



VSTS Users Guideline Vendor Staff Tracking System (VSTS)

Modified date : 27th September 2016

Introduction to VSTS

Vendor Staff Tracking System (called as VSTS) is an Intranet / Internet based application to track the CV's of executives and vendors who have joined / resigned / terminated or about to join ICICI Bank.

VSTS is a PAC Approved process vide Circular No – 12109.

Employee's of ICICI Bank can use their NT ID and Password for logging into the system.

The URL of VSTS for the ICICI Bank employees is given below.

Intranet URL : http://ibox-vsts/vsts_phase_I/vsts_loginNew.aspx

Vendors can use below link with the help of their user ID and Password.
(Provided by ICICI Bank-VSTS Team)

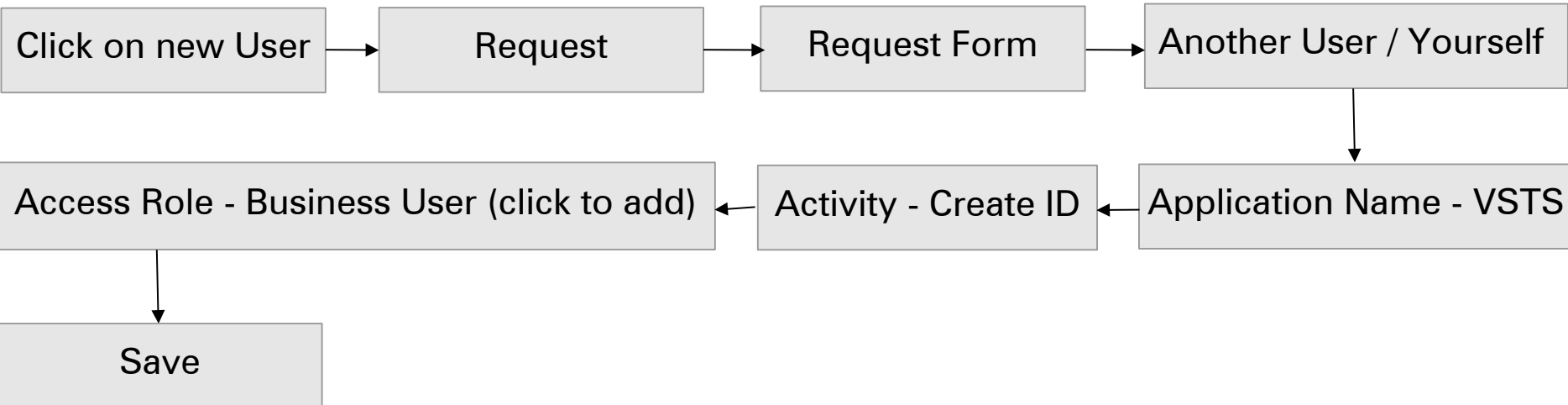
Internet URL : https://ibox-vsts.icicibank.com/vsts_LoginNew.aspx



Get access to VSTS

(VSTS URL: http://ibox-vsts/vsts_phase_I/vsts_loginNew.aspx)

ICICI Bank Employee's can click on new user in VSTS to raise the LAM request for getting the access to VSTS



