

Karya Niyantran- Vendor Management Solution to be designed to provide the complete solution from Purchase requisition to payment made to Vendor.

User defined:

1. Admin of Software handling
2. Username and Department
3. BoM to be inserted for any of Manufactured Item/ Project
4. Purchase Requisition
5. PO Issuer
6. Material Receiving Section
7. Documents receiving at Desk
8. Receiving Section at Department
9. Pre-Audit Clearance
10. Payment Processing Section
11. Payment Section
12. Monitoring Section
13. Review Section
14. Option to choose Currency (Multi currency option)
15. Any Other – Option to include

Type of Invoices:

1. Material
2. Service
3. Reimbursement
4. Job work Invoice
5. Others
6. Option to increase additional type of invoice

Report Generation:

1. In Excel / PDF with any of the filed taken/selected
2. Report between any date to any date
3. Tracking of Days taken by each of the user and total time cycle from receipt of invoice to payment date.
4. User – to generate report of his work based on data/field available to him controlled by Admin
5. Analysis report like Pending invoices, Invoices not received etc. etc.

6. Graph Report
7. Report based on any field selected
8. Based on BoM to select Suppliers and raise Purchase Requisition
9. PO/Project wise tracking, costing, and analysis.
10. Based on BoM with the no of quantity to be manufactured – Purchases requisition can be raised.
11. Tracking sheet for each function with date, no of days taken by each one of them and total time taken.
12. Report between date range
13. Financial Year wise Data – option to change the Financial Year range to start and close.
14. Next Financial Year data should capture PO if already raised in previous financial year.
15. Supplier wise report generation – Invoices pertains to specific PO and in totality.
16. Pending documents due to PO not created
17. Total Pending documents to audit for various reason
18. Graphic report on various analysis/generation.
19. Defined Report generation and mailed to concerned e-mail ids based on configuration by Admin on daily basis.
20. Report generation user friendly based on items/fields selected by user and approved by Admin.

Internal Control Process:

1. User defined activities and filling data
2. Option to provide user to access data/field available to him
3. No back date to be entered unless approve and provide access with possibility to provide access for back date defined.
4. Monitoring/Review Section should have the option only to view and generate report and not enter or alter data.
5. CRO/PO based on OLA. In case quantity is exceeding in cumulative PO . it should restrict issuance of further PO/CRO.
6. Invoices from Vendors are based on a PO. In case quantity is exceeding in cumulative invoices, it should restrict entry of further invoice against specific PO.
7. PoP up on getting invoice with same no. – Not to accept unless to choose accept.

8. PoP on getting same Truck No on same day - Not to accept unless to choose accept.
9. Alert on getting same BE/ LR copy - Not to accept unless to choose to accept.
10. One user can hold two activities. Option to provide such facility BY Admin.
11. Modification option not automatic. Need to be given permission by Admin.
Any modification trailing should be available for changes and date of change and user.
12. Option to make mandatory certain field by Admin for different User,
13. Check list to be inserted – Option to Tick availability.
14. Any user not be allowed to make any changes for entries done by other users.

Material Defined: (All with the option of creation of subcategory – subgroup and subheadings) – Radio buttons or check boxes to select.

1. Finished Goods
2. Raw Materials
3. Hardware Items
4. Consumables items
5. Traded Items
6. Any other heads – option to include

Services Defined (All with the option of creation of subcategory – subgroup and subheadings) – Radio buttons or check boxes to select

Field to be inserted

1. Bill tracking Serial no – to start from each financial year.
2. Date of Receiving document by each of the user
3. Date of submitting document to another user
4. Supplier Name
5. Supplier Address
6. Supplier PAN No
7. Supplier GST No.
8. OLA No and Date
9. PO no and date linked with specific OLA or independent. (Yes/No Option)
10. Invoice No and date
11. Due date based on the credit period linked to invoice receipt date

