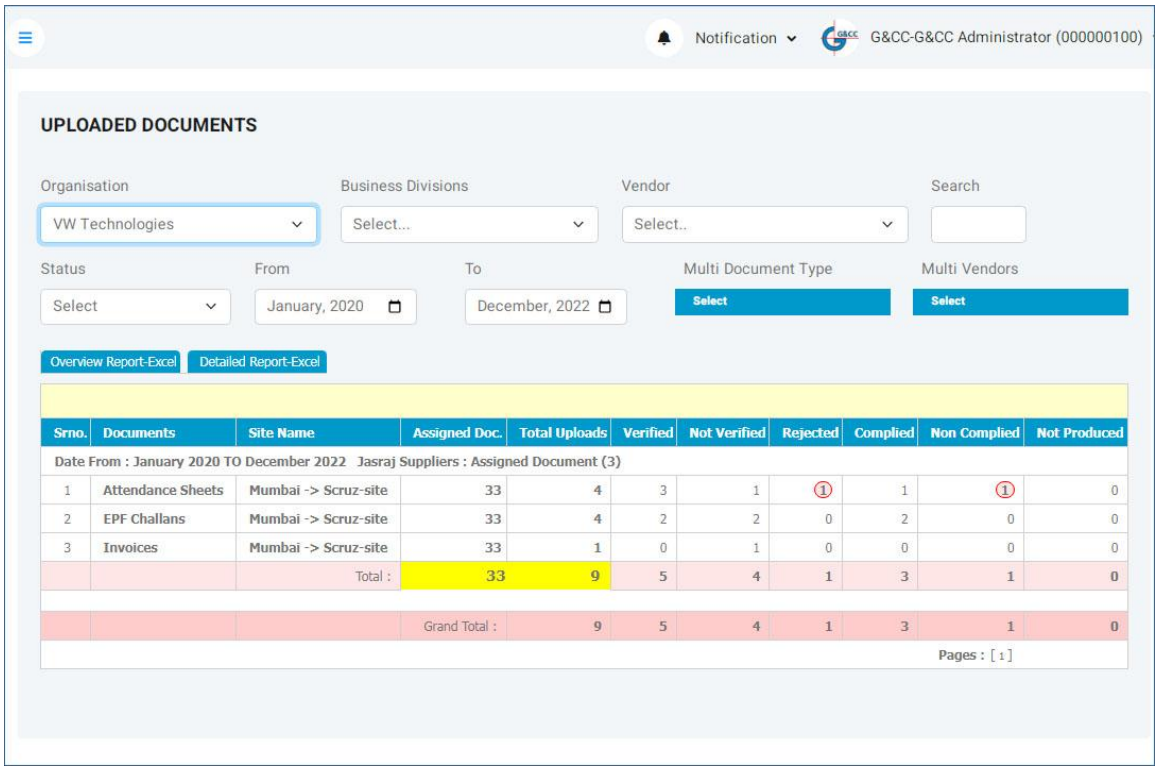
The table below of PENDING DOCUMENT UPLOAD is a reminder for the vendor user for his pending task. This reminder appears when the Documents are not uploaded within the Expiry date as defined in the system.