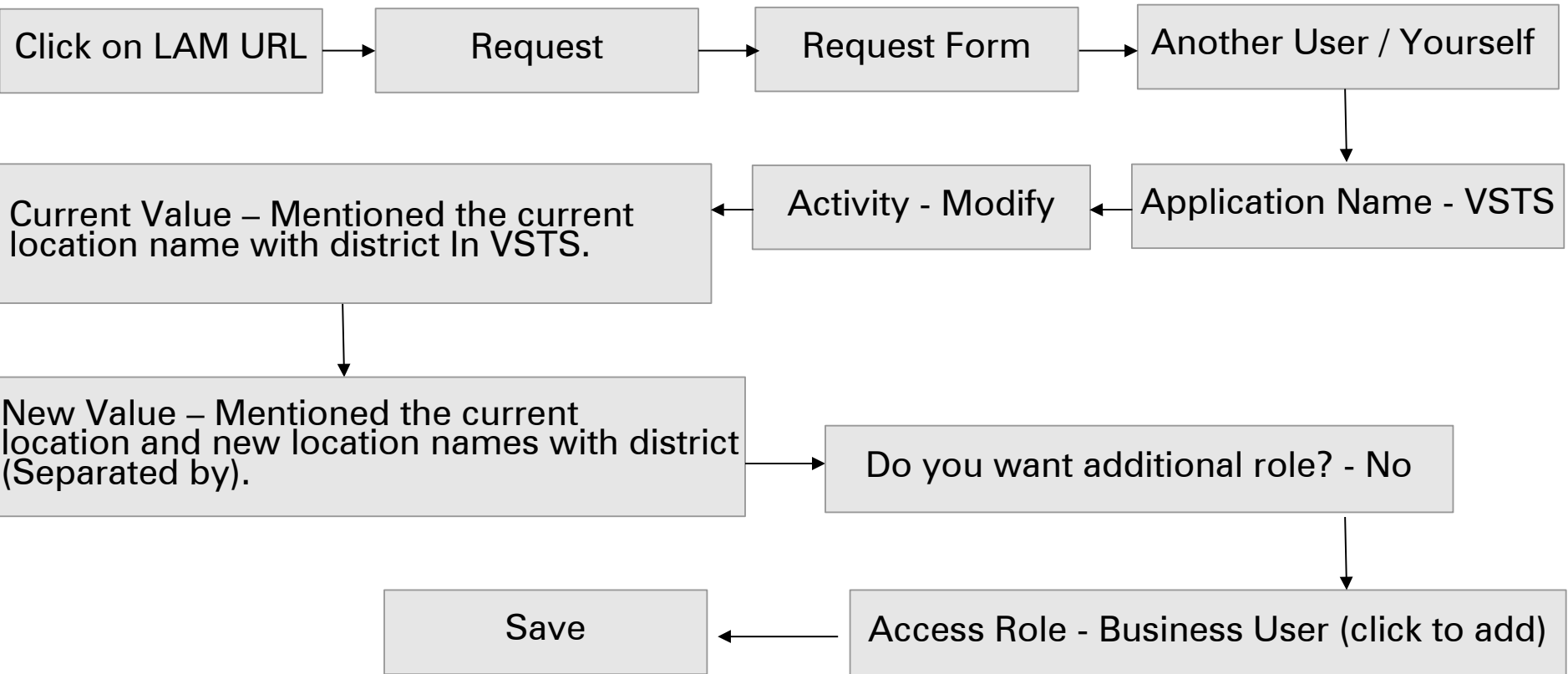
Note : Other mandatory fields are compulsory to fill.

Please mentioned district in location handling field.



Addition of locations for existing employee's of ICICI Bank

(LAM URL : <http://lam.icicibankltd.com/>)



Note : Other mandatory fields are compulsory to fill.



Options available and their uses for Business Users / Vendors

- Submit staff CV - For BU/V : Executive CV data will be entered here by providing all appropriate/complete details.
- Search staff CV by CV ID / Name - For BU/V : This option is for searching existing in VSTS
- Upload Scan Photograph & Document for Staff CV - For BU : This option is for uploading scan photo and documents of FOS.
- New Staff CV - For BU/V : This option will provide list of all new CV's uploaded in last 3 working days.
- Pending Staff CV - For BU/V : This option will provide the list of all pending CV's older than three days.
- Accepted/Rejected Staff CV - For BU/V : This option will provide the list of all accepted and rejected CV's.
- Termination Requested for Staff CV - For BU : This option will provide the list of all terminate Requested FOS CV's which was initiated by your immediate subordinate.

Here:
BU = Business Users
V = Vendors



Options available and their uses for Business Users / Vendors - Contd....

- Submit Vendor CV - For BU : Details of New Vendor/Partners/Directors. etc can entered here by providing all appropriate/complete details. Selection of correct constitutions (Proprietorship, Partnership, PVT Ltd Co., Public Ltd Co., etc) is mandatory.
- Search Vendor CV - For BU : This option is for searching existing Vendor CV.
- Upload Scan Photograph & Document for Vendor CV - For BU : This option is for uploading proprietor, partners, directors and members scan photo and documents.
- Termination Requested for Vendor CV - For BU : This option will provide the list of all Terminate Request vendors CV initiated by your immediate subordinate.
- Training Details - For BU/V : Business users can update training details given to their team using this option.

Here:
BU = Business Users
V = Vendors



Please Note:

While entering CV details please do the following :

- Do not use Mr, Miss, Mrs etc.. before any names.
- Name of the applicant (in case of FOS) & name of the entity / proprietor/ director etc (in case of vendor), should exactly match with the ID proof submitted by the business users.
- Avoid using special characters like #,\$,%!,@,' , " ,[, {, ..etc.
- Type CV details and don't use copy + paste.
- Pin-code number is a must and is 6 digit numeric (should be correct pin code of that location).
- Appraiser should be in an individual name.
- Phone number & Mobile number is 11 & 10 digit numeric respectively.