12. Type of Invoice – to select from Draw down
13. BE/HPL/MBL no/AWB – to select from draw down and to add option by Admin.
14. Materials – Raw Material, bought out Item, Consumables item, Hardware item, Finished Goods - each item with subheadings
15. Reimbursement Charges – Total with the subheading as per list with option to add on
16. CHA Charges – Total with subheading as per list with option to add no.
17. Truck/ Lorry no and date
18. Transport Charges – Total with subheadings as per list with option to add on.
19. Liner Charges – Total with sub-headings as per list with option to add on.
20. Taxes on respective heads – wherever applicable. CGST/SGST/IGST Column.
21. Quantity – with UoM option to add on
22. Rate / Unit
23. Total Value
24. Tax (IGST/SGST/CGST) – with add on facility for any other tax
25. Total Invoice value – Adding subcategory/sub-heads total
26. Bank Name, Branch Name for payment with option to increase no of Banks
27. Instrument /Reference no of Payment
28. Report Generation by each user.

Option to add following activities by respective users:

1. Receiving date by user
2. Department
3. Suppliers name and other data – Once put – should appear in draw down
4. Date of giving to another user
5. Inserting of date for various activities done by respective users. Like Audit date, SES creation date, VIM creation date, Sub PO Creation date, Audit Queries option and return of documents, Posting date, Payment date etc.
6. Audit Queries – Main Headings with option to add and remark column for return of documents.
7. Resubmitting of Invoice after addressing audit issues – to be inserted in the same entry wherever original originating with complete tract and trail.
8. Audit done date – with remark
9. User should option to mention in the remark for getting delay in processing.

Key Points to note:

1. Development on Windows should be web based, to be hosted on cloud or client server, Backend to robust and SQL Server current version.
2. Should be able to use on mobile device also
3. Application should be very user friendly
4. Security features to be included – access will be through username and password
5. Source code to be handed over to us
6. Product to carry brand name Karya Niyrantran – Vendor Management
7. We should be able to scale the application to add Tracking module
8. Product warranty for one year
9. Company wise username for different activities.
10. Space used by each Company in Cloud.
11. Professional and attractive Design to operate in user friendly manner.
12. Option to provide each user license or Enterprise version for Company for multiply user (to be defined by us)
13. Option to remind renewal 45 days before expiry
14. Option to provide bank account to pay online by customer and to generate receipt for them and to receive the same receipt by us on mail.

Sequence of Activity:

1. Admin: To have full control on providing various enabling activities to different users, creating Company, restricting access, authorizing and de-authorizing users, generating report and all uses to be done by any other user.
2. Sub-Admin User - It will also act as a function of Admin. only difference admin will define what are the admin function can be performed by Sub-Admin. Restriction is defined by Admin.
3. Production/Project Head: User has the power to incorporate the BoM (Bill of Material) for any manufactured item. Total Budget/costing for any specific Project.

4. Purchase Requisition: Based on the requirement, it will generate Purchase requisition for a manufacturing item / Project / Job Work and so on. Each such Project / manufactured item requirement will get a Tracking No. This tracking no will be unique no for all items purchased and processed for such project or such series of manufactured item.
5. Purchase Head: Based on the Purchase Requisition and based on the quotation received from various Vendors, will issue PO, and will allot a PO no for each such Purchase Order. In case of large contract or year contract, instead of PO, the department may issue OLA providing the complete description and accordingly sub divide the quantity or value in PO on monthly /quarterly basis. However, control need to exit to check at the time of issuance of fresh PO – the balance quantity available in OLA. In no case PO – quantity or value must exceed OLA-Quantity or value comparing all previous PO issued against such OLA.
6. Material Receiving Section: Material receiving section will on receiving of material will enter Invoice no, date Material received, quantity, Value, Tax etc. against respective PO issued to Vendor. While entering the invoice detail first PO to be selected and PO should display the complete info and earlier invoice details also if there was part supply before and should show the balance quantity to be supplied. Control should not allow to enter the quantity or value, if it exceeds balance remaining in the respective PO. Date of receiving material to be enter.
7. Document Receiving Section. – Documents receiving Section should enter the date of receiving the Invoice etc. from Vendors against respective PO and put the date of submitting the invoice to Document checking Section.
8. