Material Management

Store Manager

USER MANUAL

1 INTRODUCTION

The Material Management is a consolidated system to manage stocks and inventory of goods or items purchased in the company. It manages inventory items starting from purchase, approval, requisition, quotation, negotiation, approval of quotation, Consolidation of Quotation, Purchase Order, Good Receipt Note, Quality Checkup, Store Receive Voucher, Stocks, Fixed Assets, and Gatepass.

The system enables the authorized user to raise material request, and concerned SBU representative to take action on the request.

Let’s learn how to do basic material request management online.

1.1 PURPOSE

The purpose of this document is to provide step-by-step guidance to the user on how to manage the Material Request and other inventory operations. This document provides complete guidance on understanding the Material Management Process, and help users to navigate through the process easily.

2 GETTING STARTED

To access to the material management, enter the website URL in the browser and the Welcome screen will display on the screen (Refer **Fig. 2-1**)

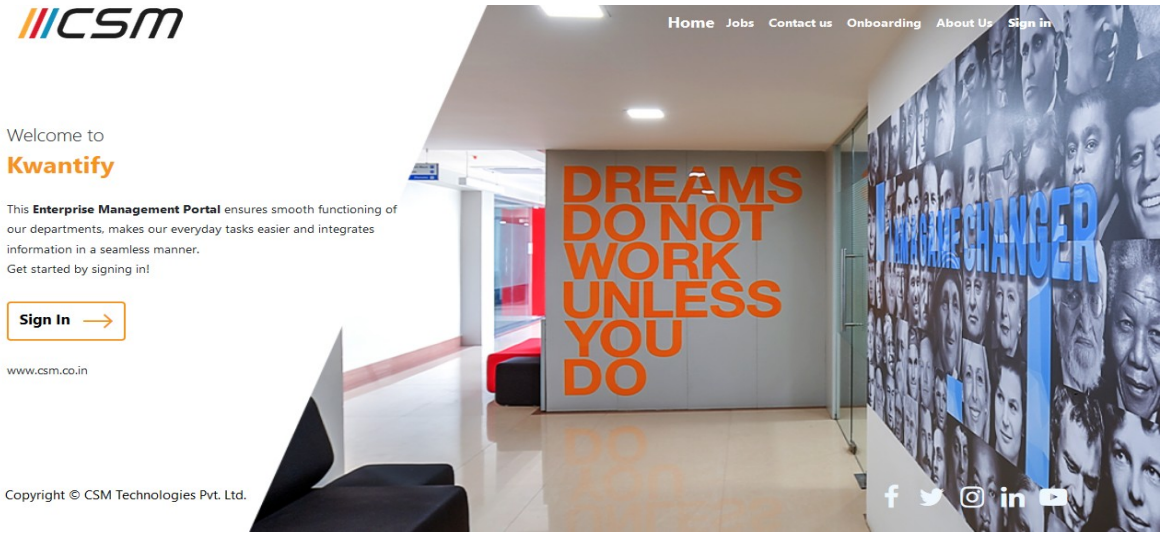

Figure 2-1 Welcome Screen

Refer to Fig 2-1, i.e. click on the **Sign In** button and navigate to the login screen.

