HOW TO MAKE VENDOR PAYMENT UNDER PFMS

Step No. 1 : Login as Data Operator (DO) at **"https://pfms.nic.in"**

Step No. 2 : Go to **"Expenditures"** and Click on **"Add New"**

Step No. 3 : Select **"Scheme"** and **"Bank Account"**

Step No. 4 : Select Expenditure Done For **"Vendors"** and select the vendor by clicking on **"Select"** in blue colour

Step No. 5 : Fill **"Letter / Office Order No. & Date"** and **"Amount"**

Step No. 6 : Click on **"Select Scheme Component"** then select Expenses Type as **"Capital"** or **"Revenue"** and add the **"Amount"** and click on **"Add".** Repeat the steps till the amout reach the amount specified at Step No. 5.

Step No. 7 : Select the **"Bank Account"** of the Vendor.

Step No. 8 : Select Instrument Type as **"EPaymentUsingPrintAdvice"** and Click on **"Add"**

Step No. 9 : Add **"Narration for Passbook"**

Step No. 10 : If there are deductions Click on **"Yes"** for Do you want to add the Deduction Details. If there are no deductions click on **"No"** and skip Step No. 11.

Step No. 11 : Select **"Deduction Type"** and **"Percentage" / "Amount"** and click on **"Add Deduction"**. Repeat this steps for each and every deduction.

Step No. 12 : Click on **"Confirm"**

Step No. 13 : Select the **"Bank Account"** of the Vendor and click on **"Submit for Approval"**

Step No. 14 : Login as Data Approver (DA) at **"https://pfms.nic.in"**

Step No. 15 : Go to **"Expenditures"** and Click on **"Approve"**

Step No. 16 : Select **"Scheme"** and **"Bank Account"** and click on **"Search",** the list of transactions will appear.

Step No. 17 : Click on the **"Letter / Office Order No"** in **RED** for the transaction required to be Approved or Rejected

Step No. 18 : If the details of the transaction are found to be in order click on **"Approve"**, and add **"Remarks"** in the popup window and again click on **"Approve"**.

OR

If the details of the transaction are not found to be in order click on **"Reject"**, and add **"Remarks"** in the popup window and again click on **"Reject"**.

Step No. 19 : Go to **"Expenditures"** and Click on **"Manage"**

Step No. 20 : Select **"Scheme"** and **"Bank Account"** and click on **"Search",** the list of transactions will appear.

Step No. 21 : Click on the **"Sanction No"** in **BLUE** for the Approved transaction with Status **"Approved"**

Step No. 22 : Click on **"Print Payment Advice"** in blue colour.

Step No. 23 : Click on  and thereafter on **"PDF"**. The payment advice will be downloaded.

Step No. 24 : **Take a printout of the downloaded print advice and submit the same to the bank after signing the advice on each and every page with seal by the authorized signatory of the bank account for transferring the payment.**

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