



SMACKIT
TECHNOLOGIES



This document outlines the flow and actual working of the proposed project management system under development.

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About SmackIT Technologies LLP

SmackIT Technologies LLP is an idea born out of a burning desire to create a platform that provides simple & innovative products & services to its stakeholders in today's challenging times.

It's about providing level playing field in personal & professional life to all its stakeholder by keeping everything simple, effective and efficient.

Purpose: To transform an idea into profitable products or services

Vision: Be a great work place where people are inspired and passionate to give their best to transform an idea into profitable products or services

Mission: Be an empathetic enterprise for all its stakeholders

Core Values: Happiness, Creativity, Enthusiasm

Logo: Colour Orange in our logo radiates happiness & optimism guided by creativity and enthusiasm. Origami in the logo signifies our goal to transform an idea into a profitable product for all its stakeholder.

Our logo symbolizes that any achievement is the outcomes of many small, precise decisions that complement each other. It's about eliminating imperfections by means of building better quality products & services.

Slogan: *Let's create & transform*

Queries

- ✓ Levels (on the basis of qty) for % Discounting in Rate
- ✓ In case of Non-Scheduled Items, the count of EA shall be same as the count of Non-Scheduled Items and the same shall be considered as a part of Variation wherein Scheduled Qty is 0.

Document Versioning

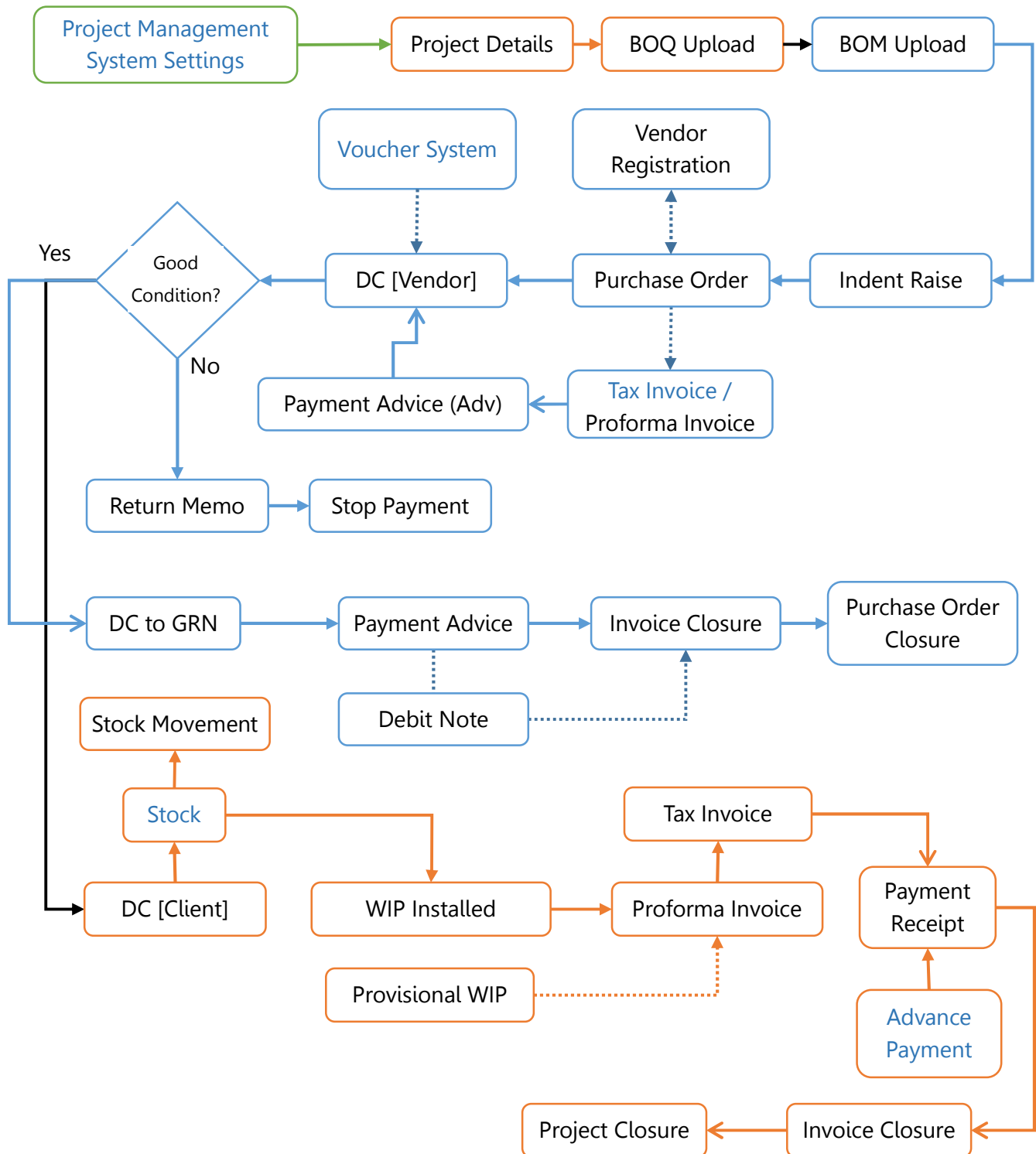
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Development Methodology

The BOQ & BOM shall be the engines of the entire system that shall work in an interdependent way. Interdependent means that both the modules shall be capable of running independent of each other and shall be dependent on each other on certain touch points to ensure smooth & efficient working of the system.

