

PO PROCESS AUTOMATION

14TH JUNE 2023

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

June 14, 2023

DATE	VERSION	REQUESTED BY	PREPARED BY	REMARKS
15-06-2023	1.0	HITENDRA – CKPL PURCHASE TEAM	IT TEAM – HEPL	As per the discussion held on 29 th May 2023, this doc has been prepared

PROJECT OBJECTIVE:

The goal of the project is to maintain the vendor details and to capture the quotation of the respective plant. Quotations process start from user to raise the ticket. Once they raise it move to PR team, team will proceed the further process. After the PR process quotation will move to the PO team. After PO team process it sends to the respective user.

FLOW:

STEP 1: User will raise a ticket and share a quotation.

STEP 2: PR team will negotiate the quotation, once the negotiation completed the team will upload a PR document and revised quotation document.

STEP 3: For above 5 lakhs it need to integrate with capex and need to get approval, this process will be proceeded by legal team.

STEP 4: If below 5 lakhs, PR team will proceed the further process. All those detail need to get track in this portal.

STEP 5: Once the doc shared to PO team, the team will download a quotation document and they will analyze the PR and quotation document along with terms and conditions.

STEP 6: After analyzing the doc PO team will add a PO and generate the document.

STEP 7: Those document will be shared to the respective user.

STEP 8: Later, user will share a document to the vendor.

STEP 9: For a particular plant PR team will add both PR and PO, but for respective plant PO will be added by concern plant.

REQUIRED FIELDS:

USER – Description, project name, justification, vendor (L1, L2, L3), amount, remark, attachment option, submit button.

PR TEAM – Attachment, remark option and submit button.

PO TEAM – Attachment option and submit button.

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Vendor Master
XXXX
XXXX
XXXX
XXXX



Vendor Master			
			CREATE VENDOR
Vendor Code	Vendor Name	Address	Mobile no
124	L1	xxxx	767668876
43	L2	xxxx	987654321
25	L3	xxxx	876543526

USER (QUOTATION)

PROJECT NAME

YYYYY

DESCRIPTION

YYYYYY

VENDORS

☐ V1

☒ V2

☐ V3

JUSTIFICATION

NEED TO GIVE A REASON FOR
SELECTING PARTICULAR VENDOR

SUPPLIER NAME

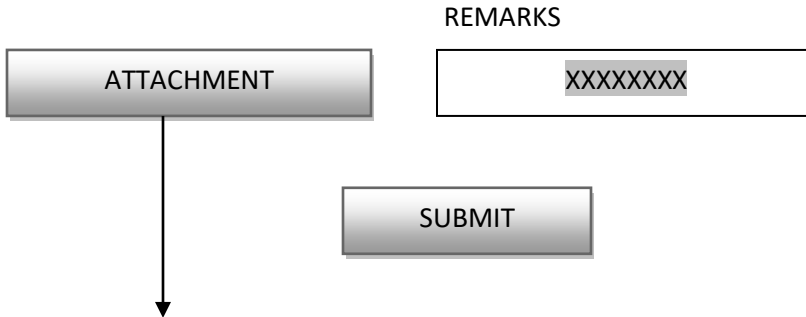
AMOUNT

REMARK

ATTACHMENT

SUBMIT

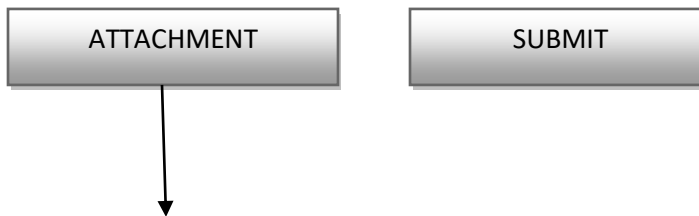
PR TEAM



PR TEAM WILL ADD A PR SCREENSHOT AND REVISED QUOTATION DOCUMENT. FOR PR SCREENSHOT NEED A VALIDATION AS (JPEG, XL AND PDF).



PO TEAM



PO TEAM WILL UPLOAD PO DOCUMENT OR INTEGRATION