**Welspun Global Service**

Survey No. 76, Village Morai, Vapi, District Valsad, Gujarat 396191, India.

**Entity: WEL**

**WORK FLOW DOCUMENT**

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A.2 Process Name: Procurement flow tool

# A.3 Process scope

# This process is done for WEL entity

# A.4 Process Description

|  |  |  |
| --- | --- | --- |
| Sr. No. | Particulars | Details |
| 1 | Process Name | Procurement flow tool |
| 2 | Development Initialization date |  |
| 3 | Complexity | Medium |
| 4 | SSC Head | Mr Nitin Jain |
| 5 | Project Manager | Mr Saurabh Verma |
| 6 | Project Lead | Ms Bhagyashri Wayare |
| 7 | Process Owner | Mr Kedar Nath Bansal |
| 8 | Activity Owner | Mr Anil Gahlyan |
| 9 | Developer Lead |  |

A.5 Document History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Created/ Updated by | Creation/ Updation date | Changes done | Signed off by | Signed off date |
| Base Version | Anup Gupta | 19 January 2023 | Base version |  |  |

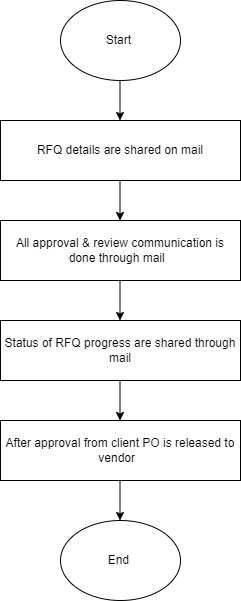
A.6 Current Environment

* RFQ’s are receiving thru email.
* RFQ’s are initiated by SCM team thru email.
* All offers and other technical data are shared thru email to Technology Partner (Xylem) & Eau Labs (WEL – Consultant).
* Comments / observation on offers have been shared thru email by Xylem & Eau Labs.
* All communication for technical clearance / approval from Xylem, Eau Labs, and WEL team are communicated through mail.
* PO / Manufacturing clearance to be released after receipt of approvals from concern authorities.

A.7 Applications used in current process

|  |  |  |
| --- | --- | --- |
| Sr. No | Current sources | Applications/ files/ folders |
| 1 | Outlook | All the approvals/ review & status update of RFQ are sent through mail. |

A.8 Process As is



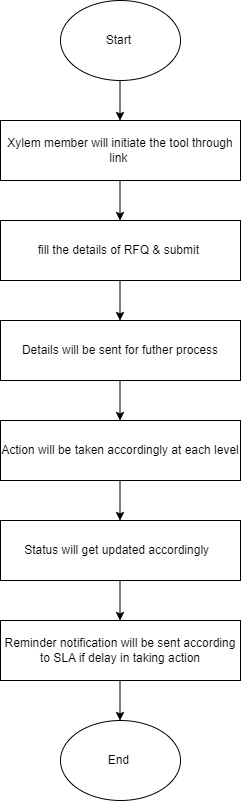
**PO will be issued after receipt of technical clearance and approval from concern authorities as per GAM.**

**Manufacturing clearance will be issued after receipt of client approval (For activity 1 as per flow chart)**

A.9 Process use cases

* Xylem member will initiate the tool through link.
* Fill the details of RFQ in tool & submit.
* Details will be sent & action will be taken accordingly at each level.
* Update of RFQ will be sent through auto mail.

A.10 Process To Be



A.11 Applications used in process

|  |  |
| --- | --- |
| Sr. No | Applications |
| 1 | Power App |
| 2 | Power automate |
| 3 | Share point |