Basic Flow



Legends:

BOQ Module

BOM Module

Doc Ver 2 changes

Business Rule

- ✓ The Authorised Personnel shall have the right to either Approve, Reject or Sent Back for Rectifications
- ✓ In case of Rejection, the entire entered information shall be deleted from the system after 7 days.
- ✓ In case of Sent Back for Rectification, the entire entered information shall be sent back to the Authorised User for rectification
- ✓ Any new addition into the system shall require approval from Authorised Personnel
- ✓ Any changes to the approved document/s shall be require approval from Authorised Personnel
- ✓ Creation date time & Approval date time shall be recorded wherever applicable
- ✓ Format of Serial No for different kinds of documents shall be set in System Configuration
- ✓ Client Invoicing shall follow the process of generation of Proforma Invoice and then conversion of Proforma Invoice to Tax Invoice
- ✓ Only under exceptional circumstances, the Tax Invoice shall be directly generated and shall require approval from **Business Head**.
- ✓ There shall be provision in the system for the approving authority to seek recommendation/view from other users of the system
- ✓ Irrespective of recommendation, the approving authority shall be able to approve, reject or send for rectification.

Project Management System Settings

This interface shall have provision to

- ✓ Create & Edit User Types
- ✓ Create & Edit Users
 - For Staff, Employee Code shall be EMPS/fy/existing no & For Operator, EMPO/fy/existing no
 - Employee Details to be captured as per provided format
- ✓ Define the Rights of the Users for different processes
- ✓ Define Universal Business Project Codes (BP Code) to record expense/payment in Vouchers
- ✓ BP Code, Budget Amount shall be entered for each Financial Year with a provision to update the existing financial year budget amount.
- ✓ Any new entry of Budget Amount against BP code and any updates shall require approval from **Business Head**.
- ✓ Set Serial Numbering for Proforma Invoice, Tax Invoice, Debit Note, Purchase Order, DC Client, DC Vendor, Payment Receipt, Voucher, Vendor Registration, Indent, Payment Advice, Return Memo, Stock Movement, Provisional WIP, Debit Note, Credit Note, WIP Installed
- ✓ Set Company Name, Company Address, Company GST No., Incorporation No., PAN No., TAN No.

Project Details

The **Sales** shall have the rights to create the Project Details & shall be sent for approval to **Business Head**. Once the project details are approved by the **Business Head**, the project shall be created and shall be available for uploading BOQ & BOM.

The following project details shall be needed to be captured to create the project.

- ✓ Customer Name (Text)
- ✓ Customer Registered Address (Text)
- ✓ BP Code (Text)
- ✓ PO/LOI No (Text)
- ✓ PO/LOI Received Date (Text)
- ✓ Client PO (Purchase Order) Address (Text)
- ✓ Name of Work (Text)
- ✓ Our Address on PO (Text)
- ✓ Work Order On (Prudent EPC / Prudent Controls)
- ✓ Site Address (Text)
- ✓ Taxable Amount (Numeric)~
- ✓ GST Amount (Numeric)~
- ✓ Total Amount (Numeric)~
- ✓ EMD Amount (Numeric & Paid checkbox)^
- ✓ ASD Amount (Numeric & Paid checkbox)^
- ✓ Security Deposit Retention Amount (Text & Paid checkbox)^
- ✓ Performance Bank Guarantee Amount (Numeric & Paid checkbox)^
- ✓ Performance Bank Guarantee Validity (Text) months
- ✓ Warranty Period (Text) months
- ✓ Key persons of customer
 - Billing Related (Text)
 - PO Related (Text)
 - Execution Related (Text)
 - Engineer In-charge (Text)
- ✓ Completion Period (Text) months
- ✓ Client GST No (Text)^
- ✓ Price inclusive of AMC (Yes/No)
- ✓ AMC applicable after (Numeric) months [only if Price inclusive of AMC is Yes]
- ✓ Delivery Address
- ✓ Is billing Inter-State (Yes/No) [linked to decide whether SGST - CGST or IGST is applicable for calculation of GST tax]
- ✓ Billing Address (Text) [Only if billing Inter-State is Yes]
- ✓ Insurance Required (Yes/No) [Provision to add more]
 - Insurance Details (Text)
 - Insurance up to which date (Date format - dd/mm/yyyy)
 - Amount of risk coverage (Numeric)
- ✓ Agreement Prepared (Yes/No)
 - Document Upload^ [Draft Agreement, Signed Agreement]
- ✓ Penalty Clause (Text)^
- ✓ Power of Attorney (Text)^