Areas to be taken care by Business user / Vendor while uploading Executives CV details in VSTS.

The screenshot shows a web form titled "Search Vendor CV ID" with various input fields and dropdown menus. The form is annotated with callout boxes providing specific instructions for each field:

- Permanent Address:** A yellow callout box states: "When ever the applicant is residing in rented / with relative / Bachelor accommodation, make sure his permanent address Is mentioned here Note : Permanent address proof not required."
- Current Address:** A green callout box states: "Make sure to give the detailed address with the nearest landmark where applicant is residing currently."
- Pin Code:** A yellow callout box states: "Make sure pin code pertains to mentioned location."
- Govt. ID:** A green callout box states: "User should provide the correct govt. ID No."
- Mobile No.:** A yellow callout box states: "Make sure that the given contact no. of applicant is working."
- ID No.:** A green callout box states: "The validity of the ID Proof provided should not have expired."

The form fields include: Vendor, Location, Product, Function, Personal Name, Middle Name, Last Name, Des, Gender (Male/Female), Birth Date, Father's Name, First Name, Middle Name, Last Name, Permanent Address, Current Address, Candidate Location, Pin Code, Email Address, Qualification, Mobile No., and Govt. ID.

Areas to be taken care by Business user / Vendor while uploading Executives CV details in VSTS.

Ensure to upload previous employment details where ever applicable [Till date]

Make sure to give correct contact numbers of the previous employer.

Employer	Address	Contact No.	From		To	
			Month	Year	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>

The reference / references should not be a relative of the applicant. Make sure the contact numbers of the References are working.

Note: Don't Enter Relatives / Family members as Reference*

Reference 1	Reference 2
<input type="text"/>	<input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Contact No. <input type="text"/>	Contact No. <input type="text"/>

Areas to be taken care by Business user while uploading Vendor CV details in VSTS.

Vendor Master	
Vendor/Agency Name:	<input type="text"/>
Product:	ALL Products Accounts & Taxation Group AGRI BUSINESS GROUP Agri Credit Line(ACL)
Function:	<input type="text"/>
Constitu	Public Ltd C
Loca	n 25
Office Address:	Address1 Address2 Address3
Pin Code:	<input type="text"/>
Contacts:	Tel. No.: <input type="text"/> Mob. No.: <input type="text"/> Tele. No. like (02226537788)
Vendor Email ID:	<input type="text"/>
Office Status:	<input checked="" type="radio"/> Rented <input type="radio"/> Owned
Landlord (If rented):	First Name <input type="text"/> Middle <input type="text"/>
No. of years at cu	
Existing activities f	
Banker's Details:	
Bar	<input type="text"/>
Branch	Address1 Address2 Address3
Acco	Type & No: <input type="text"/>
Entity F	of Name & No: <input type="text"/>
Organization Pan Number	<input type="text"/>

Make sure pin code pertains to mentioned location.

Make sure the contact numbers is working

Make sure the provided bank details are complete & correct

Users should provide the correct organization Pan No.

Note :- Please do not mention dummy PAN no.



Areas to be taken care by Business user while uploading Vendor CV details in VSTS.

Trade References:	
Trade Reference 1:	
Name:	<input type="text"/> * <input type="text"/> * <input type="text"/> * First Name Middle Name Last Name
Address:	<input type="text"/> <input type="text"/> <input type="text"/> Address1
Pin Code:	<input type="text"/> *
Contacts:	Tel. No.: <input type="text"/> * Mob. No.: <input type="text"/> * Tele. No. like (02226537788)
Trade Reference 2:	
Name:	<input type="text"/> * <input type="text"/> * <input type="text"/> * First Name Middle Name Last Name
Address:	<input type="text"/> <input type="text"/> <input type="text"/> Address1
Pin Code:	<input type="text"/> *
Contacts:	Tel. No.: <input type="text"/> * Mob. No.: <input type="text"/> * Tele. No. like (02226537788)
Recommendation & Approval:	
Recommended By Employee:	ID.: <input type="text"/> * Name.: <input type="text"/> * Designation <input type="text"/>
Approved By Employee:	ID.: <input type="text"/> * Name.: <input type="text"/> * Designation <input type="text"/>
<input type="button" value="Save & Continue"/>	

Make sure the contact details of trade references are correct, also they should have business relation with applicant.

Make sure the details of recommender & Approver are correct, also recommender & approver should not be same person

Modes of sending the documents to RCU agencies for verification

1) **Mandatory documents for verification can be scanned and upload in any format. Size of the scan document file should not exceeds 500kb.**

2) Here if the scan facility is not available, then the required documents for verification needs to be reached **within 02 days through courier** to the current **FCPG agency**. The address of the current RCU agency is available on the next page after CV is submitted by the user. It is mandatory to send the document by courier only.