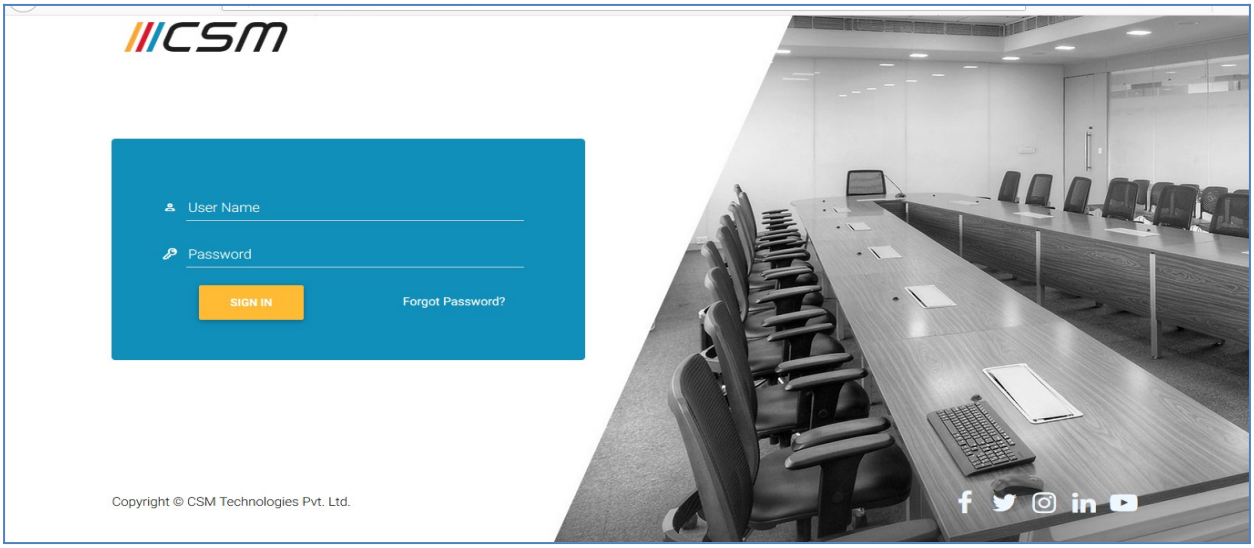

Figure 2-2 Login Screen

Refer Fig 2-2, shown above.

In the Login screen,

- Enter the User Name and Password in the textbox.
- Click on **SIGN IN** button.

On successful login, the user will be navigated to the "**My Dashboard**" screen. Refer Fig 2-3 shown below.

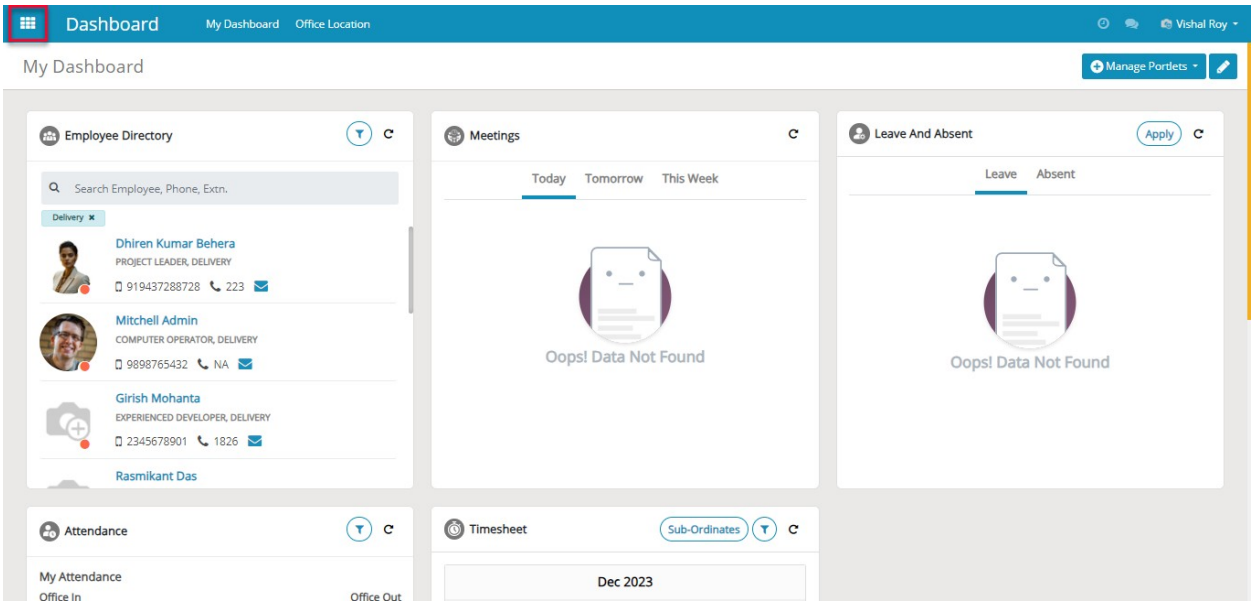

Figure 2-3 My Dashboard

- The dashboard features several portlets for employee directory, timesheet, attendance, etc.
- To go to the menu screen, user can click on **menu** icon shown on the left-hand side corner of the above screen.

