ebizframe

Purchase

Version 7.4

USER OPERATION MANUAL

CLIENT: **Ebizframe Neo**

PREFACE

Welcome To ebizframe Purchase

Congratulations on your choice of ***ebizframe*** Purchase for your organisation. This package is a part of ***ebizframe*** from Eastern Software Systems. It is a powerful and flexible software, designed to take care of operations of a Purchase department of any organisation.

Who Should Use This Manual?

This document is intended for anyone who knows about the operations of Purchase department. It is assumed that you are familiar with Microsoft Windows interface and using toolbars, menus, dialog boxes, and operating a mouse.

How To Use This Manual?

This manual is designed to help you quickly learn to use ***ebizframe*** Purchase. Use this manual as a reference guide to acquaint yourself with the features of ***ebizframe*** Purchase. In case you need assistance while working with any option, look up the particular topic in the table of contents and refer to the specified page number in the manual. The manual explains each option in detail and also gives important notes on each option.

How This Manual Is Organised?

This manual has been divided into chapters to facilitate easy access to specific topics. The chapter-wise distribution is as follows:

Chapter 1: Getting Started
Chapter 2: Overview of ***ebizframe*** Purchase
Chapter 3: Purchase
Chapter 4: Imports
Chapter 5: Reports
Chapter 6: Definitions
Appendix

Table of Contents

1.0 GETTING STARTED

1.1 TOOLBAR AND HELPTIPS

The Toolbar on all *ebizframe* screens contains buttons that give you quick access to common commands. To choose a command, simply click the appropriate button. Following are the buttons included in the toolbar:

Add View Edit Delete Cancel save Exit Forward Attach or view Document

In addition, *ebizframe* Purchase displays short messages called Help Tips at the bottom of your screen to assist you while entering data.

Note:

Help  button is provided, to assist the user with the purpose and procedure of the following options of *ebizframe* Purchase:

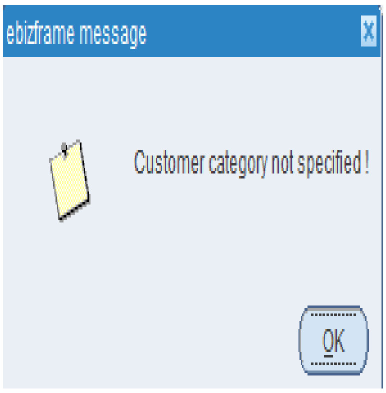
- Purchase Order (Local)
- Purchase Bill (Domestic)
- Purchase Bill (Import)

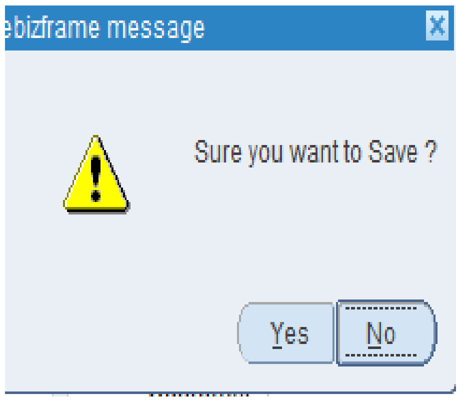
1.2 SYSTEM MESSAGES

ebizframe displays a message box when it wants you to respond to something (usually an error message), or to confirm an action. Message boxes are of many types. In *ebizframe* Purchase, two kinds of message boxes commonly used are:

- When you are required to acknowledge a communication from the system (usually an error message), the message box has only an **OK** button in it.
- When you are required to confirm an action, the message box has the **YES and NO** buttons in it.

Sample System Message Screen (Type1)





Sample System Message Screen (Type2)

1.3 SELECTING DATA FROM A LIST

1.3.1 LIST OF VALUES

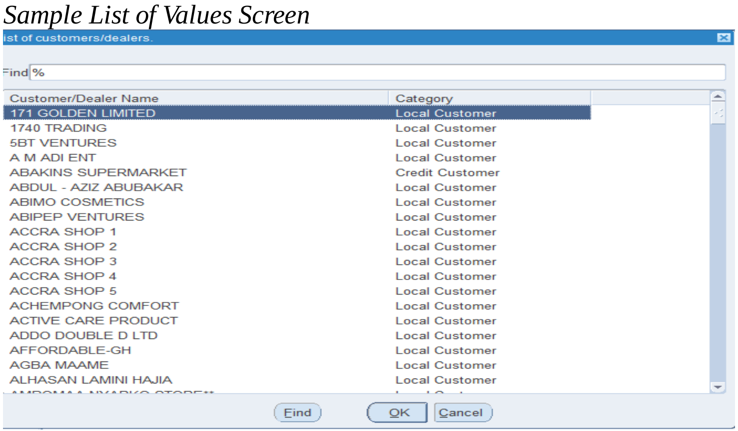
List Of Values (LOV) is a window from which you can view and select valid values for a text item. You can filter the data using the 'Find' field of LOV. By default, LOV displays all the data.

Different criteria for filtering data are:

- **Searching for a string starting with a particular character:** Enter the search criteria followed by % in the 'Find' field and click on **Find** button. For example, if you want to display only those Invoice Numbers that start with 'INV/L', enter 'INV/L%' in the 'Find' field and click on **Find** button.
- **Searching for a string containing a particular embedded character:** Enter % followed by the embedded character in the 'Find' field and click on **Find** button. For example, if you want to display all Invoice Numbers with 'I' somewhere in the string, enter '%I' and click on **Find** button.
- **Searching for a combination of characters in the various columns of the LOV:** Enter % followed by the combination of characters in the 'Find' field and click on **Find** button. For example, if you want to display a combination of Invoice Number starting with 'I' and Invoice Date starting with '01', enter '%I01' in the 'Find' field and click on **Find** button.

Sample List of Values Screen

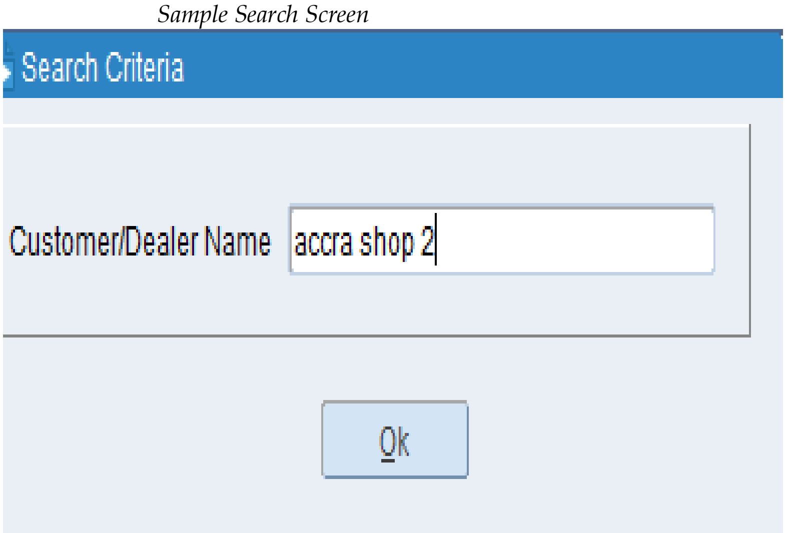
Sample List of Values Screen



1.3.2 SEARCH STRING

You can further reduce your search time using search strings. These are available on specific toolbar icons and list of values. On clicking the toolbar icon or list of values, a new screen is displayed. Enter the required search string on specific field. Click on **OK** button. All values matching the search string are displayed. If no value is entered, all values are displayed.

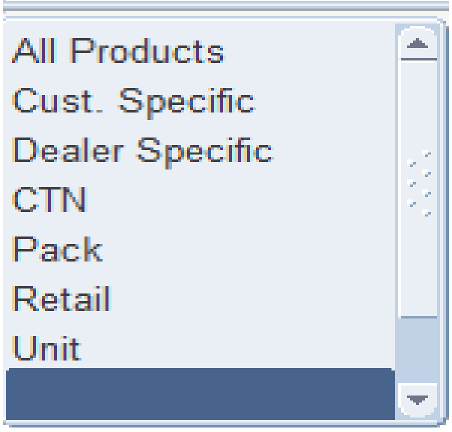
Sample Search Screen



1.3.3 DROPDOWN LIST

Click a text box with an arrow pointing downwards to display pre-defined values for that particular field. You can select the data from the values in the list.

Sample Dropdown Screen



1.4 REPORT WINDOW

Before any report generation takes place, a report window is displayed. This window contains fields like:

Specifications — You may be required to enter certain data/specifications, which can vary for different reports.

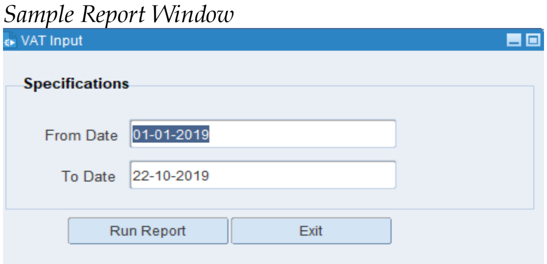
Output To — Specifies the destination of the processed report. Select destination as Screen (Online) or File (Offline).

File Name — In case the destination selected is File, specify the file name where the output should be directed.

Description — In case the destination selected is File, specify description of file.

Run Report — Click on this button to process the report.

Sample Report Window



Note:

- You can generate offline reports, where the report output can be stored in a specified file. Once the report is stored, it can be viewed as and when required.
- You can generate reports in Landscape or Portrait formats. Reports where the type of format is displayed along with the report heading can be generated in the specified format only.

2.0 OVERVIEW OF ebizframe PURCHASE

Purchase department aims at making available the required materials of the right quality, in the right quantity and at the right price, to different departments for the smooth functioning of the organisation. Purchase department interacts with different departments of the organisation, suppliers, sub-contractors and service providers.

ebizframe Purchase will streamline the Purchase routine by carrying out the following functions:

- Receiving indents from various departments.
- Carrying out enquiries and obtaining offers for supply.
- Selecting and evaluating Suppliers and Sub-contractors with regard to price, quality, reliability and delivery time.
- Carrying out purchase negotiations.
- Placing orders with Suppliers and Sub-contractors.
- Generating the Purchase Bill.
- Generating the Service Bills.

The Purchase routine starts with the generation of Purchase Requisition for various items followed by sending Request For Quotation to various suppliers. On receiving Quotations from suppliers, evaluation is done on the basis of various criteria. Purchase Order is generated for selected suppliers. Purchase can also be made from suppliers who are based overseas. In these cases of import of material, the procedure remains the same, except that some additional information; such as, FZB application details and clearing & costing details are needed to be specified in ***ebizframe*** Purchase.

Details of the services provided by the service providers can also be recorded. The authorised Service Bill details are posted to ***ebizframe*** Finance. Cancellation of an authorised Service Bill is also possible.

On receipt of invoice from Supplier/Sub-contractor/Overseas Supplier, Purchase department generates a Purchase Bill (Domestic or Import). Cancellation of Purchase Bill is also possible.

ebizframe Purchase Menu

ebizframe Purchase has the following menu options:

1* Purchase
2* Fish Purchase
3* Imports
1* Reports
1* MIS Reports
1* Definitions
1* Exit

Purchase option handles all activities related to purchase starting from the point when Purchase department receives a Purchase Requisition till the generation of Purchase Bill. This option takes care of purchase, process activities and service related activities.

Fish Purchase option handles all activities related to purchase of fish starting from the point when Purchase department receives a Fish Manifest till the generation of Purchase Bill. This option takes care of purchase, fish receipt, sorting and fish return activities.

Imports option handles all activities related to import purchases, shipment status tracking, import costing and import reports allowing the user to have complete control of imports.
In **Definitions** option, all the Master data used in ***ebizframe*** Purchase is defined. You can add, modify or view the details of suppliers, sub-contractors, items in which they deal and the details of the contracts.

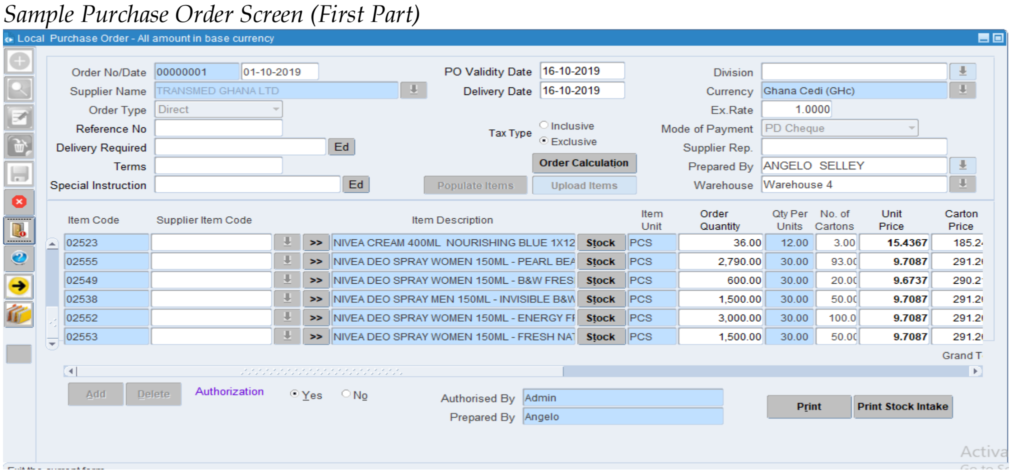
Choosing **Exit** takes you out of ***ebizframe*** Purchase.