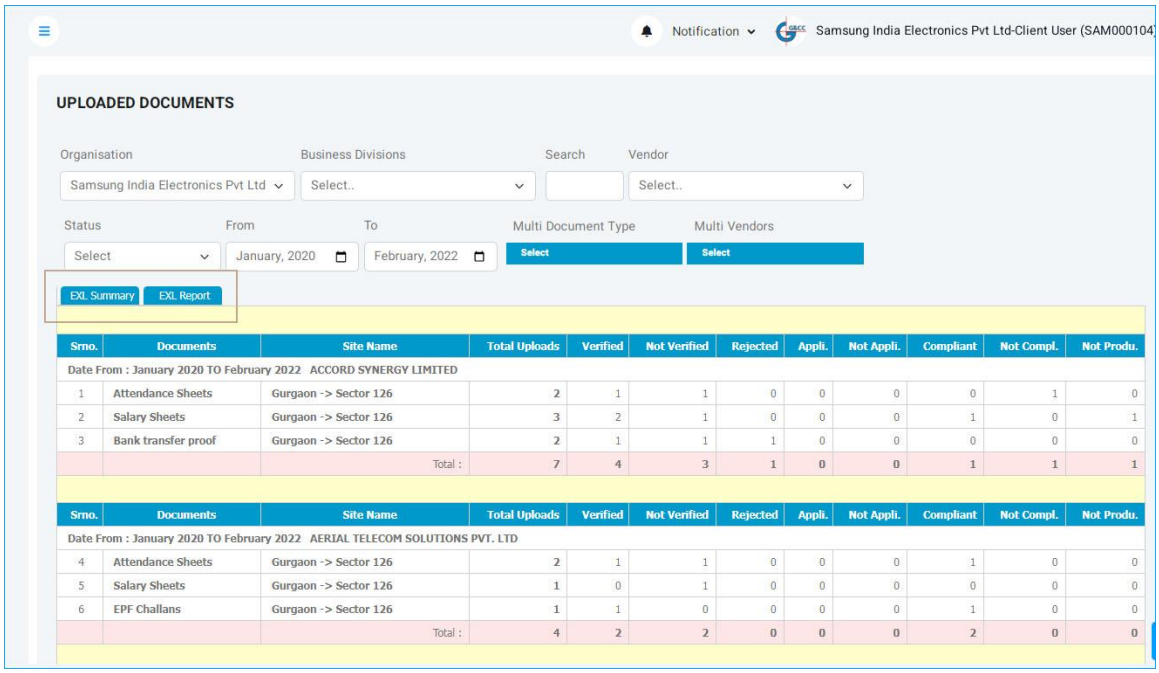
Documents: SOP

REPORTS – DOCUMENT WISE – COMPLIANCE STATUS

Under this menu, the client has access to various MIS reports. The compliance status can be reviewed by the client for all its vendors document-wise.



VCM portal also gives the feature to EXPORT the summary data to EXCEL FORMAT.

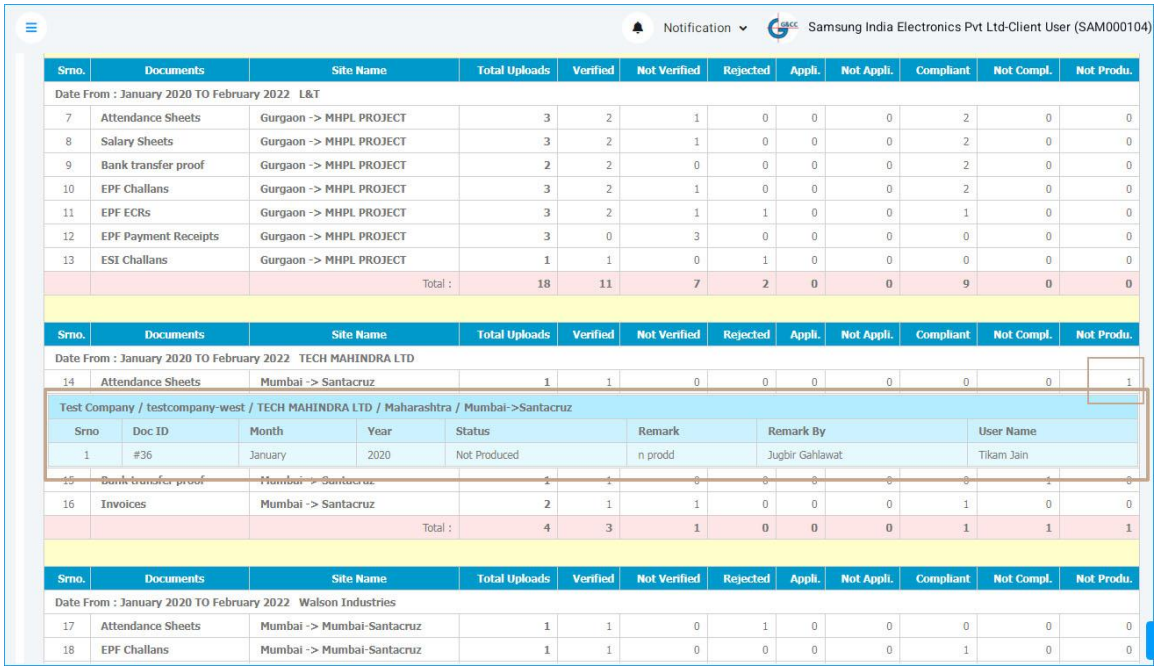


Srno.	Documents	Site Name	Total Uploads	Verified	Not Verified	Rejected	Appli.	Not Appli.	Compliant	Not Compl.	Not Produ.
Date From : January 2020 TO February 2022 ACCORD SYNERGY LIMITED											
1	Attendance Sheets	Gurgaon -> Sector 126	2	1	1	0	0	0	0	1	0
2	Salary Sheets	Gurgaon -> Sector 126	3	2	1	0	0	0	1	0	1
3	Bank transfer proof	Gurgaon -> Sector 126	2	1	1	1	0	0	0	0	0
		Total :	7	4	3	1	0	0	1	1	1

