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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


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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




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THE DASHBOARD



To the Left side , there are menu options REPORTS.

Documents: SOP


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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: <input type="text"/>				
Sno.	Document	Organization	Vendor	Client Status	Status	Month	Year	User	Date Upd
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.

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COMPLY-VENDOR

- Rishi (Client User)
- Dashboard
- Reports
 - MIS - Document wise
 - MIS - Vendor wise
 - Checklist Documents
 - Vendor View
 - Notification View

Notification Samsung India Electronics Pvt Ltd-Client User (SAM000104)

Sr.	Document	Organization	Vendor	Document	Approved	Not Produced	Month	Year	By	Date
4	Salary Sheets	Samsung India Electronics Pvt Ltd	ACCORD SYNERGY LIMITED		Null	Compliant	January	2022	Girish	14-04-2022
5	Bank transfer proof	Samsung India Electronics Pvt Ltd	ACCORD SYNERGY LIMITED		Null	Rejected	January	2022	Girish	14-04-2022
6	Attendance Sheets	Samsung India Electronics Pvt Ltd	AERIAL TELECOM SOLUTIONS PVT. LTD		Null	Not Verified	February	2022	Suresh	20-04-2022
7	Attendance Sheets	Samsung India Electronics Pvt Ltd	AERIAL TELECOM SOLUTIONS PVT. LTD		Null	Compliant	January	2022	Suresh	19-04-2022
8	Attendance Sheets	Samsung India Electronics Pvt Ltd	ACCORD SYNERGY LIMITED		Approved	Not Verified	January	2022	Girish	14-04-2022

Pending Document Upload

Select

Show 10 entries Excel Copy Print

Search:

Select	Srno.	Organization	Vendor	Document	Day Of The Month	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Pending One Time Document Upload


Show 10 entries Excel Copy Print

Search:

Srno.	Organization Name	Vendor Name	Pending Docs.	Pending Docs Review	Action
No data available in table					



Showing 0 to 0 of 0 entries

Previous Next

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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.


Notification

G&CC-G&CC Administrator (000000100)

UPLOADED DOCUMENTS


Organisation: VW Technologies
 Business Divisions: Select...
 Vendor: Select..
 Search:

Status: Select
 From: January, 2020
 To: December, 2022
 Multi Document Type: Select
 Multi Vendors: Select

Overview Report-Excel
Detailed Report-Excel

Srno.	Documents	Site Name	Assigned Doc.	Total Uploads	Verified	Not Verified	Rejected	Complied	Non Complied	Not Produced
Date From : January 2020 TO December 2022 Jasraj Suppliers : Assigned Document (3)										
1	Attendance Sheets	Mumbai -> Scruz-site	33	4	3	1	①	1	①	0
2	EPF Challans	Mumbai -> Scruz-site	33	4	2	2	0	2	0	0
3	Invoices	Mumbai -> Scruz-site	33	1	0	1	0	0	0	0
Total :			33	9	5	4	1	3	1	0
Grand Total :				9	5	4	1	3	1	0

Pages : [1]

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

Notification

Samsung India Electronics Pvt Ltd-Client User (SAM000104)

UPLOADED DOCUMENTS

Organisation

Business Divisions

Search

Vendor

Samsung India Electronics Pvt Ltd

Select..

Select..

Status

From

To

Multi Document Type

Multi Vendors

Select

January, 2020

February, 2022

Select

Select


Exl. Summary

Exl. Report

Smo.	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



Smo.	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

Documents: SOP


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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.

<div>  <div>Notification</div> <div>  Samsung India Electronics Pvt Ltd-Client User (SAM000104) </div> </div>											
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	2	1	0	0	0	0	1	0	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

