User Manual For ERP

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Register

A		⊒	¢	Accounts Team •
REC		Register Client	Dashboa	r d / Forms / Register Client
*	General 🝷			
曲	REC -	Register New Client		
	View Trading client details			_
	Register Trading Client	Upload File: Browse No file selected. submit		_
	IEX clients			_
	PXIL clients			
	Trading			
	Issuance			

Procedure for Registering new clients

- To register new clients download **sample file (A)**, fill the details and upload the same.
- Each client must have two entries, first one for **IEX** and second one for **PXIL**.
- ٠ All necessary information should be there for both IEX and PXIL entries.

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葡	REC 🗸	Advance	Advanced Table							
	View Trading client details Register Trading Client	Show 10	- entries			A		Сору	CSV PDF	Print
	IEX clients PXIL clients						B 🛶 🛶 🕻	Search:		\leq
	Trading	Showing 1 to 4	of 4 entries			EXTRA	EXTRA	EXTRA	EXTRA	
	Irading Partial Issuance	REF_ID	LEGAL_ENTITY_NAME	C_LL †1	CLIENT_PROJECT_POC_EMAIL	1 1	2 ti	3 _{†1}	4 ti	Edit
	Annual fee Send Trading mails	REF0001	YASH AGRO ENERGY LIMITED							Edit
ш	F&S 👻	REF0001	YASH AGRO ENERGY LIMITED							Edit
*	Download Invoices	REF0002	A A ENERGY LIMITED		0712-2420668					Edit
		REF0002	A A ENERGY LIMITED		0712-2420668					Edit
								Р	revious 1	Next

Client Details

View Trading clients details page provides options

- To **Copy**, extract to **CSV**, extract to **PDF** and **Print** all the registered client details (A)
- To **Search** client details with any keyword (B)
- To **Edit** client details (C).

Update

This page is provides option to update existing client details.

Update Client					
Project Information					
Legal Entity Name:	TADAS WIND ENERGY LIMITED	Tally Name:	TADAS WIND ENERGY LIMITED		
Project Location:	Karnataka	Project Type:	Wind]	
Capacity MW:	1.25	Date of Accrediation:			
Date of Registration:	10/07/2012	Date of ReAccreditation:			
Date of ReRegistration:					
IEX/PXIL Information					
Exchange Type IFX:	1	RFC Type IFX:)	
Exchange Type PXIL:	PXIL	REC Type PXIL:	Nonsolar		
Customer Type:	SELL	Short Name:	TADASKA03		
Member ID IEX:	•	Member ID PXIL:	M1108		
Client ID IEX:		Client ID PXIL:	KARM11080002		
CA Clientid Buy Sell IEX:	·	CA Clientid Buy Sell PXIL:	KAONSTADKT003PE		

Contract Details						
ACCR_Fees and REG_Fees:		ACCR_REG_Billing_Entity:				
ReACCR_Fees and ReREG_Fees:		RE_ACCR_REG_Billing_Ent ity:				
Other_Consulting_Fees:		Other_Consulting_Billing_E ntity:				
ISSUANCE_Fees:		ISSUANCE_Fees_Type:				
ISSUMINCE_I REQUEITLY.		ISSUMINCE_DIELING_LINT TY:				
TRADE_Fees_Type_RET:	F	TRADE_Fees_RET:	3			
TRADE_Fees_Type_RES:		TRADE_Fees_RES:				
TRADE_Fees_Additional:		TRADE_Entity_Additional:				
REConnect service Ir	ivoice					
Client_Group_Name:	ILFS	Client_Invoice_Entity_Legal _Name:				
REConnect_Tally_Name:		PAN_Client_Invoice:				
GST_Client_Invoice:		GST_Address_Client_Invoi ce:				
PoC_Name_Client_Accoun ts_Team:		PoC_Mobile_Client_Accou nts_Team:				
PoC_LandLine_Fax_Client_ Accounts_Team:						
PoC_Email_Client_Account s_Team:	Rohil.Kudtarkar@ilfsindia.com, Sandeep.Hasu	Invoice_Mail_CC_REConne ct:	parikshith.s@reconnectenergy.com, priyanka.			
Invoice_Escalation_PoC_N ame:		Invoice_Escalation_PoC_E mail:				
Invoice_Escalation_PoC_M obile_LL:		Success Fee Rates RET:				
client Project Capture	e					
MAIL_TO_Obligation_Repo	Rohil.Kudtarkar@ilfsindia.com, Sandeep,Hasu	MAIL_CC_Obligation_Repo	parikshith.s@reconnectenergy.com, privanka.			
rt: REConnect_RM:		rt: PoC_Name_Obli Report:	Pahil Vudhadar			
PoC Mobile Number Obli		PoC Landline Number Ob				
Report:	98926 55948, 02226593728	li Report:		J		
internal Reference Code.	TADASKA03_IE_NS_SELL	Client_Hoject_Legal_Linuty				
Client_Project_GST:	29AADCT9493Q1Z4	Client_Project_PAN:	AADCT9493Q			
Client_Project_GST_Addre ss:	SURVEY NO 9 AND 10, TADAS WIND ENER(Client_Project_PIN_Code:	581205			
Client_Project_PoC_Name:	Mr. Vikram Periwal	Client_Project_PoC_Mobile:	917208885467			
Client_Project_PoC_LL:	022 2659 3221	Client_Project_PoC_Email:				
			Submit			

Annual Fee

A	RECONNECT	≡
REC	General 🔹	Annual fee Dashboard / Forms / Advanced Forms
₩	REC -	IEX ANNUAL FEE Sample File A View Invoices B
	View Trading client details Register Trading Client	Select file Starting Invoice Starting Invoice
	IEX clients PXIL clients	
	Trading	
	Annual fee	
6.01	Send Trading mails	
*	Download Invoices	
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Procedure for generating Annual Fee invoices

- Download the **sample file (A)**, enter the necessary details and upload the same, enter the **invoice number (C)** and **invoice date (D)** then submit the form.
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.

RE RE	CONNECT enefici	≡	m 🕶
REC	al 👻	Trading Invoice Generation Page Dashboard / Forms / Trading Invoice Generation F	Page
苗 REC	-	Upload IEX file	
View Tr Registe	ading client details r Trading Client	Please choose file to upload Browse No file selected. submit	
IEX clier	E		
Trading	ents	Upload PXIL file Sample File B View clients details D	
lssuance Annual f	e fee	Please choose file to upload Browse No file selected. submit	
Send Tr	ading mails		

Trading Invoice Generation

Procedure for generating Trading invoices

1. File Upload

- **Download the sample file (A&B)**, paste the trade data and upload the file and **PXIL** file should be in **xls** format.
- View clients details (C&D) and IEX clients & PXIL clients (E) provides clients information of the uploaded trade data where rates, GST and addresses can be verified before generating the invoices.

	TRADING INVOICE GENERA	tion - A		B View Invoices
	Starting Invoice	Date	Month	
	TRADING INVOICE GENERA Fee - IEX	TION - RECs Transaction		View Invoices 🛓
_	Starting Invoice	Date	Month	Submit
	TRADING INVOICE GENERA	TION -		View Invoices 🛓
	Starting Invoice	Date	Date	Submit

2. Invoice Generation (Transaction, Trading - RET and RES)

- Enter **Invoice number**, **Invoice Date** and **Billing month** to generate invoices (A).
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.

ISSUANCE RET - FIXED PRICE	Sample File	View Invoices B
Select file Browse No file selected. Starting Invoice	Date	submit
ISSUANCE RET - VARIABLE PRICE	C Sample File 🛓	D View Invoices 🛓
Select file Browse No file selected. Starting Invoice	Date	submit
ISSUANCE RES - FIXED PRICE	Sample File 📩	View Invoices 🛓
ISSUANCE RES - FIXED PRICE Select file Browse No file selected. Starting Invoice	Sample File 🛓 Date	View Invoices 🛓
ISSUANCE RES - FIXED PRICE Select file Browse No file selected. Starting Invoice ISSUANCE RES - VARIABLE PRICE	Sample File 🛓	View Invoices 🕹 Submit

Issuance

Procedure for generating Issuance invoices (Issuance RET – Fixed & Variable and RES – Fixed & Variable)

- **Download the sample file (A)**, enter the necessary details and upload the same, enter the **invoice number (C)** and **invoice date (D)** then submit the form.
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.

F&S Invoice

A			≡		🛕 🌔 Accounts Team 🔹
REC	General		F&S		Dashboard / Forms / F&S invoice
ŧ	REC •		RRF PROFORMA A	File View Invoices	→ B
Lad	F&S •	I	Select Browse No file selected. Starting Invoid	re Date	submit
	Send F&S mails			* *	
Ŧ	Download Invoices		RRF TAX Sample Fi	C D le L View Invoices L	
		I	Select Browse No file selected. Starting Invoid	Date	submit
		I	RRF MONTHLY FIXED	Sample File 🛓 View	r Invoices 🛓
		I	Select Browse No file selected. Starting Invoid	Date	submit
			Copyright © 2019 • REConnect Energy Solutions Pvt. Ltd.		

Procedure for generating F&S invoices (Tax, Proforma and Monthly Invoices)

- **Download the sample file (A)**, enter the necessary details and upload the same, **enter the invoice number (C)** and **invoice date (D)** then submit the form.
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.

Combined Invoices



Procedure for generating Combined invoices (RET, RES and Power)

- **Download the sample file (A),** enter the necessary details and upload the same, **enter the invoice number (C)** and **invoice date (D)** then submit the form.
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.

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REC	General 🗸	Credit Note	Dashboard / Forms / Credit Note invoice
	Combined Credit Note	CREDIT NOTE RES A Sample File	View Invoices B
	General Ack	Select Browse No file selected. Starting Invoice	submit
曲	REC •		
6.01	F&S 🔹	C CREDIT NOTE RET Sample File 🛓	D View Invoices 🛓
*	Download Invoices	Select Browse No file selected. Starting Invoice	submit
		CREDIT NOTE FS Sample File 🛓	View Invoices 🛓
		Select Browse No file selected. Starting Invoice	submit

Credit Note (RET, RES and F&S)

Procedure for generating Credit Note (RET, RES and Power)

- **Download the sample file (A),** enter the necessary details and upload the same, enter the **Credit note number (C)** and **date (D)** then submit the form.
- View Invoices (B) button and download icon can be used to view and download the invoices respectively.