Srno.	Documents	Site Name	Total Uploads	Verified	Not Verified	Rejected	Appli.	Not Appli.	Compliant	Not Compl.	Not Produ.
Date From : January 2020 TO February 2022 AERIAL TELECOM SOLUTIONS PVT. LTD											
4	Attendance Sheets	Gurgaon -> Sector 126	2	1	1	0	0	0	1	0	0
5	Salary Sheets	Gurgaon -> Sector 126	1	0	1	0	0	0	0	0	0
6	EPF Challans	Gurgaon -> Sector 126	1	1	0	0	0	0	1	0	0
		Total :	4	2	2	0	0	0	2	0	0

REPORTS – VENDOR WISE – COMPLIANCE STATUS

Under this menu options, Compliance status can be viewed Vendor wise. The remarks given by G&CC auditors is also viewable on clicking on the count.



Srno.	Documents	Site Name	Total Uploads	Verified	Not Verified	Rejected	Appli.	Not Appli.	Compliant	Not Compl.	Not Produ.
Date From : January 2020 TO February 2022 L&T											
7	Attendance Sheets	Gurgaon -> MHPL PROJECT	3	2	1	0	0	0	2	0	0
8	Salary Sheets	Gurgaon -> MHPL PROJECT	3	2	1	0	0	0	2	0	0
9	Bank transfer proof	Gurgaon -> MHPL PROJECT	2	2	0	0	0	0	2	0	0
10	EPF Challans	Gurgaon -> MHPL PROJECT	3	2	1	0	0	0	2	0	0
11	EPF ECRs	Gurgaon -> MHPL PROJECT	3	2	1	1	0	0	1	0	0
12	EPF Payment Receipts	Gurgaon -> MHPL PROJECT	3	0	3	0	0	0	0	0	0
13	ESI Challans	Gurgaon -> MHPL PROJECT	1	1	0	1	0	0	0	0	0
		Total :	18	11	7	2	0	0	9	0	0

Srno.	Documents	Site Name	Total Uploads	Verified	Not Verified	Rejected	Appli.	Not Appli.	Compliant	Not Compl.	Not Produ.
Date From : January 2020 TO February 2022 TECH MAHINDRA LTD											
14	Attendance Sheets	Mumbai -> Santacruz	1	1	0	0	0	0	0	0	1

Test Company / testcompany-west / TECH MAHINDRA LTD / Maharashtra / Mumbai->Santacruz

Srno	Doc ID	Month	Year	Status	Remark	Remark By	User Name
1	#36	January	2020	Not Produced	n prodd	Jugbir Gahlawat	Tikam Jain

15	Bank transfer proof	Mumbai -> Santacruz	1	1	0	0	0	0	0	1	0
16	Invoices	Mumbai -> Santacruz	2	1	1	0	0	0	1	0	0
		Total :	4	3	1	0	0	0	1	1	1

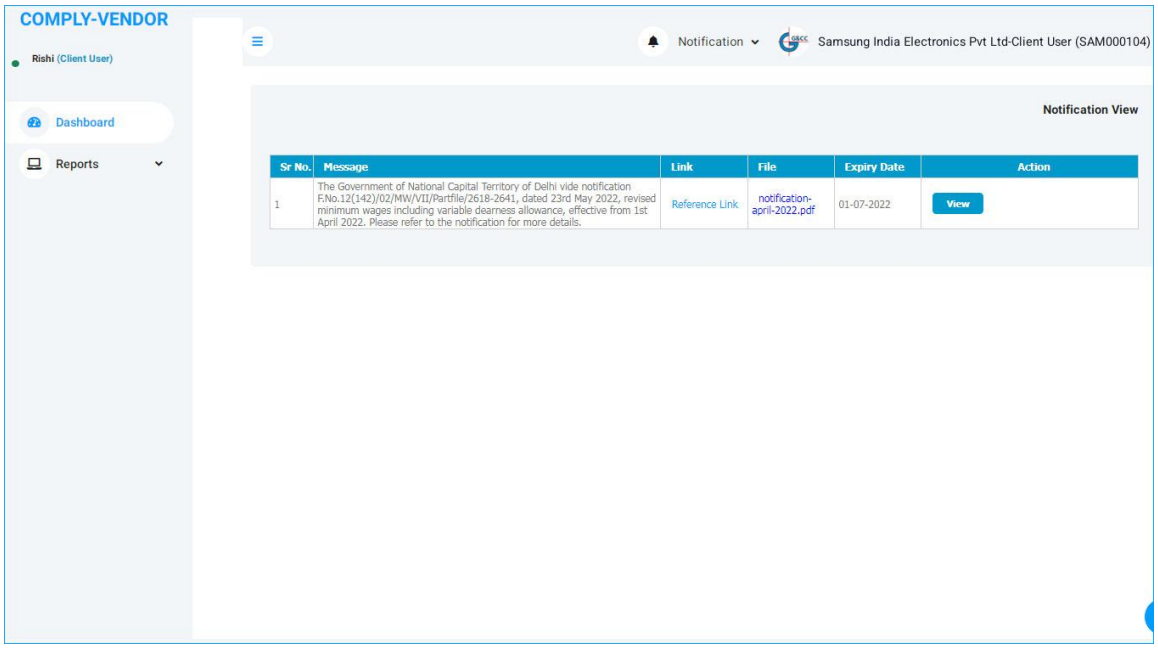
Srno.	Documents	Site Name	Total Uploads	Verified	Not Verified	Rejected	Appli.	Not Appli.	Compliant	Not Compl.	Not Produ.
Date From : January 2020 TO February 2022 Walson Industries											
17	Attendance Sheets	Mumbai -> Mumbai-Santacruz	1	1	0	1	0	0	0	0	0
18	EPF Challans	Mumbai -> Mumbai-Santacruz	1	1	0	0	0	0	1	0	0

