Oracle Banking Digital Experience

Corporate Supply Chain Finance User Manual
Release 19.1.0.0.0

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ORACLE®

Corporate Supply Chain Finance User Manual

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

  If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 19.1.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
✕	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.3.0.0.0
1	Overview	✓
2	Onboard Counterparty	✓
3	View Associated Parties	✓
4	Create Program	✓
5	View Program	✓
6	Edit Program	✓
7	Create Invoice	✓
8	View Invoice	✓
9	Edit Invoice	✓
10	Accept Invoice	✓
11	Reject Invoice	✓

Home

3. Introduction

Supply Chain Finance(SCF) is a platform that facilitates the corporates to avail short-term credit that optimizes working capital for both the buyer and the seller at a lower cost thereby improving business efficiency. Through SCF, suppliers sell or liquidate their invoices or receivables to banks. This enables them to make liquid money available to proceed with the future orders. Similarly, Buyers avails finance for their payables from banks so that their obligations are timely met at a minimized cost.

Using the digital platform of SCF, corporates are able to perform SCF transactions from the portal itself, thus resulting in improved business efficiency. The transactions can be executed, viewed and tracked online. No follow-ups required with the bank for the status of the transactions.

Corporates can manage creation of single or multiple Invoice/s. They can also accept or reject invoices online. The Portal also facilitates corporates to introduce their business partners to the bank through the platform. These business partners who play a role of the counterparties in the SCF business may or may not be the customers of the bank. However, each of the counterparty can be on-boarded by the Corporate itself and further link the counterparty to the SCF program and perform SCF business transactions on the Counterparty.

A typical business scenario in SCF parlance -

Scenario

"Rapid Motors" is an automobile manufacturing unit of Leo Corp which produces a large number of automobiles.

- Their business strategy is to procure different parts of an automobile from various dealers and onwards sells their cars to different vendors in the market. Rapid Motors have to deal with its Buyers and Suppliers.
- They raise invoices on their buyers and manage their suppliers.
- Daily need to review their receivables and payables.

Solution

The Digital Platform enables Rapid Motors to perform following transactions from the portal-

- Onboard their dealers and vendors.
- Single screen to view their Dealers as well as Vendors as associated parties.
- Create a Buyer Led program online and link its Vendors or create a Supplier Led Program and link its dealers.
- Raise Invoices on their Suppliers OR Accept or Reject the Invoices that have been raised on by their Vendors.

The features built for the corporate user in the Supply Chain Finance Module are as follows-

- **Overview**
- **On-board Counterparty**
- **View Associated Party**
- **Program Management**
  - Create Program
  - Edit Program
  - View Program
- **Invoice Management**
  - Create Invoice
  - Edit Invoice
  - View Invoices
  - Accept/Reject Invoice

Note: Supply Chain Transactions are only supported on **Desktop** and on **Landscape** mode of Tablet on its browser.

Home

4. Overview

Supply Chain Finance dashboard provides holistic information to the corporate user upfront about its Supply Chain Finance business in a simplified manner. It provides an overall view of its business in terms of receivables or payables derived on the basis of outstanding invoices. SCF Programs and its position is also provided upfront in its local currency. Overdue invoices are displayed on the dashboard.

Below widgets are available in SCF Overview:

- Overdue Invoices
- Top Programs
- Quick Links
- Invoice Timeline

Overdue Invoices:

Overdue invoices are one of the major concerns for a Corporate Supplier and a Buyer and needs to be addressed immediately. A dedicated widget projects 5 invoices that are running overdue for the longest period of time. It also acts as an alarm for the corporate. They are reminder that,, the overdue invoices should be attended on priority. The link given on the widget enables the corporate to view the all its overdue invoices by navigating the user to the View Invoices Screen.

Top Program:

A Donut Graph projects the top 5 programs of the corporate which are highest in terms of receivables and payables in the local currency. The values of Receivables or Payables are displayed along with the name of the Program.

Quick Links:

The most commonly used transactions are provided as quick links for quick access to the transactions. Following transactions are provided as quick links:

- View Programs
- View Invoices
- View Associated Party
- Create Program
- Create Invoice
- On-board Counterparty

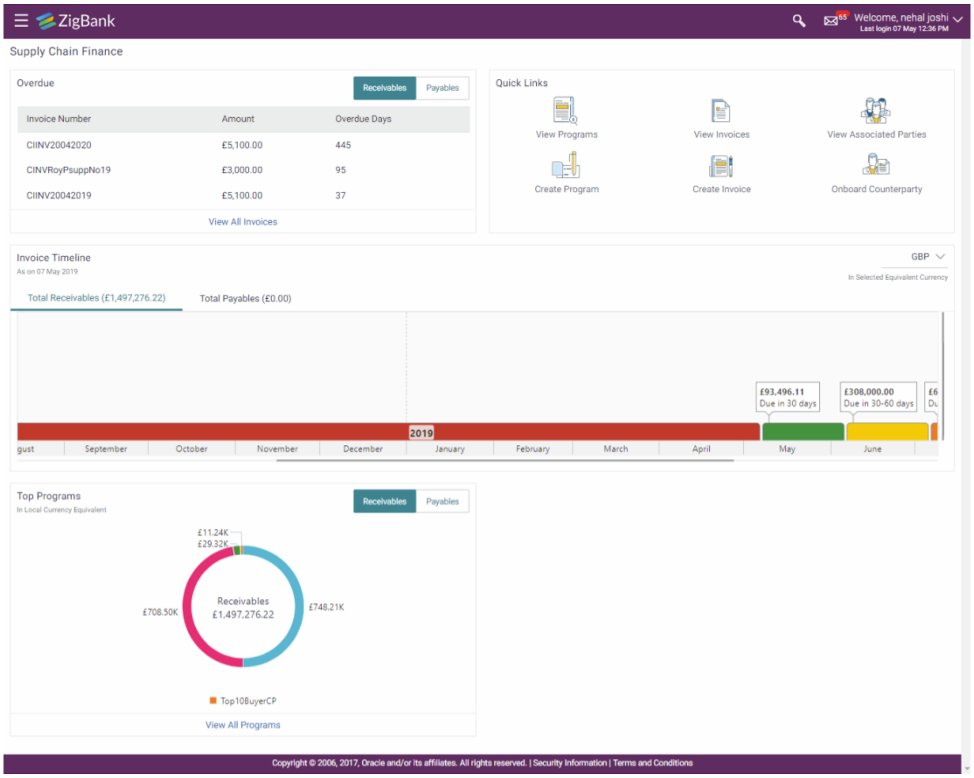
Invoice Timeline

This widget draws all the outstanding invoices of the corporates on the invoice timeline. The invoices are categorized into buckets of overdue invoices, invoices maturing in 30 days, between 30-60 days, between 60-90 days and above 90 days in terms of Receivables OR Payables. The Timeline is made comprehensive by colour coding the category of invoices on the basis of maturity.

How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Overview

Dashboard



FAQ's

1. **Is the dashboard displayed as per Buyer or Supplier?**

   Dashboard will have both the tabs of Receivables and Payables on each of the widget. If the corporate is a Buyer only, then Payables tab will have data displayed and the other Tab will show no data. Same will be the behavior where the corporate is only a Supplier.

2. **Can I change my Quick Links?**

   The Quick Links are fixed and cannot be changed.

3. **How can I view all of my overdue Invoices?**

   The overdue widget has a link of 'View all Invoices'. On accessing the link, you will be navigated to View Invoices page and all the overdue invoices will be displayed.

Home

5. Onboard Counter Party

Onboard a Counter Party refers to introducing your counter Party to the Supply Chain Finance System and is the first step in Supply Chain Finance business. Counter Party is the customer of the Corporate in a commercial trade who may or may not be the customer of the bank.

Using this option you can onboard your counter party so that you can link the counter party to the program for SCF business.

Pre-Requisites

User must be having a valid corporate login credentials for Onboarding the Counter Party.

How to reach here:

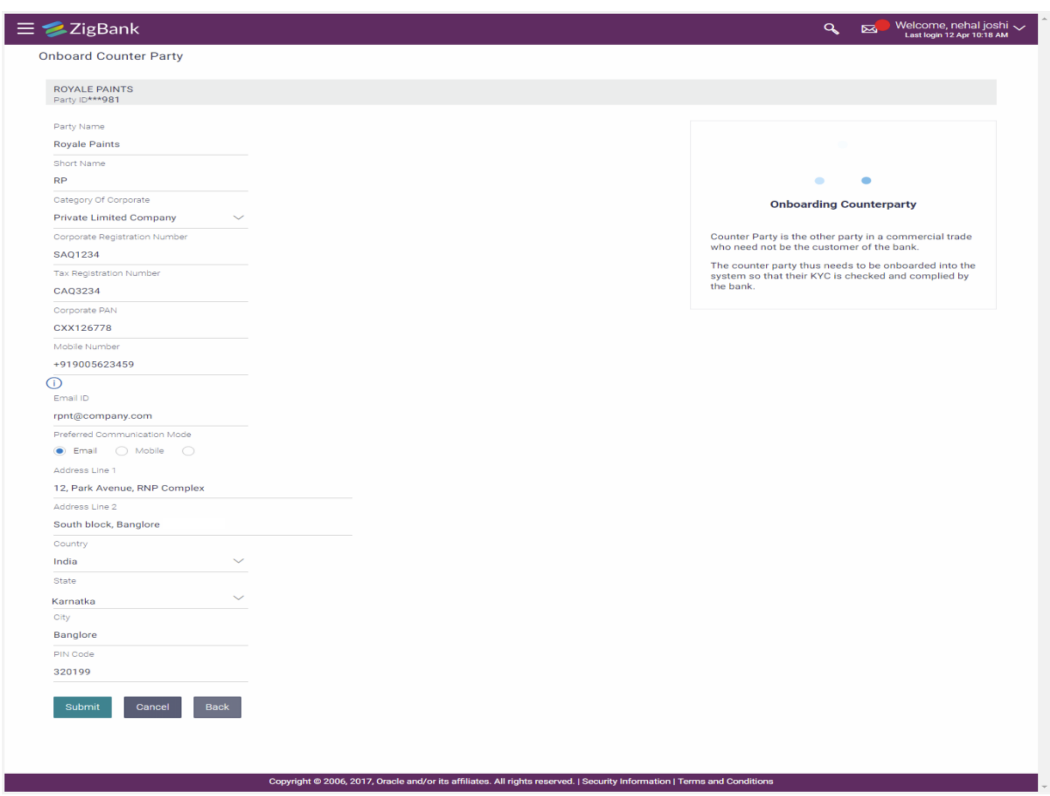
Dashboard > Toggle menu >Supply Chain Finance > Associated Party Management > Onboard Counter Party
OR
Dashboard > Toggle menu >Supply Chain Finance > Associated Party Management > View Associated Parties > ***Onboard new*** *link*
OR

Dashboard > Toggle menu >Supply Chain Finance > Overview > Quick Links > Onboard Counter Party

To onboard new counter party:

1. The **Onboard Counter Party** screen appears.

Onboard Counter Party



Field Description

Field Name	Description
Party Name	Enter the name of your corporate customer which you need to onboard.
Short Name	Enter the short name for the counter party.
Category Of Corporate	Select the industry of the corporate. The options are: • Others • Partnership firm • Public Limited Company • Private Limited Company
Corporate Registration Number	Enter the corporate registration number
Tax Registration Number	Enter the tax registration number
Corporate PAN	Enter the PAN number.
Mobile Number	Enter the mobile of the counter party.
Preferred Communication Mode	Select the preferred communication mode required by the counter party. The options are: • Email • Mobile
Email ID	Enter the email id of the counter party.
Address Line 1- 2	Enter the address of the counter party.
Country	Select the country of the counter party.
State	Select the state of the counter party.
City	Enter the city where of the counter party resides.
PIN Code	Enter the pin code of city where of the counter party resides.

2. In the **Party Name** field, enter the name of the counter party which is to be linked to the SCF program.
3. In the **Short Name** field, enter the short name for the counter party.
4. From the **Category of Corporate** list, select the industry of the corporate.

