



# MySupplierBuddy Reference Guide

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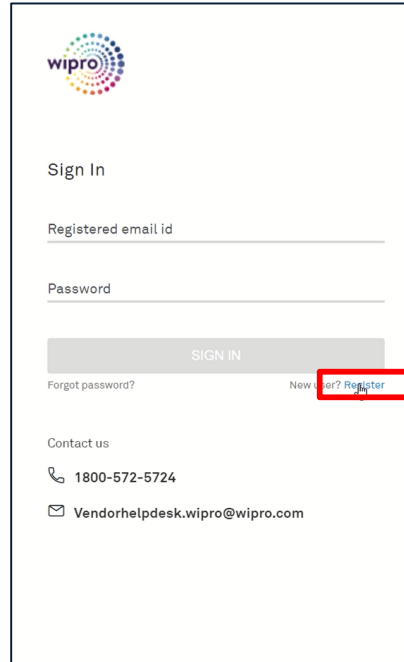
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# Register to MySupplierBuddy



# Register on MySupplierBuddy

1. Open your browser and access <https://mysupplierbuddy.wipro.com/>
2. Click on Register button
3. Enter your Name, Official Email address, Password (guidelines below)
  - a) must contain at least 8 characters
  - b) At least one Uppercase characters (A-Z)
  - c) At least one Lowercase characters (a-z)
  - d) At least one Digit (0-9)
  - e) At least one Special characters (@\$!%\*?&)).
4. Read and accept the Terms & Conditions
5. Click on 'Sign In'
6. Your account details will be sent to Wipro Helpdesk for verification and approval
7. Once approved a email will be sent to your registered email id



Wipro logo

Sign In

Registered email id

Password

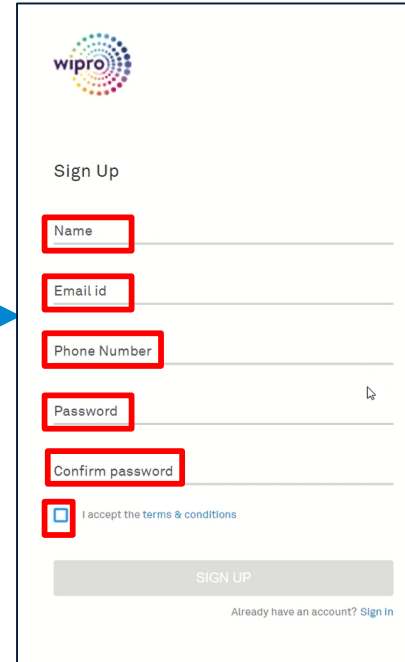
SIGN IN

Forgot password? New User? Register

Contact us

1800-572-5724

Vendorhelpdesk.wipro@wipro.com



Wipro logo

Sign Up

Name

Email id

Phone Number

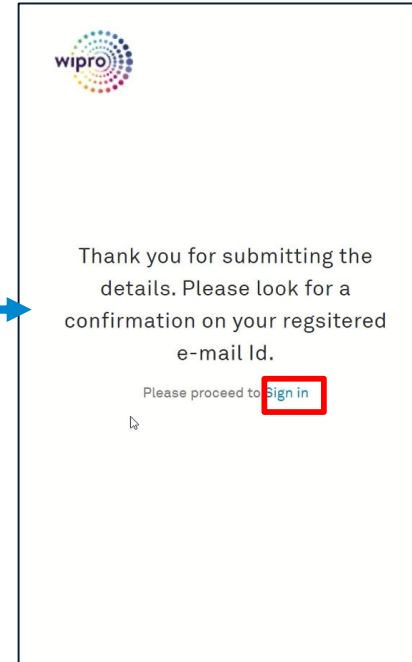
Password

Confirm password

I accept the terms & conditions

SIGN UP

Already have an account? Sign In



Wipro logo

Thank you for submitting the details. Please look for a confirmation on your registered e-mail Id.

