



सीएसआरआईआर
CSIR
भारत का नवाचार इंजन
The Innovation Engine of India

ACCESS SOFTWARE - RATE CONTRACT TRAINING



AGENDA

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1.	Rate contract Excel sheet
2.	Creating Vendor Master – OEM & Supplier
3.	Creating Rate Contract
4.	Upload RC
5.	View RC Items
6.	Creating RC Indent



RATE CONTRACT EXCEL SHEET

- The RC Upload Format will be in RC upload page as shown below

RC Upload Format

SINo	catalogNo	itemDesc	unit/packSize	HSN_CODE	unitRate	discount	taxes
1	Cat2000	ARGON GAS GRADE I HIGH PURITY 99.999% - INOX AIR PRODUCTS PVT LTD - Cubic Meter	Cubic Meter	28042100	950.25	0	0
2	Cat20001	ARGON +HYDROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (95%+5%) - INOX AIR PRODUCTS PVT LTD - Cubic Meter	Cubic Meter	28042990	1560.00	0	0
3	Cat20002	ARGON +HYDROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (90%+10%) - INOX AIR PRODUCTS PVT LTD - Cubic Meter	Cubic Meter	28042990	1560.25	0	0
4	Cat200403	ARGON +NITROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (90%+10%) - INOX AIR PRODUCTS PVT LTD - Cubic Meter	Cubic Meter	28042990	1320.75	0	0



RATE CONTRACT EXCEL SHEET (CONT.,)

- **Step 1:** Concatenate catalogue number with pack size and paste the same as values in **catalogNo** column. Formula used for concatenating is shown below
- **Step 2:** Concatenate with values of cat number, pack size with item description. Paste the same as values in **itemDesc** column. Formula used for concatenating is shown below

TESTING-HQ-DATA - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles

12 =concatenate(B2,"-",D2,"-",C2)

	A	B	C	D	E	F	G	H	I	J	K
1	SINo	catalogNo	itemDesc	unit/packSize	MSN_CODE	unitRate	discount	taxes			
2	1	Cat 001	ARGON GAS GRADE I HIGH PURITY 99.999% - INOX AIR PRODUCTS	Cubic Meter	28042100	950.00	0	0	=concatenate(B2,"-",D2,"-",C2)		
3	2	Cat 002	ARGON +HYDROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (9	Cubic Meter	28042990	1560.00	0	0			
4	3	Cat 003	ARGON +HYDROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (9	Cubic Meter	28042990	1560.00	0	0			
5	4	Cat 004	ARGON +NITROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (9	Cubic Meter	28042990	1320.00	0	0			
6	5	Cat 005	ARGON +NITROGEN MIXTURE GAS GRADE I HIGH PURITY 99.999% (9	Cubic Meter	28042990	1320.00	0	0			



RATE CONTRACT EXCEL SHEET (CONT.,)

- Copy the Concatenated value and paste using paste special option -> Values

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is C2. A 'Paste Special' dialog box is open, showing the 'Paste' section with 'Values' selected. The 'Operation' section has 'None' selected. The 'Transposing' checkbox is unchecked. The background data table is as follows:

	A	B	C	D	E	F
2	1	Cat 001	ARGON	ic Meter	28042100	904
3	2	Cat 002	ARGON	ic Meter	28042990	156
4	3	Cat 003	ARGON	ic Meter	28042990	156
5	4	Cat 004	ARGON	ic Meter	28042990	132
6	5	Cat 005	ARGON	ic Meter	28042990	132
7	6	Cat 006	HYDRO	ic Meter	28041000	165
8	7	Cat 007	NITRO	ic Meter	28043000	84
9	8	Cat 008	ZERO A	ic Meter	28042990	99
10	9	Cat 009	NITRO	ic Meter	28112930	185
11	10	Cat 010	OXYGE	ic Meter	28044010	172
12	11	Cat 011	OXYGE	ic Meter	28044010	77
13	12	Cat 012	SYNTH	ic Meter	28043000	280
14	13	Cat 013	NITRO	ic Meter	28046900	1109
15	14	Cat 014	CARBO		28112940	1318
16	15	Cat 015	CHLORINE GAS GRADE I HIGH PURITY 99.9% 'B' TYPE (1.5 KG) - INOX		28011000	738
17	16	Cat 016	SULPHUR-DI-OXIDE GAS GRADE I HIGH PURITY 99.9% 'B' TYPE (1.5 KG) KG		28046900	1109
18	17	Cat 017	METHANE GAS GRADE I HIGH PURITY 99.5% 'B' TYPE (1.5 KG) - INOX		27113100	173
19	18	Cat 018	ETHYLENE GAS GRADE I HIGH PURITY 99.95% 'D' TYPE (15 KG) - INOX		27111400	686
20	19	Cat 019	SULPHUR HEXA FLUORIDE GAS GRADE I HIGH PURITY 99.9% 'D' TYPE (5 KG)		28139090	234



