Purchase process, Sales process, production, Material handling and stock management process flow.

Process client registration

1. Offer preparation in response to the client enquiry.

2. Client to be registered. Client code to be generated based upon working sector and Direction. (east, west, north & south)

3. During saving the client registration form cause of creation/amendment (pop up with drop down selection of cause. Example: new vendor/Personal detail change/Payment details change/ others.) And PDF attached option. (Mandatory)

4. Client can be search by name or ID or location.

5. Client registration approval/Release. (Mail notification: Link attached to the mail by clicking which will directly take the authorized user login page-1, after logging directly release/de-release/reject page open).

6. Client details cannot be modified after posting.

7. To modify it should be de-released. Reason to be uploaded mandatory. (PDF format).

8. And one amendment request mail notification along with link to logging authorization page-1, after logging directly release/de-release/reject page open.

9. After release/de-release/rejection one notification mail (along with pending approver name/details and the cause of vendor details amendment/ creation) will circulate for every one release/de-release/reject.

10. Each and everyone have to release/de-release to register/amend the client registration but for rejection if any one authority reject it will be deleted and one mail notification will be sent to all authority.)

11. Report:

    1 order history.

    2 price comparison with the previous years.

    3 order vs work order.

Process product Catalogue

Product catalog item fields

1. Field Description

2. Name- The name of the item as you want it displayed in the product catalog.

3. Catalogs- The catalog this item is listed in.

4. Vendor- The vendor that supplies the item. If the item is purchased from multiple vendors, use the vendor catalog and leave this field empty.

5. Product ID- The item identification number assigned by your organization.

6. Price- The price at which the item is available in the product catalog. Enter a numerical value and select the appropriate currency.

7. Cost- The price at which the item was purchased from the vendor. The cost be less than the List Price.

8. Workflow- Workflow associated with this item.

9. Execution plan- The execution plan associated with this item.

10. Short description- A brief description of the item.

1. General section

2. Category- The named group of items to which the item belongs.

3. Delivery time- The amount of time it takes to deliver the item, starting from when it is ordered from the product catalog.

4. Description- A detailed description of the item. The description is displayed in the product catalog listing.

1. Product Information section

2. Specifications Facts about the item, such as size, weight, MOC.

3. Features- Distinct properties or distinguishing characteristics of the item.

Sale (Internal order)

The sale (IO) is mainly defined by a party to which the products will be sold and a list of sale lines, each one containing a product and a quantity. Here is the

extensive list of the fields, most of them are optional or completed with sensible default values:

1. Party: The customer.

2. Invoice Address: The invoice address of the customer.

3. Shipment Address: The address where the shipment will be sent.

4. Description: An optional description for the order.

5. Internal order number: The internal order number of the sale (will be generated automatically on confirmation).

6. Sale Date: The date the sale is made.

7. Payment Term: Define which payment term will be use for the future invoice.

8. Material origin: Define the origin from which the goods will be sent.

9. Currency: define the currency to use for this sale. All product prices will be computed accordingly.

    a. Product: An optional reference to the product to sale.

    b. Description: The description of the product to sale.

    c. Quantity: The quantity to sale.

    d. Unit: The unit of measure in which is expressed the quantity.

    e. Unit Price: The unit price of the product expressed in the currency of the sale.

    f. Amount: The amount of the current line (Unit Price multiplied by Quantity).

    g. Taxes: The list of taxes that will be applied to the current line.

10. Invoice State: The state of the invoice related to the sale.

11. Shipment State: The state of the shipment related to the sale.

12. Untaxed: The untaxed amount.

13. Tax: The tax amount.

14. Total: The total amount.

15. State: The state of the sale. May take one of the following values: Draft, Confirmed, and Cancelled.

16. Company: The Company which issue the sale order.

17. Invoice Method: May take one of the following values:

    a. Client to confirm.

18. Shipment Method: May take one of the following values:

    a. Client to confirm.

19. Comments: A text fields to add custom comments.

20. Invoices: The list of related invoices.

21. Moves: The list of related stock moves.

22. Shipments: The list of related shipments.

23. Commercial ABG PBG Input. Notification of final documentation.

24. Amendment: can be done after getting approval with proper documentation.

The Sale report allow to print the sale orders or to send them by mail.