5. In the **Corporate Registration Number** field, enter the corporate registration number of the Counter Party.
6. In the **Tax Registration Number** field, enter the tax registration number of the Counter Party.
7. In the **Corporate PAN** field, enter the Pan Number of the Counter Party.
8. In the **Mobile Number** field, enter the mobile of the counter party.
9. In the **Email ID** field, enter the email ID of the counter party.
10. In the **Preferred Communication Mode** field, select the preferred communication mode required by the counter party.
11. In the **Address** field, enter the address of the counter party.
12. From the **Country** field, select the country of the counter party.
13. From the **State** field, select the state of the counter party.
14. In the **City** field, enter the city where the counter party resides.
15. In the **PIN Code** field, enter the PIN code of the city where the counter party resides.
16. Click **Submit** to onboard your counter party.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
17. The review screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to modify the submitted parameters if required.
    OR
    Click **Cancel** to cancel the transaction.
18. The success message of request initiation for Onboarding a counter party appears along with the reference number.
19. Click on the **View Counter Party** link to view the details of existing counter party.
    OR
    Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.
    OR
    Click on the **Back to Main Dashboard** link to go to main dashboard.

FAQ’s

1. **Who is the Counter Party?**

   The Corporate’s customer with whom the corporate trades, is its Counter Party. In SCF parlance, the customer added in the Program by an Anchor is termed as Counter Party. This customer needs to be on-boarded as a Counterparty before linking in the Program.

2. **What if the Counter Party is the customer of the Bank?**

   The Counter Party can be a customer of the bank. For the current release, even if the counter party is the customer of the bank, still you need to provide all the details of the business partner and he will be on-boarded as a Counterparty.

3. **Can the Counter Party get the portal access for SCF?**

   The current release does not support the provision of portal access to the counterparty where the counter Party is not a customer of the bank.

4. **What if the Counter Party already has an account with the Bank?**

   If the Counter Party is an existing customer of the bank, then it has to be directly linked to the Program by approaching the bank using existing customer id and not from the portal and not from the portal. When the counter party is already the customer, the Portal access can be provided.

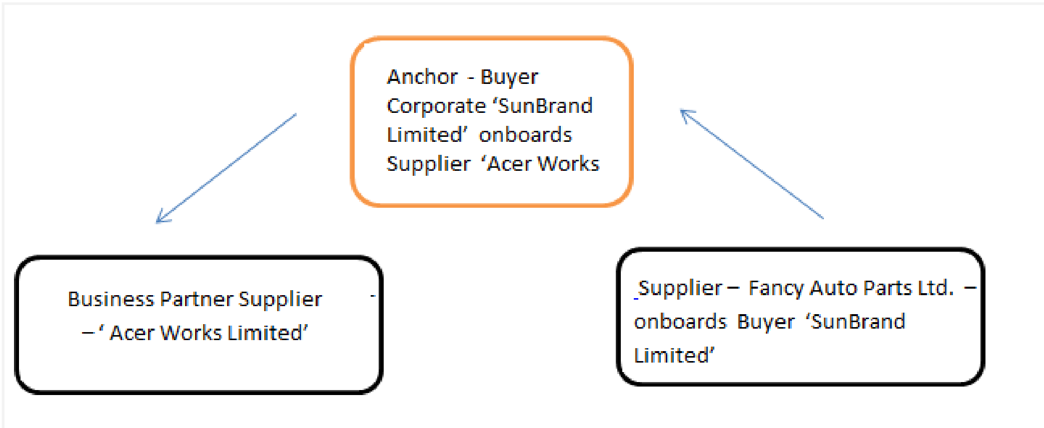
Home

6. View Associated Parties

Corporate will get a view of all its associated parties through 'View Associated Parties' screen. All its customers on-boarded by the Corporate can be viewed on this screen . Corporate will also be able to view its Anchors here.

Illustration –

Parties Involved:



Explanation:

Corporate SunBrand Limited logs on to the Portal and navigates to 'View Associated Parties, then both the corporates 'Acer Works Limited' who is the counterparty of 'SunBrand Limited' and 'Fancy Auto Parts Limited' who has on-boarded 'SunBrand Limited' will be displayed.

The details of each of the associated party are displayed on accessing the respective Party. Details of associated party like his address and contact number along with the associated programs and its invoices are displayed

If the party is a buyer and not a Supplier, then 'Payables' data is displayed on the page for Program widget, vice-versa for if party is Supplier the 'Receivables' data is displayed. If party is buyer as well as Supplier, then 'Receivables' data is displayed default on the screen and the Switcher is set to 'Receivables'.

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Associated Party Management > View Associated Parties
OR
Dashboard > Toggle menu >Supply Chain Finance > Program Management > View Program Details > ***Link Parties*** *link*
OR

Dashboard > Toggle menu >Supply Chain Finance > Overview > Quick Links > View Associated Parties

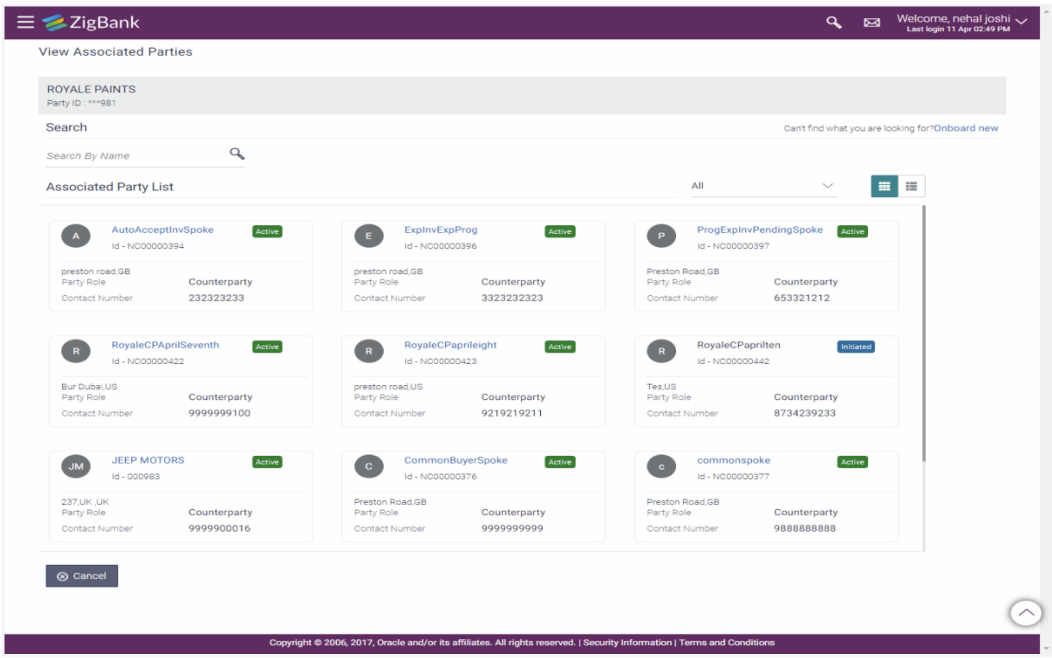
To view associated parties:

1. In **Search** section, In **Search By Name** field, enter the Corporate's name or ID.

2. Click to search the party. Based on entered details the list of associated parties appears.
   OR
   Click **Cancel** to cancel the transaction.

Note: Click or icon to view details in the card view or list view respectively.

View Associated Parties - Search Result



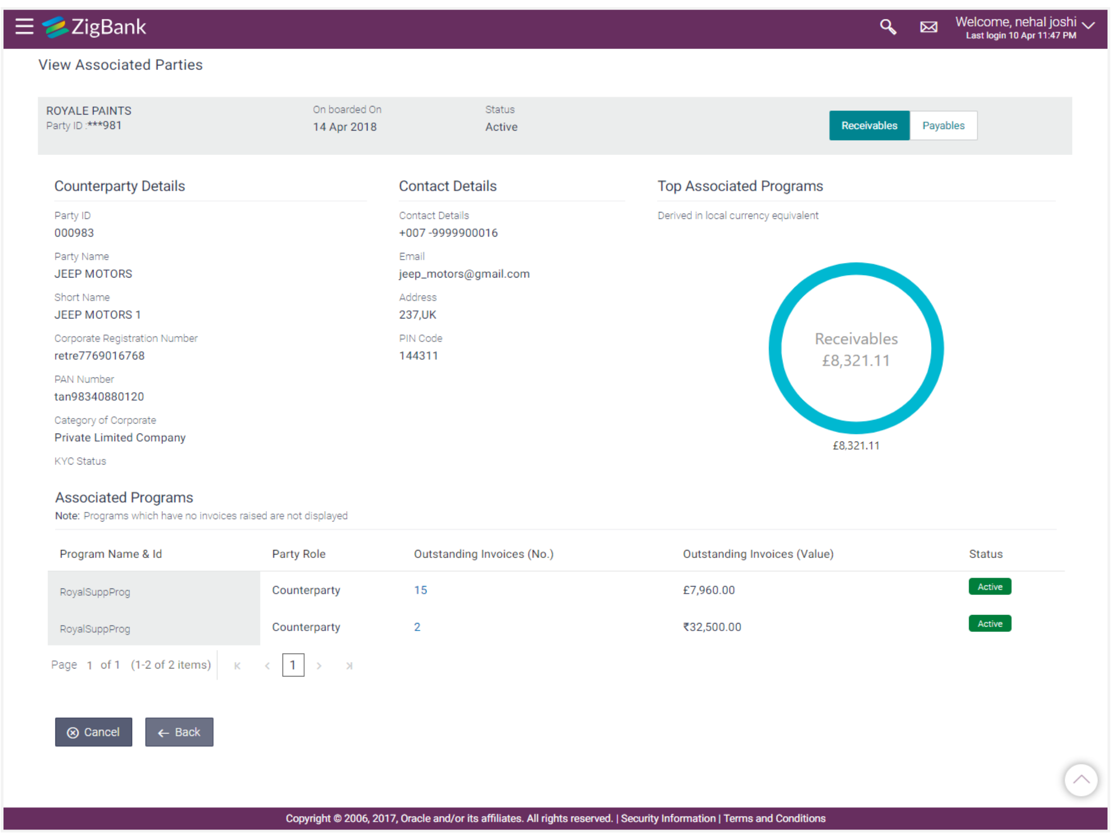
Field Description

Field Name	Description
Party Name and ID	Displays the party name and ID of the Corporate.
Search	
Search By Name	Enter the corporates name or ID to search that party.
Associated Party List	
	Display the initials of the counter party to be linked to the program.
Counter Party Name and ID	Displays the counter party name along with ID.
Counter Party Address	Displays the address of the counter party.
Party Role	Displays the role associated to the counter party.

Field Name	Description
Contact Number	Display the contact number of the counter party.
Status	Displays the status of the program. It could be: • Initiated • Modified • Active • Rejected
Onboard New	Click on the link to create a new associated party.

3. Click on the **Party Name and ID** link in **Associated Party List** to view details of counter party.

View Associated Party Details



Field Description

Field Name	Description
Party Name and ID	Displays the corporate party name and ID.
On Boarded On	Displays the date on which the party was on-boarded.
Status	Displays the status of the associated party
Receivables/ Payables	Displays whether the logged on Corporate is a supplier or buyer.
Counter Party Details	
Party ID	Displays the counter party ID .
Party Name	Displays the name of the counter party.
Short Name	Displays the short name of the counter party.
Corporate Registration Number	Displays the corporate registration number of the counter party.
PAN Number	Displays the PAN number of the counter party.
Category of Corporate	Displays the industry of the corporate are in.
KYC Status	Display the KYC status of the counter party.
Contact Details	
Contact Details	Display the contact details of the counter party.
Email	Displays the email address of the counter party.
Address	Displays the address of the counter party.
PIN Code	Displays the PIN code of the city of the counter party reside.

Top Associated Programs

Displays the total value of receivables or payables with the name of the program in the donut chart. Top 5 performing programs are to be displayed basis their receivables /payables. Receivables/Payable are calculated in local currency equivalent and derived from Outstanding Invoices.

Associated Programs

Displays the list of all the programs where the counterparty is associated.