3 MATERIAL MANAGEMENT SYSTEM

This module enables the authorized user to automate the various task associated with handling of materials, starting to raising material request.

3.1.1.1 SERVICE ENTRY SHEET(SES) - STORE MANAGER LOGIN

Once the purchase order is confirmed, the Store Manager User needs to receive in case of services.

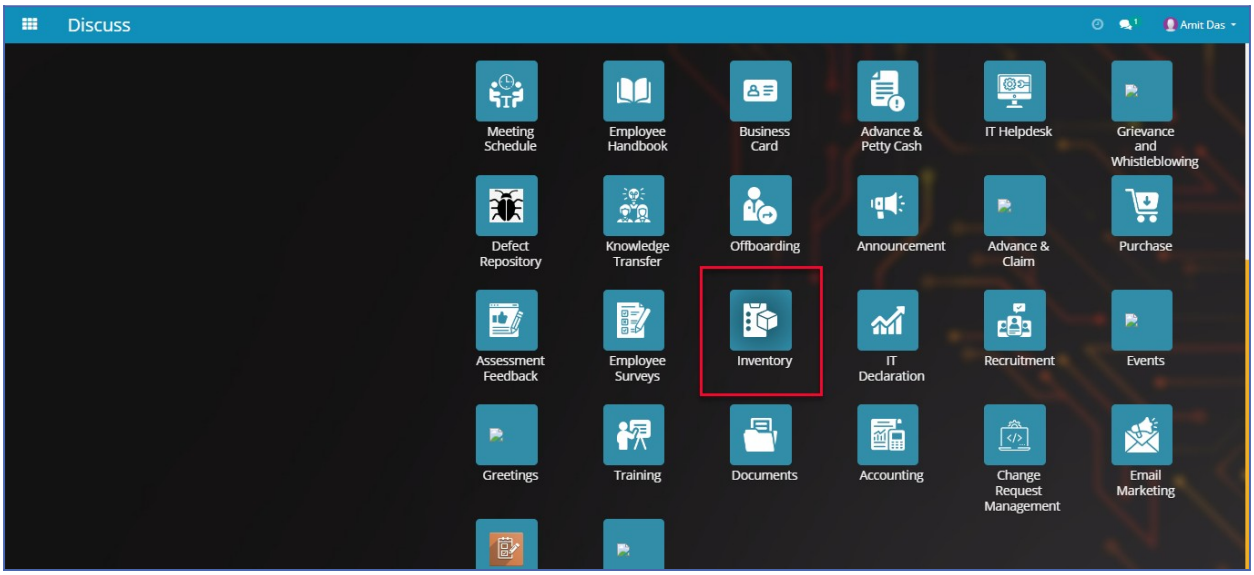

Figure 2.4-Inventory - Menu Screen

- Click on **Inventory** Module from the list of menu displayed and navigate to respective section.
- Click and expand the Overview menu link.