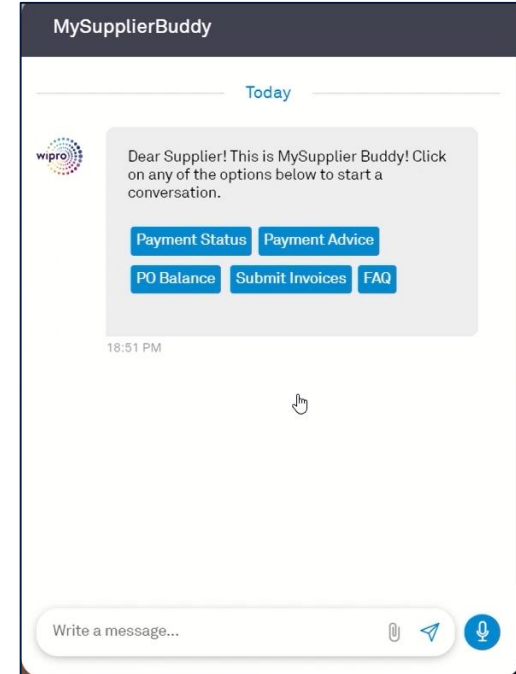
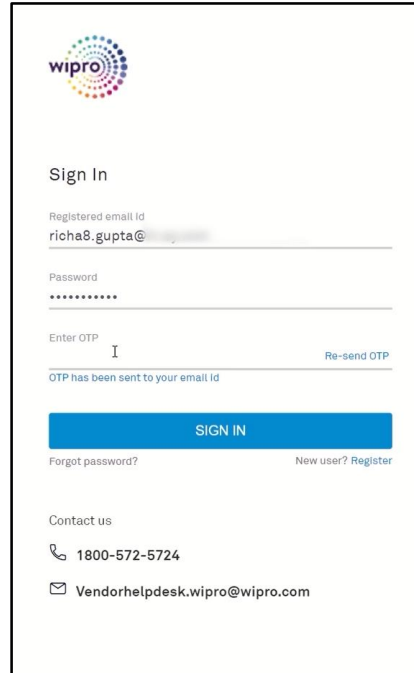
Please proceed to Sign in

# Login to MySupplierBuddy



# Login to My Supplier Buddy

1. Once account has been verified, you can log in: open Chrome and browse - <https://mysupplierbuddy.wipro.com/>
2. Enter your registered Email Address
3. Enter Password
4. Click Send OTP – this will send a 5 Digit OTP to your registered email ID
  - a) If you do not receive OTP in 5 minutes, click resend OTP.
5. Enter OTP and click on ‘Sign in’
6. Please ensure you enter the latest OTP
7. After entering OTP, click “Sign In”. You will be taken to the chat screen as shown by the second image on the right.
8. You can now click any of the options shown or ask a question directly for instance:
  - a) “I want to know payment status”
  - b) “invoice status”
  - c) “Get payment advice”



# Interact with MySupplierBuddy – Get Invoice status



# Get Invoice Status

1. Click on “Payment Status” or type “Payment Status” in the chat window
2. You can choose to get details by providing Invoice Number, VP\* Number or PO Number. Choose the one you have readily available, and provide it.
3. If you do not provide a valid input, you will get an error message. Recheck and provide the correct value in the standard format (for instance - VP-000123456-Process)
4. The status of the invoice will be displayed in the chat window as shown below
5. Mysupplierbuddy also provide status of multiple invoices, these are sent over your registered email id. You can enter multiple Invoice/VP/PO numbers, provide them one after the other, separated by commas, eg. 123456,654321, or VP-000123456-Process, VP-000654321-Process

The first screenshot shows the initial chat window with a greeting and buttons for 'Payment Status', 'Payment Advice', 'PO Balance', 'Submit Invoices', and 'FAQ'. A blue arrow points to the second screenshot, which shows the 'Payment Status' button selected, leading to a prompt for details: 'Sure, in order to help you better, please click on any of the following details you have.' with buttons for 'Invoice number', 'VP number', and 'PO Number'. A second blue arrow points to the third screenshot, which displays the 'Paid' status and a table of invoice details.

