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Vendor Portal

Overview:

We want to build a one-stop solution for Brands where they have access to all the necessary information of the listed items on Instamart. This would be an unified platform where brands will have access to both Brand portal (Sales, Ads) and Vendor portal (Supply, Scheduling, Finance)

Modules :

- **Fulfillment Module**
    - *Purchase Orders*
    - *PO Scheduling (Warehouse appointment)*
    - *Goods Receipt Note (WIP)*
- **Inventory Module**
    - *Low Stocks*
    - *Stock on hand*
- **Finance Module**

- **Returns Module** (WIP)
    - *Purchase Returns*
    - *Return to Vendor*

- **Performance Module** (WIP)

Login flow :

Portal Link :
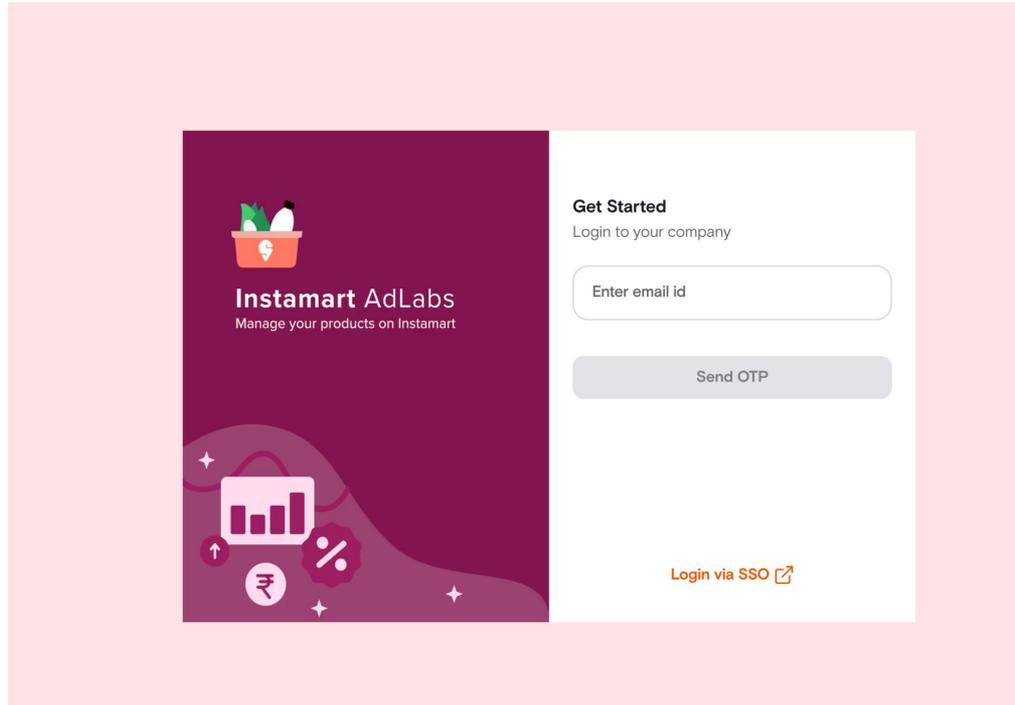*https://partner.swiggy.com/instamart/login*

Steps :
Enter Registered Email id
Enter OTP

Reach out to Swiggy Procurement team to get access to the portal.
Email id :

Fulfilment Module - Purchase Orders

16 POs - Count of OpenPOs that contain items which have very very low stocks in warehouses

43.6 K units - Open PO Quantity of critical items

24.52 % - Out of 100 open PO quantity, 24 PO quantity is for items with low stock

Total Open PO value

MoM : Month over month % increase / decrease

Clickable widgets which filters the table below for Open POs with low stocks / Open POs

19 POs - Total Open POs

177.8 K units – Total Open PO quantity

Fill rate : Fill rate of closed , short closed , expired POs for the last 30 days

Fulfilment Module - Purchase Orders

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For Brands   For Supply

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Fulfilment ▾

Purchase Orders

PO Scheduling

Inventory ▾

Low Stock

Stock On Hand

Finance

🌱 See purchase orders raised with you

Purchase Orders

Quick Summary

Open POs with Low Stock ⓘ
16 POs | **43.6K** Units
24.52% of Total Open Qty

Total Open POs ⓘ
29 POs | **177.8K** Units
Fillrate: 80.39%

Open PO Value ⓘ
₹19780.7K
MoM 0

Date range is based on PO created date ;

List of Business categories

Button to reset filters to default

Detailed PO View

Date Range
Last 30 Days ⌄

Category
All Categories ⌄

Reset Filters

All POs (41)   Open   Partially Open   Completed   Expired   Cancelled

Tabs which contain POs with different state –
Open – All 100% open POs
Partially Open - Partially Fulfilled POs
Completed, Expired , Cancelled - POs that are fulfilled, expired and cancelled

Fulfilment Module - Purchase Orders

All POs (48)   Open   Partially Open   Cancelled

Name of supplier and code

Days left for expiry

PO Value

PO# 🔍	Facility Name 🔍	Vendor Name With code	Status	PO Date ⇅	Expires On ⇅	Pending Qty in Units with Status	Value ⇅	Actions to take

Search by PO id

Search by Warehouse name

PO created date

This PO has Items with Low Days of holding. Please prioritise this Order.

| | DLHY GGNFC9 | Test vendor | Partially Open | 11-Sep-2024 | 23-Sep-2024 6 days left | Pending: 55,955 PO Total: 82,085 | ₹90,04,042 | Schedule |

| FC5PO26061 View Details > | DLHY GGNFC5 | Test vendor | Op... | | 23-Sep-2024 6 days left | All Pending PO Total: 36,875 | ₹37,26,385.75 | |

POs with at least one item of low inventory

| GGNPO27512 View Details > | DLHY GGNFC9 | Test vendor | Partially Open | 04-Sep-2024 | 06-Oct-2024 19 days left | Pending: 21,335 PO Total: 74,453 | ₹70,29,448 | Schedule |

| | DLHY GGNFC5 | Test Vendor | Open | 14-Sep-2024 | 26-Sep-2024 9 days left | All Pending PO Total: 17,921 | ₹25,77,811.25 | |

Click to see PO details

Pending quantity, Total quantity

Schedule Warehouse appointment from here

Fulfilment Module - Purchase Orders

Showing Details for PO# GGNPO3O322

Status: • Partially Open

Facility Name: DLHY GGNFC9
Vendor Name: : test vendor

Order Date: 11 Sep 2024
Expiry Date: 23 Sep 2024 6 days left

Quantity: Pending: 55,955   Total: 82,085
Value: ₹90,04,042

PO details

Days of holding in warehouse

Pending / Fulfilled quantity at item level

Item name, Item code, UoM

Items List View

Product Details	Product Category	DOH In days	Pending Qty For SKU in PO (Units)	Fulfilled Qty For SKU in PO (Units)	Total Qty For SKU in PO (Units)	Value
Item1 16989 • 150.0 ml	Bath Body and Hair, Perfumes, Deos and Talc	Stock Out	120	0	120	₹23,798
Item2 60590 • 355.0 ml	Bath Body and Hair, Shampoo and Conditioner	Stock Out	180	0	180	₹46,850.13
Item3 29151 • 120.0 g	Cleaning Essentials, Laundry Additives	Stock Out	192	0	192	₹58,228.86
Item4 14742 • 17.0 pieces	Cleaning Essentials, Detergents	Stock Out	144	0	144	₹50,908.55
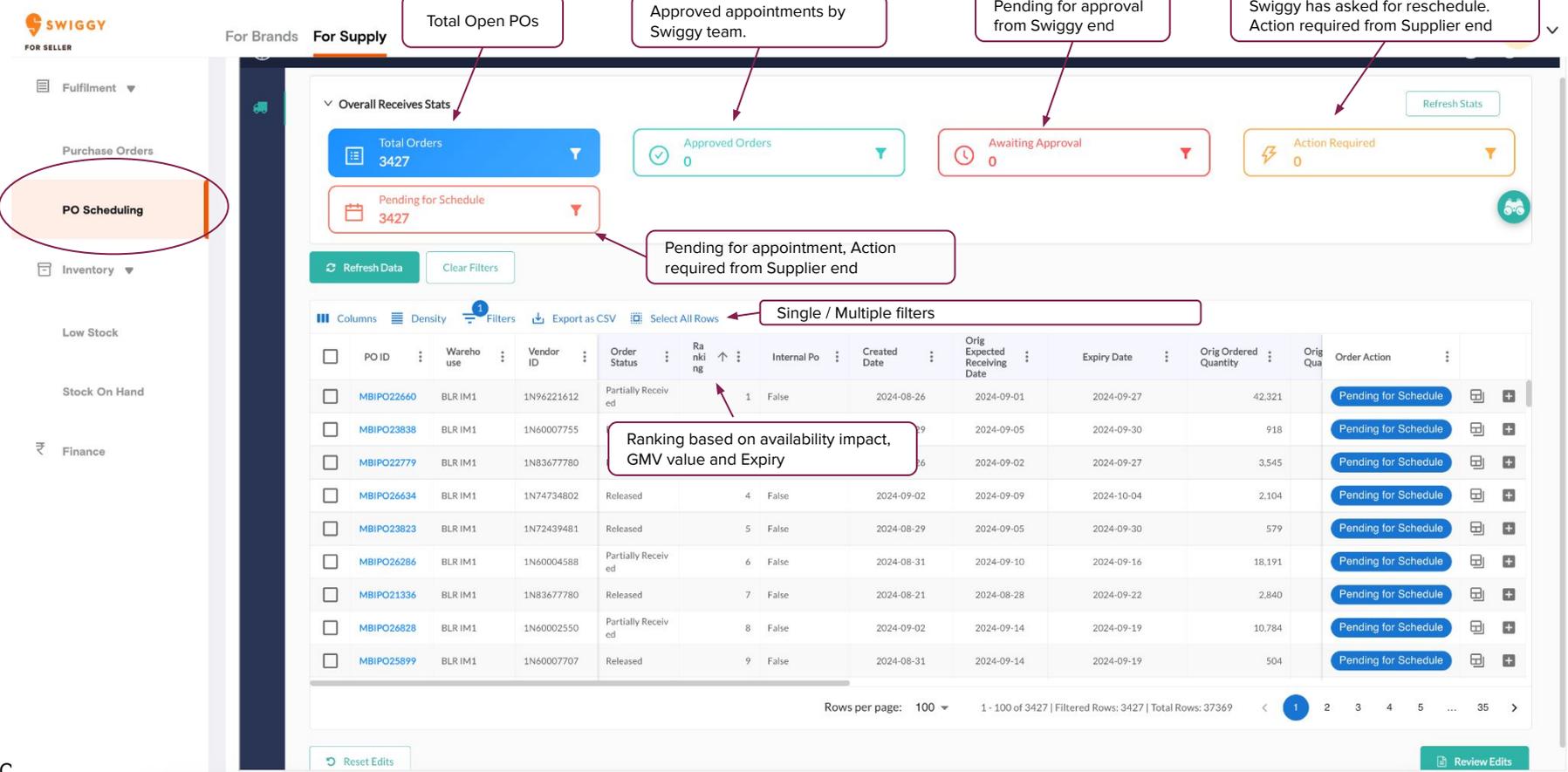
Fulfilment Module - PO Scheduling

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Fulfilment ▼

Purchase Orders

PO Scheduling

Inventory ▼

Low Stock

Stock On Hand

Finance

∨ Overall Receives Stats

Refresh Stats

Total Orders	Approved Orders	Awaiting Approval	Action Required
3427 ▼	0 ▼	0 ▼	0 ▼

Total Open POs

Approved appointments by Swiggy team.

Pending for approval from Swiggy end

Swiggy has asked for reschedule. Action required from Supplier end

Pending for Schedule
3427 ▼

Pending for appointment, Action required from Supplier end

⟳ Refresh Data   Clear Filters

Single / Multiple filters

Columns   Density   Filters¹   Export as CSV   Select All Rows

	PO ID	Warehouse	Vendor ID	Order Status	Ranking ↑	Internal Po	Created Date	Orig Expected Receiving Date	Expiry Date	Orig Ordered Quantity	Orig Qua	Order Action	
☐	MBIPO22660	BLR IM1	1N96221612	Partially Received	1	False	2024-08-26	2024-09-01	2024-09-27	42,321		Pending for Schedule	
☐	MBIPO23838	BLR IM1	1N60007755				2024-09-05	2024-09-30	918		Pending for Schedule	
☐	MBIPO22779	BLR IM1	1N83677780				2024-09-02	2024-09-27	3,545		Pending for Schedule	
☐	MBIPO26634	BLR IM1	1N74734802	Released	4	False	2024-09-02	2024-09-09	2024-10-04	2,104		Pending for Schedule	
☐	MBIPO23823	BLR IM1	1N72439481	Released	5	False	2024-08-29	2024-09-05	2024-09-30	579		Pending for Schedule	
☐	MBIPO26286	BLR IM1	1N60004588	Partially Received	6	False	2024-08-31	2024-09-10	2024-09-16	18,191		Pending for Schedule	
☐	MBIPO21336	BLR IM1	1N83677780	Released	7	False	2024-08-21	2024-08-28	2024-09-22	2,840		Pending for Schedule	
☐	MBIPO26828	BLR IM1	1N60002550	Partially Received	8	False	2024-09-02	2024-09-14	2024-09-19	10,784		Pending for Schedule	
☐	MBIPO25899	BLR IM1	1N60007707	Released	9	False	2024-08-31	2024-09-14	2024-09-19	504		Pending for Schedule	

Ranking based on availability impact, GMV value and Expiry

Rows per page: 100 ▼   1 - 100 of 3427 | Filtered Rows: 3427 | Total Rows: 37369   ‹ **1** 2 3 4 5 … 35 ›

↺ Reset Edits

📄 Review Edits

C

Fulfilment Module - PO Scheduling

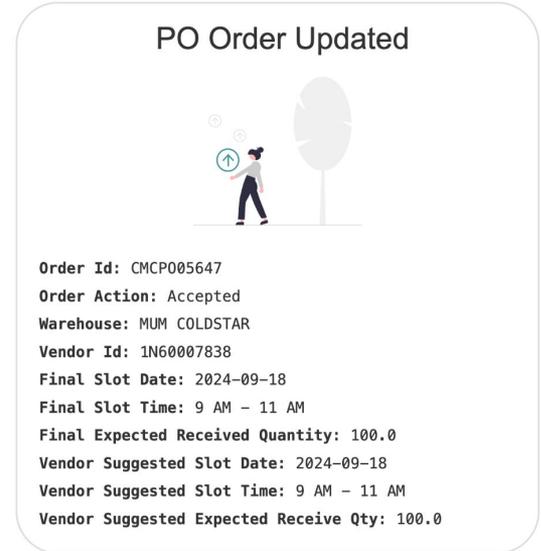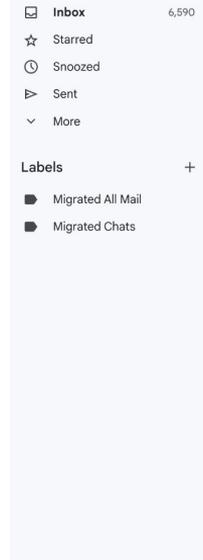## How to book a Warehouse appointment ?

Supplier :
- Click on **Pending for schedule / Action required** button
- Select a date of delivery for PO
- Select slot (9- 11 or 11- 1 or 1 -3)
- Enter shipment quantity
- Review edits and confirm the appointment

Instamart :
- Warehouse team will approve the slot / suggest a slot based on manpower availability

For Slot request / Slot confirmation by Warehouse / Recommendation of a new slot, suppliers will receive an email with the appointment details.

📩 Inbox	6,590
⭐ Starred	
🕐 Snoozed	
➤ Sent	
⌄ More	
Labels	+
🏷 Migrated All Mail	
🏷 Migrated Chats	

PO Order Updated

Order Id: CMCP005647
Order Action: Accepted
Warehouse: MUM COLDSTAR
Vendor Id: 1N60007838
Final Slot Date: 2024-09-18
Final Slot Time: 9 AM – 11 AM
Final Expected Received Quantity: 100.0
Vendor Suggested Slot Date: 2024-09-18
Vendor Suggested Slot Time: 9 AM – 11 AM
Vendor Suggested Expected Receive Qty: 100.0

Inventory Module - Low stock

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Fulfilment ▼

Purchase Orders

PO Scheduling

Inventory ▼

Low Stock

Stock On Hand

₹ Finance

See all facilities

Low Inven

Items that have less than one day inventory in warehouse

Items that have 1-5 days stock in warehouse

Number of warehouses where items are at risk

Projected GMV (7 days) from the items with less than 5 days stock

Real Time Summary

High Risk Items ⓘ	Low Stock Items ⓘ	Low Stock Facilities ⓘ	Potential GMV Loss ⓘ
60 ⚠	**33**	**2**	**₹1414.8K** ⚠
DOH <= 1	1 < DOH <= 5	1 < DOH <= 5	**16.83%** of total GMV

Count of Open POs for the items that are having low stock

Click to see list of al items

Number of unique items that are < 1 day stock at each warehouse

Number of unique items that have 1 -5 DOH stock at each warehouse

List Of Low Stock Facilities

Search by Warehouse name

Facility Name 🔍	DOH <= 1 # Unique Products	1 < DOH <= 5 # Unique Products	Potential GMV Loss Estimated for 7 days	Open PO Count For Products with DOH <=5	Products to Restock
DLHY GGNFC5	30	22	₹3,91,714.12 (−0.18%)	11	View
DLHY GGNFC9	30	11	₹10,23,077.5 (−0.16%)	11	View

1–2 out of 2 ‹ ›

Private & Confidential

Classification: Internal

Inventory Module - Low stock

Products to Restock

Facility Name: **DLHY GGNFC5**

Category filters

Search by Product code

Filter By Category

| All Categories | ∨ |

Search by product

| Search by product | | Reset Filter |

Open PO quantity at Item level

Directly schedule WH appointment from this button

Product details		Open POs	Open Qty For PO	Qty Avl Facility	DOH Facility	Actions
Item1 6064 • 6.0 kg		FC5PO27891 ⧉	24	3	Stock Out	Schedule
Item2 14036 • 1.0 unit		View all 3 ⧉	84	1	Stock Out	Schedule
Item3 5682 • 50.0 g			96	1	Stock Out	Schedule
Item4 8476 • 42.0 g		View all 2 ⧉	336	3	Stock Out	Schedule

Available quantity of items in the selected Warehouse - DLHY GGNFC5
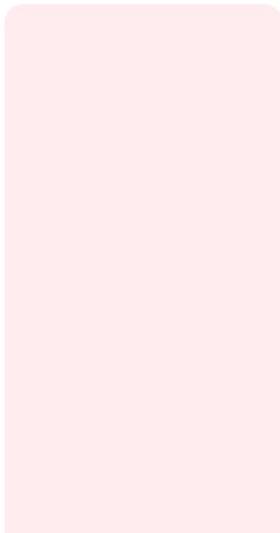
Inventory Module - Low stock (View)

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SELLER

Fulfil...

Purch...

PO S...

Inven...

Low S...

Stock...

Finan...

DOH <= 1
30 Items

List of items with DOH < 1

Open POs

Schedule an appointment for this PO

Item	ID	Open POs	Qty	Count	Status	Action
	79049 • 120.0 g	View all 2	480	1	Stock Out	Schedule
Item1	14742 • 17.0 pieces	View all 3	180	1	Stock Out	Schedule
Item2	31638 • 230.0 ml	View all 2	384	6	Stock Out	Schedule
Item3	32655 • 196.0 ml	View all 2	168	2	Stock Out	Schedule
Item 4	9707 • 650.0 ml	FC5PO26061	132	2	Stock Out	Schedule
Item5	13913 • 4.5 ml	FC5PO26499	126			
Item6	86773 • 55.0 g	View all 3	138	2	Stock Out	Schedule
Item6	5415 • 50.0 g	FC5PO27891	320	7	Stock Out	Schedule

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1 < DOH <= 5
22 Items

Item		Open PO			Status	
Item1	1433 • 175.0 ml	View all 2	120	6	3 Days Left ⚠	Schedule
Item2	8940 • 190.0 ml	FC5PO27891	96	11	4 Days Left ⚠	Schedule
Item3	11238 • 4.5 g	FC5PO28248	24	7	4 Days Left ⚠	Schedule
Item 4	16970 • 650.0 ml	FC5PO26061	36	7	4 Days Left ⚠	Schedule
Item5	44364 • 200.0 ml	FC5PO27891	90			Schedule
Item6	10603 • 120.0 ml	No Open PO	0	1	5 Days Left ⚠	Plan internally / Contact Us
Item1	178478 • 11.0 g	FC5PO24642	8	1	5 Days Left ⚠	Schedule