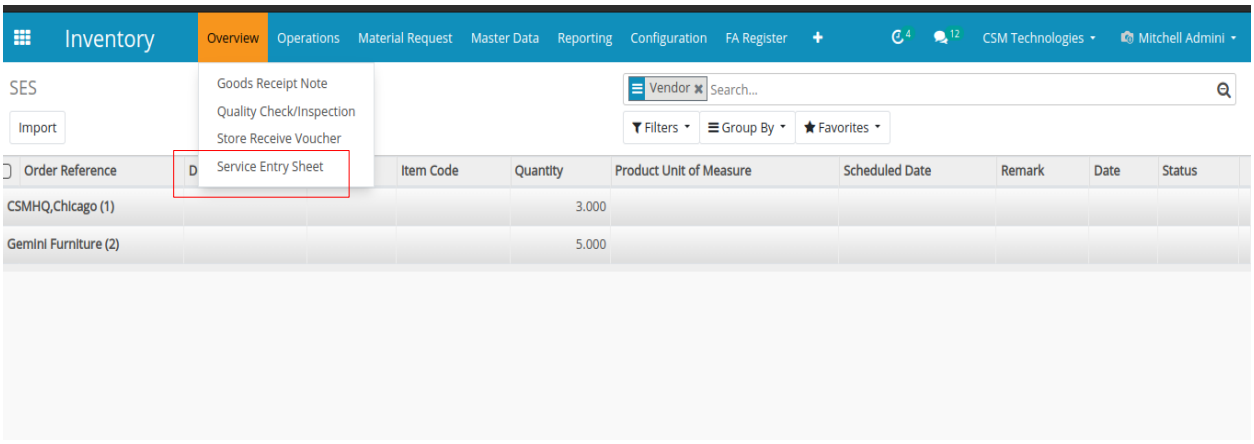

Figure 2.5- Overview - Service Entry Sheet (1)

- Click on **Service Entry Sheet** link.
- On clicking the list of the services are displayed in a table.
- Click to expand and view in details.

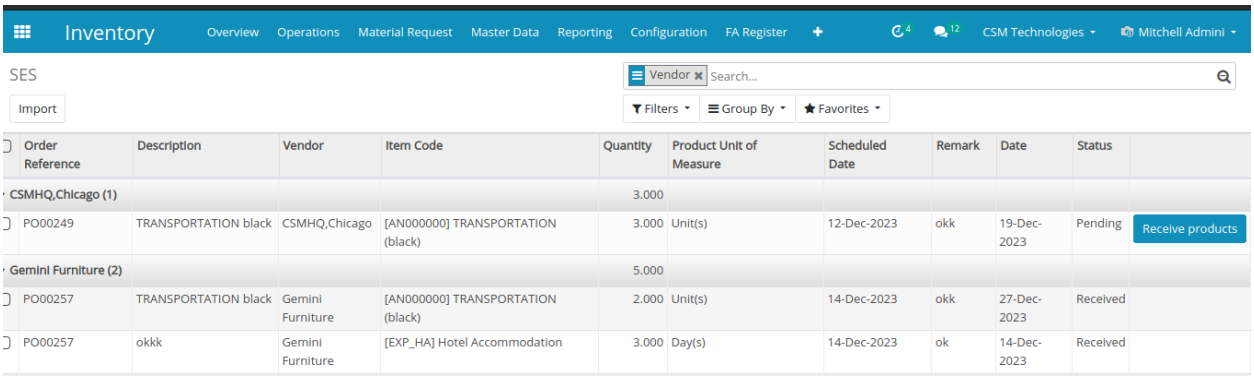

Figure 2.6- Overview – Service Entry Sheet (2)

- To receive the services click on the Receive Products button.

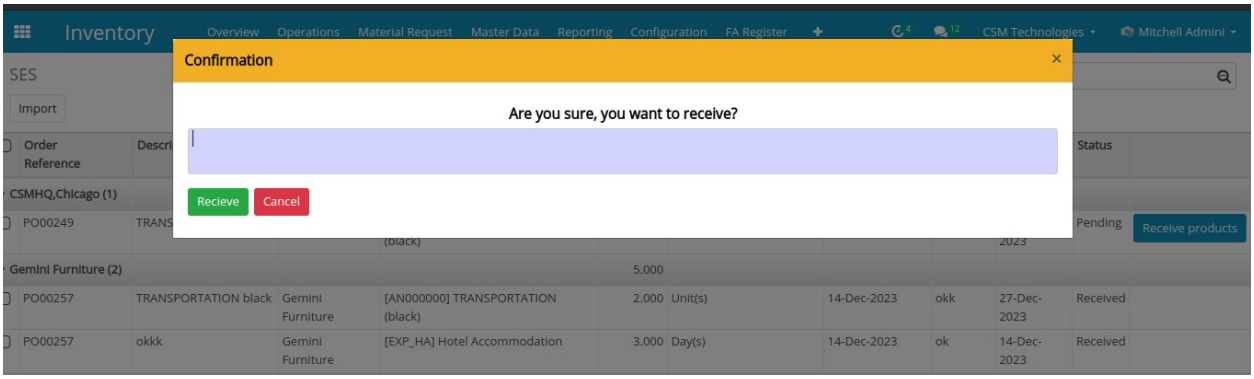

Figure 2.7- Overview – Service Entry Sheet(3)

- A confirmation pop-up will be opened asking for confirmation about the receiving.
- Click on **Receive** button to receive the service otherwise click **Cancel**.