- ✓ Pre-dispatch Requisites
 - Sample (checkbox & Text)
 - Prototype (checkbox & Text)
 - Inspection (checkbox & Text)
 - FAT (checkbox & Text)^ [Provision to add more]
 - SAT (checkbox & Text)^ [Provision to add more]
- ✓ Payment Terms (SITC / S&I)
- ✓ Billing Split Up [if Payment Terms S&I is selected]
 - Supply (numeric) %
 - Installation (numeric) %
 - Testing & Commissioning (numeric) %
 - Handover (numeric) %
- ✓ Invoice to be submitted on customer website (Yes/No & Text)
- ✓ Invoice to be sent on different address (Yes/No & Text)
- ✓ ESIC Required (Yes/No & Text)
- ✓ PF Required (Yes/No & Text)
- ✓ Any other details (Text)
- ✓ Project Attachments^
 - Project Completion Schedule
 - Project Design Report
 - Project Cash Flow
 - Project Investment Schedule

Note: ^ Document Upload required / ~ Shall be inked to BOQ Upload

Unless the Project Details are approved by the **Business Head**, the BP Code shall not be available for recording payments/expenses.

BOQ Upload

The **Pre-Sales** shall have the rights to create new BOQ Item / upload Design BOQ and shall be sent for approval to **Business Head**.

There shall be 2 interfaces:

- ✓ Upload Design BOQ via Excel
- ✓ Add BOQ Item via [Form Filling](#)

In BOQ Interface, the Uploaded/Added BOQ Items shall be displayed.

When the BOQ is uploaded/added for the first time, the same shall be considered as Schedule A BOQ and shall not have any BOQ Item/s marked as "Non-Scheduled". That means 1st time, only Schedule A BOQ shall be uploaded or added.

Post approval of Schedule A BOQ, all subsequent BOQ uploads/additions shall be considered as Schedule B BOQ in case of any addition in qty of the existing BOQ Item/s. (In other words, after schedule A BOQ approval, if there is negative or positive variation, quantities will be from schedule A only. That means schedule B will be only for the additional quantities than schedule A.)

Any new addition of new BOQ Item/s

- ✓ not marked as "Non-Scheduled" shall be considered as Schedule A BOQ
- ✓ marked as "Non-Scheduled" uploaded shall be considered as Schedule C BOQ

For any new addition of new "Non-Scheduled" BOQ Item/s shall require Exceptional Approval from **Business Head**. The BOQ Item Sr No for these BOQ Items shall be EA Number

For % discounting in the rate on the basis of qty, the user shall select the BOQ Item from BOQ Interface and apply % discounting on the rate on the basis of qty. The Qty can be added upto 2 decimal points.

Discounting rate shall be applicable for additional qty in schedule B.

In case of S&I Billing, the percentages mentioned in Project Details shall be considered. The bill shall have the option of split billing wherein different BOQ Items can be added under split billing heads.

Design BOQ

The following fields shall be uploaded via excel or added via Form Filling

- ✓ BOQ Item Sr No (unique no - ~~alpha~~numeric)
- ✓ HSN / SAC Code (Numeric)
- ✓ Item Description (Text)
- ✓ Unit (Text)
- ✓ Scheduled Qty (Numeric)
- ✓ Design Qty (Numeric)
- ✓ Rate Basic (Numeric)
- ✓ GST % (Numeric)
- ✓ Unit Basic Amount (Numeric)
- ✓ Non-Scheduled (Yes/No)
- ✓ SITC / S & I

BOQ Interface

On uploading the excel file / adding & post approval from **Business Head**, the following field values shall be auto calculated & displayed (#) by the system.

