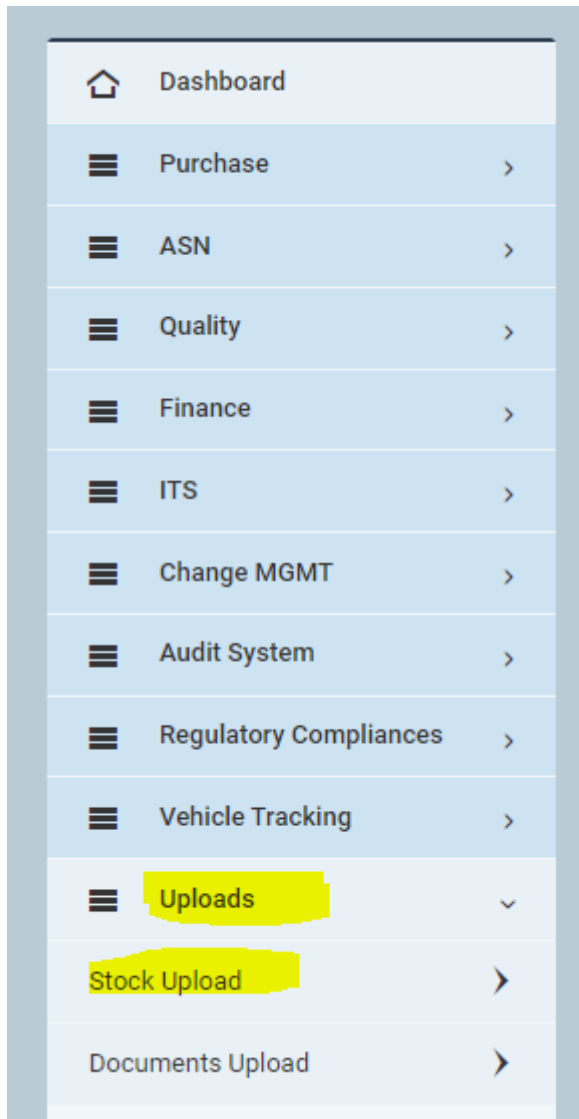


User Manual for Stock Upload

First click on Uploads menu, and click on Stock upload to open the application.



Below screen will appear:

1. Select plant for which you want to upload the stock.
2. Click on **Vendor Stock** to download template.

The screenshot shows the 'Stock Upload' form. It has three main sections: 'Select File', 'Download Format', and 'Emails to be sent to'. The 'Select File' section contains a 'Choose file' button and a text box that says 'No file chosen'. The 'Download Format' section has a button labeled 'Vendor Stock' highlighted in yellow. The 'Emails to be sent to' section has a dropdown menu with 'Please Select' and a downward arrow. Below these sections is a blue 'Submit' button. At the bottom of the form, there is a footer with the text '©2019 All Rights Reserved | Version :1.0' on the left and 'Best viewed in IE 10+, Firefox 20+, Chrome , Safari5+, Opera12+' on the right.

3. Click on Choose File to upload stock file.
4. Select the people to whom you want email notification to be sent.

This screenshot shows the 'Stock Upload' form after some interaction. The 'Select File' section now shows 'VendorStock (1).csv' next to the 'Choose file' button. The 'Download Format' section has a button labeled 'Vendor Stock' in blue. The 'Emails to be sent to' section has a dropdown menu that is open, showing '1 Selected' at the top. Below this, there is a search box with 'saji' entered. There are two options listed: 'Select All' (unchecked) and '855577 - SAJITHNAIR' (checked). To the right of the dropdown, the text '855577 - SAJITHNAIR' is visible. The blue 'Submit' button is still present. The footer at the bottom is the same as in the previous screenshot.

5. Finally click on Submit Button to save documents and record on portal System will ask to make sure for upload. Click on **YES** to submit documents.

This screenshot shows the 'Stock Upload' form after the 'Submit' button has been clicked. At the top of the form, there is a green banner with the text 'Stock updated successfully.'. The form itself is in its initial state, with 'No file chosen' in the 'Select File' section, 'Vendor Stock' in the 'Download Format' section, and 'Please Select' in the 'Emails to be sent to' dropdown. The blue 'Submit' button is still visible. The footer at the bottom is the same as in the previous screenshots.

Thanks you