

Supplier Addition Request

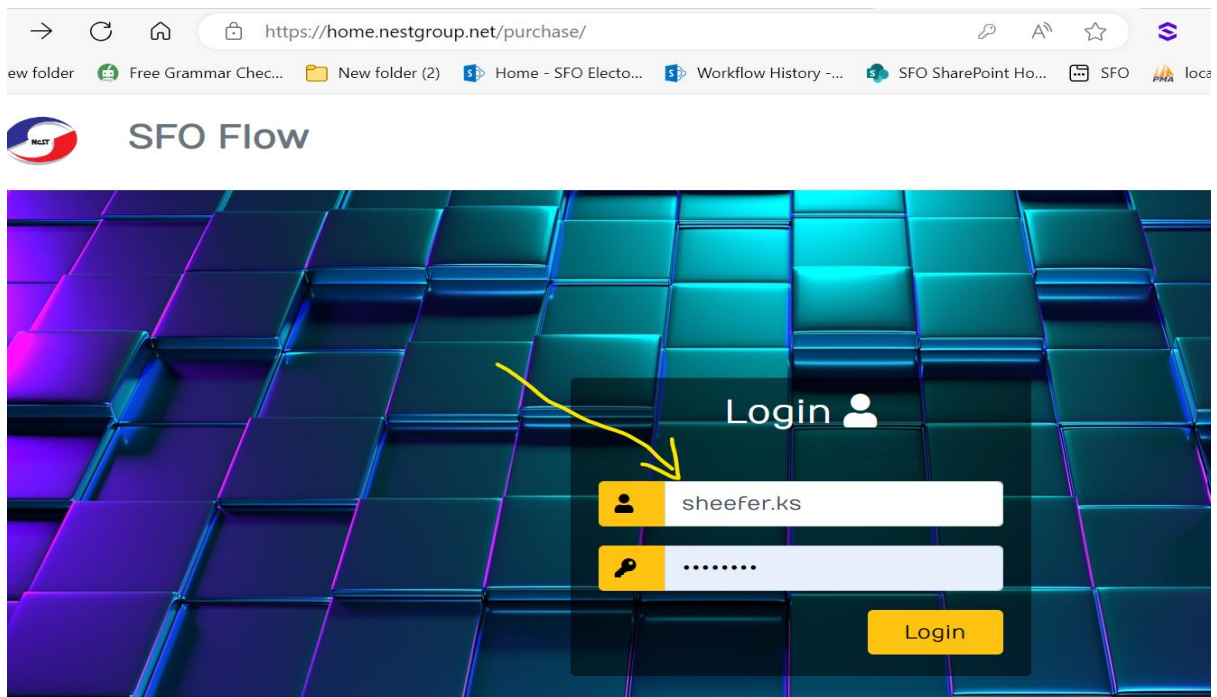
Quick Reference User Guide

1. Navigate to Supplier Addition URL

Launch a web browser and type the address of supplier addition request site.

<https://home.nestgroup.net/purchase/>
or
[Login Page \(nestgroup.net\)](https://home.nestgroup.net)

- ➔ Username - <login Name> (Exclude @nestgroup.net)
- ➔ Password - <login password>



- ➔ Click on “Supplier Addition” button to open the Home page.



2. New Request

Click on “+New Request” to open the New Request page.



[+New Request](#)

No found records

Show 10 entries

Search:

Req #	Supplier Name	Division	Supplier Type	Payment Terms	Requester Name	Created	Approval Status	Actions	SSF Format	Status
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No data available in table

Showing 0 to 0 of 0 entries

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→ Select “Division” to select the approvers.



Supplier Name* <input type="text"/>	Supplier Type* Select... <input type="text"/>	Division* SFO Electronics <input type="text"/>
Supplier Address* <input type="text"/>	Supplier Contact Name* <input type="text"/>	Supplier Email* <input type="text"/>

→ Click on the “Submit” button to submit and start workflow.

Approvers			
Engineering Head	SQA Head	SCM Team	SCM Head
<input type="text" value="smijosh.sankunny@nestgroup.net"/>	<input type="text" value="ambikeswaran.a@nestgroup.net"/>	<input type="text" value="jayakumar.k@nestgroup.net"/>	<input type="text" value="sam.antony@nestgroup.net"/>
QA Head	Finance Team	Finance Controller	
<input type="text" value="rajith.valappil@nestgroup.net"/>	<input type="text" value="vinod.rao@nestgroup.net"/>	<input type="text" value="kjayaraj@nestgroup.net"/>	

[Submit](#) [Close](#)

→ Click on the “action button” to view the record

Supplier Addition Approval Requests

+New Request

Show 10 entries Search:

Req #	Supplier Name	Division	Supplier Type	Payment Terms	Requester Name	Created	Approval Status	Actions	SSF Format
REQ-1	Supplier Test	IT	Domestic	test payments	sheefer.ks@nestgroup.net	2024-07-02	Pending		

Showing 1 to 1 of 1 entries

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3. Approval Process

→ Approvers will receive mail from helpdesk.cochin@nestgroup.net, click on the “Approval link” to open approval page.

From: New Supplier Addition Request <helpdesk.cochin@nestgroup.net>
Date: Tue, Jul 2, 2024 at 11:37 AM
Subject: Supplier Addition Request
To: Supplier Addition Request <viju.vincent@nestgroup.net>
Cc: <sheefer.ks@nestgroup.net>

Please approve the below request

Supplier Addition Request Details	
Requester	sheefer.ks
Supplier Name	Supplier Test
Supplier Type	Domestic
Division	IT
Payment Terms	test payments
Status	Pending
Approval Link	

→ click on the “Approve/Reject” button to navigate approve page

Supplier Addition Pending Approval Tasks

Show 10 entries Search:

Req #	Supplier Name	Division	Incoterms	Requester	Approval Status	Actions
REQ-2	Supplier Test	IT	CIP	sheefer.ks@nestgroup.net	Pending	Approve/Reject

Showing 1 to 1 of 1 entries

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→ Choose action button to complete the tasks.

Attach MSMS Document* Choose Files No file chosen	Payment Terms test payments	Project test project	Customer Code customer code
Requestee: sheefer.ks@nestgroup.net	Created: 2024-07-02	Status: Eng Head:Pending,Purcha:	SSF Format 4107A* Choose Files No file chosen
Approver Comments If Any: <input type="text"/>		Send back Reason: <input type="text"/>	
<div style="border: 2px solid orange; padding: 5px; display: inline-block;">Approve Reject Send Back Close</div>			

→ Approvers can also open the approval task page Click on the “Approval Tasks” to navigate approval task page

Req #	Supplier Name	Division	Supplier Type	Payment Terms	Requester Name	Created	Approval Status
+ REQ-1	Supplier Test	IT	Domestic	test payments	sheefer.ks@nestgroup.net	2024-07-02	Pending

4. Dashboard

→ click on the “Dashboard” to view dashboard.

Requests 2

Approved 0

Rejected 0

Pending 2

Division wise Supplier Addition Requests

100% IT

Approval Stages

100% Pending

5. Report

→ click on the “Report” link to open and export detailed report.

Report

Export to Excel

Search:

Req No.	Supplier Name	Division	Created	Status	Reason for Addition	Customer Code
REQ-2	Supplier Test	IT	2024-07-02	Eng Head:Pending,Purchase Head:Pending,SCM Team:Pending,SCM Head:Pending,QA Head:Pending,Fin Team:Pending,Fin Controller:Pending	Capital Goods buy	customer code

Eng Head:Pending,Purchase
Head:Pending,SCM