List of items with 1-5 days stock

Open POs

Schedule an appointment for this PO

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Inventory Module - Low stock (Open POs)

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Products to Restock

Facility Name: **DLHY GGNFC5**

← Show 3 PO(s) for Item1

Open POs for item 1

Stock Out

PO# FC5PO25182   PO# FC5PO28248   PO# FC5PO26646

Days of holding at item level

Days of holding at item level

Product Details	Product Category	DOH In days	Pending Qty For SKU in PO (Units)	Fulfilled Qty For SKU in PO (Units)	Total Qty For SKU in PO (Units)	Value
Item1 14036 • 1.0 unit	Makeup, Eye Makeup	1 Day Left ⚠	12	24	36	₹3,371.13
Item2 42479 • 17.0 g	Makeup, Lip Makeup	15 Days Left	30	0	30	₹6,389.1
Item3 11238 • 4.5 g	Makeup, Lip Makeup	29 Days Left	0	24	24	₹3,269.77
Item 4 660237 • 9.0 g	G Makeup, Face Makeup	60 Days Left	4	24	28	₹14,279.69
Item5 13921 • 4.5 ml	Makeup, Eye Makeup	545 Days Left	6	0	6	₹2,838

PO items list

Already Fulfilled quantity at item level

1-5 out of 5   ‹ ›

Inventory Module - Stock on Hand

Finance Module

Finance Module

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Vendor Portal

🔔 daniel.belteshazzar

- 🖥 Ledger Summary ▾
  - ⊙ Monthly Summary
  - › Yearly Summary
- 🖥 Invoice Report
- 🖥 Payment Report
- 🖥 Payment Adjustment Invoice ...
- 🖥 Debit Note Report
- 🖥 AR Invoices Report
- 🖥 Collection adjustment at AR I...
- 🖥 FAQ
- 📖 Ledger Reconciliation
- 🖥 Reconciliation Request

Monthly Summary

↻ Zoho Sheet View ⬈ ⬆

Organization Name:	Vendor Name:	Vendor Code:	GSTIN:	PAN:	Month:
All ▾	All ▾	All ▾	All ▾	All ▾	This Month ▾

	Organization Name ↓	Vendor Name ↓	Vendor Code ↑	GSTIN	PAN ↓	Opening Balance (a)	Invoices recorded (b)	Debit notes recorded (c)	Other adjustments * (d)	TDS Deduction (e)	Net pa
1			SV-00449	19AAACW0012H1ZR	AAACW0012H	0.00		0.00	0.00		
2			SV-00448	08AAACW0012H1ZU	AAACW0012H	0.00		0.00	0.00		
3			SV-00381	24AAECB7398D1ZM	AAECB7398D	0.00		0.00	0.00		
4			SV-00260	07AAECB7398D1ZI	AAECB7398D	0.00		0.00	0.00		
5			SV-00022	29AAACW0012H1ZQ	AAACW0012H	0.00		0.00	0.00		
6			SLPL0450	27AAIFN2740A1ZO	AAIFN2740A	0.00		0.00	0.00		
7			SLPL0401	08ADCPK0773F2ZQ	ADCPK0773F	0.00		0.00	0.00		
8			SLPL0400	29AAPFV0841D1Z1	AAPFV0841D	0.00		0.00	0.00		
9			SLPL0399	08ADCPK0774C1ZW	ADCPK0774C	0.00		0.00	0.00		
10			SLPL0367	27AADCE2474Q1Z4	AADCE2474Q	0.00		0.00	0.00		
11			SLPL0312	09AAACN3524H2ZL	AAACN3524H	0.00		0.00	0.00		
12			SLPL0308	33AASHM4121J1Z4	AASHM4121J	0.00		0.00	0.00		
13			SLPL0272	27AEYPC0811P1Z3	AEYPC0811P	0.00		0.00	0.00		

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* Represents set off of receivables balance against payable.

** Represents receivables on account of marketing services, visibility and sampling charges.

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For any portal related queries, please email us at - portal@scootsy.com

Here's the Gform link: Vendor Portal Access | Instamart

Thank you!