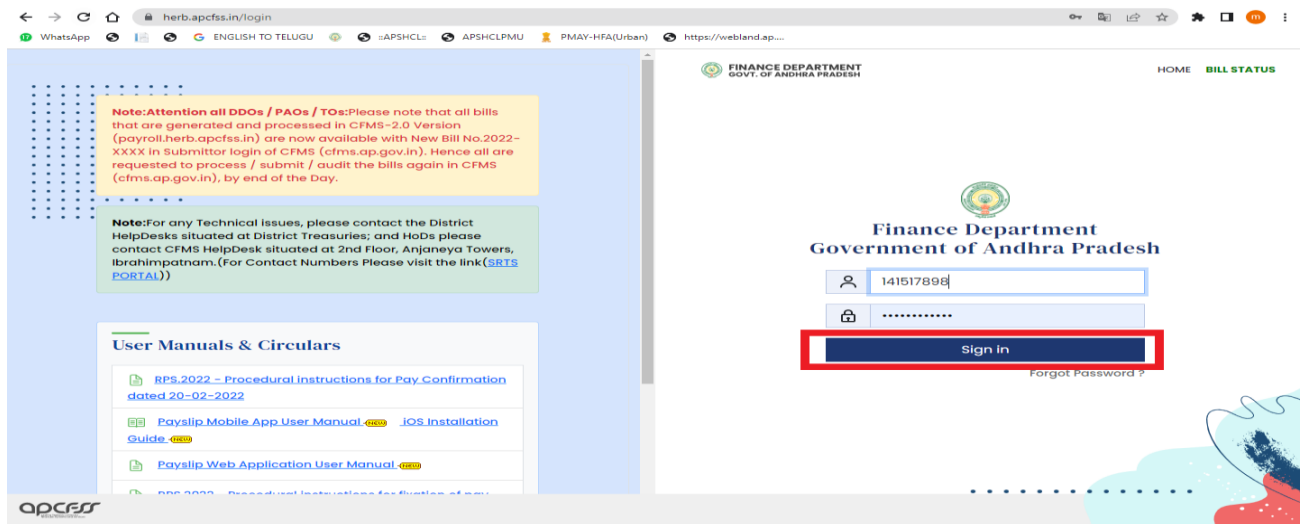




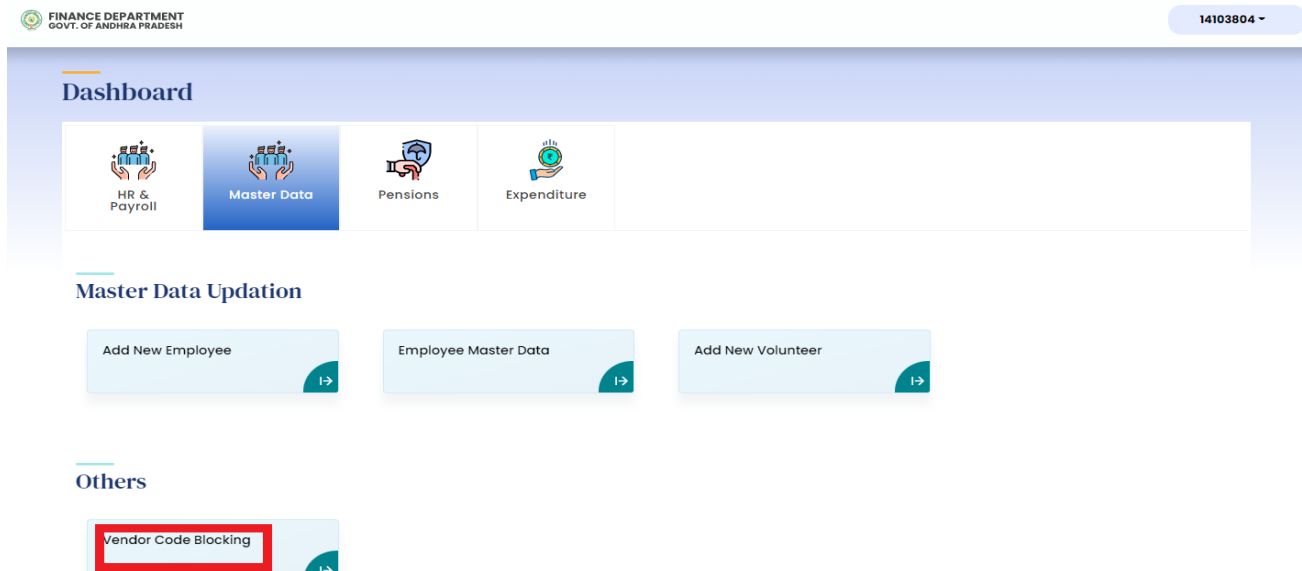
GOVERNMENT OF ANDHRA PRADESH  
GVWV & VSWS DEPARTMENT  
Auto Nagar, Vijayawada

