

SOP FOR PO TOOL

17TH Oct 2023

**PREPARED BY
HEMA'S ENTERPRISES PVT LTD**

SOP

October 17, 2023

S.NO	DOCUMENT VERSION	DATE	PREPARED BY
1.	VERSION 1.0	27.09.2023	K.RAKSHANI
2.	VERSION 2.0	17.10.2023	K.RAKSHANI

PROJECT OBJECTIVE:

PO tool is a ticketing tool in which the requester will raise a ticket for service based on business needs.

PROJECT SCOPE:

Requestor login: The requester will raise a request for service based from the requestor login to PR approver login.

PR approver login: The requester's request details should display automatically to PR approver login and PR will approve or he will reject. The PR approved details should move to PO screening login.

PO screening login: The PR approver approved details should display automatically in PO screening login and PO Screening should check and approve the requester's details from PR approver. PO screening can also reject the details.

— Based on the PO screening approval the data to be divided into two types (automatically based on the inputs in PR approval).

1. Internal Order PO/VOH
2. Cost centre PO/FOH.

1. Internal Order PO/VOH:

— **Budget team login** The requested details which were approved from the PO screening will move to budget team login. Budget team will check the budget whether it is within limit or exceed budget.

— If the budget is within limit the requested data from PO screening will move to budget release team. The budget release team will check the data's and approve or reject.

— In case the budget exceed, the requested data's to be moved from PO screening to division head. Division head approves or reject. After approves it moves to budget release team. Reject will go to budget team

- **Budget release team** will view the requested details from budget team and division head then release the budget and it should move to PO maker login. If rejected goes to budget team
- **PO maker login** after budget release from budget release team the PO maker will create a po number SAP based. Po maker will update the PO number in portal. After updated po no PO maker will select yes or no option based on the details is related hepl. If rejected goes to PO screening
- If the Details related to hepl po maker will select as yes option in portal. If it does not related to HEPL it to be selected as no option in portal.
- PO maker also select the business approver name in portal.

IF PO MAKER SELECT YES

- **QA Approval login** If po maker select yes the required details will move to QA approval. QA will check and approve or reject. If QA approves, the request will move to Business approver which was selected from po maker login. If rejected goes to PO maker
- **Business approver login** the QC approved request will move to business approver. Business approver can approve or can reject the requested details from QA approval. The approved details from business approver will move to po maker. If rejected goes to PO maker
- **Po maker** will view the requested details approved from the business approver and also po maker will attach the po copy in portal. The po maker login should contain attachment upload option to attach the po copy.

IF PO MAKER SELECT NO

- **Po maker** if Select no option then Po view the requested details and also attach the po copy in portal.

- **PO Checker** PO Checker will check all the business approvals of PO Maker that in not a part of HEPL. Then po checker approved details moved to QA approval.
- **QA approval** After po checker checks QA approval will check QC 100% until QA satisfied. After QA checks the po copy mail should trigger for both the requestor and vendor. Statement should move to vendor.

2. COST CENTRE PO/FOH:

- From po screening the request details will move to cost centre po maker. Po maker will view the budget available details and select yes or no option in portal.
- If the Details related to hepl po maker will select as yes option in portal. If it does not related to HEPL it to be selected as NO option in portal.

PO MAKER SELECT YES

- **PO MAKER login** select yes it will move to QA approval. Also po maker will select business approver in portal.
- **QA approval** will view and check the requested details from po maker and QA can approve the details or can reject the requested details. The approved details moved to business approver. If rejected goes to PO maker
- **Business approver** should approve the requested details from QA approval and also business approver can reject the details. The approved details should move to po maker. If rejected goes to PO maker
- **Po maker** will view the requested details from business approver and also PO will attach the po copy in portal.

PO MAKER SELECT NO

- **PO MAKER login** Select no option the PO will view the requested details and also attach the Po copy in portal. If rejected goes to PO Screening
- **PO Checker** PO Checker will check all the business approvals of PO Maker that in not a part of HEPL. Then po checker approved details moved to QA approval. If rejected goes to PO maker
- **QA approval** After po checker checks QA approval will check QC 100% until QA satisfied. After QA checks the po copy mail should trigger for both the requestor and vendor. Statement should move to vendor. If rejected goes to PO checker