Purchase enquiry

1. Purchase enquiry/ indent making:-

    A. Indent type: - 1. Standard.

    2. Consignment.

    3. Delivery order.

    4. Stock transfer.

    5. Service.

2. The purchase requisition can only raise against an IO and the offer actual value will be the limit of the indent value.

3. The IO value should be amended if the budget finish. For amendment approval required.

4. After raising the indent it required an approval. Then only the purchase order can be done.

5. After saving the indent no change can be done.

6. To change the indent there will be amendment require.

7. If the indent is approved then to amendment the indent, approver should de-released the indent then only the changes can be done.

8. Amendment: can be done after getting approval with proper documentation.

After a successful indent the PO can be made. PO is nothing but the indent with all techno-commercial terms and condition.

Purchase Order

The purchase is mainly defined by a party from which the products will be purchased and a list of purchase lines, each one containing a product and a quantity. Here is the extensive list of the fields, most of them are optional or completed with sensible default values:

1. Party: The Vendor.
2. Invoice Address: The invoice address of the Vendor.
3. Supplier Reference: Allow to keep track of the Vendor reference for this order.
4. Description: An optional description for the order.
5. Purchase order number: The internal reference of the purchase (will be generated automatically on confirmation).
6. Reference: Internal order number.
7. Purchase Date: The date the purchase is made.
8. Payment Term: Define which payment term will be use for the future invoice.
9. Receiving address: Define where the shipment will be made.
10. Currency: define the currency to use for this purchase. All product prices will be computed accordingly.
11. Product: An optional reference to the product to purchase.
12. Description: The description of the product to purchase.
13. Quantity: The quantity to purchase.
14. Unit: The unit of measure in which is expressed the quantity.
15. Unit Price: The unit price of the product expressed in the currency of the purchase.
16. Amount: The amount of the current line (Unit Price multiplied by Quantity).
17. Taxes: The list of taxes that will be applied to the current line.
18. Invoice State: The state of the invoice related to the purchase.
19. Shipment State: The state of the shipment related to the purchase.
20. Untaxed: The untaxed amount.
21. Tax: The tax amount.
22. Total: The total amount.
23. State: The state of the purchase. May take one of the following values: Draft, Confirmed, and Cancelled.
24. Company: The Company which issue the purchase order.
25. Invoice Method:
    a. Client to confirm.

26. Comments: A text fields to add custom comments.

27. Invoices: The list of related invoices.

28. Moves: The list of related stock moves.

29. Shipments: The list of related shipments.

The Purchase report allow to print the purchase orders or to send them by mail.

General note:
1. Purchase order status: Purchase orders follow a specific life cycle. The Status field on the purchase order record is always read-only.
2. Purchase order expected delivery date: The purchase order record and the purchase order line item record both contain an expected delivery date field.
3. Amendment: can be done after getting approval with proper documentation.

BANK guaranty separate page

Will be as per client

Process Material handling & stock management (including quality inspection)

1. Creation of a Material Document- When you post a items receipt, the system automatically creates a material document which serves as proof of the items movement.
2. Creation of an Accounting Document- Parallel to the material document, the system creates an accounting document.
3. Creation of an Item Receipt- When you enter the items receipt, you can print the items receipt at the same time.

4. Stock Update- Which stocks are updated in the material master record depends on the destination of the items. The stock value is updated at the same time.

1. **Material Transaction Entry-**
2.
   Material Transaction in inventory management classified is three types;

1. Item or product Received Entry

a. MRN No. - It determine the voucher no of the received item or product
b. MRN Date- Its determine the receipt date of the item or product
c. Invoice no.-It specifies the Invoice number.
d. Invoice Date-It specifies the invoice date.
e. Vendor Name- The complete name of the Vendor.
f. Vendor code- It specifies the Vendor code.
g. Vendor address-It determines the address of the Vendor.
h. Item Name-It contains the name of the item.
i. Item code-It represents the code to identify an item. It helps to search the item in the stock according to requirement.
j. Qty. - It specifies the received quantity.
k. Price-It specifies the per unit price.
l. Amount- It specifies the amount of item or product.
m. Total Amount-It specifies the total amount of Receiving