Field Name	Description
Program Name and ID	Displays name and ID of the all the linked programs.
Party Role	Displays the role associated to the counter party.
Outstanding Invoices (No.)	Displays the value of invoices outstanding between the two parties
Outstanding Invoices (Value)	Displays the value of invoices outstanding between the two parties.
Status	Displays the status of the counter party.

Home

7. Create Program

Post Onboarding the Counter Party, the Corporate now needs to create a Program to link its counter parties to a specific type of financing product of the bank.

Using this option, you can create a SCF program to manage invoices and business under the SCF program. It allows you to define major parameters at the program level like auto-acceptance or auto-financing of the invoices.

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

How to reach here:

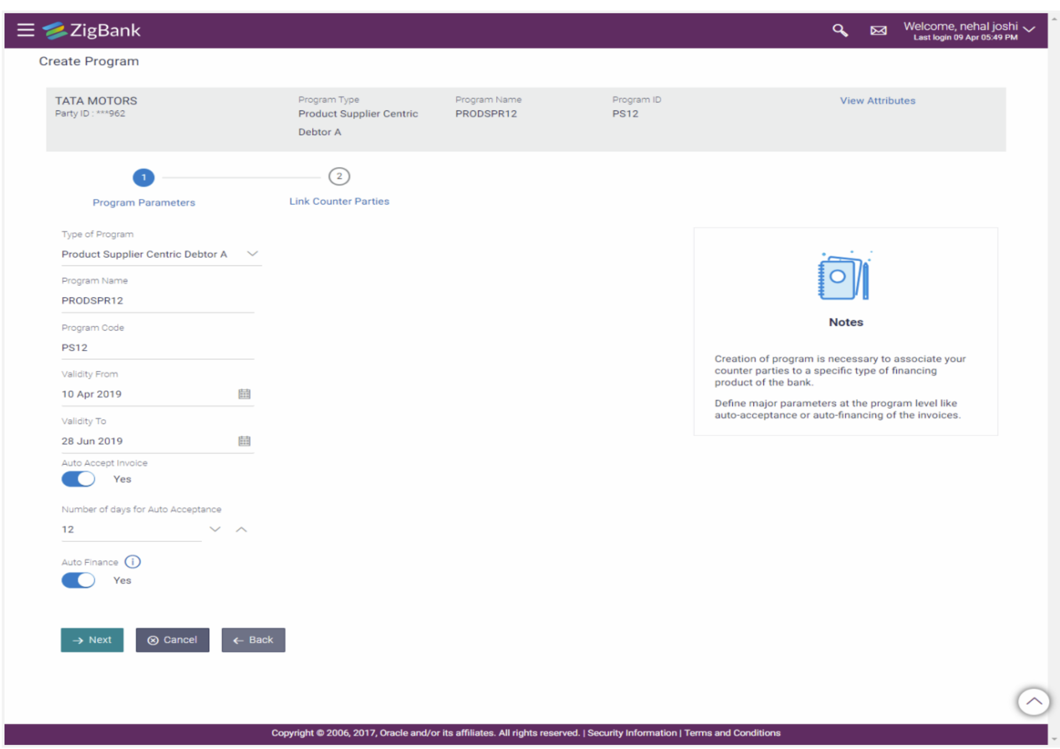
Dashboard > Toggle menu >Supply Chain Finance > Program Management > Create Program
OR
Dashboard > Toggle menu >Supply Chain Finance > Program Management > View Program > ***Create New Program*** *link*
OR
Dashboard > Toggle menu >Supply Chain Finance > Overview > Quick Links > Create Program

To create program:

1. Click **Create a new Program** to create the program online. The **Create Program - Program Parameters** screen appears.

Step1- Enter Program Parameters

Create Program - Program Parameters



Field Description

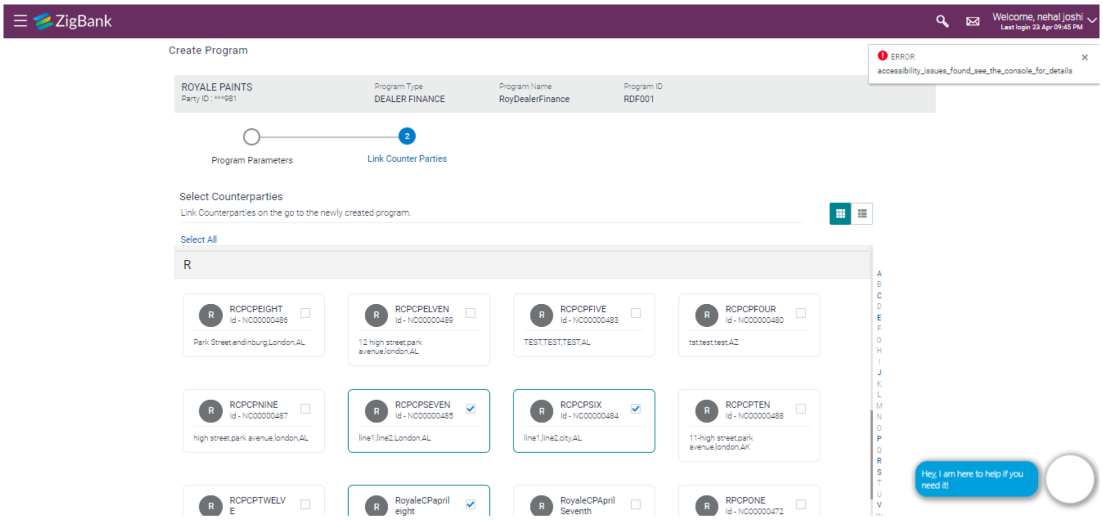
Field Name	Description
Party Name and ID	Displays the party name along with ID for whom the SCF program is to be created.
Type of Program	Select the type of the program required for creating the program.
Program Name	Enter the unique name for the program to be created.
Program Code	Enter the unique code for the program to be created.
Validity From	Select the date of creation of the program. **Note:** By default its today's business date of the bank, you can enter the future date if required.
Validity To	Select the date till which program will be valid. It should be future date.
Auto Accept Invoice	Click toggle to auto accept the invoice. I.e. the invoices uploaded under this program will be deemed auto accepted if not explicitly accepted by the buyer.
Number of days for Auto Acceptance	Enter the number of days in the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'. This field is enabled only if the **Auto Accept Invoice** is selected as 'Yes'.
Auto Finance	Click toggle to yes for invoices uploaded under this program to be automatically financed post acceptance.

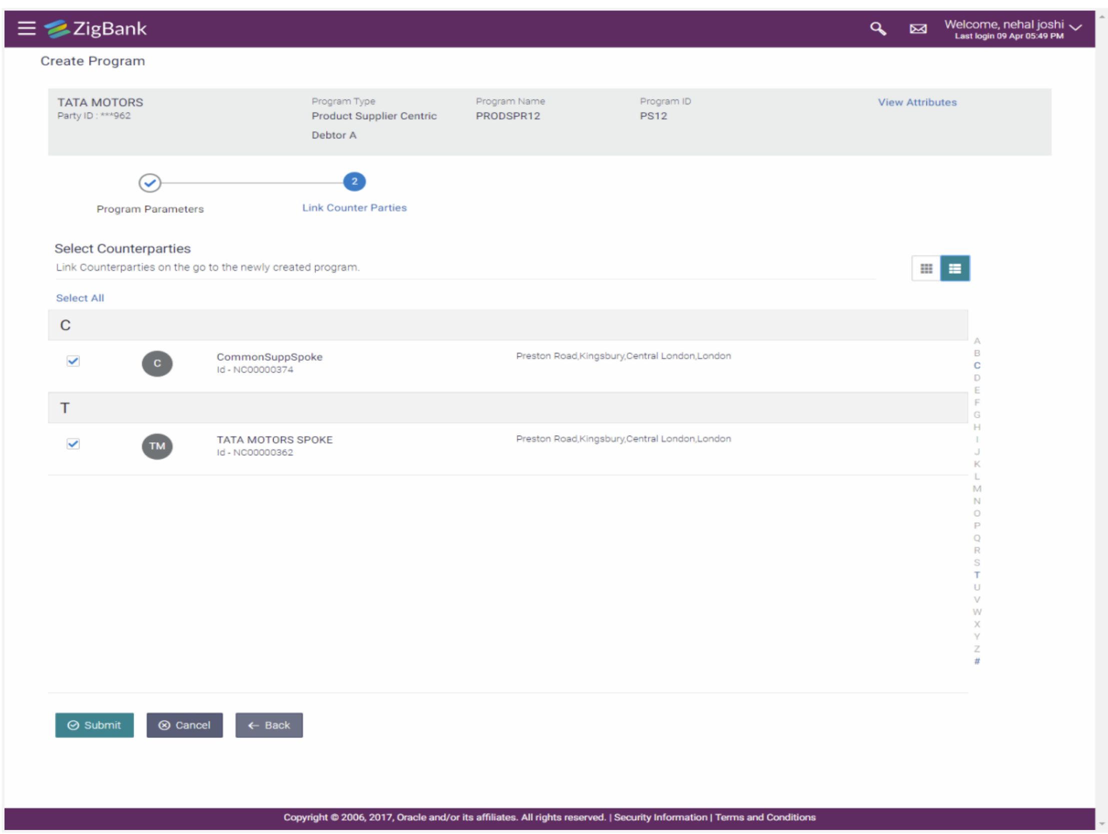
2. From the **Type of the Program** list, select the type of the program required for creating the program.
3. In the **Program Name** field, enter the unique name for the program to be created.
4. In the **Program Code** field, enter the unique code for the program to be created.
5. From the **Validity From** list, select the date of creation of the program.
6. From the **Validity To** list, select the date till which program will be valid.
7. In the **Auto Accept Invoice** field, click the toggle to **Yes** to auto accept the invoice.
   If you select **Yes**;
   a. In the **Number of days for Auto Acceptance** field, enter number of days in the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'.
8. In the **Auto Finance** field, click the toggle to **Yes** for Invoices uploaded under this program to be automatically financed post acceptance.
9. Click **Next** to navigate to a page to link counter parties. The screen displays the all onboarded counter parties created by anchor.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate back to previous screen.

Step2- Link Counter Parties

Create Program - Link Counter Parties





Field Description

Field Name	Description
Party Name and ID	Displays the party name along with ID for whom the SCF program is to be created.
Program Type	Display the program type selected in **Program Parameters** step.
Program Name	Display the program name entered in **Program Parameters** step.
Program ID	Display the program ID entered in **Program Parameters** step.
Short Name	Display the initials of the counter party to be linked to the program.
Counter Party Name and ID	Displays the counter party name along with ID which is to be linked to the program.
Counter Party Address	Displays the address of the counter party name which is to be linked to the program.

10. Click  or  icon to view counter parties in card view or list view respectively. There is also an indexer provided to navigate the counter parties on the basis of the first initial of the counter party. User needs to access the alphabet on the indexer and the curser will be navigated to the counterparties starting with the accessed alphabet.
11. Select the checkbox against the counter party to link with the program.
12. Click **Submit** to create a SCF program.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
13. The review screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to modify the submitted parameters if required.
    OR
    Click **Cancel** to cancel the transaction.
14. The success message of request initiation appears along with the reference number.
15. Click on the **View Program** link to view the details of existing programs.
    OR
    Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.
    OR
    Click on the **Back to Main Dashboard** link to go to main dashboard.