3.0 PURCHASE

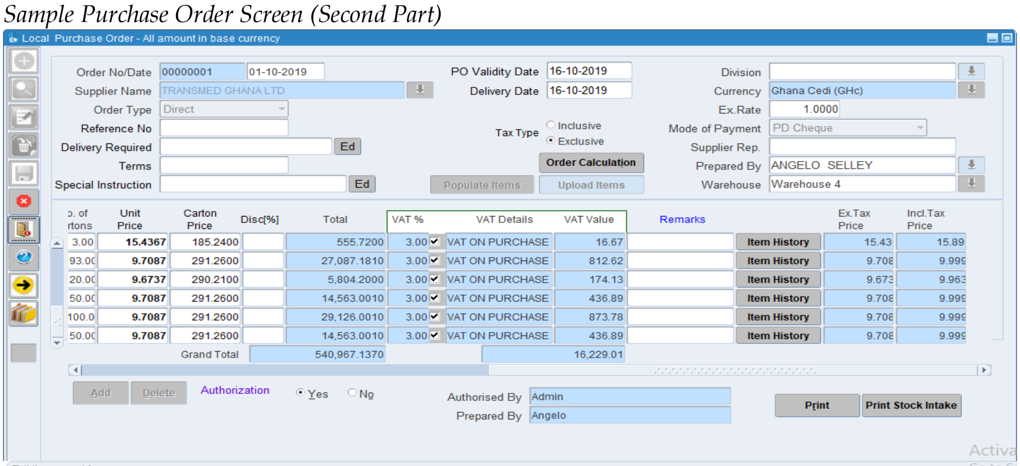
3.1 PURCHASE ORDER (LOCAL)

Purpose:
Once the required quotations have been received from the suppliers, execute the Supplier Quotation Analysis report in MIS Reports to identify the best supplier based on quotation details. On selecting a supplier, a Purchase Order can be prepared by Purchase department and sent to the supplier. This authorises him to supply a specified quantity and quality of materials as per the Purchase Order.

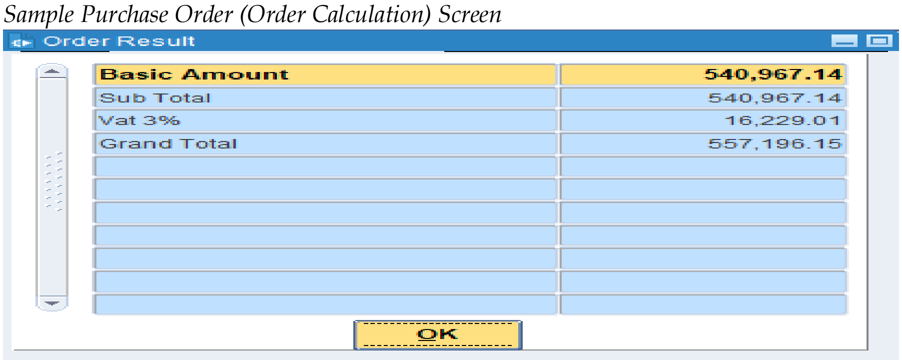
Sample Purchase Order Screen (First Part)



Sample Purchase Order Screen (Second Part)



Sample Purchase Order (Order Calculation) Screen



Procedure:

To Generate A Purchase Order

Click **Add** on the toolbar. Enter the Order Date. Click on LOV button of Supplier Name. A new screen is displayed. Enter the search string for Supplier Name. Click on **OK** button. Select the Supplier Name from list of values. Search string is also available for Item Code. Select corresponding supplier Quotation Number from list of values. Currency and Currency Rate are displayed. Select Mode of Payment (cash or credit) from dropdown list. Enter Reference Number and Remarks, if any. Enter the Delivery Date and record the specifications of Delivery Required. Credit Days along with Purchase Requisition Number(s) and corresponding item details are displayed as given in the supplier quotation. For each item ordered, enter the Quantity to be ordered. Select Authorise as 'Yes' or 'No' by clicking on the appropriate radio button. In case you select 'Yes', enter name of Authorised User and the valid Password (as defined in ***ebizframe*** System Administration). Click on **OK** button. To add a new item detail, click on **Add** button. To delete an item detail, select a particular row and click on **Delete** button. Following buttons are provided for additional information:

Order Calculation

This option displays the final calculated order. Calculation is based on the other details and taxes specified.

Payment Terms

This option displays the agreed payment terms between the company and the supplier.
Click **Save** on the toolbar to save. Purchase Order Number is generated on saving the record.

To Edit Purchase Order

Click **Edit** on the toolbar. You cannot change order details. Edit is possible only for converting un-authorised orders into authorised orders. Make the required changes and save.

To View Purchase Order Details

Click **View** on the toolbar. A new screen is displayed. Enter the search string for Purchase Order Number. Click on **OK** button. Select Purchase Order Number from list of values. All the corresponding details are displayed.

To Forward Purchase Order

Click **forward** on the toolbar. A new screen is displayed. Select the Workflow Status from list of value and then Forward to User name then enter Remarks. Click on **save button to Saved.**

To Attach or View Document.

Click **Attach or View Document** on the toolbar . A new screen is displayed. Select Document type then Select Document Reference number and enter other all other details and click on save button.

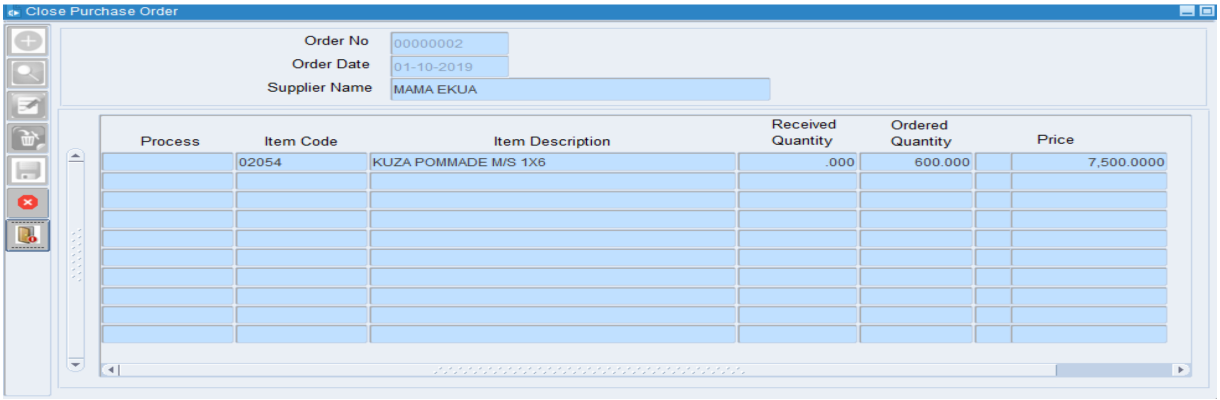
Note:

- Unless the Purchase Order is authorised, no material can be received in Inventory against the Purchase Order.
- Date of delivery cannot be less than system date.
- User cannot edit information displayed in Order details.
- Once Purchase Order is placed, details of Purchase Requisition, Request for Quotation (Purchase) and Supplier Quotation can neither be altered nor deleted.
- You cannot un-authorise an authorised order.

3.2 CLOSE PURCHASE ORDER

Purpose:
If for any reason, it is decided to stop further transactions against a purchase order, you can use this option to close an existing purchase order.

Sample Close Purchase Order Screen



Procedure:

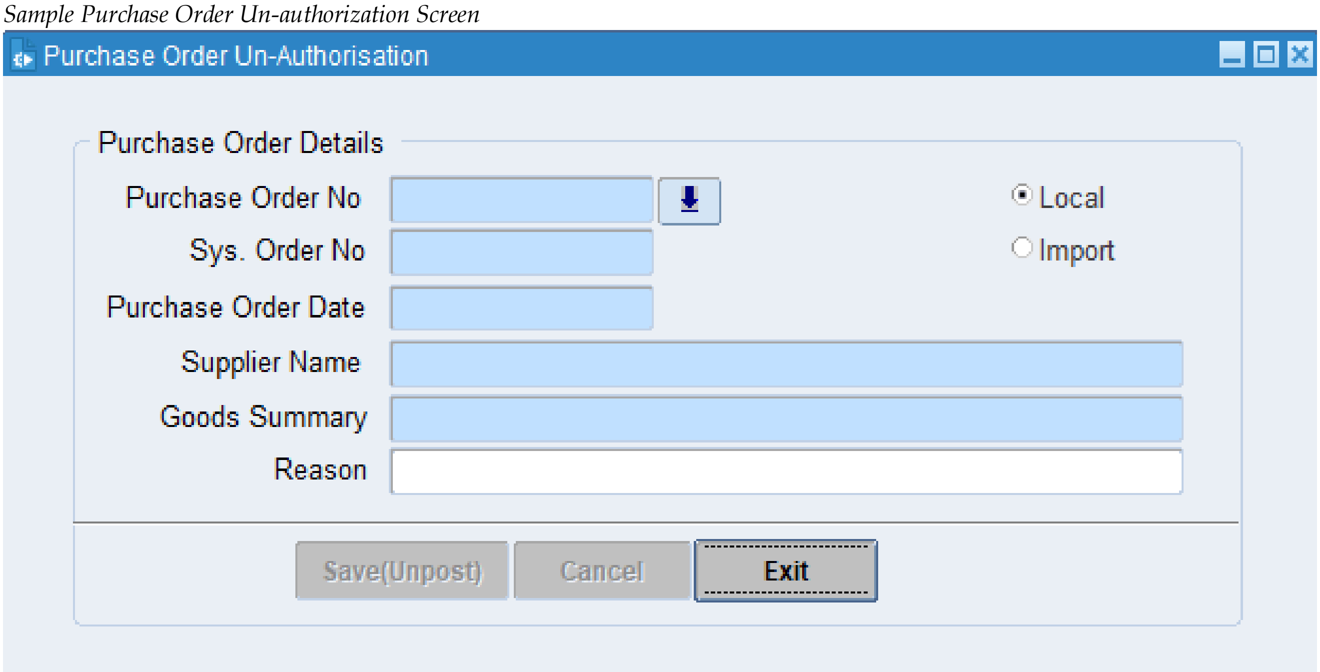
To Close Purchase/Process Order

Click on the toolbar. A new screen is displayed. Enter the search string for Order Number. Click on **OK** button. Select Order Number from list of values. Corresponding Purchase/Process order details are displayed. Click on the toolbar to close the Purchase/Process Order.

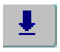
3.3 PURCHASE ORDER UN-AUTHORIZATION

Purpose:
If for any reason, after a particular transaction a user wants to un-authorise a purchase order being it Local or Import purchase, this form can be used to execute such a transaction.

Sample Purchase Order Un-authorization Screen



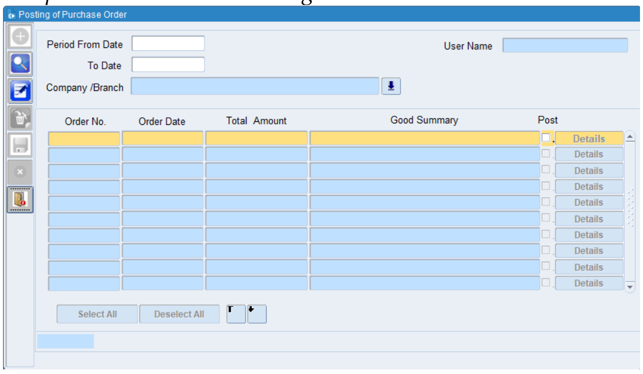
Procedure:
To Un-Authorise a purchase order

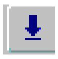
Click  a new screen would show for user to select the Purchase Order number. Give a reason to which you want to un-authorise the Purchase and click on the **Save (Unpost)** to finally un-post and save the transaction.

3.5 PURCHASE ORDER POSTING

Purpose: If purchase order is made and user fails to post the purchase the pictorial displayed below enables the user to post the transaction.

Sample Purchase Order Posting Screen



Procedure
To post a transaction/purchase order click **Edit**, a new window/screen would appear enter the user name and password and click on **OK** or hit on the **enter** key on your keyboard. Click on  to select the Reference Company to show all un-posted transactions from the selected company.

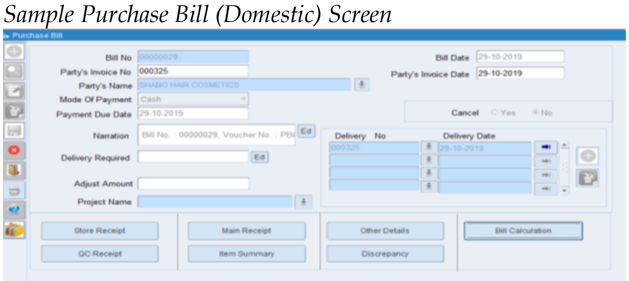
Once the transactions a shown on your screen, check the checkbox below **Post** to select the purchase transaction to post. Then, click **Save** to save the transaction.

3.6 PURCHASE BILL (DOMESTIC)

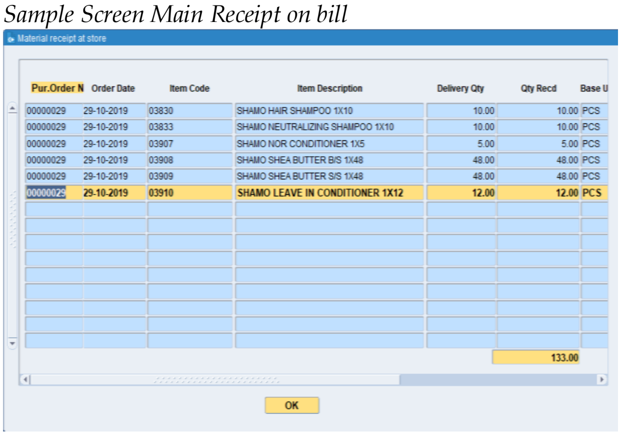
Purpose:

Purchase bill is a statement of materials supplied by a Supplier/Sub-contractor. It details the price charged by the Supplier/Sub-contractor. Supplier despatches the invoice along with the goods to the Inventory department. The goods are checked against the order placed by Purchase department to the Supplier/Sub-contractor. If there is any discrepancy, it is reported while forwarding invoice to Purchase department, which is recorded in Purchase Bill. In Purchase Bill, adjustment against advance payment can also be made. Details of Main Store Receipt, QC Receipt and Store Receipt as recorded in ***ebizframe*** Inventory can be viewed in Purchase Bill. Purchase department on receipt of invoice scrutinises it and prepares the Purchase Bill and relevant Voucher updations are made in ***ebizframe*** Finance. This option also allows cancellation of an authorised Purchase Bill.

