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3.0 List of Abbreviations

CRA – Customer Return Analysis

DO – Delivery Order

ETA – Estimated Time of Arrival

FG- Finished Goods

GDN – Goods Dispatch Note

GRN – Goods Received Note

HRIS – Human Resource Information System

MRP – Material Requirement Plan

NEI- Naturub Exports International

PL – Packing List

PO – Purchase Order

QC – Quality Control

Qty - Quantity

RM – Raw Material

ROL – Reorder Level

SO – Sales Order

SiH- Stock in Hand

SFG – Semi Finished Goods

TI – Tax Identification

UoM – Unit of Measurement

6.0 Use-Case Diagrams

6.1 Common Stores

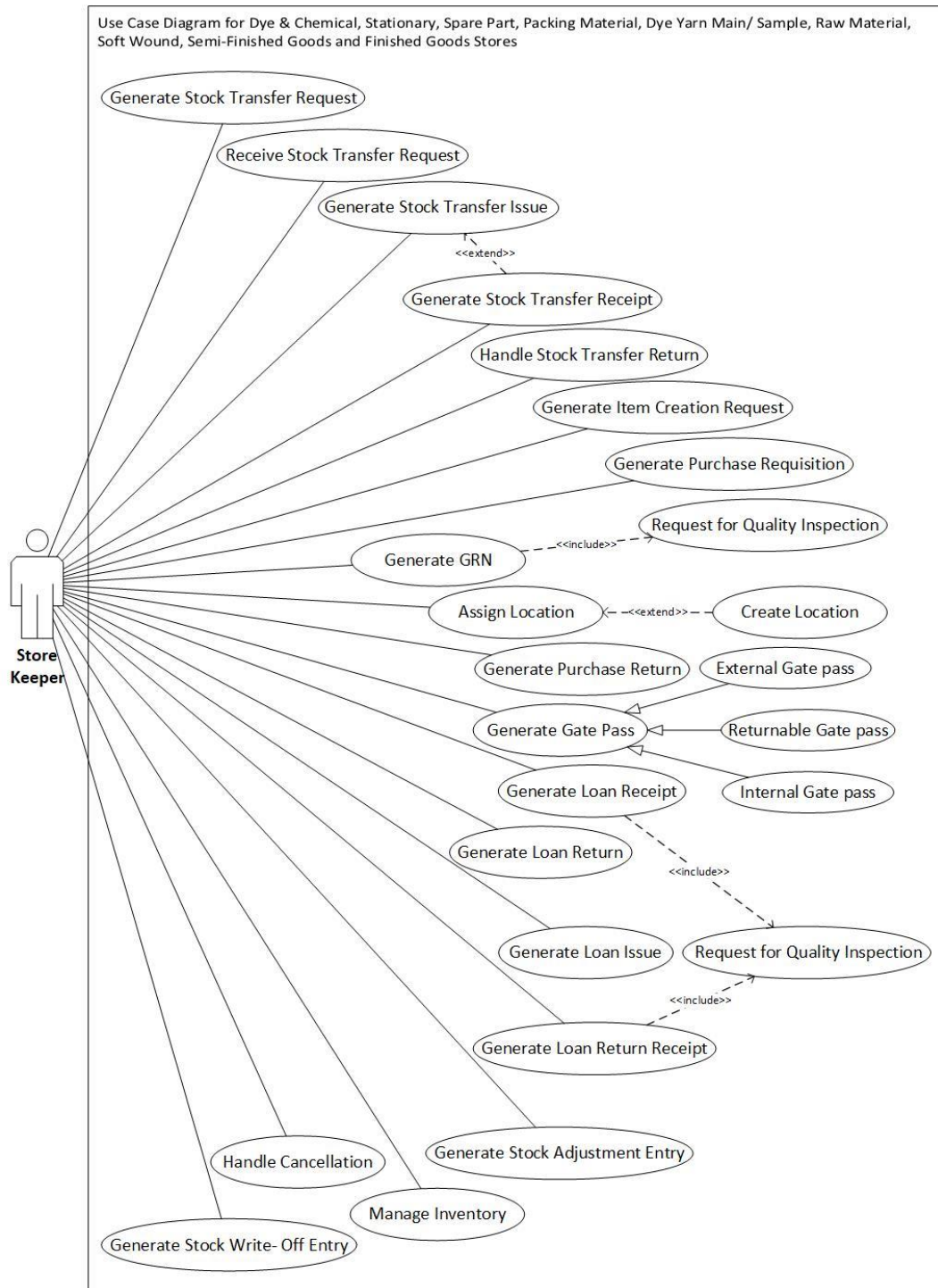


Figure 1- Common Store System Use-Case Diagram

6.2 Kitchen & Welfare Stores



Figure 2-Kitchen & Welfare Stores System Use-Case Diagram

7.0 Use-Case Descriptions

Use Case ID:	UCD001
Use Case Name:	Generate Stock Transfer Request
Created By:	Shenali Walpita/Nadeesha De Jeodth
Date Created:	26th July 2020
Actor:	<p>Dye & Chemical Senior Store Keeper</p> <p>Stationary Store Keeper</p> <p>Spare Part Store Keeper</p> <p>Packing Material Store Keeper</p> <p>Dye Yarn Main Store Keeper</p> <p>Dye Yarn Sample Store Keeper</p> <p>RM Store Keeper</p> <p>Soft Wound Store Keeper</p> <p>SFG Store Keeper</p> <p>FG Store Keeper</p> <p>Kitchen Store Keeper</p> <p>Welfare Store Keeper</p> <p>Other Divisional Users</p>
Description:	<p><u>All Stores</u></p> <p>If a Store needs to get goods transferred from another Store/ division/ subsidiary (For storing/ consumption purpose), the user will generate a Stock Transfer Request.</p> <p>The generated Stock transfer request will be delivered for approvals. The approved Stock transfer request will be received by the respective Store/ division/ subsidiary.</p>
Preconditions:	The requirement should arise.