A.12 Tool Description

|  |  |
| --- | --- |
| Sr. No | Tool description |
| 1 | * Fields in tool   Below are the field name for which details have to be filled by initiator   * RFQ no: this will be filled by initiator * Description: this will be filled by initiator * Date: this will be auto generated. Here RFQ details submission date will appear. * Remark: this will be filled by initiator * Submit   Once details are submitted by initiator it will be sent to next level **and auto update will be received over the email.** |
| 2 | * When details will be sent to next level then he will be able to edit description, remark. RFQ no & date will become uneditable. * **In case there is any revision in RFQ due to comments marked by next level, the revision date must reflect on revision of document.** * At each level remark/ comment option will be provided & actioner will enter his remark/ comment. |
| 3 | Reject/ Approve /Comment: if there will be any change or error at any level then actioner will be able to comment / reject. The details & notification will be sent to previous actioner and he will update accordingly & submit details for further process. |
| 3 | Auto notification will be sent to previous actioner & next actioner according to update in process. |
| 4 | Auto notification will be sent to actioner if any action is not taken according to SLA time line. Only working day will be considered for calculating time of activities. |
| 5 | Customized reminder tab will be provided in tool through which customized reminder can be sent. |
| 6 | There will be two activities for RFQ in tool. In progress and complete.  The status will reflect as complete only and after issuing of **Manufacturing clearance** for particular RFQ.  The status will reflect as complete only and after delivery and completion of MIGO in SAP.  Until then the status will be reflect as “in progress”. |
| 7 | Power BI dashboard  Dashboard will show details of RFQ with status, ageing & department wise RFQ status. Report can be downloaded from dashboard in excel format. |

A.13 Activity with responsibility & duration to complete it.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Activity Name | Responsibility | Duration of activity (days) |
| 1 | RFQ by Xylem | Xylem | Initiator |
| 2 | RFQ Review by Eaulabs | Eau | 2 |
| 3 | Revised RFQ by Xylem | Xylem | 2 |
| 4 | Approval of RFQ by Eaulabs | Eau | 1 |
| 5 | Release of RFQ to Vendors | SCM | 0 |
| 6 | Proposal submission by vendors | SCM | 21 |
| 7 | Technical Offers to Xylem & Eaulabs for review | SCM | 0 |
| 8 | Review of QAP | Quality (WEL) | 1 |
| 9 | TQR by Xylem & Eaulabs | Xylem & Eau | 7 |
| 10 | TQR to vendors | SCM | 0 |
| 11 | Response to TQR by bidders | SCM | 7 |
| 12 | Technical discussion with vendors (If required) | Engg/Xylem/Eau | 7 |
| 13 | Technical comparison table  (Including recommendation) | Xylem/Eau | 4 |
| 14 | Price comparison, negotiation & selection of final vendor. | SCM | 7 |
| 15 | Compiled technical documents by Eau & Xylem for final selected vendor | Eau/Xylem | 2 |
| 16 | Release of Purchase Order | SCM | 5 |
| 17 | Technical documents submission by vendor | SCM | 21 |
| 18 | Review of documents for client submission | Engg/Xylem/Eau | 4 |
| 19 | Sending comments to vendor | SCM | 0 |
| 20 | Submission of revised documents by vendor | SCM | 7 |
| 21 | Review of revised documents for client submission | Engg/Xylem/Eau | 2 |
| 22 | Submission of documents to TCE/BMC for approval | Project Owner WEL | 1 |
| 23 | Receipt of comments from TCE/BMC | Project Owner WEL | 15 |
| 24 | Sending comments to vendor for revised submission | SCM | 1 |
| 25 | Submission of revised documents by vendor on TCE/BMC comments | SCM | 5 |
| 26 | Review of revised documents for client submission | Engg/Xylem/Eau | 2 |
| 27 | Submission of revised documents to TCE/BMC for approval | Project Owner | 2 |
| 28 | Receipt of approval from TCE/BMC | Project Owner | 14 |
| 29 | Issue of manufacturing clearance to vendor | Engg/SCM | 0 |
| 30 | Receipt of manufacturing plan from vendor | SCM | 14 |
| 31 | Manufacturing period as per PO terms | SCM |  |
| 32 | Stage inspection as per approved QAP (if any) | Engg/SCM |  |
| 33 | Receipt of inspection call from vendor | SCM | 2 |
| 34 | Final inspection / Preparation of Inspection report | Engg/Project Owner | 1 |
| 35 | Submission of final reports to TCE/BMC for dispatch clearance | Project Owner | 1 |
| 36 | Receipt of dispatch clearance from TCE/BMC | Project Owner | 2 |
| 37 | Issue dispatch clearance to vendor | SCM | 0 |
| 38 | Packing of material after dispatch clearance | SCM | 5 |
| 39 | Dispatch from vendor works | SCM | 3 |
| 40 | Material delivery at site | SCM | 15 |
| 41 | Inspection of material at site as per PO and approved documents | Store Team | 5 |
| 42 | MIGO in SAP | Store Team | 2 |