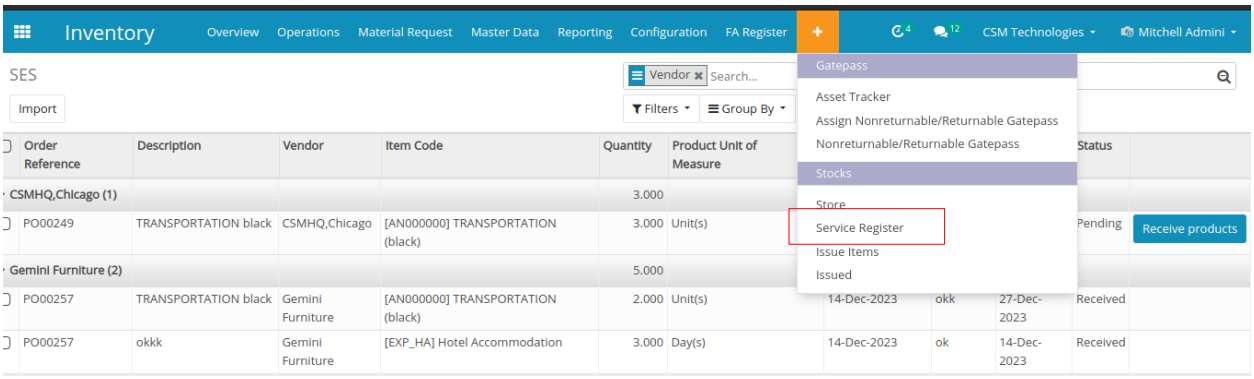

Figure 2.8- Stocks - Service Register

- The Services after receiving are available in service register.

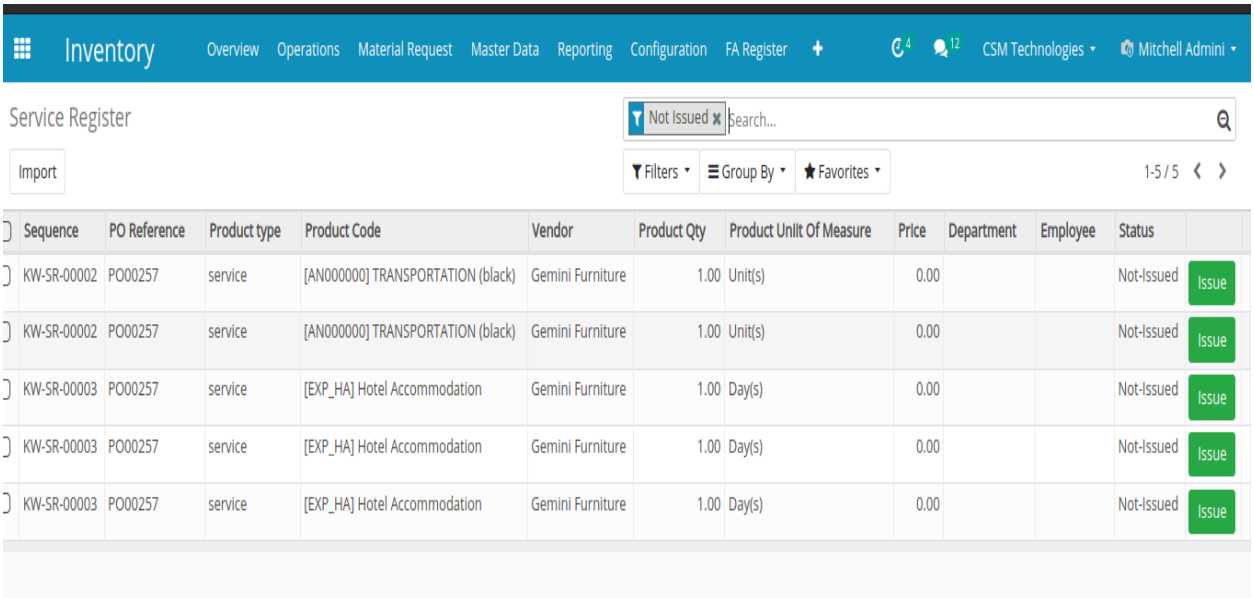

Figure 2.9- Stocks – Service Register

- The services can be issued to user by store manager by clicking issue button.
- Upon clicking issue button pop-up will come for asking details about department,employee and remark for issuance for that particular service as per fig 3.0.