Post conditions:	The Stock Transfer Request will be approved and delivered to the relevant party.
Priority (H/M/L):	M
Normal Course of Events:	LOGIN to the system. GENERATE Stock Transfer Request.
Alternative Courses:	N/A
Special Requirements:	Workflow required.
Notes and Issues:	N/A

Use Case ID:	UCD002
Use Case Name:	Receive Stock Transfer Request
Created By:	Shenali Walpita/Nadeesha De Jeodth
Date Created:	26th July 2020
Actor:	Dye & Chemical Senior Store Keeper Stationary Store Keeper Spare part Store Keeper Packing Material Store Keeper Dye Yarn Main Store Keeper Dye Yarn Sample Store Keeper RM Store Keeper Soft Wound Store Keeper SFG Store Keeper FG Store Keeper Kitchen Store Keeper
Description:	<p><u>All Stores</u></p> <p>If a division/ Store/ Subsidiary requires stocks (for storing/ consumption purpose), the relevant division/ Store/ Subsidiary will generate a Stock Transfer Request. The generated request will be approved and received by the respective Store user.</p> <p>If a certain department requires to inquire about prices or requires to purchase a new item or requires to transfer goods, a Stock Transfer Request has to be generated and received by the relevant Stores.</p>
Preconditions:	Stock Transfer Request should be raised by the respective division/ Store/ Subsidiary and approved by the parties.
Post conditions:	Stock Transfer Issue will be generated. The goods will be issued. Or A Purchase Requisition/ Stock Order will be generated.

	Or The requester will be informed.
Priority (H/M/L):	M
Normal Course of Events:	LOGIN to the system. RECEIVE Stock Transfer Request.
Alternative Courses:	N/A
Special Requirements:	N/A
Notes and Issues:	N/A

8.0 System Process Diagrams

Below processes will be applicable for all 12 stores (except Dye Weighing). Accepting and receiving parties will be changed based on the division requirement.