3. Issue Item or product Entry In house

a. Issue No.- It determine the issue number of the item or product
b. Issue Date- Its determine the Issue date of the item or product
c. Issuing party- Employee & subcontractor
d. Issuing party member id-Employee & subcontractor code.
e. Issuing party member name-The complete name of the Employee & Subcontractor.
f. Item or product Name-It contains the name of the item or product.
g. Item code-It represents the code to identify an item.
h. Qty.-It specifies the Issue quantity.
i. Price-It specifies the per unit price.
j. Amount-It specifies the amount of item or product.
k. Total Amount-It specifies the total amount of issue item or product

4. Issue Item or product Entry Outside

a. Issue No.-It determine the issue number of the item or product
b. Issue Date-Its determine the Issue date of the item or product
c. Issuing party-Vendor, customer ,supplier, maintenance vendor

d. Issuing party member id-Vendor, customer, supplier, & maintenance vendor code.
e. Issuing party member name-The complete name of the vendor, customer ,supplier, & maintenance vendor
f. Item or product Name- It contains the name of the item or product.
g. Type of item- Specifies the type of item.
h. Item code-It represents the code to identify an item.
i. Qty.-It specifies the Issue quantity.
j. Price-It specifies the per unit price.
k. Amount-It specifies the amount of item or product.
l. Total Amount-It specifies the total amount of issue item or product

A. **Report of the Inventory**
   1. Stock statement
   2. Issue Register
   3. Receive Register

5. **Maintenance Vender Entry:** Maintain the maintenance vendor list, every maintenance vendor Details & it can be saved, update, deletes & closes the entry.
6. **Vendor Entry:** Maintain the maintenance vendor list, every maintenance vendor Details & it can be saved, update, deletes & closes the entry.
7. **Subcontractor Entry:** Maintain the subcontractor list, every subcontractor Details & it can be saved, update, deletes & closes the entry.
8. **Supplier Entry**: Maintain the supplier list, every supplier Details & it can be saved, update, deletes & closes the entry.
9. **Item or product Entry:** Maintain the product or item list, every item details & it can be saved, update, deletes & closes the entry.

10. **Transactions:** A transaction is an agreement, communication, or movement carried out between separate entities or objects, often involving the exchange of items of value, such as information, goods, services, and money.

   Transaction in the stores management classified is three types;
   A. Receive material
   B. B- Issue Item in House
   C. C- Issue item in outside.

      A. **Items or product receive entry:** In this Entry receive of item party wise, date wise & it can be new MRN, save, update, delete & close the entry.
      B. **Issue items in- house party entry:** In this entry issue of item in house according to the party and date wise such as: Employee.

Sub-contractor. & it can be new issue, save, update, delete, and print & close the entry.

C- ISSUE ITEM TO OUTSIDE PARTY ENTRY: In this entry issue of item in outside according to the party & date wise such as: Supplier, vendor, customer, maintenance vendor, & it can be new issue, save, update, delete, and print & close the entry.

a. **Report:**

Report generation is used to drive the statistics of the issues inventory database Based on the required parameters.

Transaction reports list details for issue and receive transactions items in a specific date account over a specified period, Stock Statement for particular items.

Report generation classified three types:

  i. Stock Statement
  ii. Issue Register
  iii. Receive Register

   i. **Stock statement:** Stock of item statement report generates according to the item id or item type.
   ii. **Issue Register**: Issue of item according to the party wise between two specific dates.
   iii. **Receive Register:** Receive of item report generate according to the party wise between two specific dates.

General note:

1. GRN: - Good receipt note. It will be a posting of material with the actual quantity and the received quantity.

2. IR: - Inspection release (RFI). It will be a posting of material inspection. After IR posting this material will be reflect to the inventory.
3. After IR posting the PO will be view only. No changes can be done. Enquiry should be, Offer to be connected with IO.
4. After the payment done to the respective vendor against the work order it will show an indication that the payment is done. And also the IO budget value will be deducted.

5. Material from stock to be issued against an IO.

Production Planning

JOB CARD and WOCC will be as per client requirement. No separate write up required.

General note:

Approval: Number to be specified by client. Notification to be send via mail only.

Document: All document to be uploaded in pdf form.

Any separate report format to be mentioned.

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