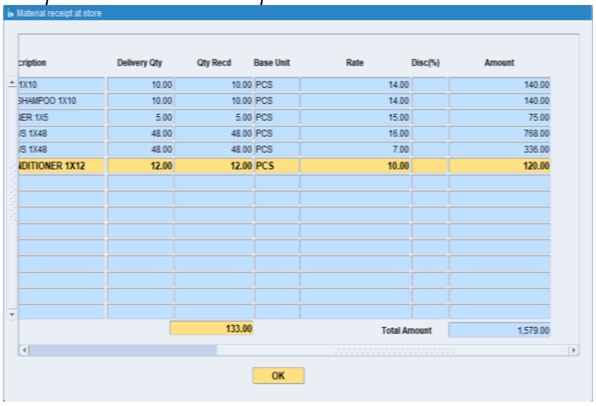
Sample Purchase Bill (Domestic) Screen



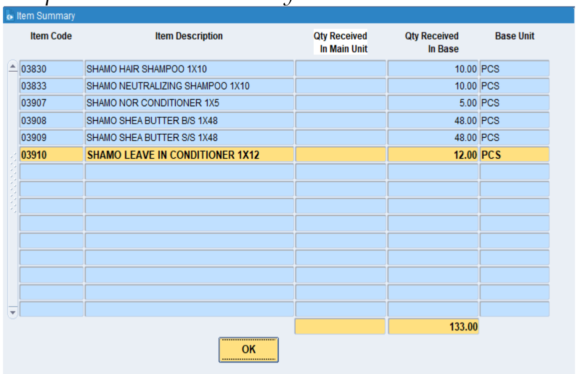
Sample Screen Main Receipt on bill



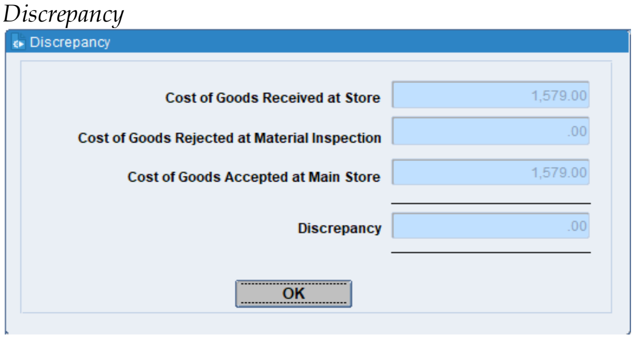
Sample Screen Main Receipt on bill



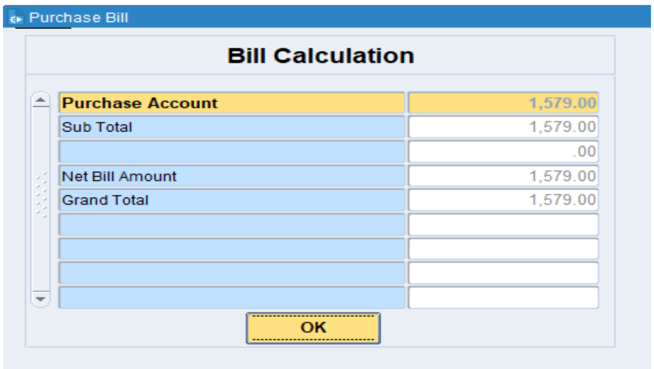
Sample Screen item Summary on bill



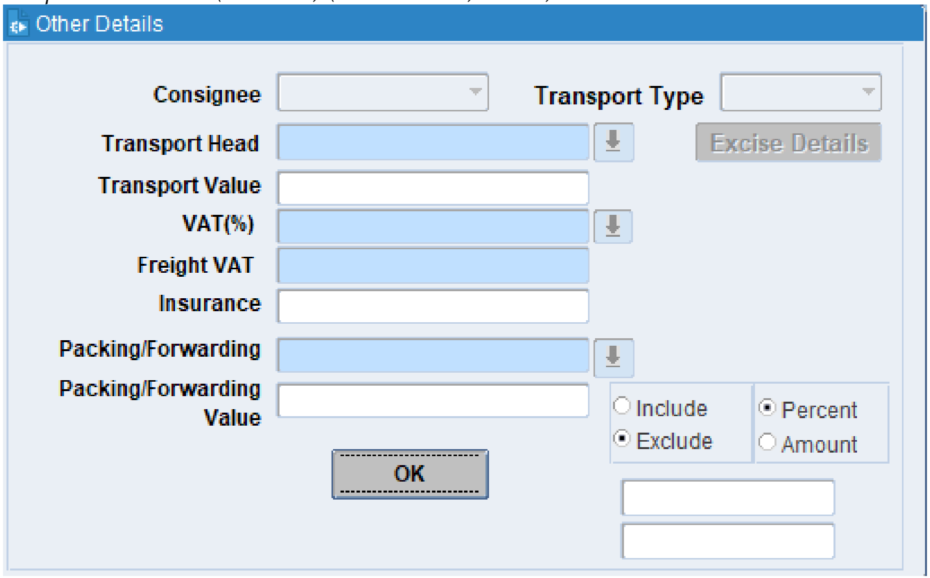
Discrepancy



Bill Calculation



Sample Purchase Bill (Domestic) (Other Details) Screen)



Procedure:

To Generate A Purchase Bill (Domestic)
Click **Add** on the toolbar. Click on LOV button of Supplier Name. A new screen is displayed. Enter the search string for Supplier/Sub-contractor Name. Click on **OK** button. Select Supplier/Sub-contractor Name from list of values. Select Challan Number from list of values. Payment Due Date and Bill Date are shown as the system date by default but can be changed. Enter Invoice Number and Invoice Date. Select Payment terms as cash or credit from dropdown list. In case of credit the Payment Due Date is automatically calculated by adding the Credit days of the Purchase Order to the date of receipt of material into stores. If bill is made against multiple Purchase Orders, then the Payment Due Date will be blank. In that case enter Payment Due Date. Enter appropriate remarks in Delivery Required.

Following buttons are provided for additional information:

Other Details
Select the Consignee (Bank/Direct) from dropdown list. Select Freight, Freight Type (To Pay/To Bill) from list of values and enter the Freight Amount. Enter the Insurance Value and Discount.

Details of Discrepancies, Store Receipts, QC (Quality Control) Receipts and Main Receipts are recorded in the ***ebizframe*** Inventory can be viewed here by clicking the corresponding button as follows:

Store Receipt
Store receipt displays the details of the various items along with their individual costs, total cost of goods received at the store from the supplier and item-wise discount.

QC Receipt
Quality Control receipt displays the item details and quantities of acceptable items along with their item-wise costs, item-wise discount and the total cost of accepted goods. This cost excludes the rejected goods and the goods that are reworkable.

Main Receipt
Main Store receipt displays the item-wise details and the quantities received at the Store, quantities accepted at QC and the quantities accepted at the Main Store. It also shows the item-wise costs, item-wise discount and total cost of accepted goods.

Discrepancy
The cost of goods received at the store should be equal to the sum of the cost of goods rejected at the QC and the cost of goods accepted at the main store, keeping in view Rejection Allowance. If there is any discrepancy, it is reported here.

Bill Calculation
Bill Calculation displays the final calculated bill. On clicking on this button, all purchase accounts are displayed automatically against which the basic amount is to be adjusted. Select the relevant account.

Click **Save** on the toolbar to save. Purchase Bill Number and Serial Number are generated.

To Edit Purchase Bill (Domestic) details
Click **Edit** on the toolbar. To cancel Purchase Bill, click on appropriate radio button. Make the required changes and save. On cancellation of Purchase Bill, a Journal Voucher is posted in ***ebizframe*** Finance. The Journal Voucher reverses the financial entries made against the Purchase Bill earlier.

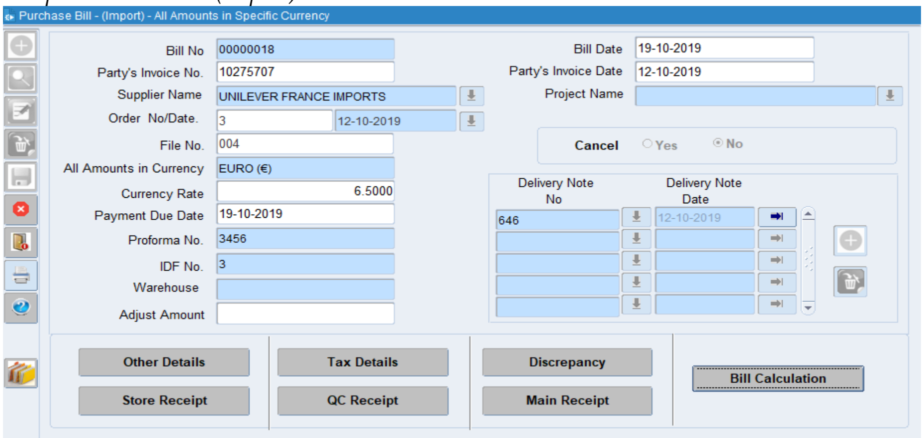
To View Purchase Bill (Domestic) Details
Click **View** on the toolbar. A new screen is displayed. Enter the search string for Purchase Bill Number. Click on **OK** button. Select the Purchase Bill Number from list of values. Corresponding details are displayed.

Note:
- ***ebizframe*** Finance should have an account of the selected supplier.
- Bill calculation cannot be altered.

3.7 PURCHASE BILL (IMPORT)

Purpose:
Purchase Bill (Import) is a statement of materials supplied by overseas suppliers. It also details the price charged by the suppliers. Supplier despatches the invoice along with the goods to the Inventory department. The goods are checked against the order placed by Purchase department to the supplier. If there is any discrepancy, it is reported while forwarding invoice to Purchase department and is recorded in Purchase Bill. Details of Main Store Receipt, QC Receipt and Store Receipt as recorded in ***ebizframe*** Inventory can be viewed in Purchase Bill. Purchase department on receipt of invoice scrutinises it and prepares the Purchase Bill and relevant Voucher updations are made in ***ebizframe*** Finance. This option also allows cancellation of an authorised Purchase Bill.

Sample Purchase Bill (Import) Screen



Procedure:

To Generate Purchase Bill (Import)
Click **Add** on the toolbar. Click on LOV button of Supplier Name. A new screen is displayed. Enter the search string for Supplier Name. Click on **OK** button. Select Supplier Name from list of values. Payment Due Date is displayed. Enter Invoice Number and Invoice Date. Specify the Challan Number from the list of values.

Following buttons are provided for additional information:

Other Details
Select Consignee from the dropdown list and Freight from the list of values. Enter the Freight Value, Insurance Value, Loading/Local Agency Commission, Miscellaneous Charges and Landing Charges. Custom Duty Payable is displayed.

Click on **Excise Details** button. A new screen is displayed. Excise Description, Opening Balance and Excise Amount as defined in ***ebizframe*** Inventory are displayed. Excise Amount to be paid against an item with classification other than 'Capital Goods' is displayed. For 'Capital Goods' excise is claimed from 'Commissioning of Capital Goods' option in ***ebizframe*** Inventory.

Tax Details
Tax Details lists the various taxes and deductions that may be applicable. Tax is calculated on Basic or Subtotal. Select the relevant taxes by marking in the appropriate checkbox.

Details of Discrepancies, Store Receipts, QC Receipts and Main Receipts are recorded in the ***ebizframe*** Inventory and can be viewed here by clicking the corresponding buttons:

Discrepancy
The cost of goods received at the store should be equal to the sum of the cost of goods rejected at the QC and the cost of goods accepted at the main store. If there is any discrepancy, it is reported here.

Store Receipt
The Store receipt lists the details of the various items along with their individual costs and the total cost of goods received at the store from the supplier and item-wise discount.

QC Receipt
Quality Control receipt displays the item details and quantities of acceptable items along with their item-wise costs, item-wise discount and the total cost of accepted goods. This cost excludes the rejected goods and the goods that are reworkable.

Main Receipt
Main Store receipt lists the item-wise details and the quantities received at the Store, quantities accepted at QC and the quantities accepted at the Main Store. It also shows the item-wise costs, item-wise discount and the total cost of accepted goods.

Bill Calculation
Bill Calculation displays the final calculated bill. On clicking this button, all purchase accounts are displayed automatically against which the basic amount is to be adjusted. The relevant account may be selected.
Click **Save** on the toolbar to save. Purchase Bill Number is generated.

To Edit Purchase Bill (Import) details
Click **Edit** on the toolbar. To cancel Purchase Bill, click on appropriate radio button. Make the required changes and save. On cancellation of Purchase Bill, a Journal Voucher is posted in ***ebizframe*** Finance. The Journal Voucher reverses the financial entries made against the Purchase Bill earlier.

To View Purchase Bill (Import) Details
Click **View** on the toolbar. A new screen is displayed. Enter the search string for Purchase Bill Number. Click on **OK** button. Select the Purchase Bill Number from list of values. Corresponding details are displayed.

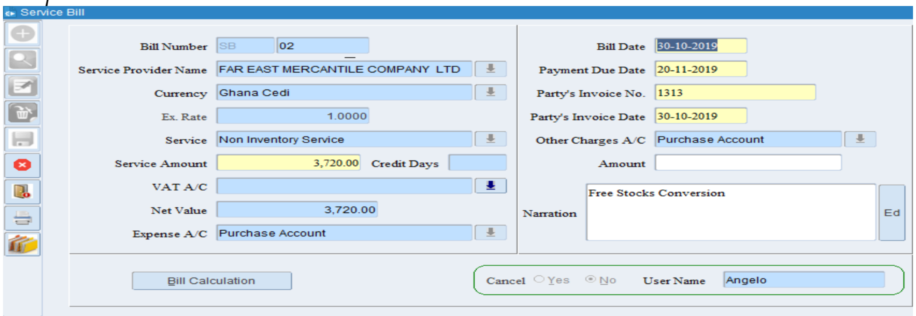
To Attach or View Document.
Click Attach or View Document on the toolbar. A new screen is displayed. Select Document type then Select Document Reference number and enter other all other details and click on save button.

Note:
1* ***ebizframe*** Finance should have an account of the selected supplier.
2* Bill calculation cannot be altered.

