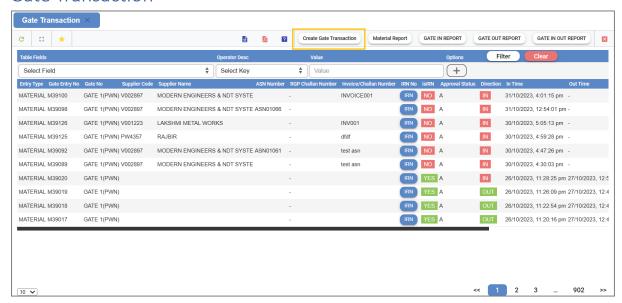


Document Scanning

Gate Transaction

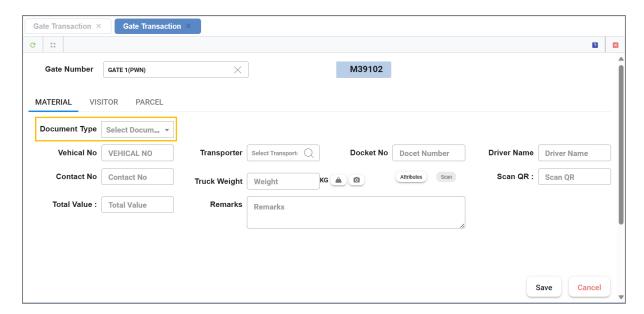


Click on 'Create Gate Transaction'.

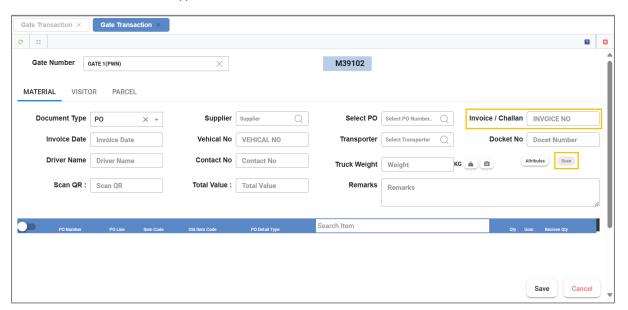


Enter Gate number.





Select Document type.

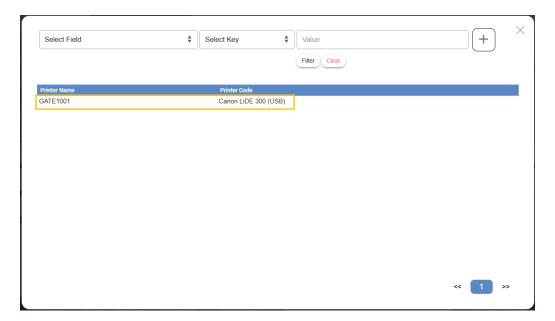


- Select Supplier, PO.
- Enter Invoice number. Scan button is enabled after entering invoice number.
- Click on 'Scan' button.

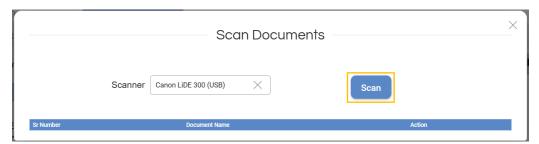


- Select 'Manual', to select documents from the system.
- Select 'Scanner', to select documents through scanning.

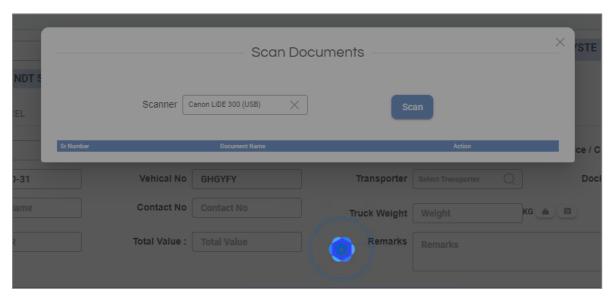




• It shows available scanners. Click on appropriate scanner.

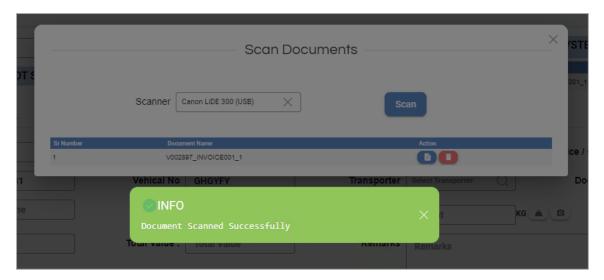


• Selected scanner is displayed. Click on 'Scan'.

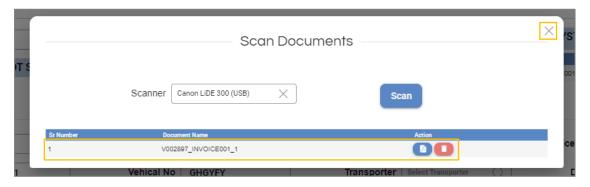


■ It shows 'Scanning in progress'.





It shows 'Scanning Completion'.



- Scanned document details are displayed.
- Close the screen.
- Enter other details like Invoice date, Vehicle number and so on.
- Save these details.
- Transaction is displayed in main screen.