Documents: SOP

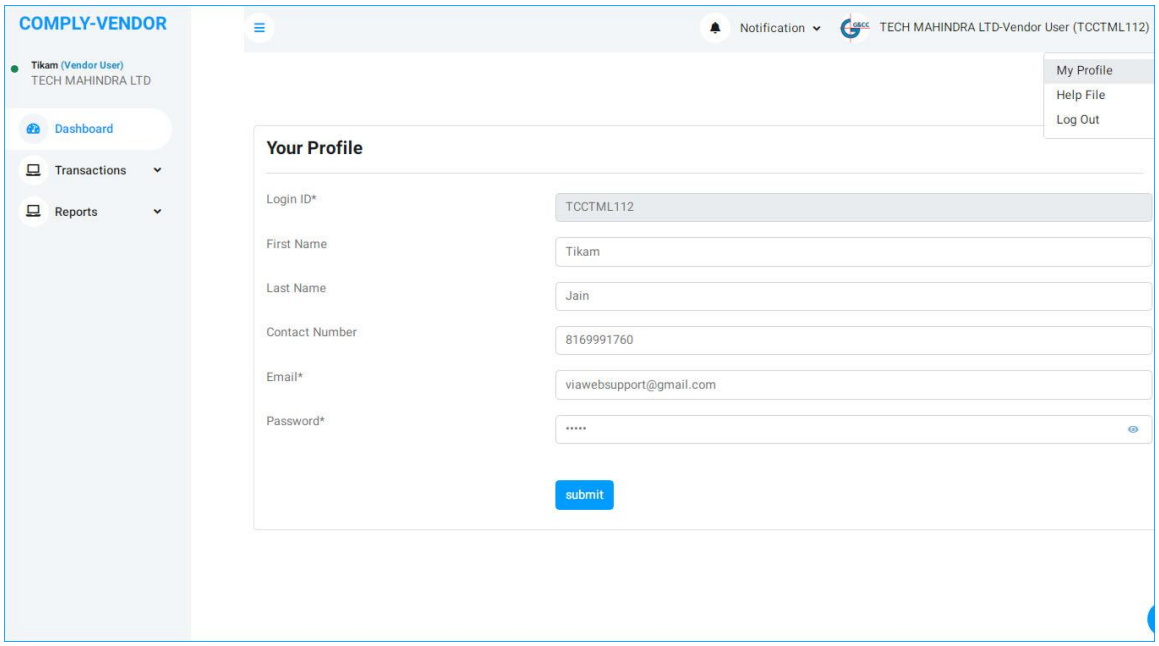
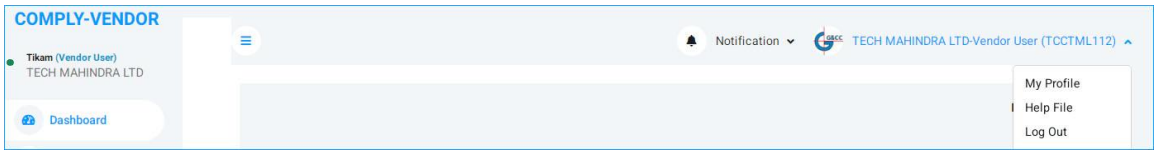
NOTIFICATIONS - VIEW

System has provided an additional feature for viewing the Notifications uploaded by G&CC for quick reference for the particular Client locations.

This feature can be accessed from the bell icon above, or from REPORT option.



Ability to view MY PROFILE is provided in the top bar. User can alter the contact details and the password.



Ability to LOGOUT from the Application is also provided in the top bar by clicking on the small arrow button for the drop down options.