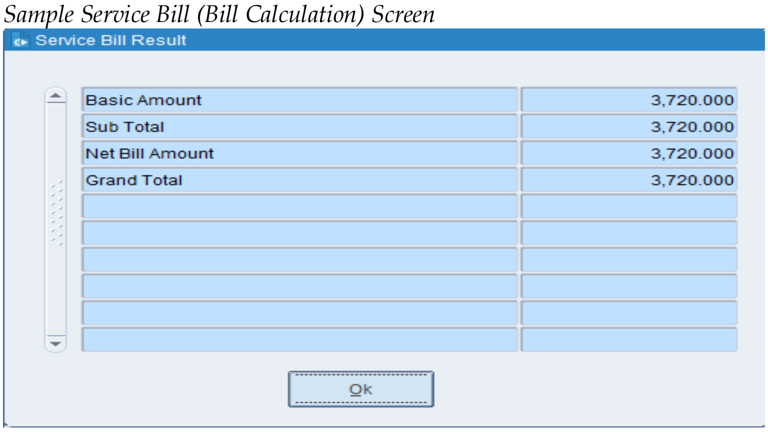
3.8 SERVICE BILL

Purpose:
Service Bill is a statement of services provided by the service contractor. This option allows you to record details of service bill, authorise and post the authorised service bill details to ***ebizframe*** Finance. This option also allows you to cancel an authorised Service Bill.

Sample Service Bill Screen



Sample Service Bill (Bill Calculation) Screen



Procedure:

To Generate A Service Bill
Click **Add** on the toolbar. Click on LOV button of Bill Number (Bill Number concatenated with a sequential number is the Contract Number). A new screen is displayed. Click on **OK** button. Select Service-contractor from list of values. Enter Party's Invoice Number and Invoice Date. Enter Bill Date (system date by default). Specify Bill Period ('From-To'). Enter Credit Days and Payment Due Date. Specify comments related to bill in Narration. Enter Quantity, Value and Retention (in percentage). Select the purchase account against which basic amount is to be adjusted, on saving the record a Purchase Voucher is generated and posted in ***ebizframe*** Finance and selected account balances are updated.

Tax and Deductions
All the taxes and deductions defined in the ***ebizframe*** Finance are displayed here. Specify whether the tax is on Basic amount, Sub-Total. Select the relevant Tax by marking □ in the checkbox. If tax is applicable on Net value and is same as the associated tax specified for the service contractor in ***ebizframe*** Finance.

Bill Calculation
This option displays the final calculated bill. On clicking on this button, all purchase accounts are displayed automatically against which the basic amount is to be adjusted. Select the relevant account.

Click **Save** on the toolbar to save. Contract Number is generated.

To Edit Service Bill Details
Click **Edit** on the toolbar. Click on appropriate radio button to cancel the Service Bill. All Service Bills are displayed in the displayed list of values. On cancellation of the bill, a Journal Voucher is posted in ***ebizframe*** Finance. The Journal Voucher reverses the financial entries made against Purchase bill earlier. Make the required changes and save.

To View Service Bill Details
Click **View** on the toolbar. A new screen is displayed. Enter the search string for Bill Number. Click on **OK** button. Select the Bill Number from list of values. Corresponding details are displayed.

To Attach or View Document.

Click Attach or View Document on the toolbar. A new screen is displayed. Select Document type then Select Document Reference number and enter other all other details and click on save button.

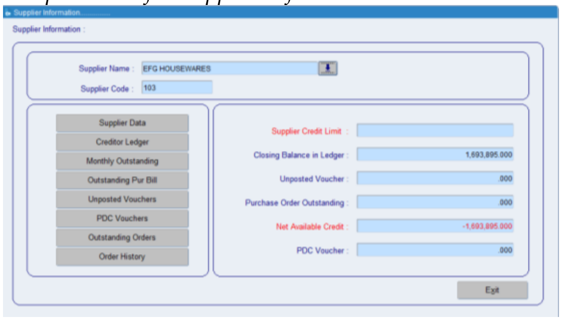
Note:

- To Date should be greater than From Date.
- You cannot edit service bill details once they have been saved.
- Bill Number and Narration corresponding to the voucher are posted in ***ebizframe*** Finance against the contract, only if the bill has been authorised.
- In case duplicate bills are found in the specified period you cannot proceed without defining a different bill period.
- The account of the selected service contractor should be defined in ***ebizframe*** Finance.
- Bill calculations cannot be changed.

3.9 SUPPLIER INFORMATION (DASH BOARD)

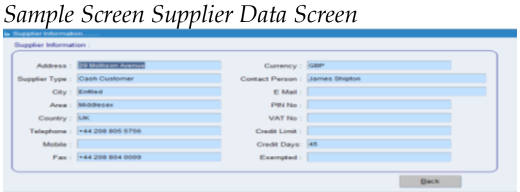
Purpose:
The below supplier information dash board helps a user to view the supplier details on a single screen from supplier data to creditor ledger, monthly outstanding, credit limit, order history. The information can further be used for analytics for a particular supplier.

Sample screen for Supplier information dash board



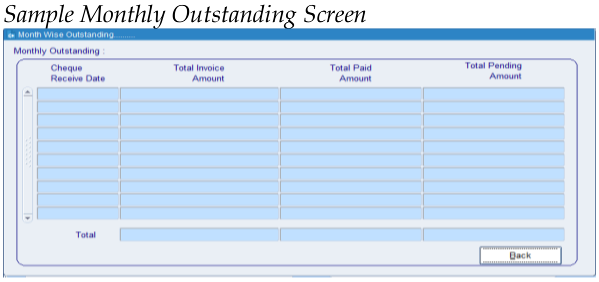
Procedure:
Click to select a particular or preferred supplier to view all the details of the supplier.

Sample Screen Supplier Data Screen



Sample Screen Creditors Ledger

Sample Monthly Outstanding Screen



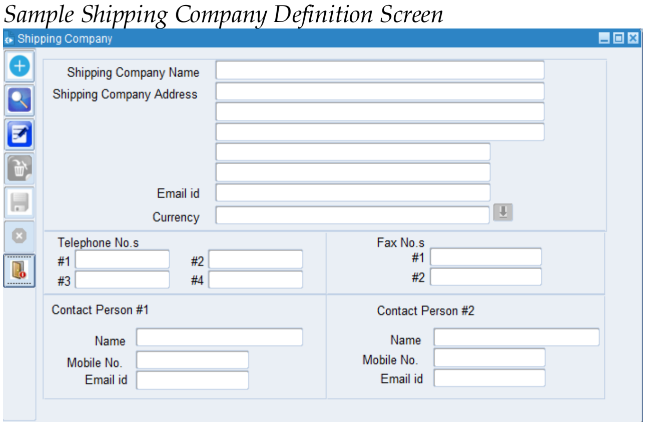
4.0 IMPORTS

4.1 IMPORT MASTERS

4.1.1 SHIPPING COMPANY

Purpose:
To define a shipping company the illustration below to assist the user.

Sample Shipping Company Definition Screen



Procedure:

To Add a Shipping Company:

Click to create a new shipping company. Specify name, address etc. Click on **save** button to save the shipping company.

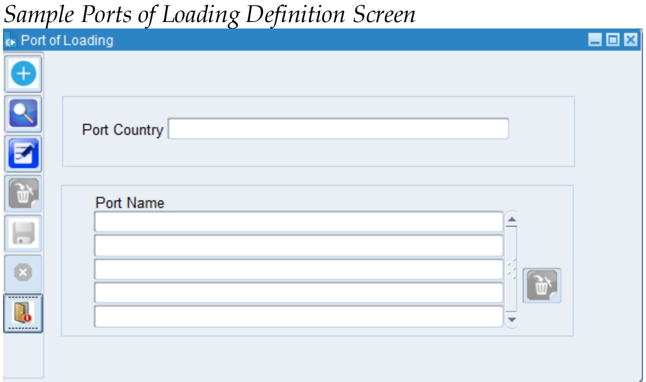
To Edit a Shipping Company:

Click **Edit** button on the toolbar to change the details of a Shipping Company. Select a Shipping Company from the list of Shipping Companies and make necessary changes. Click on **Save** to record the changes done.

4.1.3 PORTS OF LOADING

Purpose:
This form is used to define a ports of loading. The illustration below is to assist the user.

Sample Ports of Loading Definition Screen



Procedure:

To Add a Port of Loading:

Click to create a new Port. Specify Port Country and Port name. Click on **save** button to save the Port of Loading.

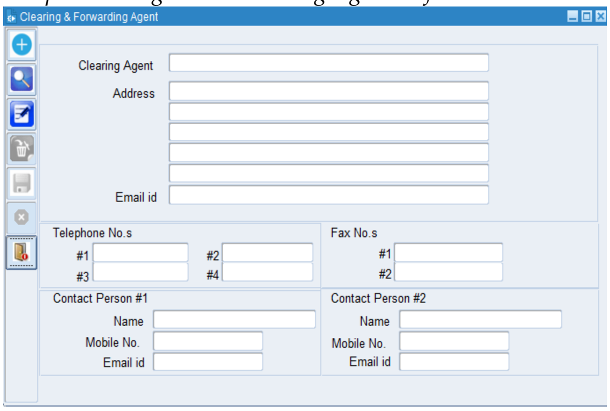
To Edit a Port of Loading:

Click **Edit** button on the toolbar to change the details of a port of loading. Select a Port Country from the list of Countries and make necessary changes. Click on **Save** to record the changes done.

4.1.4 CLEARING AND FORWARDING AGENT

Purpose:
This form is used to define a ports of loading. The illustration below is to assist the user.

Sample Clearing and Forwarding Agent Definition Screen



Procedure:

To Add a Clearing and Forwarding Agent:

Click  to create a new Clearing and Forwarding Agent. Specify Agent Name, address, contact no. etc. Click on **save** button to save the Clearing and Forwarding Agent.

To Edit a Clearing and Forwarding Agent:

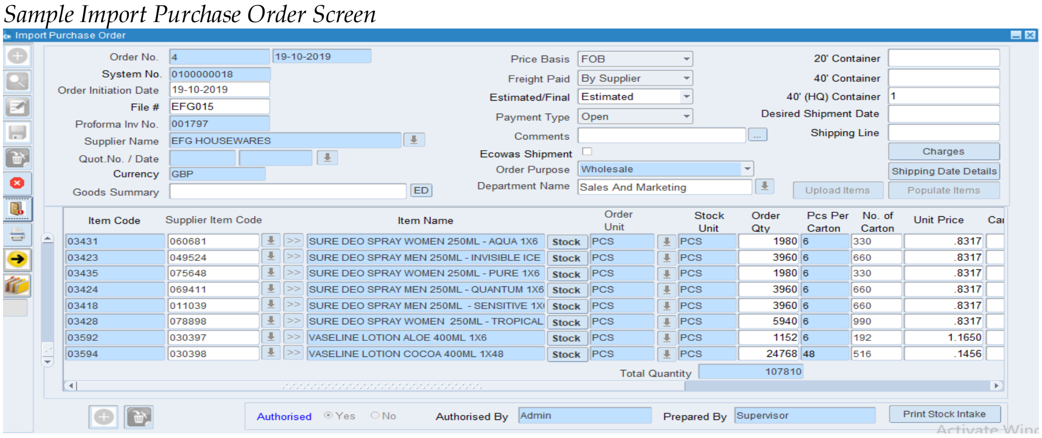
Click **Edit** button on the toolbar to change the details of a Clearing and Forwarding Agent. Select a Clearing and Forwarding Agent from the list of Clearing and Forwarding Agents and make necessary changes. Click on **Save** to record the changes done.

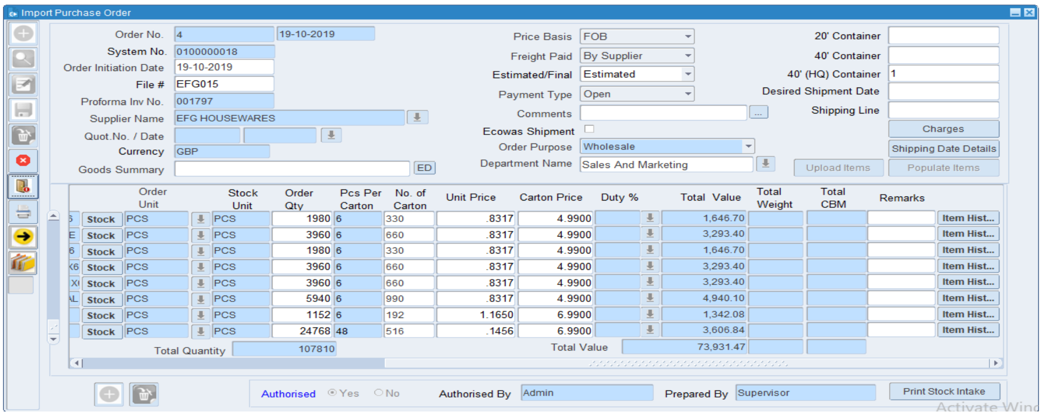
5.2 IMPORT TRANSACTIONS

5.2.1 IMPORT PURCHASE ORDER

Purpose:
Once the required quotations have been received from the suppliers, execute the Supplier Quotation Analysis report in MIS Reports to identify the best supplier based on quotation details. On selecting a supplier, an Import Purchase Order can be prepared by Purchase department and sent to the supplier. This authorises him to supply a specified quantity and quality of materials as per the Purchase Order.

Sample Import Purchase Order Screen





Procedure:

To Generate An Import Purchase Order
Click **Add** on the toolbar. Enter the Order Date. Click on LOV button of Supplier Name. A new screen is displayed. Enter the search string for Supplier Name. Click on **OK** button. Select the Supplier Name from list of values. Search string is also available for Item Code. Select corresponding supplier Quotation Number from list of values. Currency and Currency Rate are displayed. For each item ordered, enter the Quantity to be ordered. Select Authorise as 'Yes' or 'No' by clicking on the appropriate radio button. In case you select 'Yes', enter name of Authorised User and the valid Password (as defined in *ebizframe* System Administration). Click on **OK** button. To add a new item detail, click on **Add** button. To delete an item detail, select a particular row and click on **Delete** button. Following buttons are provided for additional information:

Payment Terms
This option displays the agreed payment terms between the company and the supplier.

Click **Save** on the toolbar to save. Purchase Order Number is generated on saving the record.

To Edit An Import Purchase Order
Click **Edit** on the toolbar. You cannot change order details. Edit is possible only for converting un-authorised orders into authorised orders. Make the required changes and save.

To View an Import Purchase Order

Click **View** on the toolbar. A new screen is displayed. Enter the search string for Import Purchase Order Number. Click on **OK** button. Select Import Purchase Order Number from list of values. All the corresponding details are displayed.