FCPG-VSTS Agency address also reflects in Print CV option.



Mandatory Documents Required for Executive Vetting & Vendor Vetting

Executive Vetting

- Print out of VSTS Executive CV
- Passport size photo of the Executive
- Photo ID Proof with DOB
- Residence Address proof

Vendor Vetting

- Print out of VSTS Vendor CV
- Entity Proof of the Channel
- Agency Enrollment Form
- Office Address Proof
- KYC Documents of the Proprietor/Partners/Directors i.e ID Proof, Address Proof and Photo.

Note : All Mandatory Documents should be Self attested.



List of Documents for ID Proof

- Driving License
- Passport
- Pan Card
- Aadhaar Card
- Voter ID

Other Documents to be accepted along with valid D.O.B. Proof.

- Voter ID card (Along with other valid proof of DOB)
- Bank passbook with photo (Stamped & signature from the Authorities)
- Ration Card (Acceptable only if it carries the Photograph)
- X & XII Mark Sheet (Acceptable only if photograph is affixed on mark sheet)
- College ID Card (Issued in the last two years)

List of Documents for Address Proof

- Driving License
- Passport
- Ration Card
- Voter ID Card
- Aadhaar Card
- Rental Agreement copy along with utility bill in the name of the landlord (Utility bill should not older than 3 months).
- Bank Statement/Passbook (Not more than 3 Months old, Stamped from the Authorities).
- Insurance Premium receipt (should not older than 3 months).
- Utility Bills (Telephone, Electricity, Mobile bill - Not older than 3 months).
- Consumer Gas connection (Along with the bill not more than 3 months old or due entry for gas supply in the consumer book).
- Post Office Savings pass book.
- Executive staying with relatives - Declaration letter along with photograph of relative duly attested by a lawyer/notary along with an utility bill copy not less than 3 months.
- Paying guest bill copy (not older than 3 months).
- Affidavit (should be notarized by a notary officer).



Valid Documents of Entity Proof & Office Address Proof for Vendors

Entity Proof

- Certificate of incorporation
- Service Tax registration certificate
- Memorandum of association
- Partnership deed
- PAN card in the name of the company
- Shop & Establishment Act certificate

Office Address Proof

- Rental Agreement (along with utility bill in the name of the landlord - not older than 3 months).
- Telephone bill copy
- Electricity bill copy
- Service Tax registration certificate
- Sales deed



Steps for submitting scanned photo in VSTS

- Submit CV in VSTS using “Submit staff CV” option for Vendor Staff & “Submit Vendor CV” option for Vendor
- Click on upload scan photograph & document option to upload scan photograph & document for Vendor & Vendor Staff
- A new window will appear asking for CV reference ID
- Mention the CV reference ID & click on “Upload scanned documents”
- A new window will appear, BU needs to click on “Upload Photo option”
- After clicking another window will appear, BU needs to click on “Browse” button & select the file from the desktop / laptop. Post selecting the file BU needs to click on “Upload files” option & close the window
- Uploaded photo will appear under the personal details field
Cont.....



Steps for submitting scanned document in VSTS

- To upload document BU needs to click on “Upload Document”
- New window will appear BU needs to click on “Browse” button & select the file from the desktop / laptop, post selecting the file BU to click on “Upload files” & close the window
- BU can view the uploaded photograph & document by clicking the option view all photos & view all documents
- BU to upload clear scan copy of document
- BU can add up to 50 documents (file) for a CV in VSTS
- Size of one document should not exceed 500kb
- Any format of document can be uploaded
- Scan upload option is available through out the day
- Document uploaded against a rejected CV will be auto attached to the re-initiated CV (no need to resubmit document again) with edit option in the attached documents



Demo to Upload Photograph

The screenshot shows the Vendor Staff Tracking System interface in a Windows Internet Explorer browser. The browser address bar shows the URL: `http://10.16.168.185:82/VSTS_Upload_Scanned_Document_staff.aspx`. The page title is "Vendor Staff Tracking System".

The interface features the ICICI Bank logo and the text "Vendor Staff Tracking System". On the left, there is a navigation menu with sections: "Search By" (Product dropdown, Go button), "Example: 'Credit Card'", "Options" (Home, Log Out, User Manual), "Vendor Staff CV" (Submit Staff CV, Search staff CV by CV ID, **NEW Upload scan photograph & documents for Staff CV**, Search staff CV by Name, New Staff CVs, Pending Staff CVs, Accepted/Rejected Staff CVs, Termination Requested For Staff CVs), and "Vendor CV" (Submit Vendor CV, **NEW Upload scan**).