Home

8. View / Edit Program

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Program Management > View / Edit Program
OR
Dashboard > Toggle menu >Supply Chain Finance > Overview > Quick Links > View Program

8.1 View Program

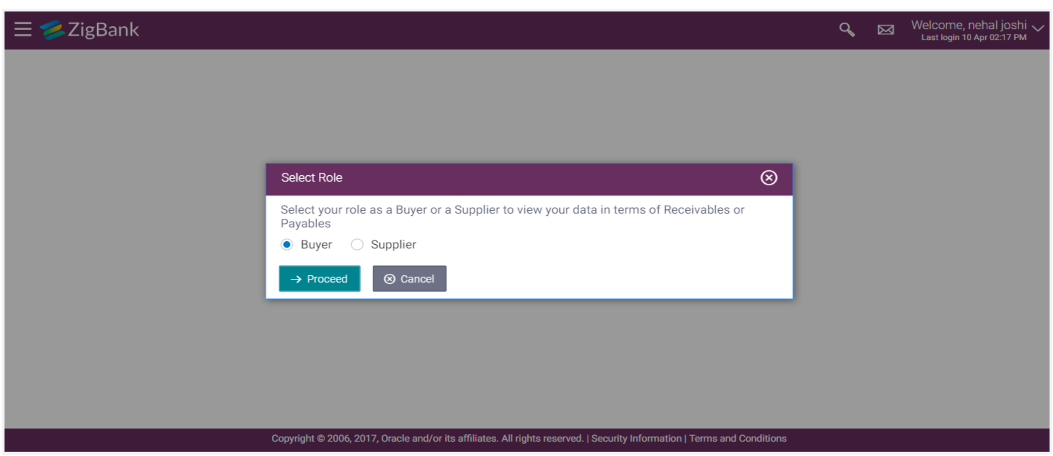
Using this option, based on role of a buyer or a seller, one can view its programs. On selection of Buyer view, you can view all the programs as of current date where he/she is a buyer in the program. It displays the all the programs where the corporate is a 'Buyer'.

On selection of Supplier view, you can view all the programs as of current date where he/she is a Seller in the program. It displays the all the programs where the corporate is a 'Seller'.

To view program:

1. The **Select Role** popup appears.

View Program - Select Role popup



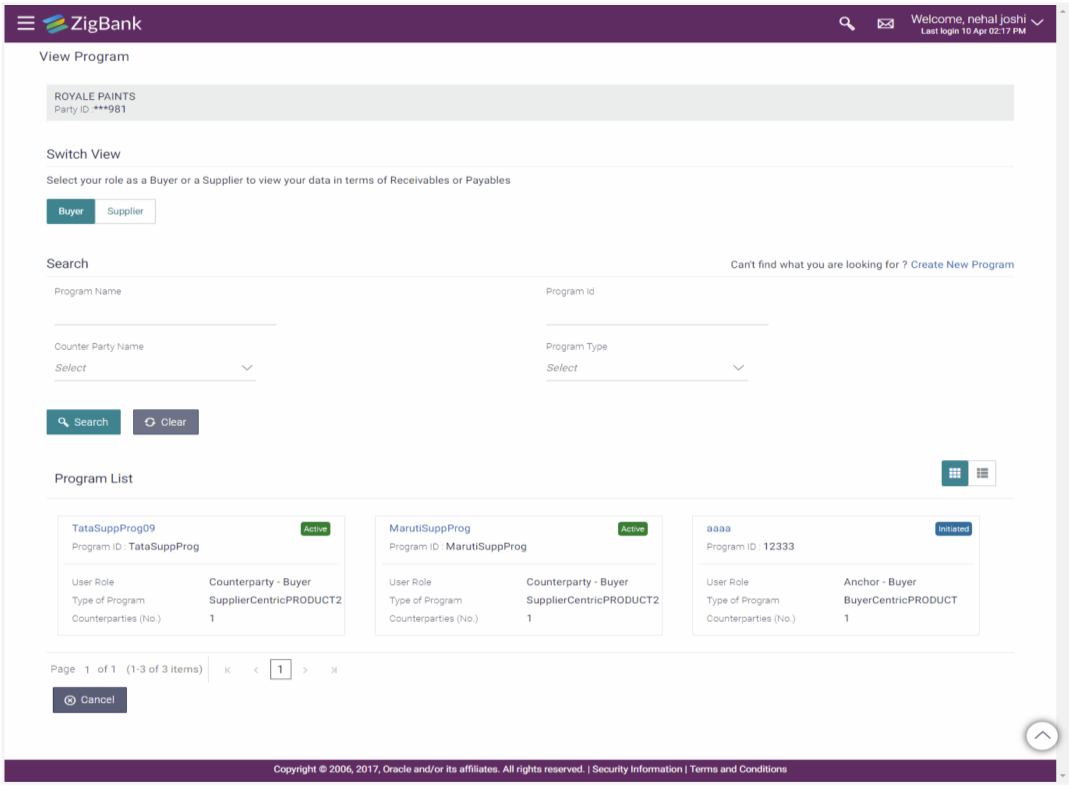
Field Description

Field Name	Description
Select Role	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier

2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.

3. Click **Proceed** to view the existing programs. The **View Program** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Program - Search Result



Field Description

Field Name	Description
Party Name and ID	Displays the party name and ID of the logged in Corporate.
Switch View	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier
Search	
Program Name	Enter the Program Name to search the programs.
Program ID	Enter the Program ID to search the programs.

Field Name	Description
Counter Party Name	Enter the counter party name which is to be linked to the program to search the programs.
Program Type	Enter the program type to search the programs.
Program List	
Displays the program list based on entered search criteria in card or list view.	
Program Name	Displays the program name as fetched from the Host.
Status	Displays the status of the program. It could be: • Initiated • Modified • Active • Rejected
Program ID	Displays the program ID as fetched from the Host.
User Role	Displays the logged in Corporate's role in the program.
Type of Program	Displays the program type as fetched from the Host.
Counterparties	Displays the number of counter parties linked to the program.

4. Entered the search criteria, click **Search**, The program list based on entered search criteria in card or list view.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

Note: Click or icon to view details in the card view or list view respectively.

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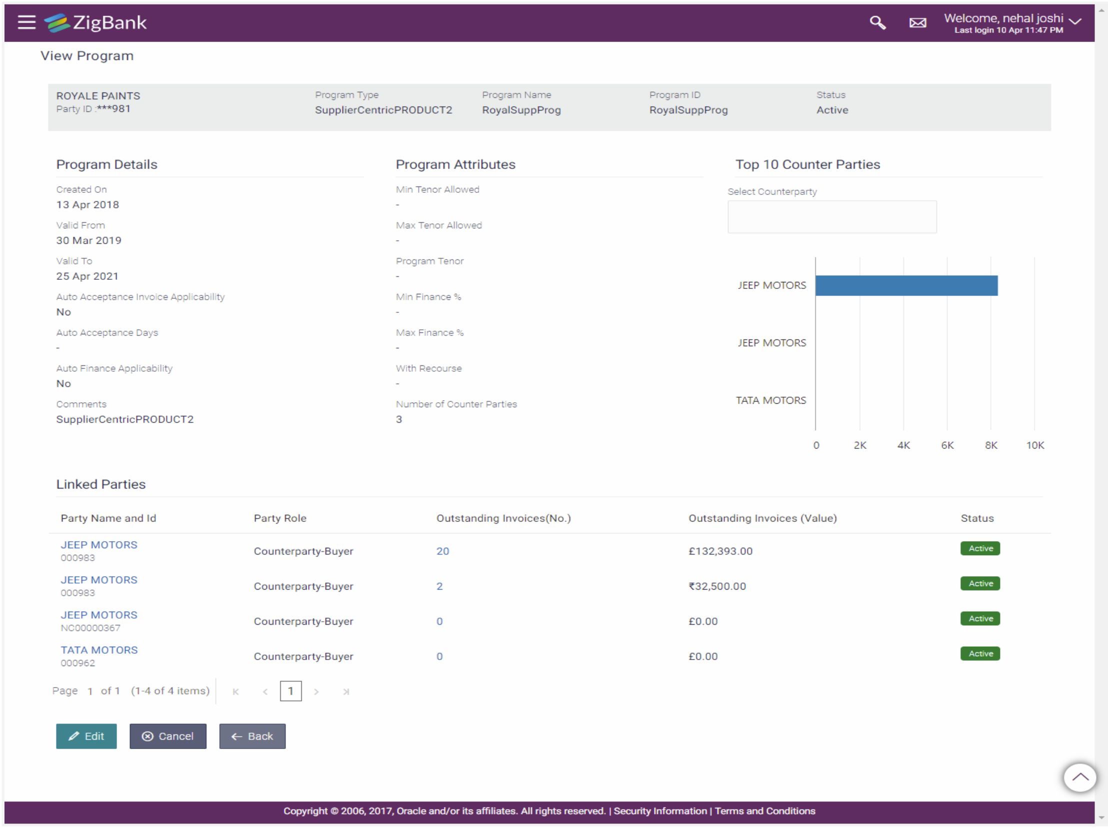
5. Click on the **Program Name** link, the details of the specific program appears.

View Program Details



Field Description

Field Name	Description
Party Name and ID	Displays the corporate party name along with Party ID.
Program Type	Displays the program type of the SCF program. The financing product against which the program is created.
Program Name	Displays the program name as fetched from the Host.
Program ID	Displays program ID of the SCF program.
Status	Displays the status of the program. Displays whether the program is Active/Inactive/Modified/Closed.
Program Details	
Created On	Displays the date of creation of the program.
Valid From	Displays the date from which the SCF program will be active.

Field Name	Description
Valid To	Displays the date till which the SCF program will be active.
Auto Acceptance Invoice Applicability	Displays the value of auto accept invoice as fetched from Host. Informs whether auto acceptance of invoices is applicable or not.
Auto Acceptance Days	Display the number of days in which the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'.
Auto Finance Applicability	Display the value of auto finance. If Yes, all invoices uploaded under the program will be auto financed post acceptance of invoices.
Comments	Display the comments added for the program as fetched from the host
Program Attributes	
Min Tenure Allowed	Displays the minimum tenor allowed as fetched from Host.
Max Tenor Allowed	Displays the maximum tenor allowed as fetched from Host.
Program Tenor	Displays the program tenor as fetched from Host.
With Recourse	Displays the value of With Recourse as fetched from Host.
Min Finance %	Displays the minimum finance percentage as fetched from Host.
Max Finance %	Displays the maximum finance percentage as fetched from Host.
No Of Counter parties	Displays the number of counter parties as fetched from Host.

Top 10 Counter Parties

Displays the top 10 of counter parties linked to the program in bar graph. Provides a comparative view amongst the Counterparties on the basis of its receivable or payables in local currency of the corporate and projects Top 10 Counter Parties on the graph. If the Counter Parties are less than 10, then the all of the counter parties will be displayed and the label will also represent the actual number of Counterparties. If there is only one counterparty linked to the program, then the label will be ‘Top Counter Party’.

Linked Parties

All the parties that are linked to the Program will be displayed here. If Anchor of the Program has logged on then all the counter parties will be listed where as if the ‘Counter Party’ of the Program has logged in then the Anchor party will be listed. The linked party’s corresponding outstanding invoices and their value will also be displayed in the grid.

Field Name	Description
Party Name and ID	Displays the name and ID of the linked party Click on the link to view the associated party (counter party) details.
Party Role	Displays the role associated to the party. It could be: • Counter Party - Buyer • Counter Party - Seller • Anchor - Buyer • Anchor - Seller
Outstanding Invoices (No.)	Displays the number invoices outstanding for the linked party under this program.
Outstanding Invoices (Value)	Displays the value of invoices outstanding for the linked party under this program.
Status	Displays the status of the linked party.
Create New	Click on the link to create a new program.

Note: Click or icon to view details in the card view or list view respectively. There is also an indexer provided to navigate the counter parties on the basis of the first initial of the counter party.

6. Click **Edit** to modify the required changes to the program.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

8.2 Edit Program

Using this option, if you are an Anchor, you can edit the program created by you to make the required changes to the program.

Note: If you are counter party in the program then the user is not allowed to edit the program as he cannot create the program.

To edit program:

1. The **Select Role** popup appears.
2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed** to view the existing programs. The **View Program** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
4. In **Switch View** section, click **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.

5. Enter the search criteria, click **Search**. The program list appears based on entered search criteria in card or list view.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

Note: Click  or  icon to view details in the card view or list view respectively.