To Forward Purchase Order
Click forward on the toolbar. A new screen is displayed. Select the Workflow Status from list of value and then Forward to User name then enter Remarks. Click on save button to Saved.

To Attach or View Document.

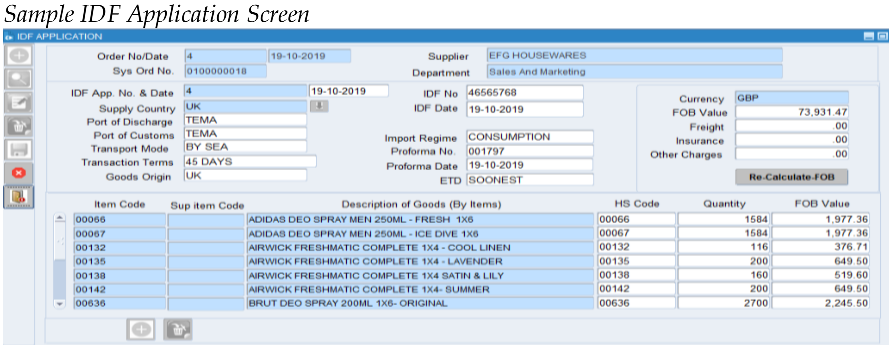
Click Attach or View Document on the toolbar. A new screen is displayed. Select Document type then Select Document Reference number and enter other all other details and click on save button.

Note:
- Unless the Import Purchase Order is authorised, no material can be received in Inventory against the Purchase Order.
- You cannot un-authorise an authorised order.

5.2.2 IDF APPLICATION FORM

Purpose:
This form is used to record the IDF application details along with the Items that were declared at FZB (Free Zone Board).

Sample IDF Application Screen



Procedure:

To Generate A IDF Application Form
Click **Add** on the toolbar. Select the Import Purchase order no. from the list of values. The order details are populated automatically. Specify values for the Supplier Country, port of discharge etc.

Click **Save** on the toolbar to save.

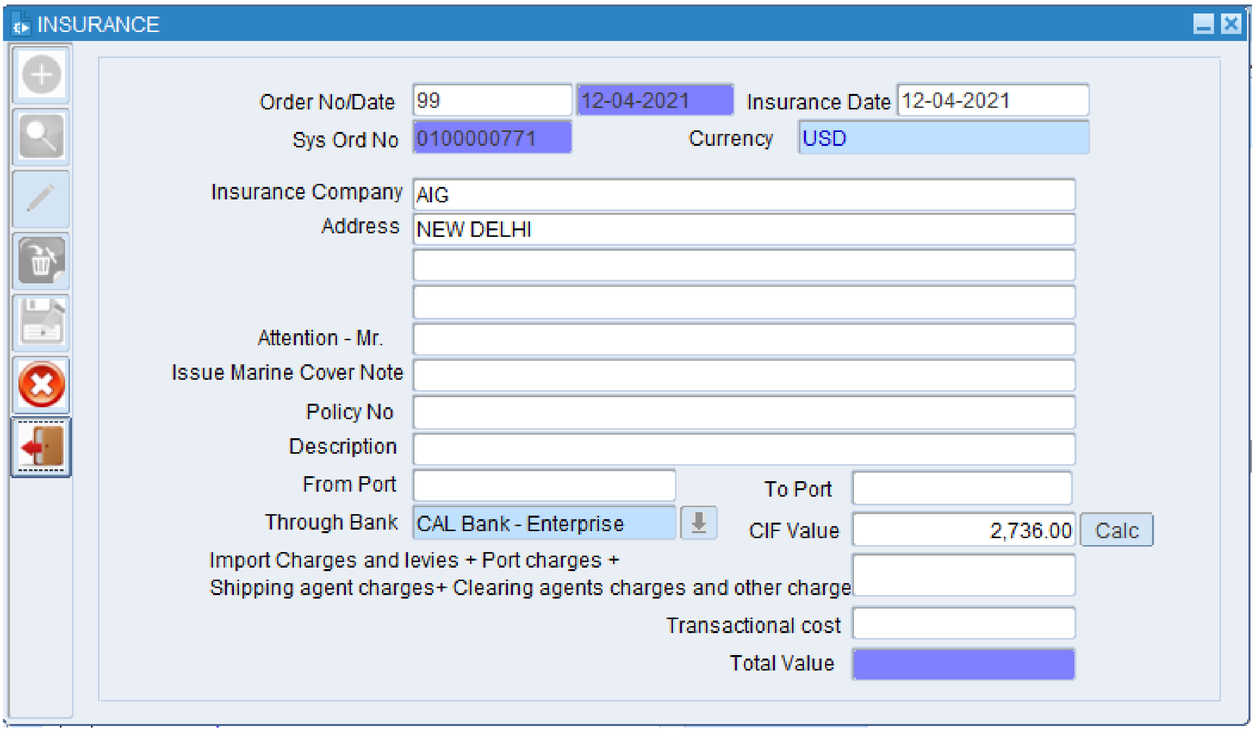
To Edit A IDF Application Form
Click **Edit** on the toolbar. Select the particular FZB application you want to make changes in. Make the required changes and save.

To View A Import Purchase Order
Click **View** on the toolbar. Select FZB Application Number from list of values. All the corresponding details are displayed.

5.2.3 Insurance

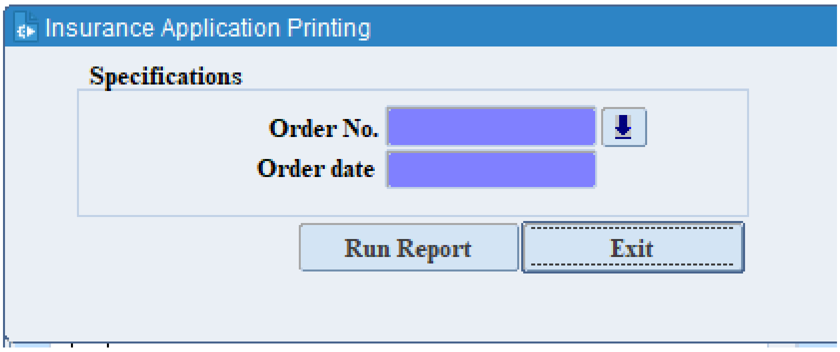
Purpose:

Sample Insurance



5.2.4 Insurance Application Printing

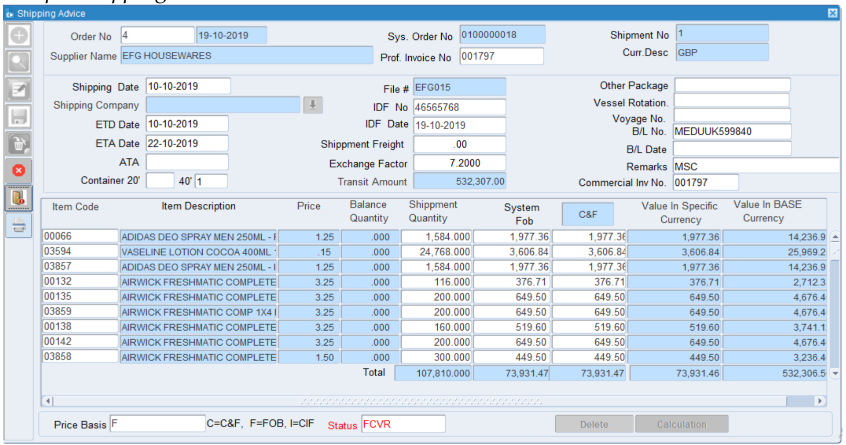
Purpose:



5.2.5 SHIPPING ADVICE

Purpose:
This form is used to record the shipped Items details for a shipment against an import purchase order.

Sample Shipping Advice Screen



Procedure:

To Generate A Shipping Advice
Click **Add** on the toolbar. Select the Import purchase order for which you want make a shipping advice. Enter the values for Shipping Date, ETD date, ETA Date etc. For each shipped item, enter the Shipment Quantity. Total transit amount will be calculated automatically.

Click **Save** on the toolbar to save. Shipment Number for the shipment is generated on saving the record.

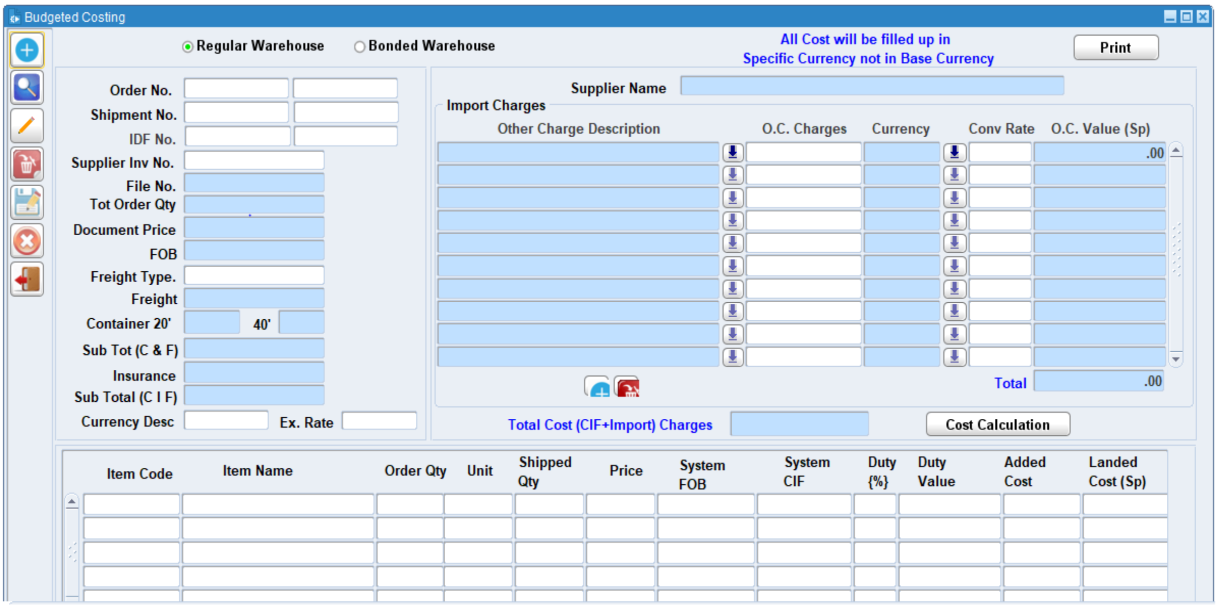
To Edit A Shipping Advice
Click **Edit** on the toolbar. Select the Shipment no. that you want to edit. Make the required changes and save.

To View A Shipping Advice
Click **View** on the toolbar. Select Shipment No. from list of values. All the corresponding details are displayed. Current status of the shipment is also sown at bottom of the form.

5.2.6 Budget Costing

Purpose:
This form is used to record the various charges incurred for budget costing against an import purchase order so as to calculate the landed cost of the items and the whole Import purchase order.

Sample Budget Costing Screen



Procedure:

To Do Budget Costing
Click **Add** on the toolbar. Select the Import purchase order for which you want do the Budget Costing . Enter the appropriate values for various parameters. Click on Save on the toolbar to Save the transaction

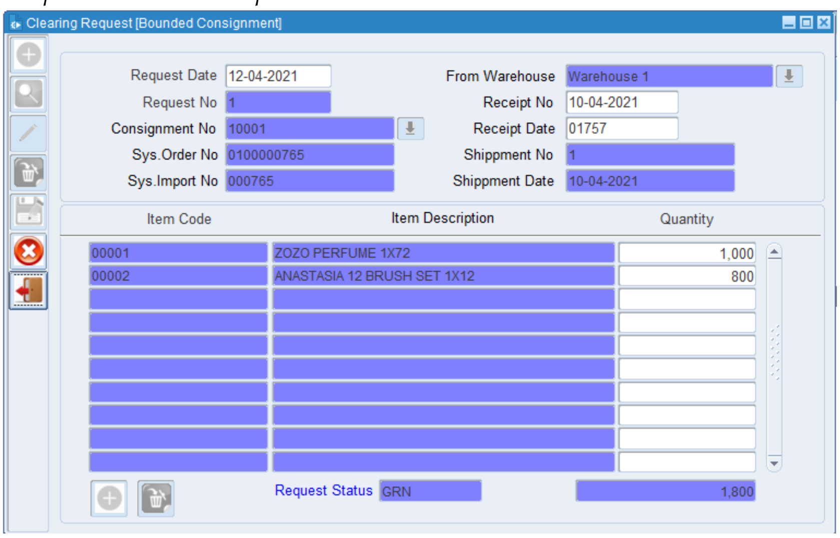
To Edit Budget Costing
Click **Edit** on the toolbar. Select the import purchase order no. that you want to edit. Make the required changes and save.

To View Budget Costing
Click **View** on the toolbar. Select import purchase order no. from list of values. All the corresponding details are displayed.

5.2.7 CLEARING Request

Purpose:
This form is used to record the various clearing expenses incurred for an import purchase order by the clearing agent.

Sample CLEARING Request



Procedure:

To Add a Clearing Bill
Click **Add** on the toolbar. Select the warehouse from the list of values. Then, Select the Consignment no for which you want do the request for clearing. Enter the appropriate values for various parameters.