VP Number	
Vendor Name	
Invoice Number	
Invoice Date	2019-06-27
PO Number	
Status	Paid
Due Date	NA
Payment Date	2019-09-25
Currency	INR
Invoice Amount	

\*VP Number – Wipro provides this reference number to track you invoice on submitted



# Get Payment Advice



# Get Payment Advice

1. Click on “Payment Advice” or type “Payment Advice” in the chat window
2. Provide the Invoice number when prompted
3. If you do not provide a valid input, you will get an error message. Recheck and provide the correct value
4. The payment advice of the invoice will be displayed in the chat window as shown below
5. Mysupplierbuddy also provide payment advice for multiple invoices, these are sent over your registered email id. You can enter multiple Invoice numbers, provide them one after the other, separated by commas, eg. 123456,654321

Below is the Payment Advice

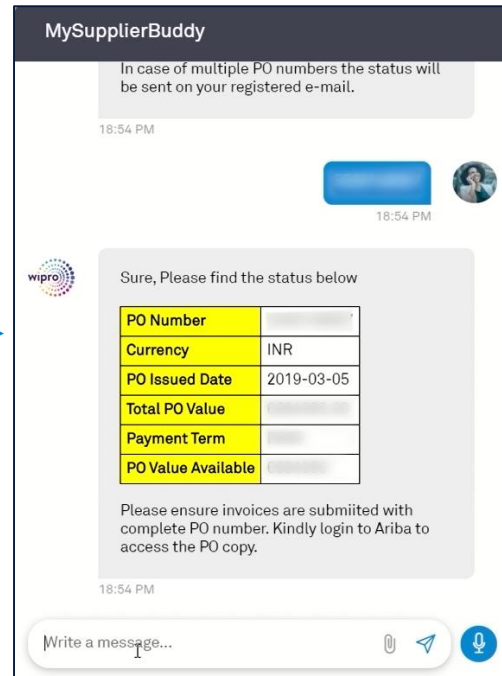
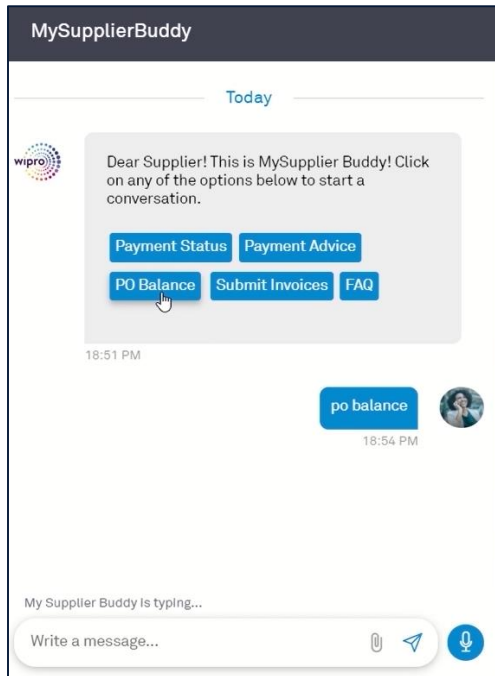
Company Code	WH01
Company Name	Wipro Limited Wipro HealthScience
Address	Wipro Limited Doddakanneli Sarjapur Road Bangalore 560035
Vender No	
Vendor Name	
UTR No	NA
Vendor Address	
Voucher No	
Date	25.09.2019
Currency	INR

**Get PO Balance**



# Get PO Balance

1. Click on "PO Balance" or type "PO Balance" in the chat window
2. Provide the PO number when prompted
3. If you do not provide a valid input, you will get an error message. Recheck and provide the correct value.
4. The PO balance will be displayed in the chat window as shown below