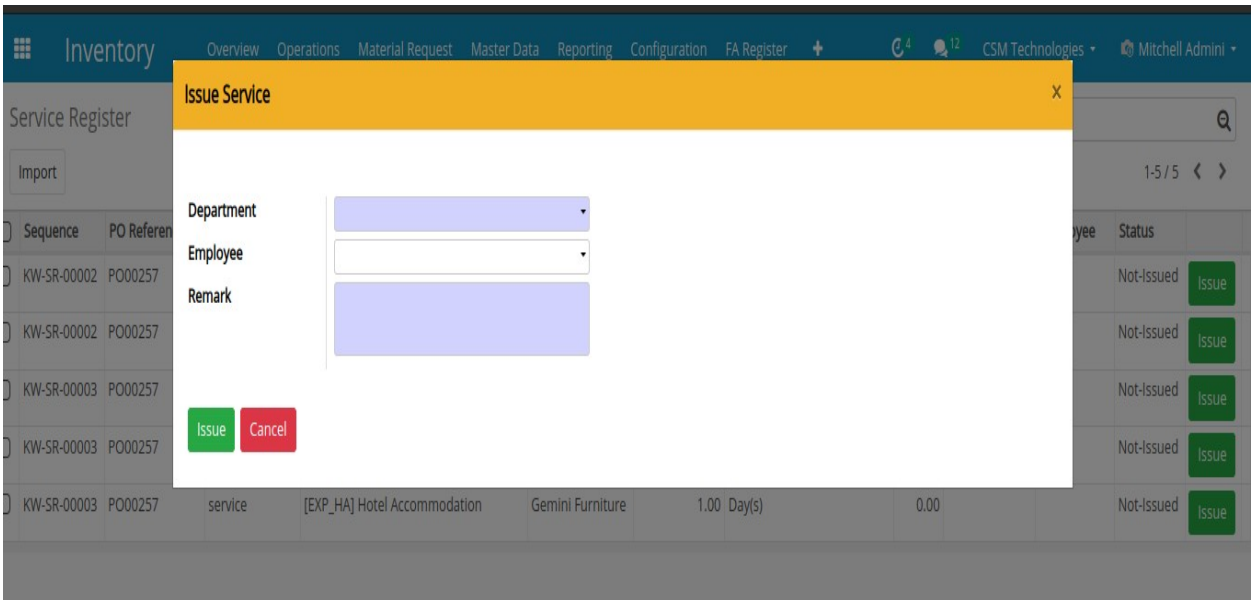

Figure 3.0 - Issue Service

- Once the service is issued it can be release when requirement comes.