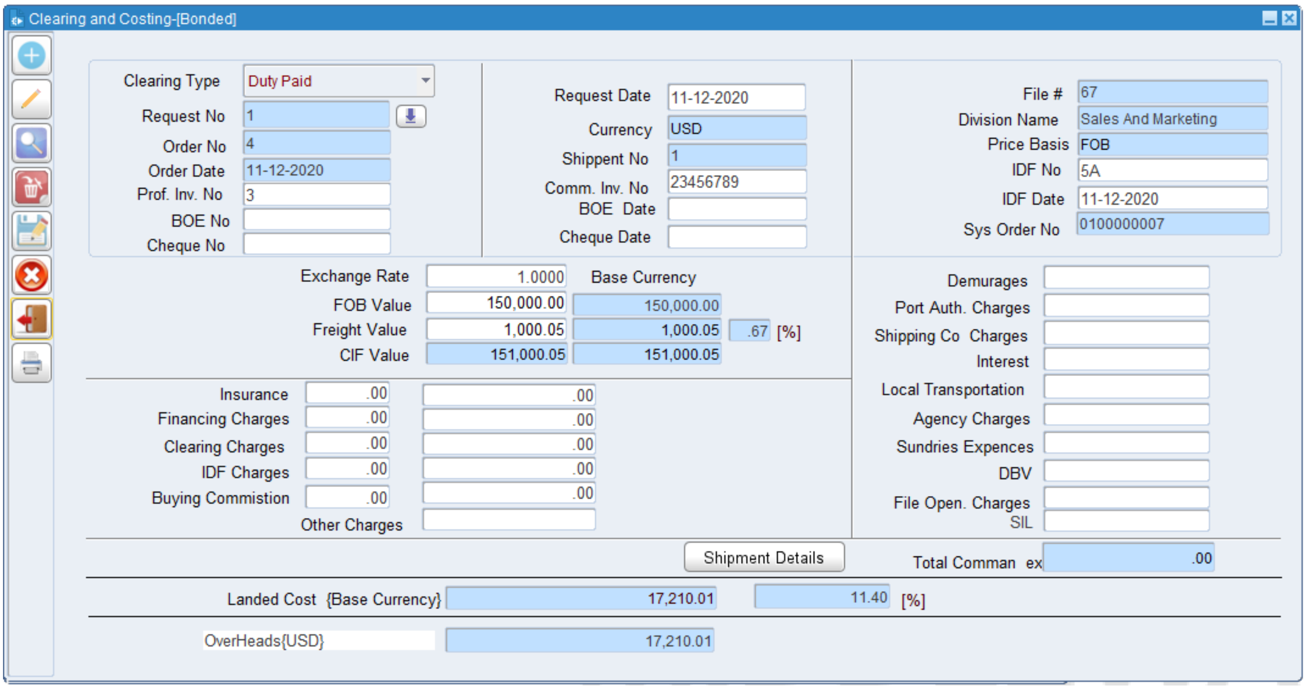
Click **Save** on the toolbar to save.

To View Clearing Bill
Click **View** on the toolbar. Select request no. from list of values. All the corresponding details are displayed.

5.2.8 Clearing and Costing

Purpose:

This form is used for requesting various clearing expenses incurred for an import purchase order by the clearing agent in case of Bonded .



Sample Clearing Costing Screen

Procedure:

To Add a Clearing and Costing

Click Add on the toolbar. Select the request no. from the list of values. Then,Enter the appropriate values for various parameters.

Click Save on the toolbar to save.

To View Clearing and Costing

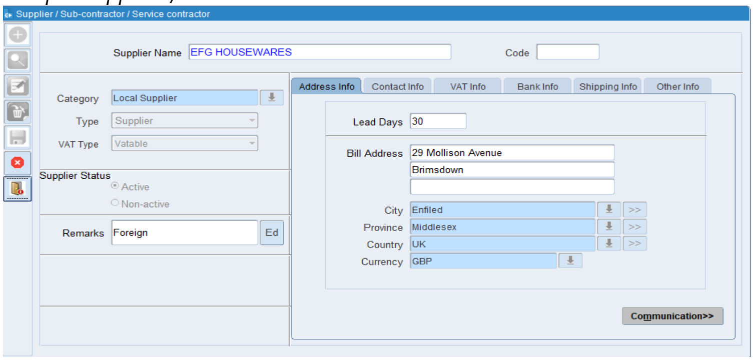
Click View on the toolbar. Select clearing and costing no. from list of values. All the corresponding details are displayed.

7.0 DEFINITIONS

7.1 SUPPLIERS/SUB-CONTRACTORS

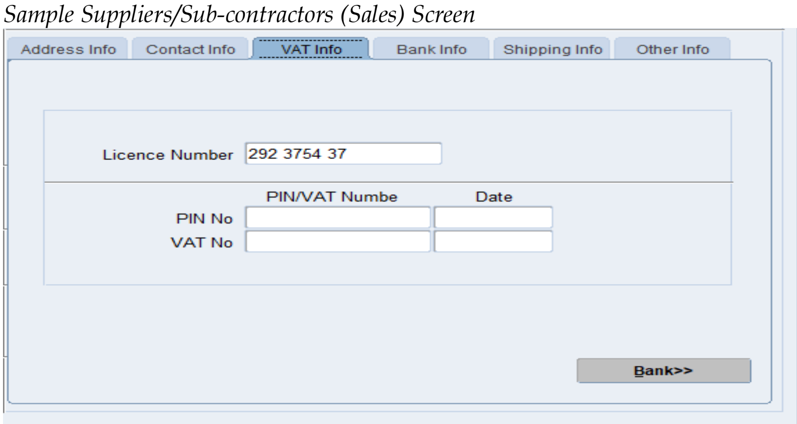
Purpose:
This option allows you to store detailed information regarding Suppliers, Sub-contractors and Service Contractor for future reference or use. You can add, update and view the Supplier, Sub-contractor and Service Contractor information.

Sample Suppliers/Sub-contractors Screen

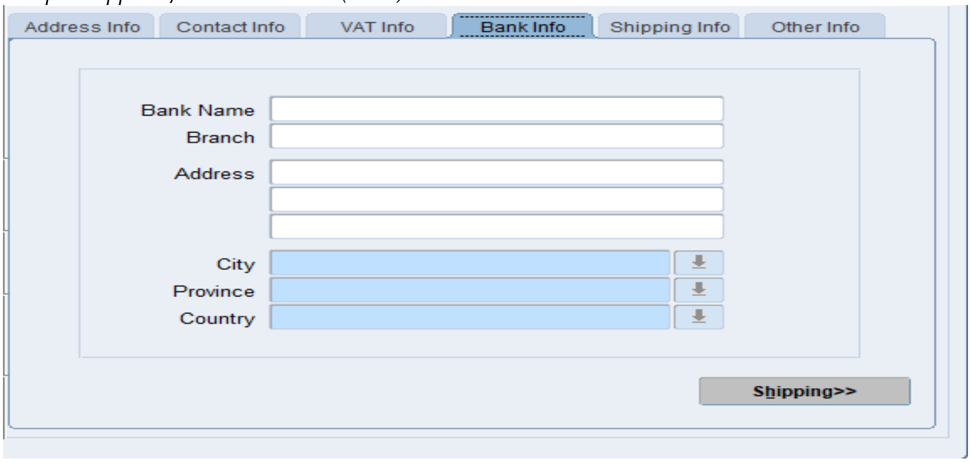


Sample Suppliers/Sub-contractors (Communication) Screen

Sample Suppliers/Sub-contractors (Sales) Screen



Sample Suppliers/Sub-contractors (Bank) Screen



Sample Suppliers/Sub-contractors (Shipping) Screen

Sample Suppliers/Sub-contractors (Others) Screen

Procedure:

To Add A New Supplier/Sub-contractor/Service Contractor
Click **Add** on the toolbar. Enter the Supplier Name and Bill Address. Select Supplier Type (Supplier/Sub-contractor/Service Contractor) from dropdown list. Select City, State and Country from respective list of values. Supplier/Sub-contractor/Service Contractor status is Active when the details are added for the first time. Active status indicates that the company is currently dealing with the particular Supplier/Sub-contractor/ Service Contractor.

Following buttons are provided for additional information:

Communication

Enter the Telephone Number, Fax Number and E-Mail Address of the Party.

Bank

Enter the Bank details like the Bank Name, Branch and Address. Select City, State and Country from respective list of values.

Shipping

Enter Address. Select City, State from respective list of values.

Others

Other details about the Party like Contact Person, Phone Number and Credit Details, Alternate Contact Person Name and Phone Number are displayed.

Click **Save** on the toolbar to save.

To Edit Supplier/Sub-contractor/Service Contractor details

Click **Edit** on the toolbar. A new screen is displayed. Enter the search string for Party Name. Click on **OK** button. Select the Party Name from list of values. You can change all details except Party Name, Country of Bill Address and Party Type. You can also change the status to indicate whether or not the company is dealing with the selected Supplier, Sub-contractor or Service Contractor. In case the company is dealing with the selected Supplier, Sub-contractor or Service Contractor, click on Active otherwise click on Non-active radio button. Make the required changes and save.

To View Supplier/Sub-contractor/Service Contractor Details

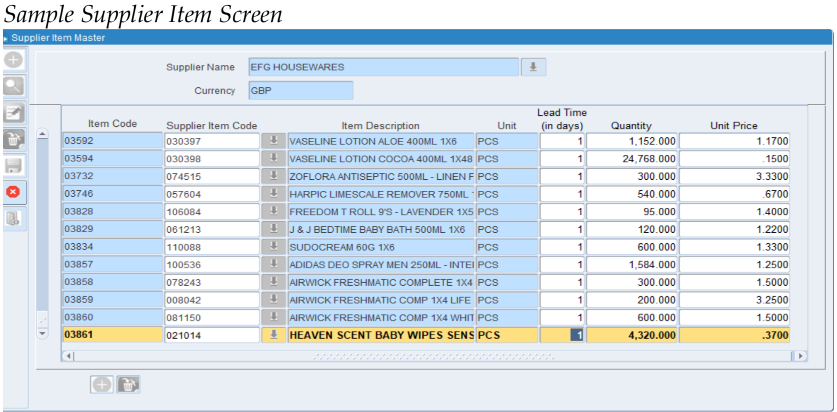
Click **View** on the toolbar. A new screen is displayed. Enter the search string for Party Name. Click on **OK** button. Select the Party Name from list of values. Corresponding details are displayed.

7.2 SUPPLIER ITEM

Purpose:

This option maintains details of all the items in which the suppliers deal. This helps us in keeping track of the items that can be purchased from a particular supplier; or the suppliers that deal with a particular item. If a new item is available with a particular supplier, we can use this option to add a new item to the supplier's record. If the supplier discontinues a particular item or alters the details of an item, we can edit the item details or delete it from the supplier's record if no transactions exist for that item.

Sample Supplier Item Screen



Procedure:

To Add A New Item To A Supplier Record

Click **add** on the toolbar. Select the Supplier Name from list of values. All the items that the supplier deals in will be displayed along with the corresponding details. To add a new item, click on the **Add** button and select an item from LOV. The Item Description and Unit will be displayed. Enter the values for the Lead Time, Quantity, Unit Price and Rejection Allowance (in percentage) for the item. Click save on the toolbar to save.

To Edit Supplier Record

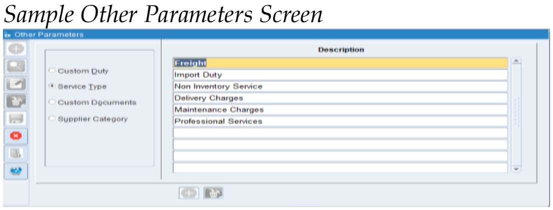
Click **edit** on the toolbar. A new screen is displayed. Enter the search string for Supplier Name. Click on **OK** button. Select the Supplier Name from list of values. All the items that the supplier deals in will be displayed along with the corresponding details. You can change the details of any item, viz., the values for the Lead Time, Quantity, Unit Price and Rejection Allowance (in percentage) for the item. You can delete an item only if no transactions exist for the Supplier and item combination. To delete the record for a particular item, simply select the item record and press the **Delete** button. Make the required changes and save.

To View Supplier Record
Click View on the toolbar. A new screen is displayed. Enter the search string for Supplier Name. Click on **OK** button. Select the Supplier Name from list of values. Corresponding details are displayed.

7.3 OTHER PARAMETERS

Purpose:
This option allows you to define parameters such as Services provided by the service contractors Supplier payment terms. These parameters are displayed in various list of values in ***ebizframe*** Purchase.

Sample Other Parameters Screen



Procedure:

To Add Other Parameter details
Click **Add** on the toolbar. Select the appropriate radio button. Enter Description of the parameters. Click on the toolbar to save.

To Edit the Other Parameter details
Select the parameter for which a value has to be modified by clicking the radio button against it. Now click **Edit** on the toolbar. Make the required changes and save. If you want to delete any record, click **Delete** on the toolbar.

Note:
1* Only the Head Office of a company defined in ***ebizframe*** System Administration, can add or edit other parameter details.
2* Once the parameters are defined, they get replicated in all branch offices of a head office.

7.4 OTHER Charges

Purpose:
This option allows you to define all the charges. These parameters are displayed in various list of values in ***ebizframe*** Purchase.

Sample Other Parameters Screen

Procedure:

To Add Other Parameter details
Click **Add** on the toolbar. Enter Description of the parameters. Click on the toolbar to save.

To Edit the Other Parameter details
Now click **Edit** on the toolbar. Make the required changes and save. If you want to delete any record, click **Delete** on the toolbar.

Note:
1* Only the Head Office of a company defined in ***ebizframe*** System Administration, can add or edit other parameter details.
2* Once the parameters are defined, they get replicated in all branch offices of a head office.

APPENDIX

A. LIST OF MAIN FEATURES

This section lists out the key features in ***ebizframe*** Purchase.

- Indent is by the system after comparing the Available Quantity with the Required Quantity.

- System tracks the Purchase Order Quantity against the Purchase Quantity for each Item.

- System maintains the following Purchase Order status at various transaction levels:
  1. Pending Order
  2. Closed Order
  3. Completed Order

- Provision to track Item rates for each Supplier.

- Following information is generated by the system to help track the status of various activities and take critical decisions:
  1. Expected Deliveries
  2. Supplier Analysis
  3. Price Analysis
  4. Quality Analysis
  5. Credit days Analysis
  6. Delivery Schedule
  7. Quotation Analysis
  8. Supplier Quotation Analysis
  9. Subcontractor Quotation Analysis
  10. Purchase Order Status
  11. Pending Orders
  12. Completed Orders
  13. Cancelled Orders
  14. Requisitions not converted into Orders
  15. MRS Status Report

B. LIST OF MANDATORY FIELDS

This section lists all the fields of ***ebizframe*** Purchase, data entry for which is must. The section sub-headings denote the options in which these appear.