## User Manual For Blocking the vendor ID of Employee/Volunteer

1. Please login to the Payroll Herb website URL: <https://herb.apcfss.in/login> and login by using DDO login Credentials and click on sign in Button.



2. Now the Payroll Herb site will open then click on Master data and the click on Vendor Code Blocking option as shown in below.



3. Please enter the details of the Employee or volunteer Either Aadhar/IFSC Code,Account Number/Pan Number.

### Beneficiary Blocking

[Download DDO Declaration](#) | [View Processed Requests](#) | [View Failed Requests](#)

**AADHAR Number:\***

**Submit**

**OR**

**IFSC Code:\***

**Account Number:\***

**Submit**

**OR**

**PAN Number:\***

**Submit**

4. After Submit DDO can see the Beneficiary code details and Pending Bills on that Beneficiary code.If there is no Pending Bills DDO can confirm by checking all the details and need to upload DDO authentication letter.

#### Beneficiary Details

<b>Beneficiary Id :</b>	<b>Name :</b>	<b>Aadhar Number :</b>	<b>PAN Number:</b>
1005524981	LAKSHMI LAKSHMI		

#### Bank Account Details

S.No	IFSC Code	Account Account
1	IDIB000K118	6278728291
No Account Details Found.		

#### Pending Bill Numbers

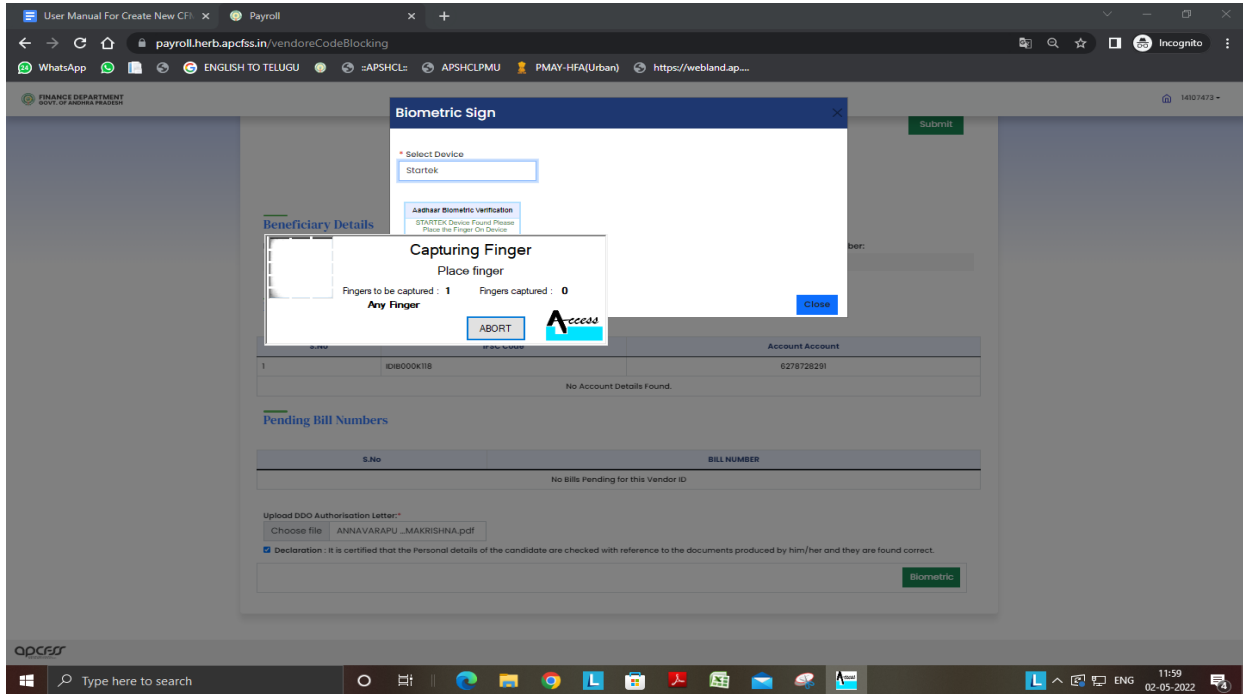
S.No	BILL NUMBER
No Bills Pending for this Vendor ID	

