<u>**RPA Use Case)**</u>

1. Stephan - Accounts Department- Remaking Invoice Upload
2. Nandini- Range Exhibition Return Bag No changes are needed to upload.
3. HR- PPC data was uploaded for yesterday, along with current data, into Cognos.
4. Vishal- Melting Invoice (Quarterly) - Switching monthly.

<u>**Accounts (Export): RPA Use Case)**</u>

- o <u>**Process 1: Uploading Invoices in Government Portal**</u>

    - Upload the invoice to the NSDL Portal and generate the e-invoice from the government portal.

    - Currently, the List of Invoices to be uploaded to the Government is prepared in Excel and shared with the Export Team.

    - They manually connect to NSDL to update the same in the portal which is a copy-paste from the Excel List.

    - Once the NSDL Invoice is done. The same will be uploaded to the E-Invoice portal for generating the E-Invoice number.

- o <u>**Process 2: Stock Item Master Entry**</u>

    - Excel file is maintained Item wise manually with columns:

        - Code, Alias Code, Stock Item Name

        - Date

        - Parent Group of Stock Item (ledger: GL account)

        - Purchase Description (under)

        - Category (consumable / welfare .. etc)

        - UOM

        - HSN Code (it is a Product Code for GST purposes)

        - <u>**Other columns for Reference:**</u>

        - Dept

        - Used for

        - Indent Material or Not

    - Update the data in Tally for above mentioned columns manually

- o **Process 3: Rate Chart Excel File is used by the approval authority**
  - ▪ **1. NEW ITEM:**
    - ▪ Item master needs to update for New Item Fresh Entry of Supplier, Purchase Date and Rate
    - ▪ Rates are taken from PO.
  - ▪ **2. EXISTING ITEM:**
    - ▪ For the last purchase, the Rate can be checked here
    - ▪ In case of Rate change additional columns are added on the right side to maintain Supplier, Purchase Date and Rate
    - ▪ Rates are taken from PO.
  - ▪ Excel is maintained by Omkar from the central dept, then the Accounts dept performs entry in Tally.

- **CAD Department: (RPA Use Case)**
  - o **Process Steps:**
    - ▪ **Step1:**
      - ▪ *Tool used: JewelCAD*
      - ▪ Click on the JewelCAD icon available on the Desktop
      - ▪ open Existing File -> Image appears
      - ▪ From the menu: Click on 'Misc' > Select 'Count Round Jewel' option
      - ▪ Opens popup window for Diamond, Diameter size, number
      - ▪ Ungrouping all the diamonds
    - ▪ **Step 2:**
      - ▪ *Tool used: JewelMatrix*
      - ▪ Click on the JewelCAD icon available on the Desktop
      - ▪ open Existing File -> Image appears
      - ▪ From the menu: Click on the 'GemMap' icon
      - ▪ Opens popup window for colour-wise Diamond Map image -> Click on the PRINT button to select with the sniping tool (to Paste it)

- Then go to D: Drive > folder > open the image file where you need to paste it.

  - **Step 3:**

    - *Tool used: JewelDesigner*

    - Click on the JewelDesigner icon available on the desktop

    - open Existing File from Desktop-> Image appears

    - From the menu: Click on the 'Gem Size List' icon Then 'click ShowSize'

    - Now Create Image: Snip and paste in the original JPG

    - Then, the file is saved in the respective folder

- **Purchase Department (Indent to Quoe to PO Generation): Custom APP + RPA + Cognos Analytics**

  - **Process Steps:**

    - **Step 1:** Pull the latest item Master from Tally **(RPA Use Case)**

    - **Step 1: (Custom Web APP)**

      - Indent Creation by individual departments based on the provided Item Master

      - Provision to have the addition of new Items in the system

    - **Step 3:** Send the Indent to Purchase department for Approval and Quote request,

    - **Step 4:** System to provide top 3 suppliers based on the last purchase to the purchasing department for Quote Request.

    - **Step 5:** RPA to monitor Central Email for Quote received from the supplier via Email and send it to the Purchase Department for Approval. **(RPA Use Case)**

    - **Step 6:** Once the Quote is received System to provide a comparative Analysis based on the Previous purchase Rate vs the Received Quote to suggest best quote.

    - **Step 7:** Post the selection of PO Request is sent via the system to the Supplier.

    - **Step 8:** Indent to PO Generation status to be monitored via Cognos Analytics.

- o **Consumption and Purchase Report (RPA + IBM Cognos Analytics)**

  - ▪ Download the data from Tally using Data Bridge AIS and save it in the central folder ==> **Done via RPA**

  - ▪ **IBM Cognos Analytics** to Pick the data from the Excel and Generate Consumption and Purchase Report

- **Sales Department (RPA + Custom Web + Cognos Analytocs)**

  - o **Analysis based on Customer Sales Report (RPA + Cognos Analytics)**

    - ▪ **RPA** to download the Sales Report from the Respective customer portal and keep it in a shared folder.

    - ▪ IBM Cognos Analytics to pick the data from the extracted data and generate a report for analysis.

  - o **Creating Sales Order from Customer Purchase Order where PDCM is already created --> (RPA Use Case)**