RATE CONTRACT EXCEL SHEET (CONT.,)

- Unit of measure is default and only number.
- Rate will be so many number(s) of the pack size. quantity punched in the indent is for that many numbers of the pack size and item description.
- Tax should be entered as percentage value (Eg. 0, 3, 5, 12, 18 & 28).
- Before uploading, please verify that there is no duplicate Catalogue Number as it will not upload and show error..



CREATING VENDOR MASTER – OEM & SUPPLIER

- Go to ADD VENDOR Page
 - Step 1: Search Vendor Name if it is not there, add the same
 - Step 2: Vendor Name, Address, Country, GST No, PAN No, Phone No, Email id need to be entered and click save
 - Repeat Step 2 for adding supplier detail also

ACCESS

EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO

GANAPATHY K.P.S
STORES AND PURCHASE OFFICER,
CECRI

Create PO
Print Purchase Order
Amend PO
Order Cancellation
General Conditions
Special Conditions
Create Rate Contract
Upload RC
View RC Items
Print Indent
Upload Signed PO
Add Vendor
Add Category Level-3

vendor Details

Search Vendor Name: FERINA SHOPPING MALIGAI

Vendor Name *	FERINA SHOPPING MAI	Vendor Address *	17, SEKKALAI ROAD, PERIYAR STATUE, KARAIKUDI - 630001	Country *	India
Vendor GST NO:	33ATMPS6342J1Z9	Phone Number	9443564411	Email Id	ferinashopping@gmail.
Pan Number	ATMPS6342J	IBAN Number		Contact Person Name	
Contact Person Mobile Number		Bank Name	INDIAN BANK	Bank Account Number	50530030891
Branch Name		IFSC Code	IDIB000K594	Routing Number	
Foreign Bank Name		Foreign Bank Address		SWIFT Code	
Beneficiary name		Beneficiary Address			



CREATING VENDOR MASTER – OEM & SUPPLIER (CONT.,)

- Already added vendor details will be shown below in the same page. So before adding a new vendor details check it and then add

Save

Vendor Name	Vendor Address	Contact Number	Vendor GST
FERINA SHOPPING MALIGAI	17, SEKKALAI ROAD, PERIYAR STATUE, KARAIKUDI - 630001	9443564411	33ATMPS6342J1Z9
SANATHANA RETAILS LLP	BUILDING 2 (WH 2), PLOT NO. 12/P2 (IT SECTOR), HITECH, DEFENCE AND AEROSPACE PARK, DEVANAHALLI, BENGALURU - 562149	9962100026	29AARFN7490C1ZQ
Karunambigai Info System & Services	12, Madurai Road Madurai Mukku Sivagangai - 630561	9865152540	33AIPPN2826A1ZJ
INFRES METHODEX PRIVATE LIMITED	BLOCK NO. B-1 PLOT NO. D-7 MOHAN CO-OPERATIVE INDL. ESTATE, NEW DELHI - 110044	9818422002	07AABCI1964R1Z1
OM CORPORATIONS	OLD NO. 2, NEW NO. 20, F2-FIRST FLOOR, CITY LIMIT ROAD, SECRETARIAT COLONY, ADAMBAKKAM, CHENNAI - 600088	7338747244	33ACDPK0834H1Z1

- We can also edit the vendor details by simply searching the vendor name and update the information



CREATING RATE CONTRACT

- Then after adding the Supplier and OEM details go to Create Rate Contract Page and enter the details as shown below

ACCESS

EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO

GANAPATHY K.P.S
STORES AND PURCHASE OFFICER,
CECRI

Create PO
Print Purchase Order
Amend PO
Order Cancellation
General Conditions
Special Conditions
Create Rate Contract
Upload RC
View RC Items
Print Indent
Upload Signed PO
Add Vendor
Add Category Level-3