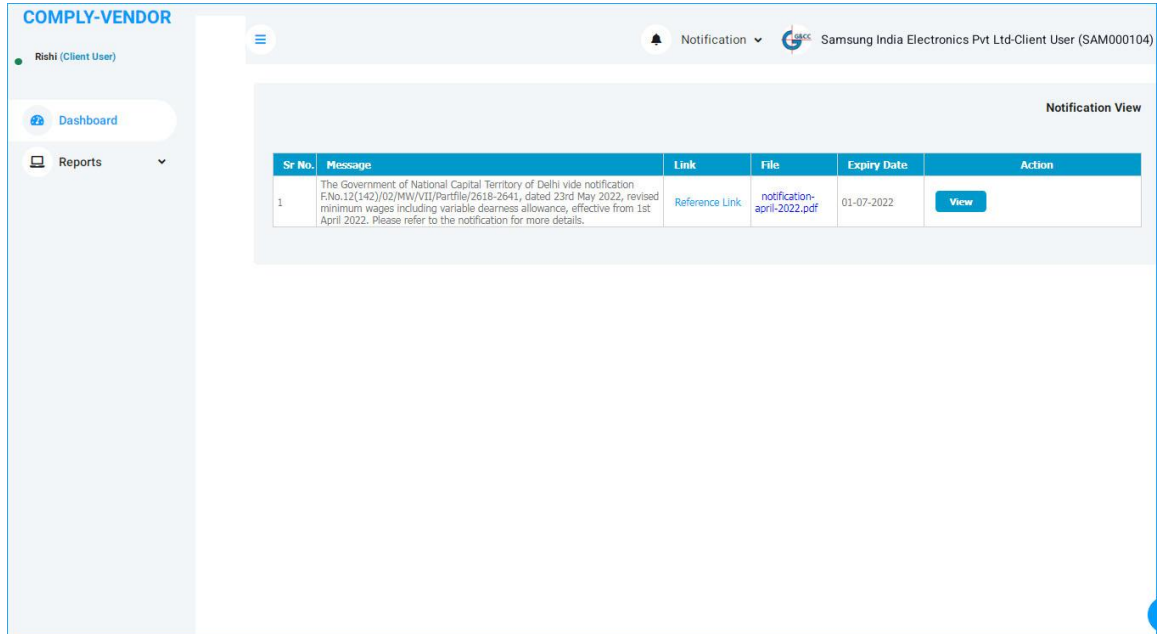
Documents: SOP

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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.




COMPLY-VENDOR

Rishi (Client User)

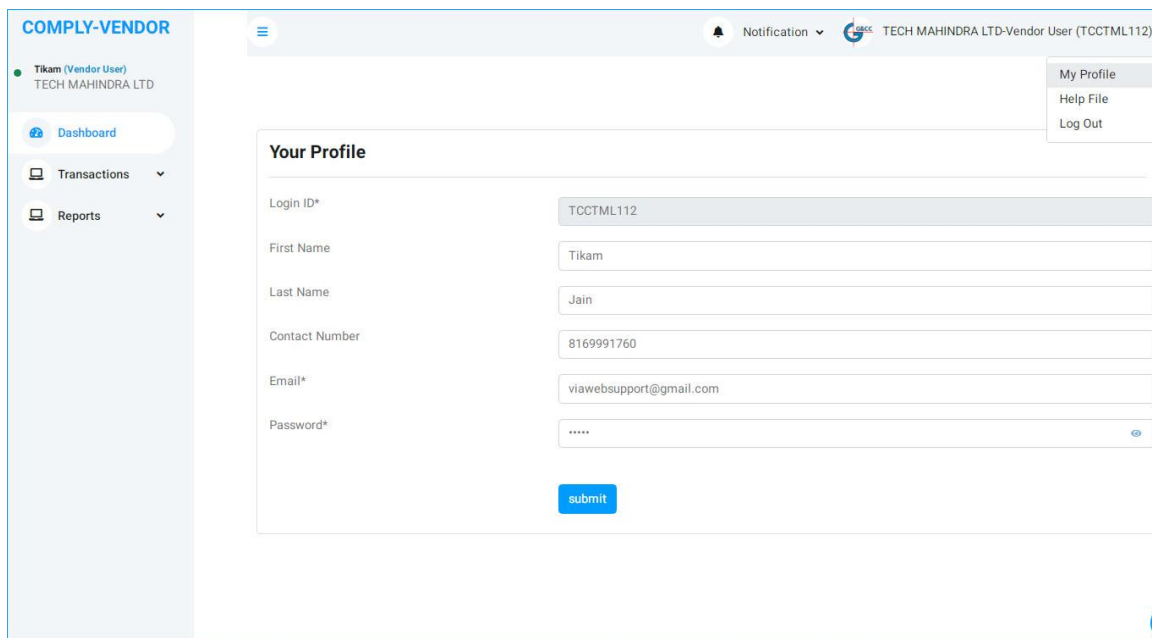
Notification Samsung India Electronics Pvt Ltd-Client User (SAM000104)

Notification View


Sr No.	Message	Link	File	Expiry Date	Action
1	The Government of National Capital Territory of Delhi vide notification F.No.12(142)/02/MW/V1/Partfile/2618-2641, dated 23rd May 2022, revised minimum wages including variable dearness allowances, effective from 1st April 2022. Please refer to the notification for more details.	Reference Link	notification-april-2022.pdf	01-07-2022	View

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



The screenshot displays the 'COMPLY-VENDOR' application interface. On the left is a sidebar with the user's name 'Tikam (Vendor User)' and company 'TECH MAHINDRA LTD', along with navigation links for 'Dashboard', 'Transactions', and 'Reports'. The top header includes a notification bell, a user profile icon, and the text 'TECH MAHINDRA LTD-Vendor User (TCCTML112)'. A dropdown menu next to the profile icon contains 'My Profile', 'Help File', and 'Log Out'. The main content area is titled 'Your Profile' and contains a form with the following fields: 'Login ID*' (pre-filled with 'TCCTML112'), 'First Name' (pre-filled with 'Tikam'), 'Last Name' (pre-filled with 'Jain'), 'Contact Number' (pre-filled with '8169991760'), 'Email*' (pre-filled with 'viawebsupport@gmail.com'), and 'Password*' (masked with '*****'). A blue 'submit' button is located at the bottom of the form.

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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.