PURCHASE

Indent

Field Name	**Field Description**
Status	status of requisition which can be Cancelled, Hold, Pending and Complete
Indent Date	date of requisition which is system date by default
Item Code	code of the item
Requisition Quantity	quantity of the required item

REQUEST FOR QUOTATION

Field Name	**Field Description**
RFQ Date	RFQ Date which is system date by default
Supplier Name	name of the supplier
Purchase Requisition Number	No. assigned to a purchase requisition
Item Code	code of the item
Quantity Required	quantity required

SUPPLIER QUOTATION

Field Name	**Field Description**
Quotation Number	quotation number of the supplier
Quotation Date	date of quotation
Supplier Name	name of the supplier
RFQ Number	number generated against a request quotation
Validity Date	validity date of the quotation
Delivery Days	days required for delivery of the item
Credit Days	allowed credit days
Item Code	code of the item
Quantity	quantity of the item
Rate	unit price of the item

PURCHASE ORDER

Field Name	**Field Description**
Order Date	date of the purchase order which is system date by default
Supplier Name	name of the supplier
Order Type	type of order i.e. direct/scheduled/open
Quotation Number	quotation number of the supplier
Requisition Number	purchase requisition number
Item Code	code of the item
Ordered Quantity	quantity ordered for the item
Validity Date (if order type is 'Open')	date till which the order is valid

PURCHASE BILL-DOMESTIC

Field Name	**Field Description**
Party's Name	Party's Name
Bill Date	date of the purchase bill
Payment Due Date	due date for payment on purchases
Mode of Payment	payment mode (cash/credit)
Delivery Number	Delivery number of material received at stores

PURCHASE BILL-IMPORT

Field Name	Field Description
Bill Date	date on which the Purchase Bill is generated
Party's Name	name of the supplier
Challan Number	challan number of material received at stores
Payment Due Date	due date for payment on purchases

SERVICE BILL

Field Name	Field Description
Contract Number	contract number of a service bill
Service	type of service provided by the service provider
Unit	unit of measurement
Quantity	quantity of material provided by the service provider
Rate	rate at which the material is provided
Bill Date	date on which bill was raised

DEFINITIONS

OTHER PARAMETERS

Field Name	Field Description
Description	description of the parameter

SUPPLIER MASTER

Field Name	Field Description
Party Name	name of the supplier/sub-contractor/service contractor
City	city of supplier/sub-contractor/service contractor bill address
State	state of supplier/sub-contractor/service contractor bill address
Country	country of supplier/sub-contractor bill address
Type	party type i.e. supplier/sub-contractor/service contractor
Lead Time	lead time in days

SUPPLIER ITEM

Field Name	Field Description
Supplier Name	name of the supplier
Item Code	item code (from the item master in inventory)
Quantity	minimum order quantity
Unit Price	unit price of item

C. GLOSSARY OF ABBREVIATED TERMS

This section lists commonly used, standard abbreviated terms in ***ebizframe*** Purchase.

C & F
Stands for Cost and Freight, which is a type of pricing of imported goods, wherein the responsibility of the seller is to arrange for carriage of the goods to the port of destination named in the contract. Though the seller bears the freight charges, but the insurance charge of goods is the buyer's liability.

CIF
Stands for Cost, Insurance and Freight, which is a type of pricing of imported goods, wherein the seller bears the cost, freight and insurance charges.

FOB
Stands for Free On Board, which is a type of pricing of imported goods, wherein the responsibility of the seller is to place or load the goods on board, free of cost to the buyer at a port of shipment as mentioned in the contract.

MRN
Stands for Material Requisition Note, which is submitted to the Inventory department whenever a requirement area requires some material.

RFQ
Stands for Request For Quotation, which is a letter sent by Purchase department to a supplier for obtaining quotations on prices and conditions for the supply of items detailed in the RFQ.

CF
Stands for Clearing and Forwarding agent who is responsible for getting custom clearance for the imported material.

D. ERROR MESSAGES AND TROUBLESHOOTING

Error messages of ***ebizframe*** Purchase are listed in this section. Brief troubleshooting tips are provided with each error message.

PURCHASE

Request for Quotation (Purchase)

Error Message	**Troubleshooting**
Supplier name not specified!	Specify supplier name
Date not specified!	Specify date
Date cannot be less than current date!	Specify date greater than or equal to current date
RFQ date cannot be greater than current date!	Specify RFQ date less than or equal to current date
No supplier available!	Go to Supplier/Sub-contractors option under Definitions (Purchase User Operation Manual, option 6.1) and define supplier
Requisition number not specified!	Specify requisition number
You can't select any requisition number here, as Item code has already been selected!	Delete the record and reselect the requisition
No requisitions available!	Define new purchase requisition
Item Code not specified!	Specify item code
No items available!	Define item in ***ebizframe*** Inventory
Can't select item code as quantity already specified!	Delete item entry and re select the item
Quantity not specified!	Specify quantity
Quantity required not specified!	Specify quantity required
Quantity cannot be less than zero!	Specify quantity zero or greater than zero
Supplier quotation has been already made for this RFQ. Deletion not allowed!	This RFQ cannot be deleted as quotation has already been placed against this
Duplicate combination of requisition and item!	Select different combination of requisition and Item
Invalid data format!	Enter data as per the format specified in Help Tips
Unable to Save!	Problem with Oracle database. Contact ESS.
Unable to update Requisition File!	Enter all mandatory entries and save
No request for quotation available!	Define new RFQ

Supplier Quotation

Error Message	**Troubleshooting**
Supplier name not specified!	Specify supplier name
Quotation number not specified!	Specify quotation number
No quotation available!	Specify new quotation
No supplier available!	Define supplier in ***ebizframe*** Purchase
Quotation date cannot be greater than current date!	Specify quotation date less than or equal to current date
Quotation date cannot be null!	Specify non null quotation date
No old quotation available!	No quotations received from the supplier
Delivery days should be greater than zero!	Specify zero or positive delivery days
Credit days should be greater than zero!	Specify zero or positive credit days
Validity period not specified!	Specify validity period
Date should be greater than purchase RFQ date!	Specify date less than or equal to purchase RFQ date
RFQ number not selected!	Select RFQ number
No RFQ available!	RFQ not available
Price not specified!	Specify price
Price cannot be less than zero!	Specify zero or positive price
Quantity not specified!	Specify quantity
Quantity cannot be less than zero!	Specify zero or positive quantity
Total ordered quantity should not be greater than 99,99,999.999!	Specify total ordered quantity not greater than 99,99,999.999
Cannot modify item code!	Once selected item code cannot be modified
Rate not defined!	Define rate
Item not selected!	Select item
Item code not specified!	Specify item code

Item code does not exist in supplier item master!	Go to Supplier Item Master option under Definitions and define item for the selected supplier
No item available!	Define item in *ebizframe* Inventory
Duplicate item!	Specify different item
Discount cannot be negative!	Specify positive or zero discount
Discount must be less than 100%!	Specify discount less than 100%
No excise available!	Define excise in *ebizframe* Finance
Specify whether excise is inclusive or exclusive!	Specify whether excise is inclusive or exclusive
Freight name should not be null!	Specify freight name
Freight not selected!	Select freight
Freight value not specified!	Specify freight value
No freight available!	Define freight in *ebizframe* Finance
Basic amount cannot be less than zero!	Specify basic amount not less than zero
Basic amount cannot exceed 99,99,99,99,999.99!	Specify basic amount not more than 99,99,99,99,999.99
Packing / forwarding value cannot exceed 99,99,99,99,999.99!	Specify packing/forwarding value not more than 99,99,99,99,999.99
Grand total cannot be less than zero!	Check deductions
Grand total cannot exceed 99,99,99,99,999.99!	Check taxes, excise, freight or packing/forwarding charges
Net value cannot be less than zero!	Check deductions
Net value cannot exceed 99,99,99,99,999.99!	Check taxes, excise, freight or packing/forwarding charges
Subtotal cannot be less than zero!	Check deductions
Subtotal should not be greater than 99,99,99,99,999.99!	Check taxes, excise, freight or packing/forwarding charges
Invalid data format!	Enter data as per the format specified in Help Tips
This combination of supplier name and quotation number already exists!	Enter different quotation number
Two taxes cannot be selected!	Deselect one positive tax
TDS cannot be positive tax!	Positive tax cannot be applied on net value
Entered Excise Value should not be greater or less than the Total Excise Value	Specify excise value equal to total excise value
Entered Excise value cannot be greater than the Opening Balance. It should be equal to the Total Excise Value.	Entered excise value should be equal to the total excise value
Blank value of Item code is not allowed. Changes not saved!	Specify item code before save
Item code does not exist in Item master. Changes not saved!	Define item in *ebizframe* Inventory
Cannot delete. Dependent records exist!	Do not attempt to delete a record for which dependent records exist
Items are duplicate. Changes not Saved!	Select unique items and save
Purchase order has been made against this Quotation and no changes are allowed!	Do not attempt to edit a quotation against which purchase order is made
Purchase order has been made against this Quotation and Deletion not allowed!	Do not attempt to delete a quotation against which purchase order is made
Unable to Save!	Problem with Oracle database. Contact ESS.
Validity date cannot be less than current date!	Specify validity date not less than current date
Conversion rate is not available!	Define conversion rate for the party's currency in *ebizframe* Finance

Purchase Order (Local)

Error Message	**Troubleshooting**
Order date not specified!	Specify order date
Supplier name cannot be blank!	Specify supplier name
Order date cannot be blank!	Specify order date
Purchase order date cannot be less than current date!	Specify purchase order date not less than current date
Supplier not specified!	Specify supplier
No supplier available!	Define supplier in *ebizframe* Purchase
Delivery date not specified!	Specify delivery date
Delivery date cannot be less than the current date!'	Specify delivery date not less than current date

Delivery date cannot be blank for unscheduled orders!	Specify delivery date for unscheduled orders
Delivery date cannot be less than order date!	Specify delivery date not less than order date
Validity date not specified!	Specify validity date
Validity date cannot be less than order date!	Specify validity date not less than order date
Mode of payment not specified!	Specify mode of payment
No quotation available!	Define quotation
Quotation number cannot be blank!	Specify quotation number
Quotation not specified!	Specify quotation
Order type not specified!	Specify order type
Authorization cannot be changed!	Cancel the operation and try again
No order available!	Define order
Ordered quantity cannot be blank!	Specify ordered quantity
Order quantity not specified!	Specify order quantity
Ordered quantity should be zero for open order!	Specify ordered quantity as zero
Consolidate Ordered Items!	Click on **Order Details** button first
Requisition number cannot be blank!	Specify requisition number
Requisition not selected!	Select requisition
Requisition already selected!	Delete the record and select the requisition
No requisition available!	Define requisition
Item code cannot be blank!	Specify item code
Item not selected!	Select item
Item not specified!	Specify item
Item already selected!	Delete record and select the item
Rate not defined!	Define rate
Quantity not defined!	Define quantity
Order category not specified!	Specify order category
No more records to be deleted!	At least one record should exist in details
Excise can either be in amount or in percentage!	Specify excise either in amount or in percentage
Freight not specified!	Specify freight
No freight available!	Define freight in *ebizframe* Finance
No excise type available!	Define excise in *ebizframe* Finance
Excise value not specified!	Specify excise value
Excise amount cannot be greater than basic amount!	Specify excise amount not more than basic amount
Freight type not specified!	Specify freight type
Freight and octroi account accounts cannot be same!	Specify different Freight and octroi accounts
Value for octroi not specified!	Specify value for octroi
Transporters not available!	Go to Supplier/Sub-contractor option under Definitions (Purchase user Operation Manual, option 6.1) and define service contractors
Invalid data format!	Enter data as per the format specified in Help Tips
Excise type and special excise type cannot be same!	Select different excise type for special excise type
Special excise not specified!	Specify special excise
Value for special excise not specified!	Specify value for special excise
Octroi not specified!	Specify octroi
Value for octroi not specified!	Specify value for octroi
Grand total should not exceed 99,99,99,99,999.99!	Check taxes, excise, freight, packing/ forwarding charges, special excise, insurance, surcharge or octroi amount
Grand total cannot be less than zero!	Check deductions
Net value cannot be less than zero!	Check deductions
Net value cannot exceed 99,99,99,99,999.99!	Check taxes, excise, freight, packing/ forwarding charges, special excise, insurance, surcharge or octroi amount
Sub total cannot be less than zero!	Check deductions
TDS cannot be positive tax!	Positive tax cannot be applied on net value
Two taxes cannot be selected!	Only one positive tax is allowed
Percentage cannot be greater than 99.99!	Specify percentage not more than 99.99!
Form not selected!	Select form type
No form type available!	Define form type in *ebizframe* Sales

Duplicate form selected!	Select different form
No order available!	Define order
Invalid username!	Enter valid user name
Invalid password!	Enter valid password
Conversion rate is not available!	Define conversion rate for the party's currency in ***ebizframe*** Finance

Close Purchase/Process Order

Error Message	**Troubleshooting**
No order number available!	Define order
Order number not selected!	Specify order number
Invalid data format!	Enter data as per the format specified in Help Tips
Unable to update stock!	Problem with Oracle database. Contact ESS.