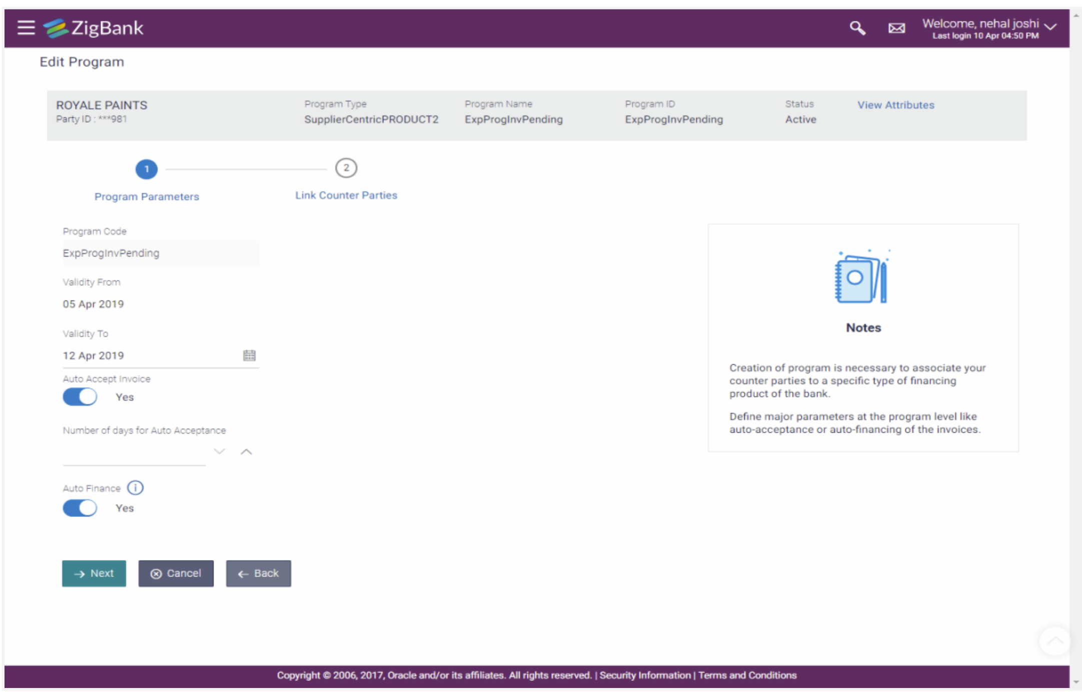
Field Description

Field Name	Description
Party Name and ID	Displays the party name along with ID.
Switch View	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier
Search	
Program Name	Enter Program Name to search the programs.
Program ID	Enter Program ID to search the programs.
Counter Party Name	Enter the counter party name which is to be linked to the program to search the programs.
Program Type	Enter the program type to search the programs.
Program List	
Displays the program list based on entered search criteria in card or list view.	
Program Name	Displays the program name as fetched from the Host.
Status	Displays the status of the program. It could be: • Initiated • Modified • Active • Rejected
Program ID	Displays the program ID as fetched from the Host.

Field Name	Description
User Role	Displays the User's role in the program.
Type of Program	Displays the program type as fetched from the Host.
Counterparties	Displays the number of counter parties linked to the program.
Create New	Click on the link to create a new program.

6. Click on **Program Name** link whose details to be modified. The **View Program** screen appears.
7. Click **Edit** to modify the required changes to the program. The **Edit Program** screen appears.

Edit Program



8. Modify the details in **Program Parameters** tab.
9. Click **Next** to navigate to a page to link counter parties. The screen displays the all onboarded counter parties created by anchor.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
10. De-link or add new counter parties/ spokes in **Link Counter Parties** tab.
11. Click **Submit** to the new changes.
    OR
    Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate back to previous screen.

12. The review screen appears. Verify the details, and click **Confirm**.
OR
Click **Edit** to modify the submitted parameters if required.
OR
Click **Cancel** to cancel the transaction.

13. The success message on update of the program appears along with the reference number.

Home

9. Create Invoice

Invoice is the important underlying instrument used in trade and also in Supply Chain. Financing of Supply Chain also takes place against a commercial Invoice. Thus Creation of Invoice is one of the important transaction provided on the Portal. Using this option you can create single or multiple invoices online on the buyer under the SCF program. While submitting the invoice provision is given to save the content as Template. This also allows you to save the invoice as template so you can use it for future user to avoid re-entering the data when invoice is being created for same corporate party.

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Invoice Management > Create Invoice
OR
Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

9.1 Online Invoice Creation

To create invoice:

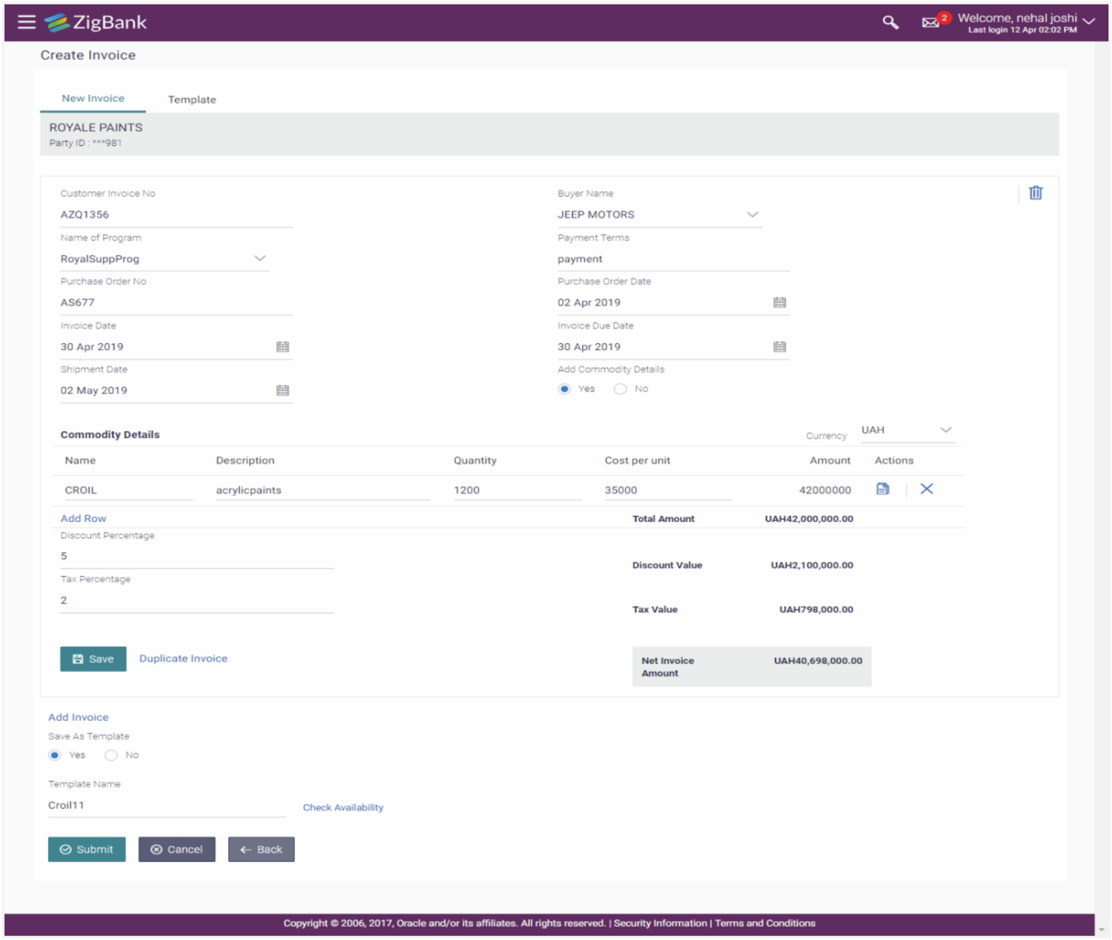
1. The **Create Invoice** screen appears. Click **Create New Invoice** to create single or multiple invoices.

Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the corporate party.

2. The **Create Invoice - New Invoice** screen appears.

Create Invoice - New Invoice



Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the corporate party.
Customer Invoice No	Enter the customers own reference number of the invoice.
Buyer Name	Select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
Name of Program	Select the program to which the invoice needs to be linked. Programs where the selected buyer is linked will be listed.
Purchase Order No	Enter the customers purchase order number.
Invoice Date	Select the invoice date. The invoice date should be greater than the purchase order date. By default it selects Today's date.

Field Name	Description
Shipment Date	Select the date when shipment is expected to take place. The shipment date should be greater than purchase order and greater than or equal to Invoice Date.
Payment Terms	Enter the terms agreed for payment of the invoice.
Purchase Order Date	Select the purchase order date. The date that is greater than Today's date. You can enter the previous date if required.
Invoice Due Date	Select the invoice due date. Invoice Due date should greater than or equal to the Invoice Date.
Add Commodity Details	Select the option whether corporate wants to add commodity details. The options are: • Yes • No
Commodity Details	
This section appears if the "**Yes**" option is selected in the **Add Commodity Details** field.	
Currency	Select the invoice amount currency.
Name	Enter the name of the commodity.
Description	Enter the brief description of the commodity.
Quantity	Enter the quantity of the commodity.
Cost per unit	Enter the cost per unit of the commodity.
Amount	Displays the amount, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit
Actions	Click on the copy or remove icons to copy the contents of the row to the next row or remove the row in the **Add Commodity Details** section.
Add Row	Click on link to add new row in the **Add Commodity Details** section.

Field Name	Description
Discount Percentage	Enter the applicable discount percentage if required.
Tax Percentage	Enter the applicable tax percentage if required.
Total Amount	Displays the total amount of all commodities.
Discount Value	Displays the calculated value on basis of discount percentage entered.
Tax Value	Displays the calculated value on basis of tax percentage entered.
Net Invoice Amount	Displays the calculated value on basis of discount and tax values are entered. Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value **Note:** If **Commodity Details** are not entered, then **Net Invoice** gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value + Tax Value
Duplicate Invoice	Click on the link to add another invoice with the same details.
Add Invoice	Click on the link to add another invoice. You can create multiple invoices using this link.
Save As Template	Select the option to save the entered invoice data as template. The options are: • Yes • No
Template Name	Enter the template name. This is enabled if the **Yes** option is selected in the **Save As Template** field.
Check Availability	Click on the link to check the availability of entered template name. This is enabled if the **Yes** option is selected in the **Save As Template** field.

3. In the **Customer Invoice No** field, enter the customers own reference number of the invoice.
4. From the **Name of the Program** field, select the program to which the invoice needs to be linked.
5. In the **Purchase Order No** field, enter the customers purchase order number.
6. From the **Invoice Date** list, select the invoice date.

7. From the **Shipment Date** list, select the date when shipment is expected to take place.
8. From the **Buyer Name** list, select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
9. In the **Payment Terms** field, enter the terms agreed for payment of the invoice.
10. From the **Purchase Order Date** list, select the purchase order date.
11. From the **Invoice Due Date** list, select the invoice due date.
12. From the **Add Commodity Details** field, select the option whether corporate wants to add commodity details.
    a. If user selects **Yes;**
        i. The **Add Commodity Details** section gets enabled.
        ii. From the **Currency** list, select the invoice amount currency.
        iii. In the **Name** field, enter the name of the commodity.
        iv. In the **Description** field, enter the brief description of the commodity.
        v. In the **Quantity** field, enter the quantity of the commodity.
        vi. In the **Cost per unit** field, enter the cost per unit of the commodity.
        vii. Click  icon to copy the contents of the row to the next row in the **Add Commodity Details** section.
        OR
        Click  icon to remove row in the **Add Commodity Details** section.
        Click on the **Add Row** link to add blank row in the **Add Commodity Details** section.
13. In the **Discount Percentage** field, enter the applicable discount percentage if required.
14. In the **Tax Percentage** field, enter the applicable tax percentage if required.
15. Click **Save** to save the invoice.
    OR
    Click on the **Duplicate Invoice** link to add new invoice with same details entered in current invoice.
    OR
    Click on **Add Invoice** link to add another invoice.
    OR
    Click  icon to delete the invoice.
16. From the **Save As Template** field, select the option to save the entered invoice data as template.
17. In the **Template Name** field, enter the template name. For more details on templates, refer Template section.
18. Click **Submit** to create an invoice.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
19. The review screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Back** to navigate back to previous screen.

OR
Click **Cancel** to cancel the transaction.