**Upload DDO Authorisation Letter:\***

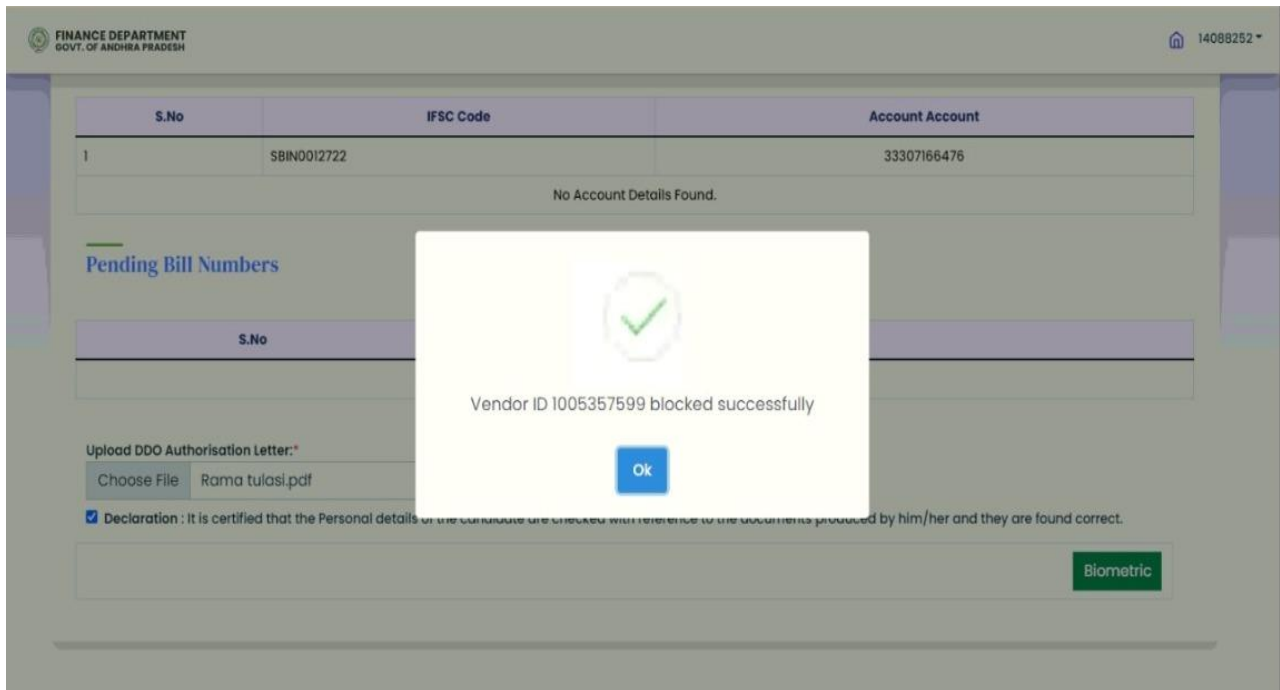
No file chosen

**Declaration :** It is certified that the Personal details of the candidate are checked with reference to the documents produced by him/her and they are found correct.

5. After uploading the DDO authentication letter click on Biometric and DDO should authenticate by selecting the Required device.



6. After Final submit we can get the Vendor ID Blocked Successfully message.



**Declaration of DDO for Vendor Id Blocking**

1 Department:

4 DDO Code:

2 Office:

5 DDO Designation:

3 Head of Office:

Sri./Smt./Kum....., a candidate for appointment to the post of ..... in the office of ..... and whose personal details are:

Bank A/c No.: .....

IFSC.....,

Aadhar:.....

PAN:.....

is having a Beneficiary/Vendor Id: ..... in the CFMS and the individual have consented for blocking the Id in order to have a new employee ID. Therefore, It is hereby proposed to block the said Id.

Date:

Signature with office seal

Place:

Name :

Designation: