Adding Vendor details on Samarth

Step-1 Click on https://du.samarth.ac.in/index.php/site/login and login window appears on user screen.

DU Employee Portal		
This portal is only for DU Employees. If you are a (https://sic.uod.ac.in) instead.	student visit Student Portal	University Of Delhi
About Samarth eGov Suite		Username *
- Samarth is an Open Source, Open Standard enab	led Robust, Secure, Scalable and	parinane
 Samarth eGov Suite is operating systems agnosti operate the application modules. Quick deploymen adoption. 	c. All you need is a browser to access and t and easy data migration make for fast	Password * Forgot Password Password
Contact Support	FAQ FAQ	Captcha Verification
Website	Report a Bug	672648
Semath slow	Pound any errort Report It	Click on the text to change
		Remember Me
		LOGIN
		Fine Teach and a

Step 2: Launch Vendor Management System

Employee Services	Dashboard								
Finance Governance	Academic	Employee Management System	Admission	Vendor Management System					
	Academic	Management of University Staff using Employee Management System	Admission Management	Capture/Track Vendor Bill using Vendor Bill Payment.					
 Account Settings 	LAUNCH	LAUNCH	LAUNCH						
	Construction and Annual Construction								
	Leave Applications and Management	File Tracking Management System	Inventory Management System						
	LAUNCH	LAUNCH	LAUNCH						

×.

View Reversed Bills	Employee Pending Bills								Advance Filter	Multiple Bills
MANAGE EMPLOYEE BILLS										
Add new Employee Bill	# Actions	Reference No	Employee	Department	Payable Amount	Current User of	Created By	Budget Category	Budget Head	Budget Subl-
Manage Pending Bills					(Rs.)	the Bill				
View Action Done Bills										
View Paid Bills										
View Reversed Bills	No results found.									
MANAGE PROJECT BILLS				_						
Add New Project Bill	Last Updated: 0 days, 0 hours, 1 mi	nutes and 0 seconds ago								
Manage Pending Project Bills										
View Action Done Project Bills										
View Paid Project Bills										
View Reversed Project Bills										
Vendors										
CETTINGO										
Settings										
REPORTS										
Reports										•

Step 3: Click on Vendor Field Visible on the left side on the screen.

Step 4: Click on Add Vendor visible on the right side of the screen.

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INSTITUTE	Vend	lors						
Vendors	Showir	ng 1-20 of 1,914 items.						\sim
	#	Vendor ID	Vendor Type	Vendor Name	Office Email	GST Number	PAN Number	Actions
	ī	VENDOR0001		D.U. Co. Operative Stores Ltd.abistas	delhiuniversitycooperativestor@gmail.com	07AACFD7654B1ZP	AACFD7654B	0
	2	VENDOR0000		phoenix system technology	phoenixsymtechpro@yahoo.com	07AAIPG8486C1ZL	07AAIPG8486C1ZL	٥
	3	VENDOR0000		Tradevel Scientifc Industries	office@es.du.ac.in	07ACMPV2437L1Z0	XODOX	۲
	4	VENDOR0004		M/s Hitachi System India Pvt. Ltd	office@ducc.du.ac.in	07AAACM6396E2ZC	AAACM6396E	۲
	5	VENDOR0005		M/s R B & Sons	rbandsons98@gmail.com	07CHDPR8715F1Z5	CHDPR8715F	0
	6	VENDOR0006		Sunrise Computer SystemsNainaintttttThe	office@libinfosci.du.ac.in	07ADGPN5309L12B	ADGPN5309L	0
	7	VENDOR0007		M/s Royal TradersRBLc	anit080889@gmail.com	07AKRPN4465D1ZV	AKRPN4465D	•
	8	VENDOR0000		Heaven Dahiva	office@ace.du.ac.in	NA	AWMPD8516E	

Step 5: Add Vendor Details

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INSTITUTE PROJECT	Add Vendor Search The Vendor By GST Number Or PA	N Number Before Creating A New Vendor Cick 15 Smath	
Vendors	Do you have PFMS Unique Id ? * Vendor Name *	Select v	
	Office Email *		
	Office Contact Number *	= • 000000000	
	Office Address *		
	Vendor Type • Is GST Number Available ? •	Select v Select v	
	TIN Number		
	PAN Number *		
	Do you have Account Details ? • Status •	Select v	
	Upload	Choose File No file chosen	
		Sare Cancel	G

Step 6: For adding the bank details

Do you have Account Details ? *	YES	×v
Account Number		
Verify Account Number		
Beneficiary Name		
Bank Name	Select	~
Branch		
IFSC Code		
SWIFT Code		
Status *	Select	
Upload	Choose File No file chosen	
	Save	