8.1 General Inventory Process

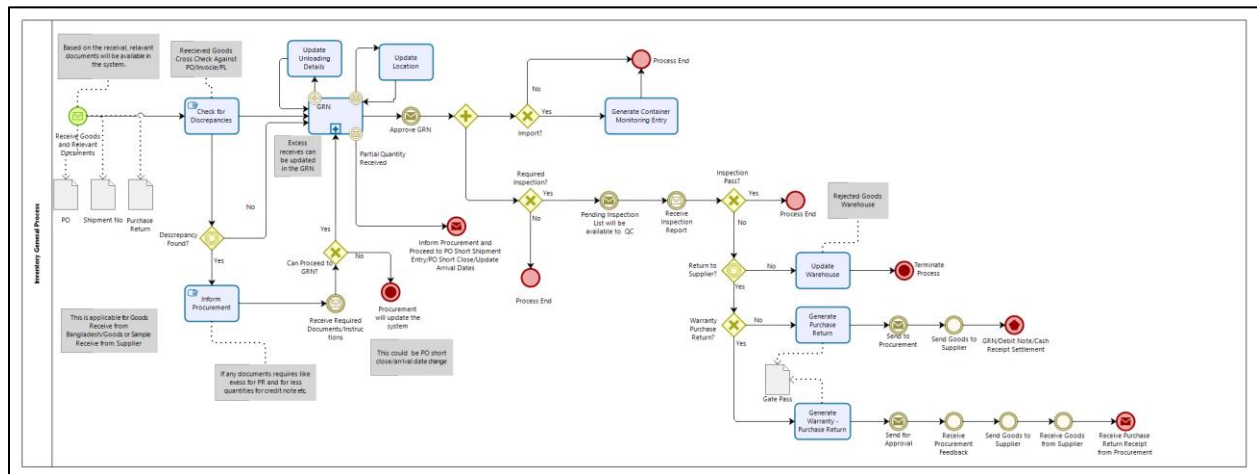


Figure 3-General Inventory System Process

Above process will be used in the system to capture goods receiving from Supplier (Bulk/Sample), Bangladesh.

- The Purchase Order/ Shipment Number/ Purchase Return will be available in the system by the time the goods arrive.
- Once the Goods arrive the user will compare the physical goods along with the relevant document (Purchase Order/Packing List/Invoice) and check if there any discrepancies.
- If no discrepancies are found, the GRN will be generated. Unloading details can be entered and the Locations can be assigned in the GRN itself. If in any case, excess quantities received, it can be updated in the GRN itself. If QC is not required for particular items, location can be updated in the system.
- Items which require a QC inspection, will be updated in the QC location once the GRN is saved. For these goods the inventory will be updated, once the inspection has been completed and passed. Items which didn't require QC inspection, will be updated to the said physical location.

However for these goods, the inventory will be updated once the GRN has been approved by all parties.

- Once the GRN is saved, it will be received by the relevant parties for approvals.
- Simultaneously if inspection has been requested for any items the QC will be informed and for Import GRN, the Container Monitoring entry will be available in a pending list.
- If inspection was not required, goods will be stored in the relevant physical location, available for issues.
- For items that required inspection, the Inspection report will be received (by the user and Procurement) after the inspection.
- If the inspection has been passed (fully or partially), the inventory will be updated, accordingly.
- If it has been failed (fully or partially), a decision will be made whether to return to the supplier or not.
- If it was decided to return to the supplier, a Purchase Return will be generated (if the goods are non-warranty) and sent to Procurement. Once the Procurement feedback has been received, goods will be sent back to the Supplier along with a returnable gate pass. The Purchase Return will either be settled with an item replacement/ cash receipt or debit note.
- If it was decided to return to the supplier, a Warranty Purchase Return will be generated (if the goods are under warranty) and sent for approvals. Once the Procurement feedback has been received, goods will be sent back to the Supplier along with a returnable gate pass. The Warranty Purchase Return will then be generated by Procurement, which will be received by Stores, if only an item replacement is expected.
- When checking for discrepancies before the GRN, if discrepancies were found procurement will be informed, manually.
- Procurement will decide whether to proceed with a GRN or not.
- If the decision was to proceed with the GRN, Procurement will update the system. It could be either a PO short close or the next arrival date change.
- When receiving goods, goods might be received partially. If so GRN will take place but Procurement will be informed. Either PO short shipment entry/ PO short close/ next arrival dates will be updated.