Purchase Bill –(Domestic)

Error Message	**Troubleshooting**
TDS cannot be positive tax!	Positive tax cannot be applied on net value
TDS cannot be in amount!	Specify TDS in amount
Only one positive tax can be selected!	Only one positive tax is allowed
Supplier not selected!	Select supplier
Mode of payment not specified!	Specify mode of payment
Bill date not specified!	Specify bill date
Bill date should be equal to today's date!	Specify bill date equal to today's date
Payment due date not specified!	Specify payment due date
Payment due date can not be less than bill date!	Specify payment due date not less than bill date
Challan number not specified!	Specify challan number
Freight name should not be null!	Specify freight name
Packing/Forwarding name should not be null!	Specify packing/forwarding name
Basic amount cannot be greater than 99,99,99,99,999.99!	Specify basic amount not greater than 99,99,99,99,999.99
Basic amount cannot be less than zero!	Specify basic amount not less than zero
Sub total cannot be greater than 99,99,99,99,999.99!	Check deductions
Sub total cannot be less than zero!	Check deductions
Net value cannot be greater than 99,99,99,99,999.99!	Check deductions
Net value cannot be less than zero!	Check deductions
Grand total cannot be greater than 99,99,99,99,999.99!	Check deductions
Grand total cannot be less than zero!	Check deductions
Data is NOT UPDATED	Problem with Oracle database. Contact ESS.
Total adjusted amount cannot be greater than net bill value!	Reduce adjusted amount to be less than or equal to net bill value
Octroi type not specified!	Specify octroi type
Octroi not specified!	Specify octroi value
Excise can either be in amount or in percent!	Specify excise either in amount or in percent
Special excise type already included in main excise!	Change special excise account code
Special excise type not specified!	Specify special excise type
Special excise amount not specified!	Specify special excise amount
Freight not specified!	Specify freight
Freight value not specified!	Specify freight value
Packing/Forwarding value must be specified!	Specify packing/forwarding value
Packing/Forwarding account must be specified!	Specify packing/forwarding account
Packing/Forwarding percentage should be less then 100!	Specify packing/forwarding percentage less than 100
Excise not available!	Define excise type in ***ebizframe*** Finance
Freight and octroi accounts cannot be same!	Specify different freight and octroi accounts
Freight not available!	Define freight in ***ebizframe*** Finance
Sum of entered excise values should be equal to the total excise value!	Make the sum of entered excise values equal to the total excise value
Packing/Forwarding account not available!	Define packing/forwarding account in ***ebizframe*** Finance

No challan available!	Define challan in ***ebizframe*** Inventory
Packing/Forwarding name should not be null!	Specify packing/forwarding name
Excise amount cannot be greater than basic amount!	Specify excise amount not greater than basic amount
Bill calculation not done!	Click on **Bill Calculation** button
Advance adjusted cannot exceed the unadjusted amount of this voucher!	Check adjusted amount
Total adjusted amount cannot be greater than net bill value!	Check adjusted amount
Excise not specified!	Specify excise
Freight and octroi accounts cannot be same!	Specify different freight and octroi accounts
Octroi not available!	Define octroi in ***ebizframe*** Finance
Enter value in specified format!	Enter value as per the format specified in Help Tips
Invalid data format!	Enter value as per the format specified in Help Tips
No advance payment voucher available!	Define advance payment against the supplier in ***ebizframe*** Finance
No bills available!	Define purchase bill
There is no Account of this Supplier in Finance!	Define supplier account in ***ebizframe*** Finance
No supplier available!	Define supplier account in ***ebizframe*** Finance
Party's invoice date should be equal to today’s date!	Enter party’s invoice date equal to current date
Account not defined for excise!	Specify account for excise in ***ebizframe*** Finance
Purchase already made for this challan, cancel & re-query to see change!	Cancel & re- query to see change not clear
This bill has not been cancelled!	Try again to cancel this bill
Chapter code not declared, Record not saved!	Go to Item Declaration option (Purchase User Operation Manual, option 6.7) and declare chapter code

Purchase Bill (Import)

Error Message	**Troubleshooting**
Supplier not selected!	Select supplier
Bill date not specified!	Specify bill date
Due date not specified!	Specify due date
Due date cannot be less than bill Date!	Specify due date not less than bill date
Delivery number not selected!	Select Delivery note number
Bill calculation not done!	Click on **Bill Calculation** button
Freight name not selected!	Select freight name
Sub Total should not be less than zero!	Check tax and deductions
Grand total should not be less than zero!	Check tax and deductions
Data is NOT UPDATED!	Problem with Oracle database. Contact ESS.
Bill date is not within the current financial year!	Specify bill date within the current financial year
Freight name not selected!	Select freight name
Period ‘Month’ is closed for transactions!	Do not attempt to generate bills for the period for which books are closed in ***ebizframe*** Finance
Freight name not selected!	Select freight name
Freight not selected!	Select freight
Freight value not specified!	Specify freight value
Unable to Insert the Record	Problem with Oracle database. Contact ESS.
Unable to Update the Record	Problem with Oracle database. Contact ESS.
There is no account of this supplier in Finance!	Define supplier account in ***ebizframe*** Finance
Freight account not available!	Define freight account in ***ebizframe*** Finance
No challans available!	Define challan
No department/cost center available!	Define department in ***ebizframe*** HR and Payroll and cost center in ***ebizframe*** Costing
No project available!	Define project in ***ebizframe*** Costing
Invalid data format!	Enter data as per the format specified in Help Tips
No bills available!	Define purchase bill
Conversion rate is not available!	Define currency conversion in ***ebizframe*** Finance
Party's invoice date cannot be greater than current date!	Enter party’s invoice date less than or equal to current date

Service Bill

Error Message	Troubleshooting
Bill value cannot be null!	Specify bill value
Sub total cannot be greater than 99,99,99,99,999.99!	Check basic amount and taxes
Net bill amount cannot be greater than 99,99,99,99,999.99!	Check basic amount and taxes
Data is NOT UPDATED	Problem with Oracle database. Contact ESS.
Contract number not selected!	Select contract number
Bill number not specified!	Specify bill number
Bill date not specified!	Specify bill date
Bill date cannot be less than current date!	Specify bill date not less than current date
Bill date cannot be greater than current date!	Specify bill date not greater than current date
Payment due date not specified!	Specify payment due date
Payment due date cannot be less than bill date!	Specify payment due date not less than bill date
Duplicate records - check date range!	Modify date range
Click on bill calculation button first to select account!	Click on **Bill Calculation** button
Unable to save!	Problem with Oracle database. Contact ESS.
Invalid data format!	Enter data as per the format specified in Help Tips
Error: This key is not applicable throughout the application!	Arrow keys are not allowed
Click on "Search for Duplicity" first!	Click on **Search for Duplicity** button
No units of measurement available!	Define units of measurement in ***ebizframe*** Inventory
Contract number not selected!	Select contract number
Net value cannot be less than zero!	Check deductions
Net value cannot exceed 99,99,99,99,999.99!	Check basic amount and taxes
Contract number not selected!	Specify contract number
Date range not specified!	Specify date range
Starting date cannot be greater than ending date!	Specify starting date not greater than ending date
Contract number not selected!	Specify contract number
No account available!	Define account in ***ebizframe*** Finance
No bills available!	Define service bill
Advance adjusted cannot exceed the unadjusted amount of this voucher!	Reduce the adjusted amount of the voucher to be less than or equal to unadjusted amount of the voucher
User name or password cannot be blank!	Specify user name or password
Invalid user!	Enter valid username
Invalid password!	Enter valid password
Account for the contractor not defined in finance!	Define Account for the contractor in ***ebizframe*** Finance
No contract numbers available!	Go to Contract Master under Definitions (Purchase User Operation Manual, option 6.6) and define contract
Product of rate and quantity cannot exceed 99,99,99,99,999.99!	Reduce quantity or rate
Party's invoice date cannot be greater than current date!	Enter party's invoice date less than or equal to current date

MIS REPORTS

Supplier wise (Price Analysis)

Error Message	Troubleshooting
No items available!	Go to Supplier Item Master under Definitions and define items
Item code not specified!	Specify item code
Enter data in proper format.	Enter data as per the format specified in Help Tips

Supplier wise (Quality Analysis)

Error Message	Troubleshooting
Items not available!	Go to Supplier Item Master under Definitions and define items
Item code not specified!	Specify item code
Enter data in proper format.	Enter data as per the format specified in Help Tips

Supplier wise (Credit Days Analysis)

Error Message	**Troubleshooting**
No supplier available!	Go to Supplier Item Master under Definitions (Purchase User Operation Manual, option 6.3) and define items
Supplier name not specified!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Quotation Analysis (Supplier Quotation)

Error Message	**Troubleshooting**
No items available!	Define item
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Item code not specified!	Specify item code
Enter data in proper format.	Enter data as per the format specified in Help Tips

Quotation Analysis (Sub-contractor Quotation)

Error Message	**Troubleshooting**
No items available!	Define item
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Item code not specified!	Specify item code
Enter data in proper format.	Enter data as per the format specified in Help Tips

Purchase Order Status (Summary)

Error Message	**Troubleshooting**
No supplier available!	Go to Supplier/Sub-contractor under Definitions and define supplier.
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Supplier name not selected!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Purchase Order Status (Detail)

Error Message	**Troubleshooting**
No supplier available!	Define supplier
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Supplier name not selected!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Pending Purchase Order (Summary)

Error Message	**Troubleshooting**
No supplier available!	Go to Supplier/Sub-contractor under Definitions and define supplier
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Supplier name not specified!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Pending Purchase Order (Detail)

Error Message	**Troubleshooting**
No supplier available!	Go to Supplier/Sub-contractor under Definitions and define supplier
From date not specified!	Specify from date
To date not specified!	Specify to date

To date cannot be less than from date!	Specify to date not less than from date
Supplier name not specified!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Open Orders to Be Closed

Error Message	**Troubleshooting**
Date not specified!	Specify date
Enter data in proper format.	Enter data as per the format specified in Help Tips

Cancelled Documents

Error Message	**Troubleshooting**
Enter data in proper format!	Enter data as per the format specified in Help Tips
From Date not specified!	Specify From Date
To Date not specified!	Specify To Date
To Date cannot be less than From Date!	Enter To Date greater than From Date
From Date cannot be greater than Today's Date!	Enter From Date less than or equal to current date
To Date not specified!	Specify To Date

REPORTS

Item Supplied by Specified Supplier

Error Message	**Troubleshooting**
No supplier available!	Go to Supplier/Sub-contractor option under Definitions and define supplier
Supplier name not specified!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Suppliers of Specified Item

Error Message	**Troubleshooting**
No items available!	Define item
Item code not specified!	Specify item code
Enter data in proper format.	Enter data as per the format specified in Help Tips

Outstanding RFQs (Purchase)

Error Message	**Troubleshooting**
No Outstanding Purchase RFQ(s)exists!	Go to Request For Quotation (Purchase) and define purchase RFQ
No supplier available!	Go to Supplier/Sub-contractor option under Definitions and define supplier
Supplier name not specified!	Specify supplier name
Enter data in proper format.	Enter data as per the format specified in Help Tips

Expected Deliveries Purchase Order (Period wise)

Error Message	**Troubleshooting**
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date

Item wise Expected Deliveries (Purchase)

Error Message	**Troubleshooting**
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date
Item code not specified!	Specify item code

Supplier wise Expected Deliveries (Purchase)

Error Message	**Troubleshooting**
From date not specified!	Specify from date
To date not specified!	Specify to date
To date cannot be less than from date!	Specify to date not less than from date

No suppliers available!	Go to Supplier/Sub-contractor option under Definitions and define supplier

Supplier/Sub-Contractor/Service Provider Listing

Error Message	Troubleshooting
Supplier not specified!	Specify supplier
Sub-contractor not specified!	Specify sub-contractor
Service contractor not specified!	Specify service contractor
No supplier available!	Go to Supplier/Sub-contractor option under Definitions and define supplier
No sub-contractor available!	Go to Supplier/Sub-contractor option under Definitions and define sub-contractor
No service contractor available!	Go to Supplier/Sub-contractor option under Definitions and define service contractor

DEFINITIONS

Supplier/Sub-contractor/Service contractor

Error Message	Troubleshooting
Only head office is authorised to delete data!	Go back to the login screen and login into the head office of the company to delete data
Only head office is authorised to edit supplier name	Go back to the login screen and login into the head office of the company to delete data
Account/item(s) already defined for the party. Cannot edit Party Name!	Edit is not possible as transactions already exist for the party
Only head office is authorised to edit country!	Go back to the login screen and login into the head office of the company to edit country
Order already placed with supplier. Cannot edit country!	This record cannot be edited
Order already placed with sub-contractor.	This record cannot be edited
Supplier name not specified!	Specify the supplier name
City not specified!	Specify the city
No city defined in sales!	Define the city in *ebizframe* Sales
State not specified!	Specify the state
No state defined in sales!	Define the state in *ebizframe* Sales
Country not specified!	Specify the country
No country available!	Define the country in *ebizframe* Sales
Country of sub-contractor should be same as company's country!	Countries of both sub-contractor and the company should be same
Currency not specified!	Specify the currency
Supplier type not selected!	Select the supplier type
Unable to save!	Problem with Oracle database. Contact ESS.
No suppliers available!	Define supplier in *ebizframe* Purchase
Transactions for this supplier exist. Cannot delete!	Change the supplier status to non-active
This name already exists!	Specify another name
Invalid data format!	Enter data as per the format specified in Help Tips
Order already placed with the sub-contractor. Cannot edit country!	This record cannot be edited
Only head office is authorized to add data!	Go back to the login screen and login as the head office of the company to add details
This key is not applicable throughout the application!	Arrow keys are not allowed

Supplier Item Master

Error Message	Troubleshooting
Click a button in toolbar first!	Indicate your operation by clicking the appropriate button in toolbar
Supplier not selected!	Select a supplier
Select a supplier!	Select a supplier
No supplier available!	Go to Supplier/Sub-contractors option under Definitions and

	define supplier
Item not selected!	Select an item
Items not specified!	Specify items
Items not available!	Define item in *ebizframe* Inventory
Lead time not specified!	Specify lead time
Quantity not specified!	Specify quantity
Unit price not specified!	Specify unit price
Product of quantity and price should not exceed 99,99,99,99,999.99!	Reduce quantity or price
Invalid data format!	Enter data as per the format specified in Help Tips
Adding new record not allowed!	Adding new record not allowed in edit mode
Error: This key is not applicable throughout the application!	Arrow keys are not allowed
Blank value of Item code is not allowed. Changes not saved!	Specify the item code
Item code does not exist in Item master. Changes not saved!	Define item in *ebizframe* Inventory
Items are duplicate. Changes not Saved!	Delete duplicate entries and save
Duplicate item code!	Specify another item code
Can't delete. Dependent records exist!	First delete the dependent records
Could not delete all the records!	At least one record should exist
Transactions exist for this supplier. Cannot delete!	Change the supplier status to non-active

Other Parameters

Error Message	**Troubleshooting**
Only head office is authorised to delete data!	Go back to the login screen and login into the head office of the company to delete data
No records available!	Add corresponding record first

Following are a list of common error messages that are displayed in a multi user environment:

Error Message	**Troubleshooting**
Record is being saved by another user. Try again!	Cancel save and try again
This record is being modified by another user. Try again!	Cancel and try again
Duplicate record cannot be inserted.	Enter a unique record
Transactions exist for this <m>. Cannot delete!	Cannot delete this record
This record has been deleted by another user. Please re-enter!	Cancel and try again

E. PROCESS FLOW DIAGRAM

The sequence of data flow for **Local purchase** process is demonstrated below.

The sequence of data flow for **Import purchase** process is demonstrated below.