- ◆ SGST Tax Amount (Basic Amount x GST% / 2) [calculated if billing is not inter-state]
- ◆ CGST Tax Amount (Basic Amount x GST% / 2) [calculated if billing is not inter-state]
- ◆ IGST Tax Amount (Basic Amount x GST%) [calculated if billing is inter-state]
- ◆ Variation Qty (Design Qty - Scheduled Qty) [If result is non-negative, the Variation Qty shall be displayed in Positive Variation & negative, then in Negative Variation]
- ◆ BOQ Sr No#
- ◆ Item Description#
- ◆ Unit#
- ◆ Scheduled Qty#
- ◆ Positive Variation#
- ◆ Negative Variation#
- ◆ Sell Qty (Scheduled Qty + Variation Qty)#
- ◆ EA Qty#
- ◆ Scheduled Amount (Scheduled Qty x Rate Basic)#
- ◆ Scheduled Amount incl. GST (Scheduled Qty x (Rate Basic+Tax Amount))#
- ◆ Positive Variation Amount (Variation Qty x Rate Basic)#
- ◆ Positive Variation Amount incl GST (Variation Qty x (Rate Basic+Tax Amount))#
- ◆ Negative Variation Amount (Variation Qty x Rate Basic)#
- ◆ Negative Variation Amount incl GST (Variation Qty x (Rate Basic+Tax Amount))#
- ◆ Sell Amount (Sell Qty x Rate Basic)#
- ◆ Sell Amount incl GST (Sell Qty x (Rate Basic+Tax Amount))#
- ◆ Non-Schedule Item Amount (Design Qty x Rate Basic)#
- ◆ Non-Schedule Item Amount incl GST (Design Qty x (Rate Basic+Tax Amount))#
- ◆ Final Contract Amount (Design Qty x Rate Basic)#
- ◆ Final Contract Amount incl GST (Design Qty x (Rate Basic+Tax Amount))#
- ◆ Status# (Under Approval / Send for Rectification / Approved)
- ◆ Grand Total# (at the bottom, total of line items for Positive & Negative Variation Amount, Sell Amount, Non-Schedule item Amount, Final Contract Amount)

There shall be filter on the interface to view the calculation incl. GST or excl. GST

Note: # only these fields needs to be displayed.

In addition to the BOQ display interface, there shall be an interface for viewing

- Operational Schedule A
- Operational Schedule B
- Operational Schedule B-
- Operational Schedule C

There shall be a provision to download the BOQ Display Interface details & Operational Schedule A/B/B-/C in excel format.

The display & downloaded file format for the same shall be as follows:

- Operational Schedule A/B/B-
 - ✧ BOQ Item Sr No
 - ✧ Item Description
 - ✧ Unit
 - ✧ Scheduled Qty
 - ✧ Operational Qty
- Operational Schedule C
 - ✧ BOQ Item Sr No
 - ✧ Item Description
 - ✧ Unit
 - ✧ Design Qty

BOM Upload

The **Pre-Sales** shall have the rights to create new BOM Item / upload Design BOM.

There shall be 2 interfaces:

- ✓ Upload Design BOM via Excel
- ✓ Add BOM Item [via Form Filling](#)

In BOM Interface, the Uploaded/Added BOM Items shall be displayed.

When the BOM is uploaded/added for the first time, the same shall be considered as Schedule A BOM and shall not have any BOM Item/s marked as "Non-Scheduled". That means 1st time, only Schedule A BOM shall be uploaded or added.

Post approval of Schedule A BOM, all subsequent BOM uploads/additions shall be considered as Schedule B BOQ in case of any change in qty of the existing BOQ Item/s and provided BOQ Schedule B is also uploaded/added.

Any new addition of new BOQ Item/s

- ✓ not marked as "Non-Scheduled" shall be considered as Schedule A BOQ
- ✓ marked as "Non-Scheduled" uploaded shall be considered as Schedule C BOQ

for which BOQ Schedule A/B/C is uploaded/added.

Any addition of new BOM Item/s or change in the qty of existing BOM Item/s for which BOQ Schedule A/B/C is not uploaded shall be entered via Form Filling only and shall require Exceptional Approval for the same to be added in the system.

Design BOM

The following fields shall be uploaded via excel or added via Form Filling

- ✓ BOQ Sr No
- ✓ BOM Sr No
- ✓ Item Description
- ✓ HSN / SAC Code
- ✓ Unit
- ✓ Sell Qty
- ✓ Design Qty
- ✓ BOM Rate
- ✓ BOM Variation Rate
- ✓ Schedule Type
- ✓ Billable/Non-Billable [not applicable for 1st time BOM is uploaded]
- ✓ ~~SITC / S & I~~

Exceptional Approval

For adding BOM Item/s or updating qty of existing BOM Item/s (for which BOQ Schedule A/B/C is not uploaded), the following details shall be required

- ✓ OutOfBOM [only applicable to add new BOM Item/s]
- ✓ BOQ Sr No
- ✓ BOM Sr No [auto fetched for existing BOM Sr No]
- ✓ Item Description
- ✓ HSN / SAC Code
- ✓ Unit
- ✓ Sell Qty
- ✓ Design Qty
- ✓ BOM Rate
- ✓ BOM Variation Rate
- ✓ Schedule Type
- ✓ Billable/Non-Billable

BOQ Interface

On uploading the excel file / adding & post approval from **Business Head**, the following field values shall be auto calculated & displayed (#) by the system.

- ◆ Variation Qty (Design Qty - Sell Qty) [If result is non-negative, the Variation Qty shall be displayed in Positive Variation & negative, then in Negative Variation]
- ◆ BOQ Sr No#
- ◆ BOM Sr No#
- ◆ Item Description#
- ◆ Unit#
- ◆ Sell Qty#
- ◆ Positive Variation#
- ◆ Negative Variation#
- ◆ Design Qty#
- ◆ BOM Rate#
- ◆ BOM Variation Rate#
- ◆ Final Sell Amount (Sell Qty x BOM Rate)#
- ◆ Variation Sell Amount (Design Qty x BOM Variation Rate)#

Note: # only these fields needs to be displayed.

Indent Raise

The BOM Interface shall be visible to **Site Supervisor / Project Coordinator** with rights to raise an indent against BOM Item/s.

Indent shall be raised for only approved BOM Item/s and Qty/s.

Once the Purchase Order is raised for approved BOM Item/s and its Qty/s, then Indent cannot be raised for the same unless existing Purchase Order is foreclosed or qty for the said BOM Item/s is increased via exceptional approval process.

There shall be a column in the BOM Interface indicating the Qty available for ordering for each BOM Item. This shall be calculated basis Design Qty - PO Qty. (Qty for which Purchase Order has been raised)

There shall be a provision to select each BOM Item and then click on *Generate Indent* to raise an indent.

On clicking on the *Generate Indent*, an interface with selected BOM Item/s and text box to enter the qty (for which Indent is to be raised) shall be displayed.

The **Site Supervisor / Project Coordinator** shall have to enter the qty and click on *Submit*. The Qty entered can never be more than the mentioned Available Order Qty.

On clicking *Submit*, these details shall be sent for approval to **Project Manager**.

Purchase Order

On approval of Indent by **Project Manager**, the Indent Raise shall be forwarded to **Purchase** for raising Purchase Order.

The Accounts shall be able to generate a Purchase Order only for BOM Items for which approved Indent is available.

Purchase Order shall display all such BOM Item/s with the provision to select these BOM Item/s.

On selecting, the **Purchase** shall click on *Generate PO* and an interface with selected BOM Item/s, Text Boxes to enter Make, Model, GST Rate (SGST - CGST or IGST) & Drop box to select the Vendor from registered vendors list shall be displayed.

The Qty, HSN/SAC Code, Unit, BOM Rate, BOM Variation Rate shall be auto populated by the system and SGST - CGST or IGST Amount & Total Amount shall be auto-calculated by the system.

The BOM Variation Rate shall be editable and shall never exceed the BOM Variation Rate entered in BOM Upload.

In Purchase Order interface, there shall be a provision to foreclose the Purchase Order. While foreclosing the Purchase Order, reason needs to be selected and update the items delivered or pending against the PO.

The Vendor & Delivery Details shall be auto-fetched from Vendor Registration & Project Details respectively.

The Purchase Order shall be available for a Print copy for delivery or PDF copy for emailing to the client only post approval from **Business Head**

Vendor Registration

The **Purchase** shall have the rights to add a new Vendor in the system. The Vendor shall be added in the system either via excel upload or via manual entry.

In both the interfaces, the following information shall be captured and the same shall sent to **Business Head** for approval. Only post approval, the vendor shall be seen in the registered vendor list.

- ✓ Company Name
- ✓ Business Type (Proprietor, Partnership, LLP, Private Ltd, Public Ltd)
- ✓ Director / Partner Mob No
- ✓ Director / Partner Email ID
- ✓ CIN No / Shop Act No
- ✓ Company Registered Address
 - ✧ House/Bldg No
 - ✧ Street
 - ✧ Landmark
 - ✧ City / Postcode
 - ✧ State / Country
- ✓ Company Corporate Address
 - ✧ House/Bldg No
 - ✧ Street
 - ✧ Landmark
 - ✧ City / Postcode
 - ✧ State / Country
- ✓ Contact Person Name
- ✓ Contact Person Telephone No with Ext.
- ✓ Contact Person Mob No
- ✓ Contact Person Fax No
- ✓ Contact Person Email ID
- ✓ Preferred Communication Method (Telephone / Mobile / Fax / Email ID)
- ✓ GST Registration No
- ✓ PAN
- ✓ Bank Details
 - ✧ Bank Account No
 - ✧ Bank Name
 - ✧ Branch Name
 - ✧ Bank IFSC Code
 - ✧ Bank Branch Code
 - ✧ Bank Address
 - ✧ Bank City
 - ✧ MICR Code (9 digit code appearing on cheque)
 - ✧ Bank Telephone No
 - ✧ Bank Fax No
 - ✧ Account Type
- ✓ Region
 - ✧ 5 Large Customers

- ✓ Reference Data (Our any vendor/employee/friends ref Micro / SSI Status / Whether Micro , Small, Medium Enterprise under Micro , Small and Medium Enterprises Development Act, 2006)
- ✓ Deal with customer
- ✓ Relevant Items with Customer
- ✓ Other Items & Specialized
- ✓ Recommended By

The following documents needs to be uploaded

GST Certificate*

Blank Cheque Copy*

Passbook 1st Page (containing Name and Address of Account Holder)

Incorporation Certificate (applicable only for Private, Public & LLP Business Types)

Vouchers

There shall be provision in the system to record the expenses & payments done by the users (defined as "Staff" in the system) on the field.