Create Rate Contract

From Date *	2024-07-05	To Date *	2025-06-30
Name of Manufacturer / OEM	SUCCESS TRADERS	Name of Supplier	SUCCESS TRADERS
Address of Manufacturer / OEM	NO 27 B VOC ROAD KARAIKUDI 63000	Address of Supplier	NO 27 B VOC ROAD KARAIKUDI 63000
Email id of Manufacturer / OEM *	successsplygases1995@gmail.com	Email id of Supplier *	successsplygases1995@gmail.com
Mobile / Phone number Manufacturer	9345735928	Mobile / Phone number Supplier	9345735928
Vendor GST *	33AEYPM3310D1ZP	Supplier GST *	33AEYPM3310D1ZP
CSIR Tender reference number *	2023_CSIR_154713_1	Supplier Ref/Quotation No *	562661
CSIR Tender date *	2023-05-19	Quotation date *	2023-06-10

Submit



UPLOAD RC

- After creating the RC move on to next step that is to Upload the RC
- Here fill the details as given below

ACCESS

EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO

 **GANAPATHY K.P.S**
STORES AND PURCHASE OFFICER,
CECRI

Create PO

Print Purchase Order

Amend PO

Order Cancellation

General Conditions

Special Conditions

Create Rate Contract

Upload RC

View RC Items

Print Indent

Upload Signed PO

Add Vendor

Add Category Level-3

Upload RC

VendorName

From Date **To Date**

Tender date **Bid number**

Name of Supplier **Select Budget Head:**

Select Level-2 **Upload Excel files**

Upload only excel files

- Here select the vendor name so that data from DB will be fetched and it will be shown as a frozen field
- Select the Budget head, Level 2 and after that upload the Excel files which we created
- Before uploading, please verify that there is no duplicate Catalogue Number as it will not upload and show error..



VIEW RC ITEMS

- After uploading the RC we can check the same in View RC items page

ACCESS

EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO

GANAPATHY K.P.S
STORES AND PURCHASE OFFICER,
CECRI

Create PO
Print Purchase Order
Amend PO
Order Cancellation
General Conditions
Special Conditions
Create Rate Contract
Upload RC
View RC Items

View RC Items

Budget Code: Sub Budget Head: Search RC OEM Vendor:

Search Based On Catalog No Or Item Description:

- By searching the Budget code, Sub Budget head and OEM Vendor name we can search the items which was uploaded already



CREATING RC INDENT

- Before creating a RC Indent, View RC items in the Employee role
- Indent type and Item type will be default as “RC” & “Consumables”

ACCESS

EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO

GANAPATHY K.P.S
STORES AND PURCHASE OFFICER,
CECRI

Indent Other Than RC/AMC
Indent for RC
Indent for AMC
Print Indent
Certification Of IR
Add Project Member
Indent For Approval
Indent Status
View RC Items

RATE CONTRACT

Indent Type	<input type="text" value="RC"/>	Project No:	<input type="text" value="STS 0016"/>	Project Name:	<input type="text" value="STORES AND PURCHASE"/>
Item Type	<input checked="" type="radio"/> Consumable	Select Budget Head:	<input type="text" value="CHEMICALS/COMSUMABLES/OT-"/>	Select Sub Budget Head:	<input type="text" value="CHEMICALS"/>
Vendor Search	<input type="text" value="Success Traders"/>	Select Item :	<input type="text" value="search item name (min 3 characte"/>		

[Add Item List](#)

- Select Project No, Budget head, Sub Budget head and search the vendor name from the drop down list
- Based on the vendor selected the RC item will be searched and will be fetched from Database



CREATING RC INDENT (CONT.,)

- Then in select item, search by entering the item name (min of 3 characters) and the list of items will be shown as a pop up and select the items accordingly.

ACCESS EMPLOYEE FAO PDA PME SDA SO-PURCHASE SO-STORES SPO GANAPATHY K.R.S
STORES AND PURCHASE OFFICER,
CECRI

Indent Other Than RC/AMC
Indent for RC
Indent for AMC
Print Indent
Certification Of IR
Add Project Member
Indent For Approval
Indent Status
View RC Items
GRIN For Clearance
GRIN Approval

RATE CONTRACT

Indent Type: Project No: Project Name:

Item Type: Consumable Select Budget Head: Select Sub Budget Head:

Vendor Search: Select Item:

[Add Item List](#)

Cat.No	Details Of the Items	Unit/Pack Size	Unit of Measure	Unit Rate	Quantity	Amount	Action
							<input type="button" value="Add"/>

Triple A Cal Pack size- 15

Triple A Cal Forte Pack size- 10

Triple A Cal - D Tablets 10'S Pack size- 10

New Triple A Cal FD Pack size- 15

- The search can be made by either typing the CAT Number, Item Name, Description etc.,
- After selecting the items give the quantity and click add.
- Enter GEM Part id and Reason, Delivery location and Date and click submit



**THANK
YOU**

