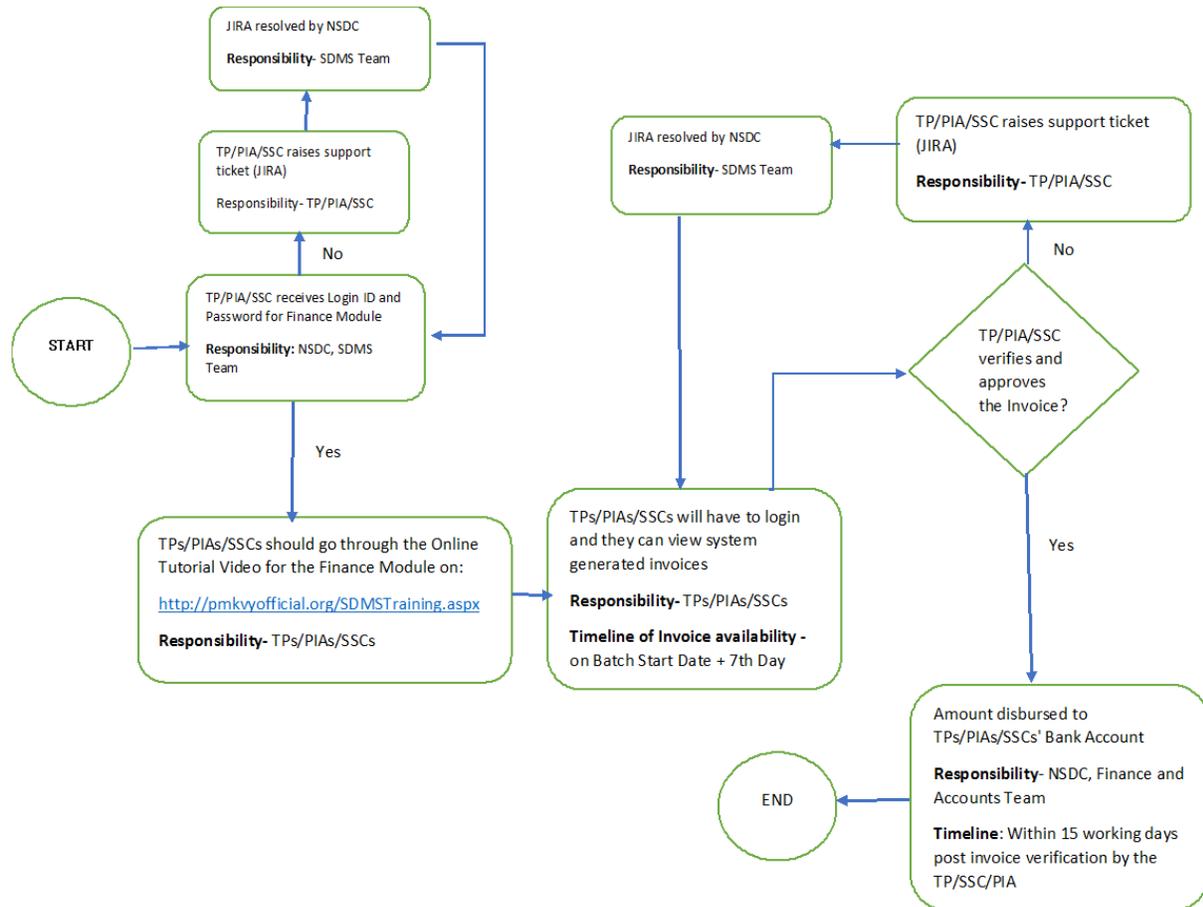


## Process Flow for Invoice Approval & Disbursement



1. Training Providers (TP)/Project Implementing Agency (PIA)/Sector Skill Council (SSC) will be provided with Login ID and Password for Finance module.
2. Training Providers (TP)/Project Implementing Agency (PIA)/Sector Skill Council (SSC) should go through the online tutorial video which explains the invoice approval process. The video can be accessed at the following address: <http://pmkvyofficial.org/SDMSTraining.aspx>
3. TPs/PIAs/SSCs have to login with the credentials given and they can see the invoices concerned. TPs/PIAs/SSCs can approve the invoices which will be processed by the NSDC team. TPs/PIAs/SSCs can raise a JIRA ticket if they don't agree with the system generated invoices.

## **Detailed Steps:**

### **Step A –**

Training Providers (TP)/Project Implementing Agency (PIA)/Sector Skill Council (SSC) are expected to verify their invoice on the disbursement portal. This module will help you in validating the invoices & fasten the disbursal process. Please find below user-manual as well for quick reference. Please find below link to access the portal.

Link: <http://finance.nsdcindia.org/sites/DynamicsAx/VendorPortal>

**If you are unable to login to the portal of Disbursement module, we request you to change the password.**

Below are the steps to change the password.

Please click below link

Link: <https://access2.saas.talismaonline.com/Citrix/XenApp/auth/login.aspx>

Enter your user name and password.

If Password is already expired then user will be navigated to Change Password screen else you will be navigated to citrix screen.

New Password Criteria

- i) New Password cannot be same as old password
- ii) Password should be minimum of 8 characters with at least one special character, upper case alphabet, lower case alphabet, number

### **Step B -**

For any technical support required on the Disbursements and other process related concerns, you can raise a JIRA ticket in the JIRA portal, for which the JIRA portal login invite has been sent to you in a separate email. In case, the email is not found in your inbox please check Spam/Junk folder. Please drop a mail to [JIRA.Login@campusgmt.com](mailto:JIRA.Login@campusgmt.com) for any JIRA login issues.

JIRA portal link:

PMKVY2.0 DISBURSEMENT - TRAINING PARTNER

<https://nsdcsupport.atlassian.net/servicedesk/customer/portal/19>

4. Payment will be disbursed in the bank account of the TPs/PIAs/SSCs