9.0 Screen Designs

9.1 Masters

Below are the key masters involved with the Inventory module. Master data will be finalized by Pentagon's Technical Team.

9.1.1. Location Master

The screenshot shows the 'Location Master' screen with the following elements:

- Buttons:** NEW, SAVE, SEARCH, PRINT, CANCEL.
- Company:** A text field with the placeholder 'Display Company'.
- Location Type:** A dropdown menu with the placeholder 'Select Location Type'.
- Location Id:** A text field with the placeholder 'Enter/Display Location Id'.
- Location Name:** A text field with the placeholder 'Enter Location Name'.
- Inventory Account Name:** A dropdown menu with the placeholder 'Select Inventory Account Name'.
- Cost of Sales Account:** A dropdown menu with the placeholder 'Select Cost of Sales Account'.
- Shared Location?:** A checkbox.
- Shared Location Preferred Location Type Users:** A table with one header row and one empty data row.
- Active*:** A checkbox.

Figure 9-Location Master Screen

Above master can be used to create Locations as required. Field information as followed.

- Company** : Company name will be displayed automatically based on logged in details.
- Location Type** : Location Type, to which the location should be linked can be selected from the drop-down list.
- Location Id** : Location Id is system generated number or it can be manually entered by the user. User can provide prefixes if required and decide the location code format.

Location Name	: Name of the location can be entered in this field.
Inventory Account Name	: Inventory Account Name can be selected from the drop-down list.
Cost of Sales Account	: Cost of Sales Account can be selected from the drop-down list.
Shared Location?	: If the creating location is a shared location used by other Store Keepers, this tick will have to be ticked.
Shared Location Preferred Location Type Users	<p>: If the 'Shared Location?' check box has been ticked, this table will be in editable mode. The other Locations Types, which can access the creating Location can be selected, and entered to the list.</p> <p>: If the 'Shared Location?' check box was not ticked, this table will be in non-editable mode.</p>
Active	: The location can be actived or deactivated from this option.

9.1.2 Sub Location Master

Sub Location Master

New Save Search Print Cancel

Company: Display Company

Location Name: Select Location Name

Sub Location Code: Enter/Display Sub Location Code

Sub Location Name: Enter Sub Location Name

Location Purpose: Enter Location Purpose

☐ Shared Location?

Shared Sub Location Preferred Location Type Users

☐ Active*

Figure 10-Sub Location Master Screen

Above master can be used to create Sub Locations as required. Field information as followed.

- Company** : Company name will be displayed automatically based on logged in details.
- Location Name** : Location that require to be linked to sub location can be selected from the drop-down list.
- Sub Location Code** : Sub Location code is a system generated number or it can be manually entered by the user. User can provide prefixes if required and decide the location code format.
- Sub Location Name** : Name of the sub location can be entered in this field.
- Location Purpose** : Purpose to create this location can be mentioned in this field.