20. The success message of request initiation invoice (s) creation appears along with the reference number.

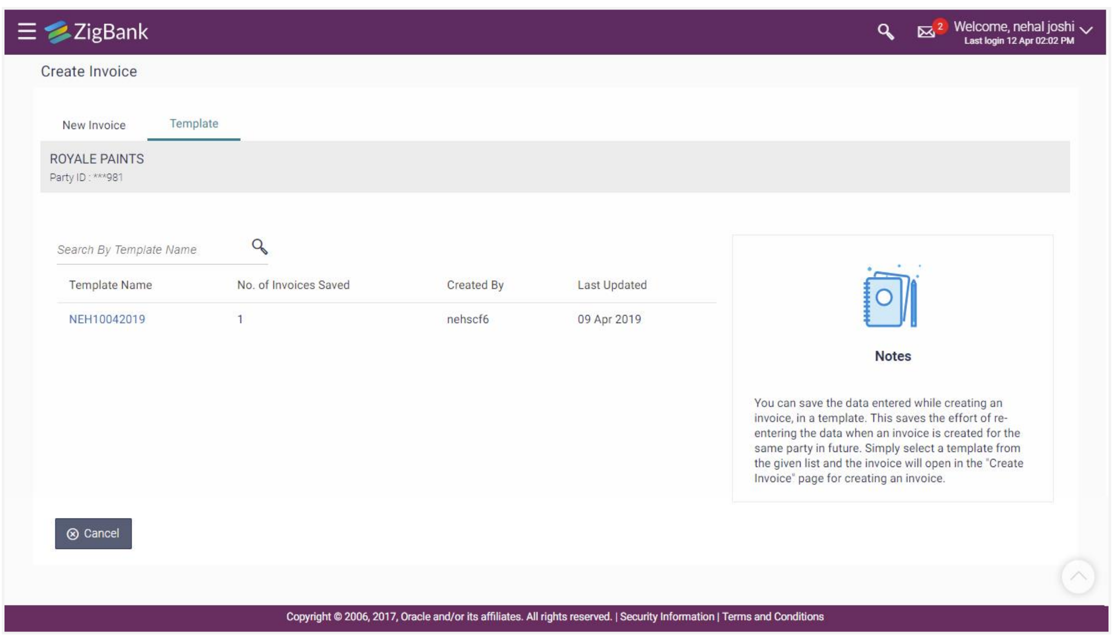
21. Click on the **Click here to view your created invoices status Details** link to view the list of created invoices with their status.
Click on the **View Program** link to view the details of existing programs. The **View Program** screen appears.
OR
Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.
OR
Click on the **Back to Main Dashboard** link to go to main dashboard.

9.2 Template

To view templates:

1. On navigating to Create Invoice screen, click **Template** tab, the list of existing templates appears.

Create Invoice- Template



Field Description

Field Name	Description
Search By Template Name	Enter the name of invoice template which is to be searched.
Template Name	Display the name of the invoice template.

Field Name	Description
No. of Invoices Saved	Display the number of invoices saved under the template.
Created By	Display the name of corporate user who have created a template.
Last Updated	Display the last updated date for the invoice template.

2. In the **Search By Template Name** field, enter the name of invoice template which is to be searched.
3. Click , the list of existing templates appears based on search criteria.
4. Click on the desired **Template Name** link, the **Create Invoice** screen appears for creating invoice.

FAQ's

1. Who can create a Invoice?

An invoice can be created by any corporate who has created 'Supplier Led Programs'.

2. Can I create multiple invoices on different buyers?

Yes, a corporate can create multiple invoices online on different buyers.

3. How many invoices can I create at a time?

There is no upper limit for creation of multiple invoices at one time. User can create as many invoices as required.

4. How many templates can I save in total?

There is no limit set for maximum number of templates that can be created.

Home

10. View / Edit Invoice

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Invoice Management > View/ Edit Invoice OR
Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Invoice

10.1 View Invoice

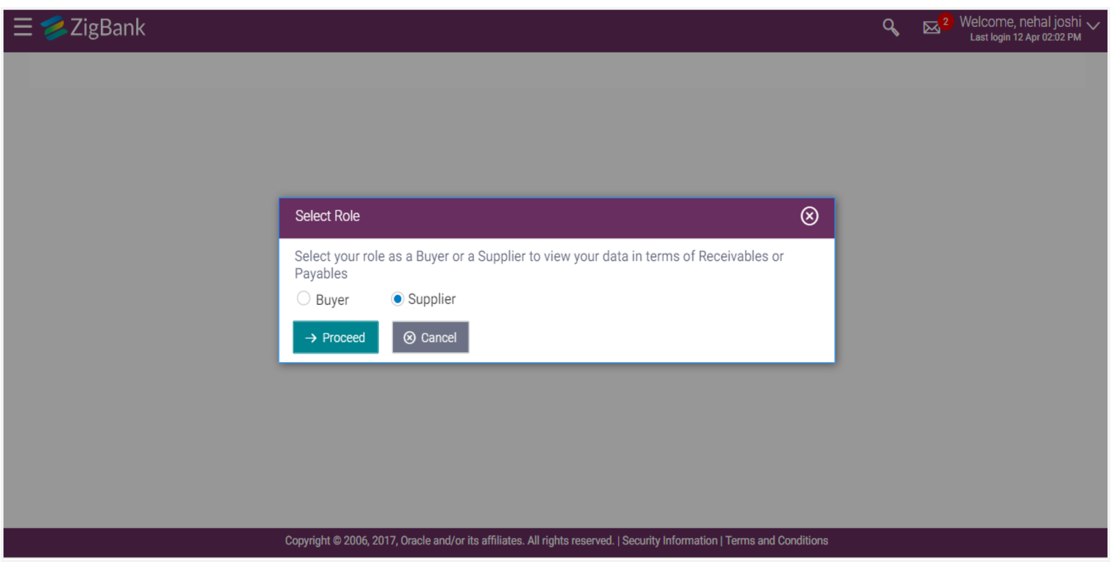
Using this option you can view your invoices on the basis of your role of a buyer or a seller. Accordingly invoices receivables or payables will be displayed.

On selection of Buyer view, you can view all the invoices as of current date where he/she is a buyer in the program, whereas on selection of Supplier view, you can view all the invoices as of current date where he/she is a Supplier in the program.

To view invoice:

1. The **Select Role** popup appears.

View Invoice - Select Role popup

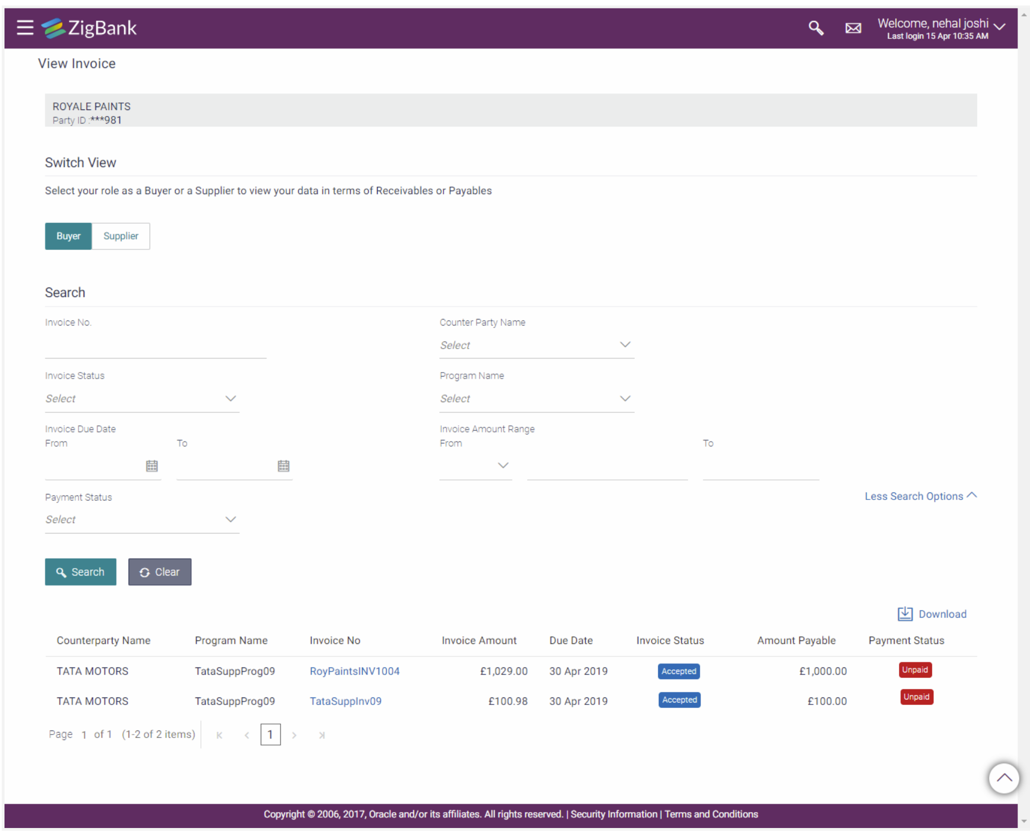


Field Description

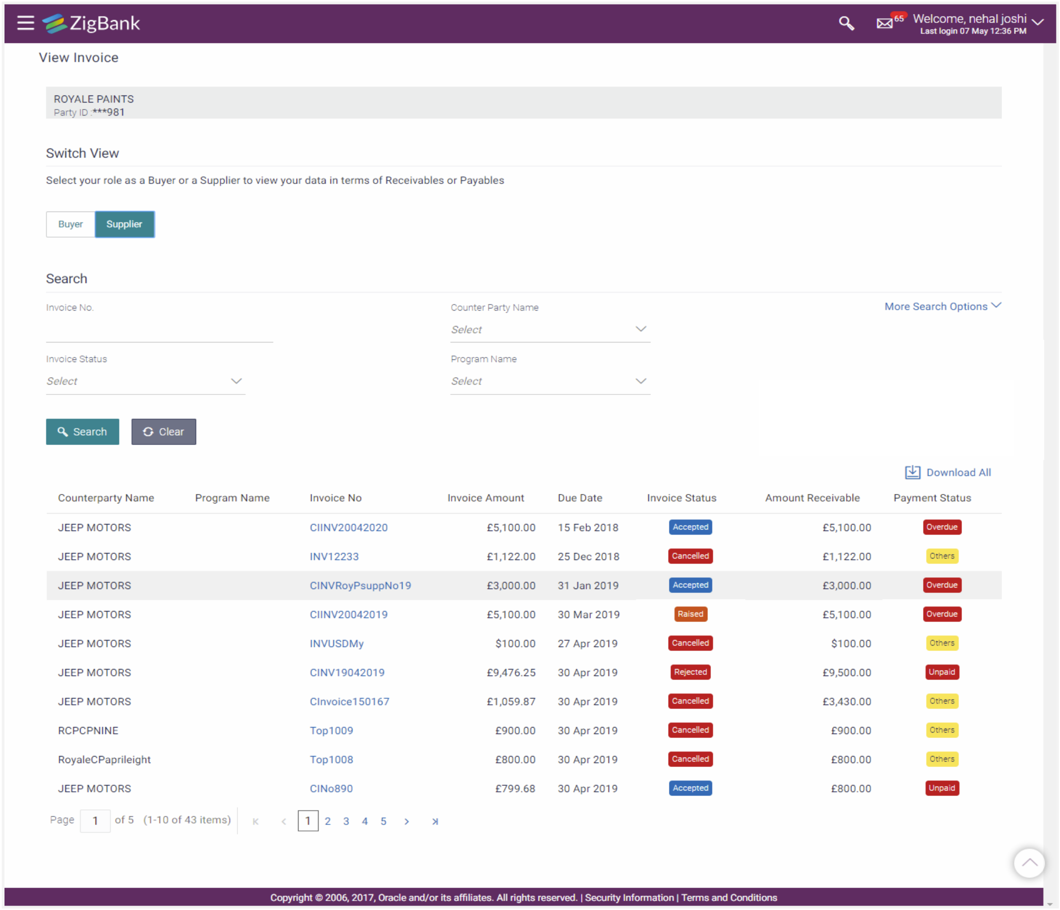
Field Name	Description
Select Role	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier

2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed** to view the existing invoices. The **View Invoice** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Invoice Search Result- Buyer Role



View Invoice Search Result- Supplier Role



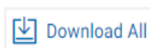
Field Description

Field Name	Description
Party Name and ID	Displays the party name along with ID of the logged on Corporate.
Switch View	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier
Search	
Invoice No	Enter the customers own reference number of the invoice.
Invoice Status	Select the invoice status to search the invoice.
Payment Status	Select the payment status of the invoice to search the invoice.