These expenses & payments shall not require creation of Purchase Order irrespective of the amount.

The payment shall be made to the **Staff** user on basis of duly filled Voucher.

The expenses/payments in the Voucher can be of 3 types viz., **Non-GST, GST, Conveyance** (as per provided formats)

For recording expense/payment, the user shall have to select the type of expense/payment, select if GST Applicable or not, select the BP Code, enter the BOM Item Description & enter the amount along with the transaction date.

On BOM Item Description shall be auto-populated based on the text being entered by the user. In case the BOM Description does not match with the existing BOM Item Description, the user shall select the option of Out Of BOM and select the appropriate BOM Sr No. (BOQ Sr No. shall be auto-fetched on the basis of BOQ Sr No) By default, the current date shall be selected as transaction date. The user can change the transaction date if required.

For GST Applicable, the GST No, Taxable Amount & Tax Amount shall be mandatory.

The expense / payment entries below Rs.5000/- shall be approved by the **Office Manager**, above Rs.5000/- shall require additional approval by **Business Head** & payment above Rs.10,000/- shall require additional approval by **Business Head & Director**

Once the payment is approved by all approving authorities, then the payment shall be visible to accounts for payment to the user.

Proforma Invoice

The **Purchase** shall have the rights to enter the details of the Proforma Invoice received from Vendor against the Purchase Order.

In the Purchase Order Interface, there shall be a provision to add Proforma Invoice for each of the Purchase Orders in the list. This provision shall be active as long as the sum of Proforma Invoices Amount entered is less than Purchase Order Amount.

There shall be a provision to upload the scan copy of Vendor Proforma Invoice.

The entered Proforma Invoice details shall be sent to **Office Manager** for approval.

Payment Advice

The **Officer Manager** shall have the rights to create the Payment Advice. The Payment Advice shall be either an Advance Payment or Post Delivery.

In case of Approval for Stop Payment or Excess Payment, the Payment Advice shall not be generated.

In case of an Advance Payment, the approved Proforma Invoice/Tax Invoice whereas for Post Delivery, the Vendor Delivery Challan shall be a pre-requisite for Payment Advice.

In the Payment Advice, Mode of Payment (Cheque/Online Transfer), Deductions (TDS, GTDS & any other), Amount Paid, **BP Code (for which expense/purchase has been incurred)** shall be entered.

The Withheld details of GST, progress/completion of Purchase Order & any other relevant details shall also be entered.

Delivery Challan [Vendor]

The **Site-Supervisor / Project Coordinator** shall have the rights to generate Delivery Challan (DC).

The DC [Vendor] shall be created on receipt of goods and against the generated Purchase Order.

In the Purchase Order Interface, there shall be a provision to create DC for each of the Purchase Order in the list.

The **Site-Supervisor /Project Coordinator** shall enter the received qty against each BOM Item in the Purchase Order. The sum of Qty entered & Qty in previous DCs [Vendor] shall never exceed the Qty mentioned in the Purchase Order.

This provision shall be active as long as the sum of DC Qty entered in all DCs [Vendor] is less than Purchase Order Qty.

There shall be a provision to upload the scan copy of Vendor Delivery Challan and any other relevant documents viz., eWay Bill, etc.

Return Memo

In case the goods received are not in good condition, then the **Site Supervisor / Project Coordinator** shall have the rights to generate a return memo.

The **Site Supervisor / Project Coordinator** shall enter the Return Qty of BOM Item/s against DC [Vendor] along with the reason for the Return Memo.

There shall be provision to upload the photos of the goods and any other relevant documents.

All the above details shall be sent to **Purchase** for approval & information

Stop Payment

Once the Return Memo details are received by the **Purchase**, the **Purchase** shall either mark a Stop Payment against Purchase Order in case of Post Delivery Payment or mark Excess Payment against the Vendor in case of Advance Payment.

The marking of Stop Payment / Excess Payment shall require approval from **Accounts**

DC to GRN

The DC to GRN report shall be auto generated on basis the Delivery Challan and Proforma Invoice received against the Purchase Order.