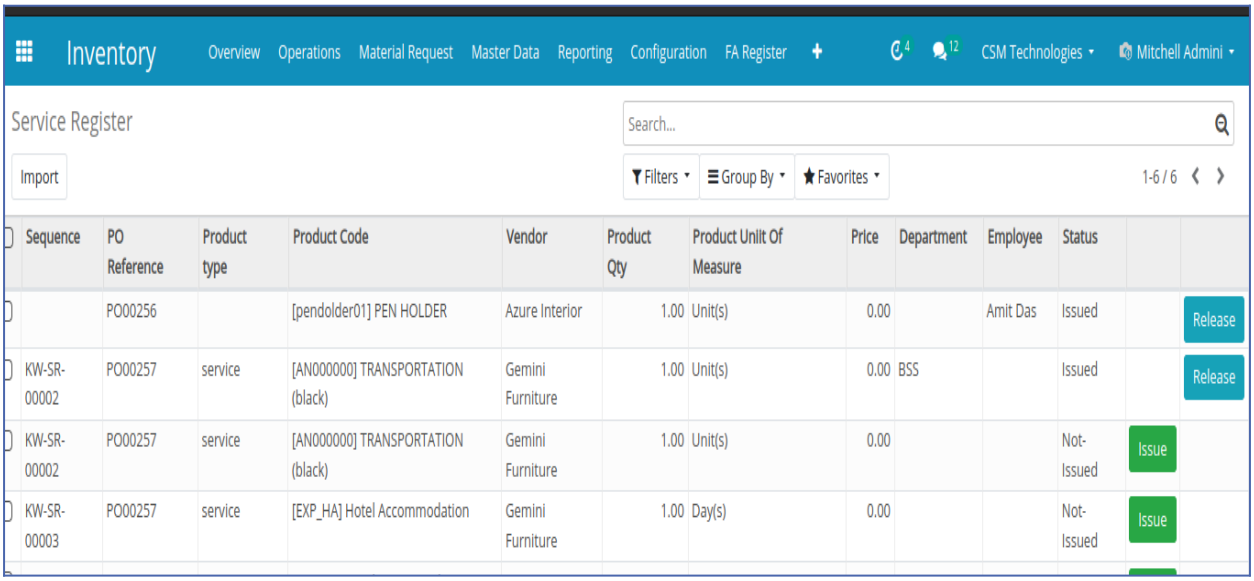

Figure 3-1 Quality Check/Inspection (1)

- Click on Release button.
- On clicking a pop up will open asking for remarks.

- On clicking **Return** the service will be returned to the service register or else click **Cancel** .

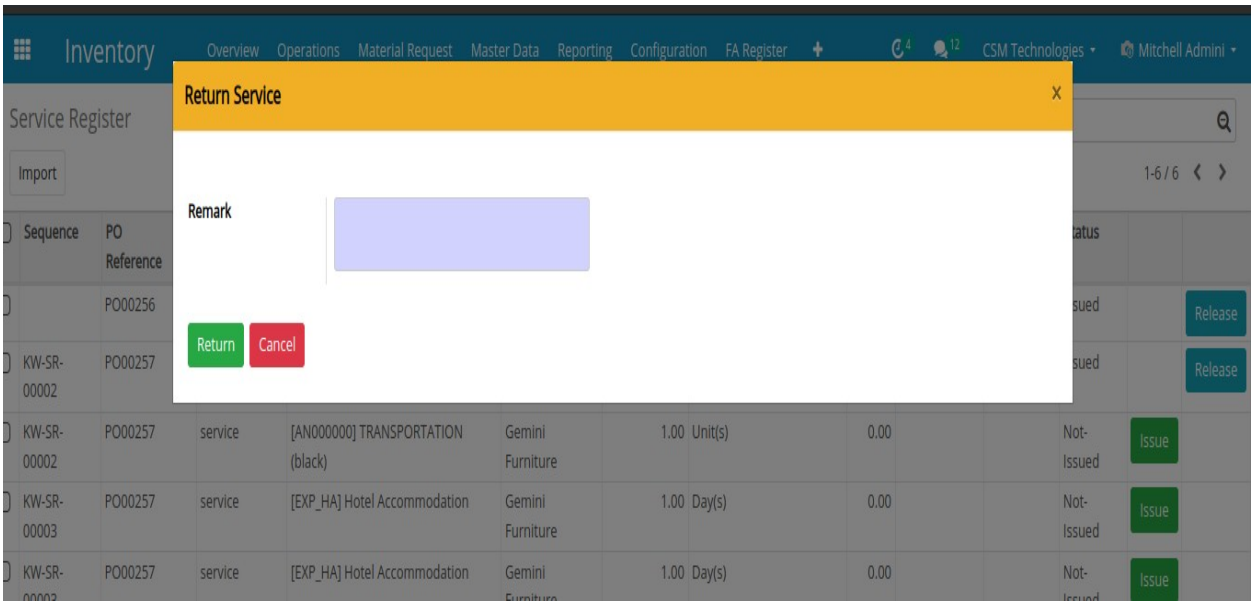

Figure 3.2- Return Service