10.0 Workflows

Function	Raised By	1 st Approval	2 nd Approval	3 rd Approval	Final Approval	Remarks
Generate Item Creation Request	Store Keeper	Store Manager				
Generate Purchase Requisition	Store Keeper/ Store Executive				Store Manager	<ul style="list-style-type: none"> ➤ If the PR requested quantity is less than or equal to the reorder level/ Stock transfer request quantity, approval will not be necessary ➤ If the PR requested quantity is more than the reorder level/ Stock transfer request quantity or if ➤ If the PR is generated based on the Re-order levels, Store Manager Approval will be required approval.
Generate GRN	Store Keeper	Store Manager				
Generate Stock Transfer Request	Store Keeper	Store Manager				
Generate Loan Receipt	Store Keeper	Store Manager	HOD Procurement -	Director/ GM Finance	Audit	

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Generate Loan Return	Store Keeper	Store Manager	HOD Procurement -	Director/ GM Finance	Audit	
Generate Loan Issue	Store Keeper	Store Manager	HOD Procurement -	Director/ GM Finance	Audit	
Generate Loan Return Receipt	Store Keeper	Store Manager	HOD Procurement -	Director/ GM Finance	Audit	
Generate Stock Adjustment Entry	Store Keeper	Store Manager	Director/ GM Finance	Audit		
Handle Cancellation	Store Keeper	Store Manager		Audit	Director/ GM Finance	
Generate Write-off Entry	Store Keeper	Store Manager	QC	Audit	Director/ GM Finance	

11.0 Notifications

- System alert/email alert for re-order levels.
- System alert/email alert for goods arrival ETA.
- System alert/email alert for Stock adjustments.
- System alert/email alert for cancellations.
- System alert/email alert for Purchase Requisition Approval/ rejection.
- System alert/email alert for GRN approval.
- System alert/email alert for Stock Write-off.
- In each workflow if there are more than one approval level then once the request reject/approval previous parties should receive alert. If one level approval, approved/rejected notification should receive by the requester.

12.0 Integrations

- Finance Module Integration
- Naturub HRIS Integration
- Procurement Module Integration

13. 1 Reports Requested by Naturub

13.1.1 Location Stock Report

No.	Report Name	Required Fields	Filters
1	Location Stock Report	Location Type	Location type
		Location Id	Location ID
		Location Name	Location name
		Sub Location Id	Sub Location id(Range selection-till box wise)
		Sub Location Name	Sub Location name(Range selection-till box wise)
		Item code	Item details (as item master & location master)
		Item description	Stock Value(with/without - for management)
		SIH General	
		SIH Dummy Job	
		SIH Original Job	
		SIH Dummy PO	
		SIH Original PO	
		Physical Balance(blank column)	
		Variance(blank column)	
		UOM (Kg qty/Pack qty/Yds qty/Pieces/Cone/Meters/No./Litr)	
		Stock Value(to management)	
		Warranty Status (yes/No)	

Figure 56-Location Stock Report

13.1.2 Purchase Requisition Report

No.	Report Name	Required Fields	Filters
2	Purchase Requisition Report	Purpose	Pending 1st approved
		Requisition Date	Pending 2st approved
		Requested by	Fully approved
		Remarks - Urgent or Normal	Company
		Required date	Request No
		Created Date & time	Date Range
		Created user	Location Type
		Item code	Location ID
		UOM (Kg qty/Pack qty/Yds qty/Pieces/Cone/Meters/No./Litr)	
		Required Qty	Requester
		Description	For close
		Item Remark	Cancel
		Approved By	Quotation Process
		Approved Date	Urgent
		Request Number	Against stock transfer request
		Requester	
		PO Status	
		PO number	
		PO qty	
		GRN Status	
		GRN Number	
		Received Qty	
		Pending Qty	
		Against stock transfer request	
		ROL	

Figure 57-Purchase Requisition Report

13.1.3 GRN wise QC pending Report

No.	Report Name	Required Fields	Filters
3	GRN wise QC pending Report	GRN Number	GRN Number
		Item Code	Date Range
		Item Description	Location Type
		UOM (Kg qty/Pack qty/Yds qty/Pieces/Cone/Meters/No./Litr)	
		SIH	
		Lot Number	Location ID
		Quantity	QC Status(approved,special approved,rejected etc.)
		QC Status(lab pending,production pending...)	
		Special Approval	
		Special Approval requested Person	
		Lab comment	
		Production Comment	
		Sample issued/Not	

Figure 58-GRN wise QC pending Report