The DC to GRN report shall have the following fields:

- ✓ BOQ Sr No
- ✓ BOM Sr No
- ✓ Item Description
- ✓ Unit
- ✓ Final Qty
- ✓ DC Nos with Qty Delivered
- ✓ PI Nos with Rate & Amount
- ✓ Total Delivered Qty
- ✓ Total Amount

The DC to GRN report shall be generated by **Site Supervisor** and the same shall be validated by **Accounts / Officer Manager**

Debit Note

The Debit Note shall be created by **Purchase** and shall be approved by **Accounts**

The BOM Item No, Item Description, Unit, Qty, Rate, Debit Amount shall be entered while generating the Debit Note.

The Debit Note can also be directly created using the Return Memo.

Proforma Invoice Closure

The **Officer Manager** shall have the rights to initiate a Proforma Invoice Closure and shall be approved by **Purchase**

For Invoice Closure to be initiated, the following points shall be validated

- ✓ GST Input (date of GST Input Credit)
- ✓ Advance & or Invoice Amount Payment (date of payment)
- ✓ Original Tax Invoice (date of receipt)
- ✓ Any remarks during procurement & execution

Purchase Order Closure

The **Officer Manager** shall have the rights to initiate a Proforma Invoice Closure and shall be approved by **Purchase**

For Purchase Order Closure to be initiated, the following points shall be validated

- ✓ Sum of Proforma Invoice/s Amount should match the Purchase Order Amount
- ✓ Sum of DC Qty/s should match the Purchase Order Qty
- ✓ In case of any Purchase Order is foreclosed, the amount and qty/s should match or nullify
- ✓ Original Tax Invoice for all Proforma Invoice should be received (date/s of receipt)
- ✓ Any remarks during procurement & execution

Delivery Challan [Client]

The **Site-Supervisor / Project Coordinator** shall have the rights to generate Delivery Challan (DC).

The DC [Client] shall be created BOM Items for which DC [Vendor] has been created.

DC [Client] cannot be created for BOM Items DC [Vendor] is not created.

The scan copy of client personnel signed copy DC [Client] shall be uploaded in the system.

There shall be an interface displaying the BOM Items for which DC [Client] is generated.

Stock

All BOM Items for which DC [Client] is created shall be available to be transferred in Stock at the customer end.

The **Site-Supervisor / Project Coordinator** shall click on "*Transfer to Stock*" from DC [Client] Interface

WIP Installed

The **Site-Supervisor / Project Coordinator** shall have the rights to generate and shall be approved by **Project Manager**.

Once DC [Client] is created & transferred to Stock, the respective BOQ Items shall be available to be marked as WIP Installed provided all BOM Items linked to BOQ Item are in Stock ~~(in case Payment Terms are SITC) or all BOM Items marked as S or I linked to BOQ Item are in Stock (in case Payment Terms is S&I)~~

The **Current Date** as Consumption Date & Qty for each BOM Item/s shall be auto-populated and Qty can be changed if needed but cannot exceed the respective BOM Qty available in the Stock.

~~The WIP Installed cannot be edited once approved.~~

Provisional WIP

The **Project Manager / Project Coordinator** shall have the rights to create Provisional WIP and shall be approved by **Business Head**.

The Provisional WIP shall be generated for only approved BOQ Item/s even if the Indent or Purchase Order or DC [Client] or DC [Vendor] for the same has not been generated in the system.

Once the DC [Vendor] for the BOM Item/s is available, the Provisional WIP can be transferred to WIP [Installed].

In such case, the Consumption Date & Qty of the BOM Item/s shall be updated to **Current Date** when the BOM Item was marked as Installed and trace of the BOM Item/s under Provisional WIP shall be retained as a history.

~~The Provisional WIP can be edited even once approved. The same shall be sent for approval again.~~

Stock Movement

The BOM Items from DC[Client] / **Stock** of One Project can be moved to DC[Client] / **Stock** of Another Project by moving it to Virtual Warehouse and then to Another Project.

Movement from One Project to Virtual Warehouse shall be facilitated by **Site Supervisor** and shall be moved to Virtual Warehouse only on the approval from **Purchase**. Similarly, the movement from Virtual Warehouse to Another Project shall be facilitated by **Purchase** and shall be moved to Another Project only on the approval from **Business Head**.

Unless all BOM Item/s for a particular BOQ Item/s are consumed, the BOQ Item & its BOM Item/s shall be considered in Stock and shall be calculated on BOM Rate. Similarly when all BOM Item/s for a particular BOQ Item/s are consumed, the BOQ Item & its BOM Item/s shall be considered in WIP[Installed] and shall be calculated on BOQ Rate.

Whenever there is a stock movement between projects, the payment process of moved BOM Items shall remain in the same project. Only there shall be subtraction in Stock & Cashflow of the project (from which BOM Items are moved) and shall be added in Stock & Cashflow of the project (to which BOM Items are moved).