Field Name	Description
Invoice Due Date	Select the due date of the invoice to search the invoice.
Counter Party Name	Select the associated party to search the invoice.
Program Name	Select the program name under which invoice is created to search the invoice.
Invoice Amount Range	Select the from and to Invoice amount to be search invoice.
Search Result	
Displays the invoices list based on entered search criteria.	
Counterparty Name	Displays the counter party name as fetched from the Host.
Program Name	Displays the program name as fetched from the Host.
Invoice No	Displays the invoice number as fetched from the Host.
Invoice Amount	Displays the invoice amount along with the currency as fetched from the Host.
Due Date	Displays the due date of the invoice as fetched from the Host.
Invoice Status	Displays the status of the invoice as fetched from the Host. It could be: • Raised • Cancelled • Accepted • Financed • Partially Financed • Rejected • Disputed
Amount Payable / Receivable	Displays the amount payable / Receivable depending on the role selected. If its buyer it will be amount payable else it will be amount receivable.

Field Name	Description
Payment Status	Displays the status of the invoice. It could be: • Paid • Unpaid • Partially Paid • Overdue

4. Enter the search criteria, click **Search**, The invoice list appears based on entered search criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

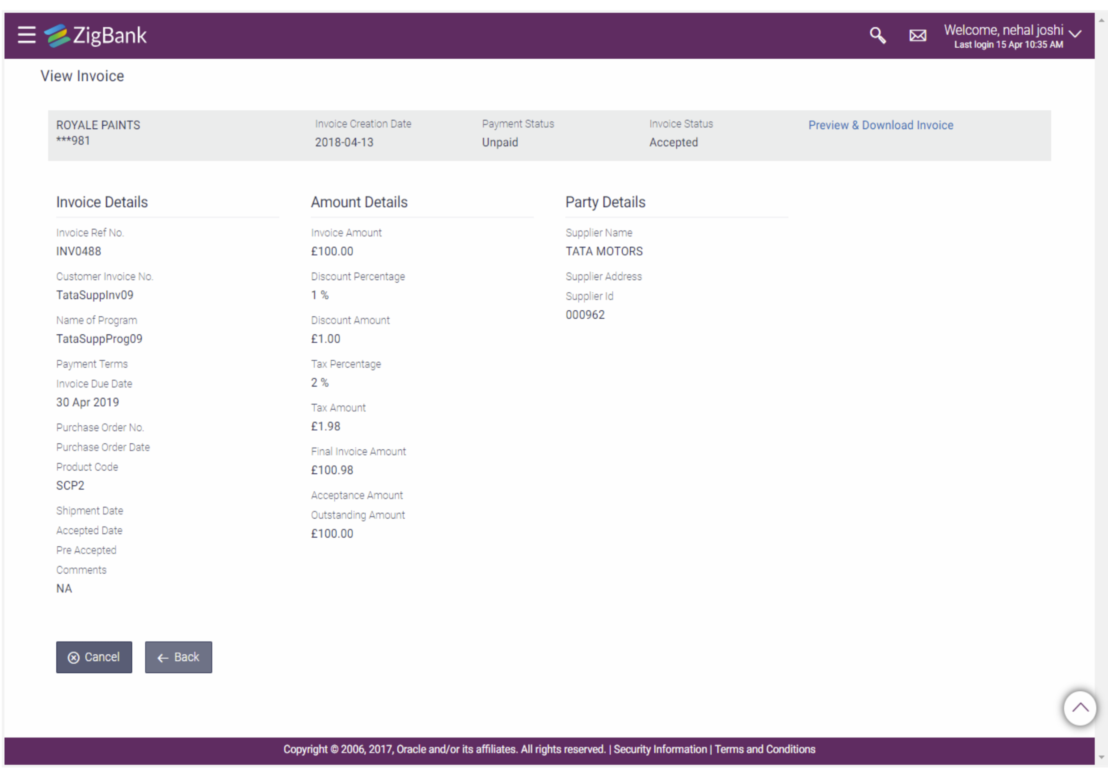
5. Click 

icon to download the list of all invoices in .csv format.

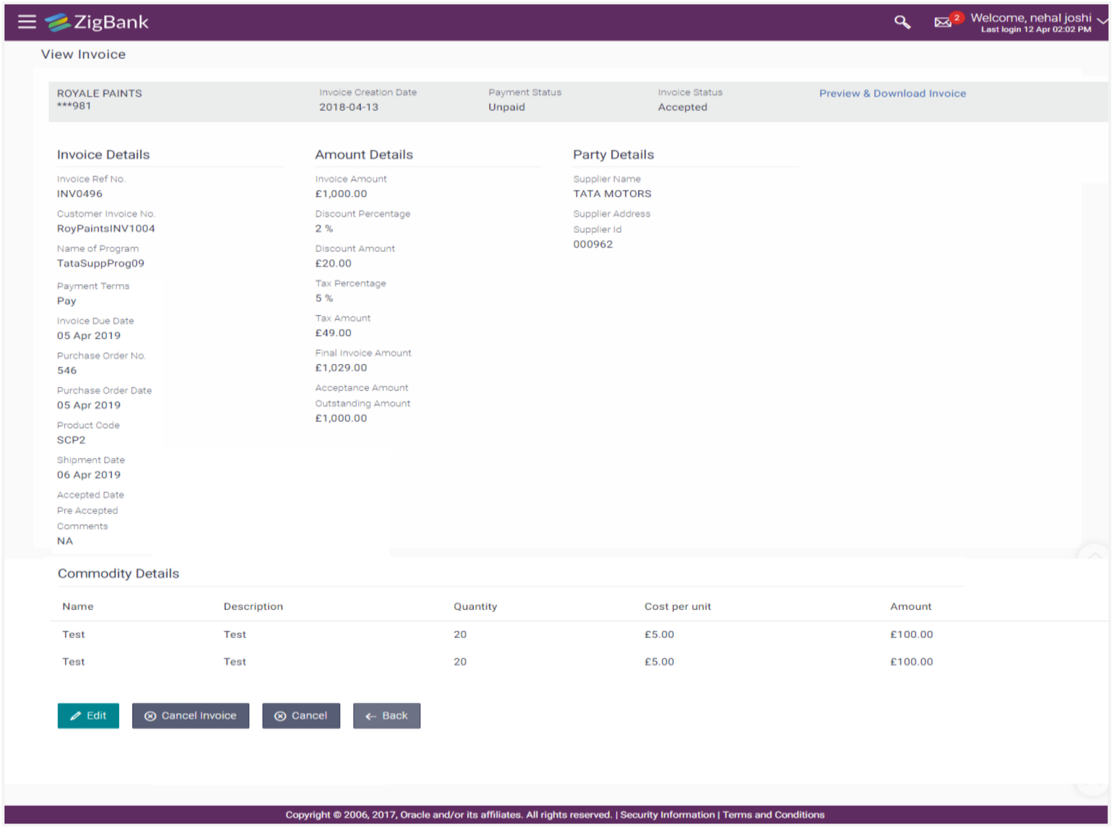
6. Click on the **Invoice No** link, the details of the specific invoice appears.

View Invoice Details

View Invoice Details- for Buyer role



View Invoice Details- for Supplier role



Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the corporate party.
Invoice Creation Date	Displays the invoice creation date.
Name of Program	Displays the program to which the invoice is linked.
Payment Status	Displays the payment status of the invoice
Invoice Status	Displays the invoice status.
Preview and Download Invoice	Click on the link to download the invoice details in .pdf format which is password protected. The password is combination of the first four letters of corporate user in UPPERCASE followed by birthdate in DDMM format.
Invoice Details	
Invoice Reference No.	Displays the invoice reference number as fetched from the Host.

Field Name	Description
Customer Invoice No.	Displays the customer invoice number as fetched from the Host.
Name of Program	Displays the program to which the invoice is to be linked.
Payment Terms	Displays the terms agreed for payment of the invoice.
Invoice Due Date	Displays the due date of the invoice
Purchase Order No	Displays the purchase order number.
Purchase Order Date	Displays the customers purchase order number.
Product Code	Displays the product code under which invoice is raised.
Shipment Date	Displays the date when shipment is expected to take place.
Accepted Date	Displays the date on which the invoice is accepted.
Pre Accepted	Displays the date if invoice is pre-accepted before the acceptance date.
Comments	Displays the added comments or remarks regarding a particular invoice.
Amount Details	
Invoice Amount	Displays the invoice amount along with the currency
Discount Percentage	Displays the discount percentage.
Discount Amount	Displays the calculated value on basis of discount percentage entered.
Tax Percentage	Displays the tax percentage.
Tax Amount	Displays the calculated value on basis of tax percentage entered.
Final Invoice Amount	Displays the net calculated value on basis of discount and tax values are entered. Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value
Acceptance Amount	Displays the acceptance invoice amount.
Outstanding Amount	Displays the value of invoices outstanding for the counter party under this program.

Field Name	Description
Party Details	
Depend upon the corporate's role to view the invoice as a **'Buyer'** or **'Supplier',** the details related **'Buyer Details'** or **'Supplier Details'** are displayed in this section.	
Buyer / Supplier Name	Displays the name of the buyer / supplier.
Buyer / Supplier Address	Displays the address of the buyer / supplier.
Buyer / Supplier ID	Displays the ID of the buyer / supplier.
Commodity Details	
Name	Displays the name of the commodity.
Description	Displays the brief description of the commodity.
Quantity	Displays the quantity of the commodity.
Cost per unit	Displays the cost per unit of the commodity.
Amount	Displays the amount along with the currency, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit

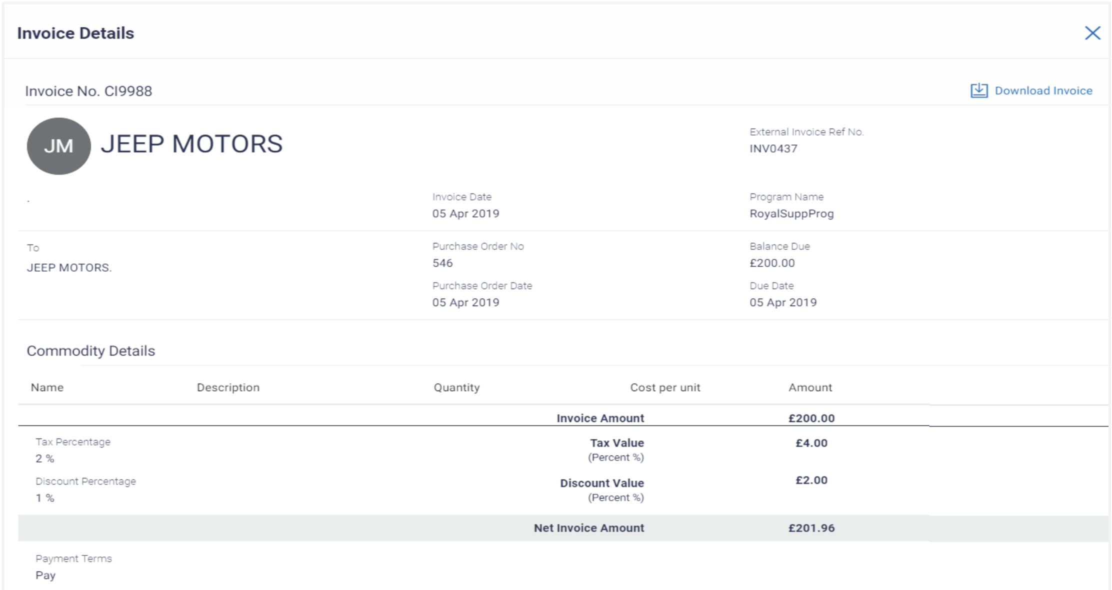
7. Click **Edit** to modify the invoice details. The Edit Invoice screen appears.
   OR
   Click **Cancel Invoice** to cancel the raised invoice to stop the invoice from being accepted or rejected from the buyer
   Only single Invoice can be cancelled by the user using this button.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

Note:
1) **Accept** and **Reject** buttons are gets displayed only to **Buyer,** and when **Invoice Status** is **'Raised'** and the invoice **Payment Status** is **'Unpaid'.**

2) Click **Accept** / **Reject** button to accept or to reject the invoice.

