Techno Textile/Spinning Mills

\*\*\*\*\*\*\* ***PRODUCT ENTRY OPTION***

**Setting**

**↓ read by kamrul**

**Product→ Add New → Option Not Required**

**↓**

1. Reorder Level
2. Minimum Level
3. Lead Time(In Day)

**Setting**

**↓green by kamrul**

**Product→ Add New → Option Required to Include**

**↓**

**a. Factory Name Selection (TTML / TSML)**

b. Section Name Selection (Mechanical/Electrical/Utility/Civil/Production)

c. Machine Name

d.Machine Model Number

***PRODUCT LIST DISPLAY***

**Setting**

**↓**

**Product→ Present Displaying Option**

**↓**

**Category Name - Product Name – Product Code – Unit – Import Type – Status -Action**

(Not required this two)

**Setting**

**↓**

**Product→ Displaying Option Required to Include**

**↓**

**Part Number - Factory (TTML/TSML) – Section (Elec/Mech/Utility)**

**Setting**

**↓**

**Product→ Add New →Product Type**

**↓**

**A. Raw Materials (Existing)**

**B. Finished Products (Existing)**

**C. Spare Parts (This option to be included)**

Techno Textile/Spinning Mills

***INVENTORY***

**Inventory→ Current Stock (Search Option)**

**↓**

1. Store Selection ( Techno Textile /Techno Spinning) **(Existing)**
2. Product Category Selection (…….) **(Existing)**
3. Individual Product Search ( by product name/code/part number) **(This option to be included)**

**Inventory**

**↓**

**Current Stock→ Stock Info→ Option Required to Include**

**↓**

1. Section Name (Mechanical/Electrical/Utility/Civil/Production)
2. **Product Part Number**
3. **Product Code Number**

**Inventory→ Opening Stock → Requisition Details → Product**

**↓**

1. Individual Product Search ( **by product name**/code/part number)

**(Existing) (To be Included)**

**S.R**

**Inventory**

**↓**

**SR→ Store Requisition Displaying options**

**↓**

1. Requisition No.
2. Requisition Date
3. Store
4. Required Date ( Option not Required)
5. Status
6. Action
7. Section Name (Mechanical/Electrical/Utility/Civil/Production) (Required to Add)

**Inventory**

**↓**

**SR→ ADD NEW → Requisition Details → Product**

**↓**

Individual Product Search (by **product name**/code/part number)

**(Existing) (To be Included)**

**Note: - SR 1st Approval and 2nd Approval option not required. After submission a SR from any department Head then Item Issue will get a notification, and then store department will be proceed for materials hand over. Need decision comments by kamrul**

**ITEM ISSUE**

**Inventory**

**↓**

**Item Issue→ Selection Option**

**↓**

1. From Date. Existing but not Required
2. To Date. Existing but not Required
3. **SR Number Select ( To be Included)**
4. **SR Issue Department Select( To be Included)**

**Inventory**

**↓**

**Item Issue→ Issue Info**

**↓**

1. **Requisition No. Existing, OK**
2. **Requisition Date. Existing, OK**
3. **Requisition date. Existing but not required**
4. **Store. Existing, OK**
5. **Status. Existing, OK**
6. **Action. Existing,OK**

**(Required to Add)**

1. Section Name (Mechanical/Electrical/Utility/Civil/Production) (Required to Add)
2. Product Name
3. Product Code
4. Product P/N
5. Product Issue Qty.
6. Product Issue Date

**COMMERCIAL**

***Indent/SPR***

**Commercial**

**↓**

**Indent/SPR→ Store Purchase Requisition Displaying List**

**↓**

1. **Requisition No.**
2. **Requisition Date**
3. **Required date**
4. **1st App. Status (Not Required)**
5. **2nd App. Status(Not Required)**
6. **3rd App. Status(Not Required)**
7. **Action**
8. **Requisition Approval*(Required to Add)***
9. Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***
10. **Factory Name ( TTML/TSML) (Required to Add)**

**Commercial**

**↓**

**Indent/SPR→ Add New → Requisition Details**

**↓**

Individual Product Search (by **product name**/code/part number)

**(Existing) (To be Included)**

**Following options to be included**

1. Section Name Selection (Mechanical/Electrical/Utility/Civil/Production)
2. Minimum Consumption/Month
3. Maximum Consumption/Month
4. Average Consumption/Month

***Indent/SPR***

**Note: - INDENT/ (SPR) 1st Approval, 2nd Approval and 3rd Approval option not required.**

**INDENT APPROVAL (Option to be Included)**

**After submission an - INDENT/ (SPR) from any department Head then INDENT APPROVAL will get a notification, and then store department will be proceed for INDENT APPROVAL .**

**INDENT APPROVAL** function instead of **Indent/SPR 3rd Approval** will be displayed the following options:-

**Requisition No. - Requisition Date –Required Date – Factory (TTML/TSML) – Indenting Section Name – Status**

**INDENT APPROVAL ACTION DISPLAY option instead of ACTION (Store Purchase Requisition Approval):-**

**Selection Option: - a)** Section Name Selection (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***

**b) SPR Number Selection**

Display Option:-

**Category – Product Name – product Code – Product P/N – Indenting Section-Unit – Stock Qty. – Required Qty. – Approved Qty.(Store Dept.Modified)**

**Purchase Order (PO)**

**After any Indent approval then Purchase Order will get a notification then H/O will proceed for making a PO.**

Commercial→ Purchase Order (PO) → Displaying Option

1. Order No.
2. Order date
3. Due Date
4. Supplier
5. 1st App. Status
6. 2nd App. Status
7. **Action**
8. Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***
9. **Factory Name ( TTML/TSML) (Required to Add)**

Commercial→ PO 1st Approval/ PO 2nd Approval → Displaying **Option Required to Include**

**↓**

a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

**Commercial→ Purchase Order (PO) → Add New**

**↓**

**Selection Option** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***

**b) Factory Name ( TTML/TSML) (Required to Add)**

**Commercial→ Product Receive report (HO) → Add New**

**↓**

**Product Info Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

c) Product Code

d) Product P/N

**After Generate any MRH(HO) from Head office then Material Receive in Store will get a notification and then Store Dept. will be proceed for Material Receive(Proviosionally) .**

**Commercial→ Material Receive in Store**

**↓**

**Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

**Commercial→ Material Receive in Store → Add New**

**↓**

**Material Receive Report (Selection Option)** a) Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***

**b) Factory Name (TTML/TSML) (Required to Add)**

**Commercial→ Material Receive in Store → Add New**

**↓**

**Product Info Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

c) Product Code

d) Product P/N

**QUALITY CERTIFICATE**

**After Generate any “Material Receive in Store” Report from Store dept. then “Quality Certificate Issue” will get a notification and then Indenting Dept. will be proceed for Quality Certified .**

**Commercial→ Quality Certificate Issue**

**↓**

**Quality Certificate Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

**Commercial→ Quality Certificate Issue → Add New**

**↓**

**Quality Certificate (Selection Option)** a) Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***

**b) Factory Name (TTML/TSML) (Required to Add)**

**Commercial→ Quality Certificate Issue → Add New**

**↓**

**Quality Certificate Product Info (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

c) Product Code

d) Product P/N

**Material Receive in Store**

**After Generate any “Quality Certificate” Report from Indenting Dept. then “Material Receive Report”**

**will get a notification and then Store Dept. will be proceed for Material Receive Report(Store) .**

**Commercial→ Material Receive Report ( Store)**

**↓**

**Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

**Commercial→ Material Receive Report (Store) → Add New**

**↓**

**Material Receive Report (Selection Option)** a) Section Name (Mechanical/Electrical/Utility/Civil/Production) ***(Required to Add)***

**b) Factory Name (TTML/TSML) (Required to Add)**

**Commercial→ Material Receive Report (Store)→ Add New**

**↓**

**Product Info Display option (To be included)** → a) Section Name (Mechanical/Electrical/Utility/Civil/Production)

**b) Factory Name (TTML/TSML)**

c) Product Code

d) Product P/N

**PRINTING OPTION FOR ITEM ISSUE**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **Requisition Number**
2. **Requisition Date**
3. **Requisition Qty.**
4. **Product Name**
5. **Product Part Number**
6. **Product Code Number**
7. **Issue Date**
8. **Issue Qty.**
9. **Issue Time**
10. **Remarks**

Signature:- Prepared by – Approved by – Received by – Issued by

**PRINTING OPTION FOR INDENT ISSUE**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **Indent Number**
2. **Indent Date**
3. **Product Name**
4. **Product Part Number**
5. **Product Code Number**
6. **Required Qty.**
7. **Required Date**
8. **Balance Qty.**
9. **Minimum Consumption/Month**
10. **Maximum Consumption/Month**
11. **Average Consumption/Month**
12. **Remarks**

Signature: - Prepared by – Head of Dept. – Head of Store – Head of Factory

**PRINTING OPTION FOR PURCHASE ORDER**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **Indent Number**
2. **Indent Date**
3. **Product Name**
4. **Product Part Number**
5. **Product Code Number**
6. **Required Qty.**
7. **Required Date**
8. **Approved Qty.**
9. **Approved Date**
10. **Unit Price**
11. **Total Price**
12. **Supplier Name**
13. **Remarks**

Signature: - Prepared by – Approved by

**PRINTING OPTION FOR Material Receive in Head Office**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **P.O Number**
2. **P.O Date**
3. **Product Name**
4. **Product Part Number**
5. **Product Code Number**
6. **Order Qty.**
7. **Supplier Name**
8. **Supplier Invoice No.**
9. **Supplied/Received Qty.**
10. **Supplied/Received Date**
11. **Unit Price**
12. **Total Price**
13. **Supplier Name**
14. **Remarks**

Signature: - Prepared by – Received by

**PRINTING OPTION FOR Material Receive in Store(Provisionally)**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **MRH Number**
2. **MRH Date**
3. **Product Name**
4. **Product Part Number**
5. **Product Code Number**
6. **Received Qty.**
7. **Supplier Name**
8. **Supplier Invoice No.**
9. **Unit Price**
10. **Total Price**
11. **Remarks**

Signature: - Prepared by – Received by

**PRINTING OPTION FOR Material Quality Certificate**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **Indent Number**
2. **Indent Date**
3. **Product Name**
4. **Product Part Number**
5. **Product Code Number**
6. **Required Qty.**
7. **MRH Number**
8. **MRH Date**
9. **Supplier Name**
10. **Supplier Invoice No.**
11. **Received Qty.**
12. **Q.C Approved Qty.**
13. **Q.C Reject Qty.**
14. **Remarks**

Signature: - Prepared by – Q.C Approved By - Received by

**PRINTING OPTION FOR Material Receive Report (Store)**

**Selection Option**

**↓**

1. **From Date ……**
2. **To Date …….**
3. **Section …….**
4. **Store/Factory ………**

**Displaying Options**

**↓**

1. **MRH Number**
2. **MRH Date**
3. **Supplier Name**
4. **Supplier Invoice No.**
5. **Product Name**
6. **Product Part Number**
7. **Product Code Number**
8. **Received Qty.**
9. **Q.C Number**
10. **Q.C date**
11. **Q.C Approved Qty.**
12. **Q.C Reject Qty.**
13. **Total MRR Qty.**
14. **Remarks**

Signature: - Prepared by – Approved By - Received by