The Stock/**WIP** Report shall have the following fields

- ✓ BOQ Sr No
- ✓ BOM Sr No
- ✓ Item Description
- ✓ Unit
- ✓ BOM Rate
- ✓ Opening Stock
- ✓ Added Stock
- ✓ Consumed Stock (Date - Count)
- ✓ Closing Stock
- ✓ Stock/**WIP** Amount

The Stock Report shall be generated by **Purchase** and WIP Report shall be generated by **Office Manager**. For WIP Report, there shall be option to select either the BOM Rate or BOQ Rate whereas Stock Report shall be calculated on BOM Rate only.

Proforma Invoice

The **Project Coordinator** shall have the rights to generate Proforma Invoice and shall be available for a Print copy for delivery or PDF copy for emailing to the client only post approval from **Business Head**

To generate the Proforma Invoice, the **Project Coordinator** shall select the BOQ Items from WIP [Installed] and or Provisional WIP.

These BOQ Item shall be billed under BOQ Rate uploaded in Design BOQ.

The Client Details for billing and delivery shall be auto populated from Project Details.

Tax Invoice

The **Project Coordinator** shall forward the conversion of Proforma Invoice to Tax Invoice to the **Accounts** and the **Accounts** shall have the rights to convert.

The Tax Invoice shall be available for a Print copy for delivery or PDF copy for emailing to the client only post approval for conversion from **Business Head**

The **Project Coordinator** shall have to select the Proforma Invoice/s that needs to be converted into Tax Invoice/s.

An alert message shall be displayed in **Accounts** login from last 2 days of month for pending Proforma Invoices. The **Accounts** will have to either convert the Proforma Invoice to Tax Invoice or mark it as "Continue to be a Proforma Invoice" with reason for non-conversion. The alert shall be displayed as long as the action is not taken.

Payment Receipt

The **Office Manager** shall have the rights to create the Payment Receipt from Payment Advice received from the Client and shall be approved by **Accounts**.

The following details shall be captured from Payment Advice received from the client

- ✓ Payment Date (Date)
- ✓ Payment Amount Received (Numeric)
- ✓ Client Name (auto-populated)
- ✓ Invoice Date (Date)
- ✓ Invoice No (Text)
- ✓ Invoice Amount (Numeric)
- ✓ Remark (Text)
- ✓ **Statutory Deductions**
 - ✧ IT TDS Amount (Numeric)
 - ✧ GTDS Amount (Numeric)
 - ✧ Any other **tax** deduction (option to add more viz., **Tax Deduction Desc** & **Tax Deduction Amount**)
- ✓ **Refundables**
 - ✧ Security Deposit **Retention** Amount (Numeric)
 - ✧ Any other Deposit (option to add more viz., **Deposit Desc** & **Deposit Amount**)
 - ✧ Withheld (option to add more viz., **Withheld Desc** & **Withheld Amount**)
- ✓ **Non-Refundables**
 - ✧ Labour Cess (Numeric)
 - ✧ Debit Note / Credit Note / LD (Numeric)
 - ✧ Any Other cess (option to add more viz., **Cess Desc** & **Cess Amount**)
 - ✧ Any Other Deductions (option to add more viz., **Deduction Desc** & **Deduction Amount**)
- ✓ Payment Advice Copy Rcvd (Yes/No)
- ✓ Payment Advice Copy Rcvd Date

Advance Payment

Whenever Advance Payment is received from the client, the taxable amount and Tax amount shall be auto-calculated on the basis of Advance payment received.

Whenever the Tax Invoice is generated, the system shall provide a provision to adjust the advance payment against the Tax Invoice being generated.

The Advance Payment adjusted against the Tax Invoice can be changed and the change shall be effected in the system only after approval.

Invoice Closure

The Invoice closure shall be initiated by **Project Coordinator** and shall be approved by **Office Manager**.

For Invoice Closure to be initiated, the following heads shall be validated

- ✓ GTDS
 - ✧ Amount (auto-populated)
 - ✧ Confirmation Date^
 - ✧ Return Date
- ✓ TDS
 - ✧ Amount (auto-populated)
 - ✧ 26AS Confirmation Date^
- ✓ Withheld Amount Confirmation (confirmation date)
 - ✧ Amount (auto-populated)
 - ✧ Confirmation Date^
- ✓ Any other Deposit / Deduction Confirmation^

The necessary supporting documents shall be uploaded while Invoice Closure.

Once the heads are closed, the closed head shall not be seen.

Project Closure

The Project closure shall be initiated by **Project Manager** and shall be approved by **Business Head**.

For Project Closure to be initiated, the following points shall be validated

- ✓ Completion Certificate
- ✓ PBG Amount Confirmation (confirmation date)
- ✓ PBG Expiry Confirmation (confirmation date)
- ✓ SD Amount Confirmation (confirmation date)
- ✓ Any other deposit confirmation (option to add more viz. Desc, Confirmation Date)

The necessary supporting documents shall be uploaded while Project Closure.