The main content area is titled "Select CV ID" and contains the following fields and buttons:

- Enter CV ID: [Text Input] [Search...]
- Enter CV Reference Id: [Text Input with value "S077379"]
- Select Search Criteria: CV ID CV Reference Id
- [Upload Scanned Documents] button

Two callout boxes provide instructions:

1. Click on Upload photograph & documents for Staff CV
2. Mention Staff CV reference ID in the given space & click on Upload Scanned Documents button

The browser status bar at the bottom shows "Done, but with errors on page." and the taskbar includes the Start button and several open applications: Vendor Staff Trackin..., FI_Agency_list_detai..., Inbox - Mozilla Thund..., and Microsoft Excel - Book1. The system clock shows 11:27 AM.



Demo to Upload documents for

The screenshot shows the Vendor Staff Tracking System interface in a Windows Internet Explorer browser. The page title is "Vendor Staff Tracking System" and the URL is "http://10.16.168.185:82/vsts_cv_details.aspx". The interface includes a search bar, a "Vendor Staff Tracking System" header, and a "Upload Photo" section. A table lists uploaded files, and there are buttons for "Upload Files", "Close", "Delete File", "Add", and "Back...".

Numbered callouts (1-5) provide instructions for the upload process:

- 1: Click on upload photo
- 2: Click on Browse, Select the file from desktop / Laptop
- 3: Click on Upload files
- 4: Click to add files
- 5: Select the box against the files & click on "delete file" to remove



Demo to view photograph & documents

Vendor Staff Tracking System - Windows Internet Explorer

http://10.16.168.185:82/vsts_cv_details.aspx

File Edit View Favorites Tools Help

Vendor Staff CV

- Submit Staff CV
- Search staff CV by CV ID
- NEW Upload scan photograph & documents for Staff CV**
- Search staff CV by Name
- New Staff CVs
- Pending Staff CVs
- Accepted/Rejected Staff CVs
- Termination Requested For Staff CVs

Vendor CV

- Submit Vendor CV
- NEW Upload scan photograph & documents for Vendor CV**
- Search Vendor CV
- New Vendor CV
- Termination Requested For Vendor CVs

Others

- Training Detail

Masters

- Allocated CV List

Reason:

Internal Dedupe:

External Dedupe:

Back...

Print CV... Request Deletion

Personal Details

JITENDRA SINGH
3 LAXMI NAGAR
MAHAKALI MANDIR
LINK ROAD
Candidate Location
MUMBAI
Pin Code :400022
9892568922

View All Photos

View All Documents

Change Photo

Upload Document

Click to view photograph 1

Click to view documents 2

start

Vendor Staff Trackin... FL_Agency_list_detai... Inbox - Mozilla Thund... Microsoft Excel - Book1

Local intranet 100% 11:33 AM



For Deletion requested & Resignation

Deletion requested

Search Staff CV

Enter applicant Name

Search

Click on name to view details

Request deletion button

Select drop down list of reason

Submit

Resignation

Search Staff CV

Enter applicant Name

Search

Click on name to view details

Resignation button

Resignation date, leaving date
& reason

Submit

Importance of Deletion requested & Resignation

Deletion Request

- Please mark the CV ID as Deletion request when incorrect details like wrong DOB, address mis-match, Father name mismatch, incorrect reference / applicant / previous employer contact number was updated.
- If Applicant did not join the agency after creating CV ID / post updating the CV ID as accepted in VSTS.
- Duplicate Entry done in VSTS.

Resignation/Discontinue

- If applicant had left the job than update the status as resigned against the CV ID.
- If Vendor not working than update the status as discontinue against the CV ID.



VSTS managers contact details

National Manager – Sunil Tiwari (Mobile No.8879980631)

Region	Managers Name	Land Line no.	Mobile No.
East	Sanmoy Maity	033-44017970	9903755445
West	Ajay Kumar Tiwari	022-61376570	7506392117
Hyderabad	Vivek Rai (Product & Process Manager)	040 -61015310	8297782029
South 2 (AP & Karnataka)	Priya Vijaya	-	8971910406
South 1 (TN & Kerla)	Jayashree	044-30516212	8056037711
North	Sandeep Ahuja	011-30597232	9650904054

VSTS Help Desk - Call on 040-61015038 or you can mail at vsts.support@icicibank.com



Thank You