8. Click on the **Preview and Download** invoice. The **Invoice Details** are displayed as a physical invoice in an overlay window. The invoice fields displayed here are those fields which were entered during creation of an invoice.
   a. Click **Download Invoice** to download the invoice details in .pdf format.
      OR
      Click X icon to close the window.

Download Invoice



Field Description

Field Name	Description
Invoice No	Displays the invoice reference number.
Party Name	Displays the name of the corporate party.
External Invoice Ref No.	Displays the invoice reference number.
Invoice Date	Displays the invoice date.
Program Name	Displays the program to which the invoice is to be linked.
Party Name	Displays the name of the corporate party.
Purchase Order No	Displays the customers purchase order number.
Purchase Order Date	Displays the date of purchase order.
Balance Due	Displays the invoice due amount along with the currency.
Due Date	Displays the invoice due date.
Commodity Details	
Name	Displays the name of the commodity.
Description	Displays the brief description of the commodity.

Field Name	Description
Quantity	Displays the quantity of the commodity.
Cost per unit	Displays the cost per unit of the commodity.
Amount	Displays the amount along with the currency, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit
Tax Percentage	Displays the tax percentage applicable on invoice.
Discount Percentage	Displays the discount percentage applicable on invoice.
Payment Terms	Displays the terms agreed for payment of the invoice.
Tax Value	Displays the calculated value on basis of tax percentage entered.
Discount Value	Displays the calculated value on basis of discount percentage entered.
Net Invoice Amount	Displays the calculated value on basis of discount and tax values are entered. Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value

10.2 Edit Invoice

Using this option, you can modify the required changes to the invoice raised by you.

Note: Following are the condition where you can edit the Invoice:
1) If the status of the invoice is **Raised** or **Initiated** i.e. before the invoice is either accepted or rejected by the Buyer.
2) If the status is '**Accepted**', in this case only the due date of the invoice should be allowed to be edited.

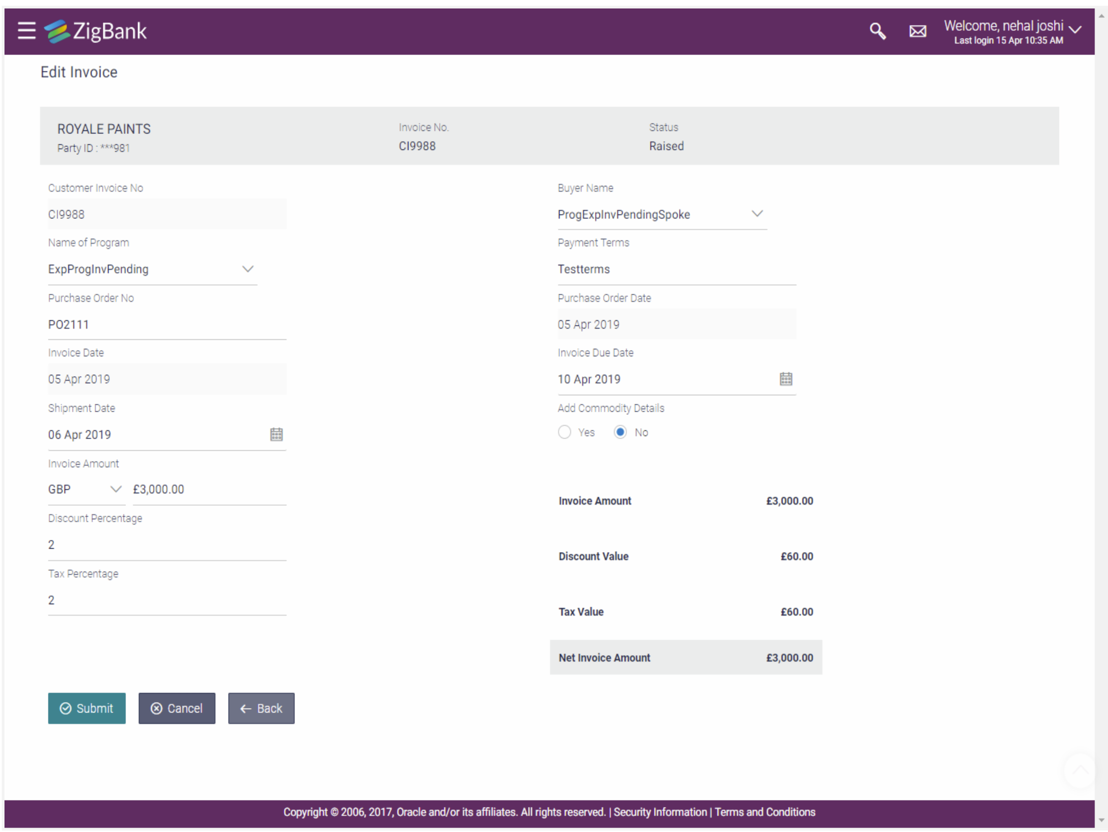
To edit invoice details:

1. The **Select Role** popup appears.
2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed** to view the existing programs. The **View Invoice** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
4. Select the **Buyer** or **Supplier** option.
5. Enter the search criteria, click **Search**, The invoice list appears based on entered search criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

6. Click 

icon to download the list of all invoices in .csv format.
7. Click on the **Invoice No** link whose details to be modified. The detail of the specific invoice appears in the **View Invoice** screen.
8. Click **Edit** to modify the invoice details. The **Edit Invoice** screen appears.
   OR
   Click **Cancel Invoice** to cancel the raised invoice to stop the invoice from being accepted or rejected from the buyer.
   Only single Invoice can be cancelled by the user using this button.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

Edit Invoice



Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the corporate party.
Invoice No.	Displays the invoice number as fetched from the Host.
Status	Displays the invoice status.

Field Name	Description
Customer Invoice No.	Displays the customer invoice number as fetched from the Host.
Name of Program	Select the program to which the invoice is to be linked.
Purchase Order No	Enter the purchase order number.
Invoice Date	Displays the due date of the invoice
Shipment Date	Displays the date when shipment is expected to take place.
Invoice Amount	Select the invoice amount along with the currency
Discount Percentage	Enter the applicable discount percentage if required.
Tax Percentage	Enter the applicable tax percentage if required.
Buyer Name	Select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
Payment Terms	Enter the terms agreed for payment of the invoice.
Purchase Order Date	Select the purchase order date. The date that is greater than Today's date. You can enter the previous date if required.
Invoice Due Date	Select the invoice due date. Invoice Due date should greater than or equal to the Invoice Date.
Add Commodity Details	Select the option whether corporate wants to add commodity details. The options are: • Yes • No
Commodity Details	
This section appears if the "**Yes**" option is selected in the **Add Commodity Details** field.	
Currency	Select the invoice amount currency.
Name	Enter the name of the commodity.
Description	Enter the brief description of the commodity.
Quantity	Enter the quantity of the commodity.
Cost per unit	Enter the cost per unit of the commodity.

Field Name	Description
Amount	Displays the amount, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit
Actions	Click on the copy or remove icons to copy the contents of the row to the next row or remove the row in the **Add Commodity Details** section.
Add Row	Click on link to add new row in the **Add Commodity Details** section.
Discount Percentage	Enter the applicable discount percentage if required.
Tax Percentage	Enter the applicable tax percentage if required.
Total Amount	Displays the total amount of all commodities.
Discount Value	Displays the calculated value on basis of discount percentage entered.
Tax Value	Displays the calculated value on basis of tax percentage entered.
Net Invoice Amount	Displays the calculated value on basis of discount and tax values are entered. Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value **Note:** If **Commodity Details** are not entered, then **Net Invoice** gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value - Tax Value

9. Modify the required details.
10. Click **Submit** to the new changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
11. The review screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to modify the submitted parameters if required.
    OR
    Click **Cancel** to cancel the transaction.
12. The success message of modification appears along with the reference number.

Home

11. Accept/ Reject Invoice

Using this option you can as a Buyer can accept and Reject invoices to convey the agreement or disagreement to pay the invoice.

Note: The corporate user as a **Buyer** and invoice having status as **Initiated** can only accepted or rejected.

Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

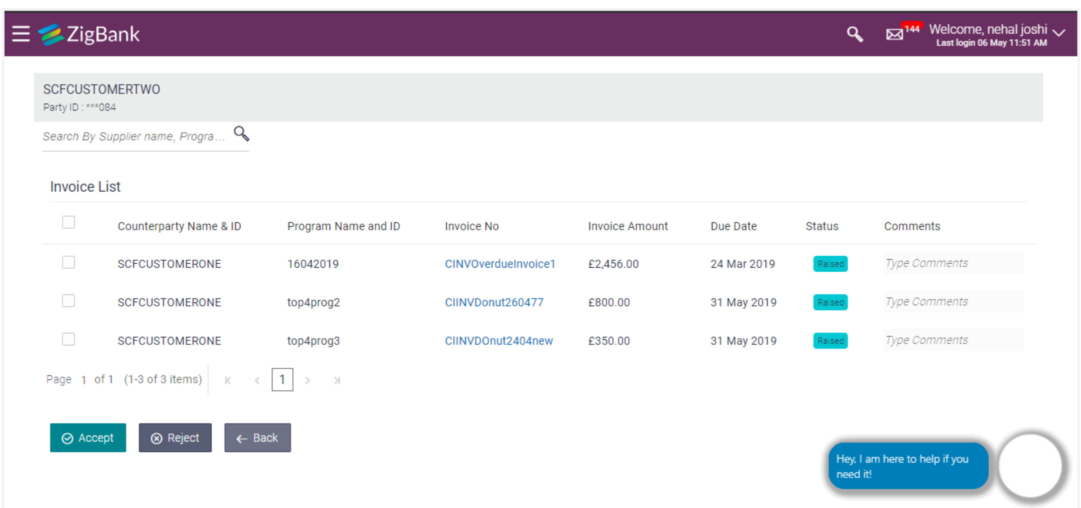
How to reach here:

Dashboard > Toggle menu >Supply Chain Finance > Invoice Management > Accept / Reject Invoice

To accept / reject invoice(s):

1. On navigating to screen list of invoices raised on the corporate party appears.
2. In the **Search By** field, enter the supplier name or party name to search the invoice based on criteria.
3. Click . The based on search criteria the list of all the invoices with status as '**Raised**' where the corporate is the **'Buyer'** appears.

Accept / Reject Invoice



Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the corporate party.
Search By	Enter the supplier name or party name to search the invoice.
Invoice List	

Field Name	Description
Checkbox	Select checkbox against one or multiple invoices to accept or Reject it.
Counterparty Name & ID	Displays the name of the corporate who is the supplier.
Program Name & ID	Displays the name of the program, in which invoice has been raised.
Invoice No	Displays the invoice number. Click on the link to view the generated invoice.
Invoice Amount	Displays the amount of the invoice.
Due Date	Displays the due date of the invoice.
Status	Displays the status of the invoice.
Comments	Enter the remarks if any while accepting / rejecting the invoice. Note: Remarks are mandatory to add for rejecting invoices.
Amount	Displays the amount of the invoice.

4. In the **Comments** field, enter the remarks if any while accepting / rejecting the invoice.
5. Click **Accept** to accept the selected invoice(s).
   OR
   Click **Reject** to reject the selected invoice(s).
   OR
   Click **Back** to navigate back to previous screen.
6. The review screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to navigate back to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of request initiation of accept/ reject invoice (s) appears along with the reference number.
8. Click on the **Click here to view the Status of your request** link to view the list of created invoices with their status.
   OR
   Click on the **View Program** link to view the details of existing programs. The **View Program** screen appears.
   OR
   Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.
   OR
   Click on the **Back to Main Dashboard** link to go to main dashboard.

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