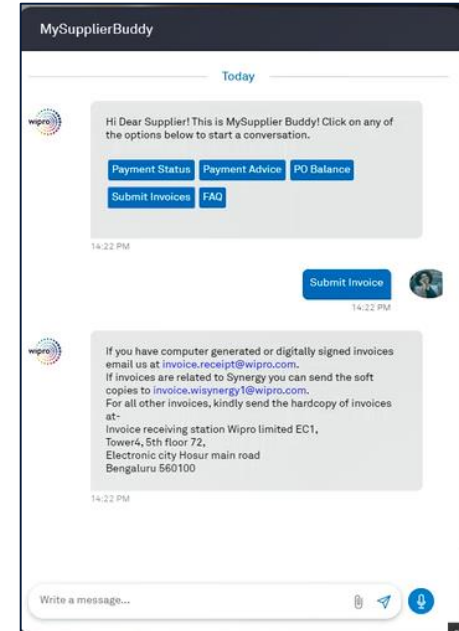
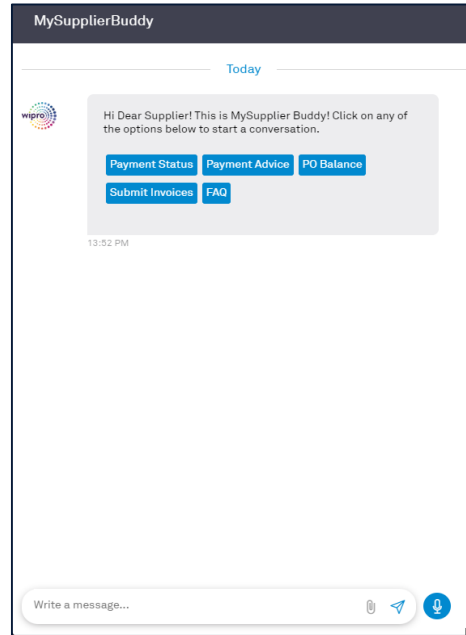


# Submit Invoices



# Submit Invoices

1. Click on “Submit Invoices” or type “Submit Invoices” in the chat window
2. You will be provided details on how to submit the invoices and you can take suitable next steps

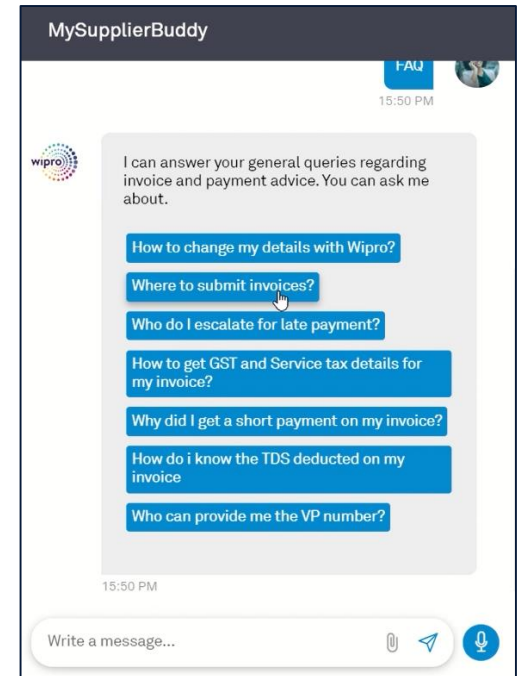
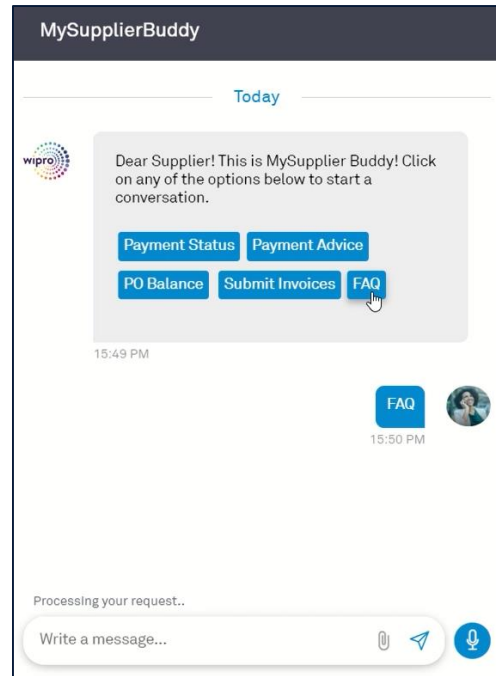


# FAQ



# FAQ

1. You can ask general queries from My Supplier Buddy, regarding invoice submissions, deductions, etc.
2. Click on “FAQ” or type “FAQ” in the chat window
3. Choose the option which correctly describes your query
4. You will be provided the answer to your query and you can take suitable next steps





# Support

We look forward to you for making the most out of this and saving up some time!

For any feedback/ suggestions, kindly send an email to **[vendorhelpdesk.wipro@wipro.com](mailto:vendorhelpdesk.wipro@wipro.com)**

May 2020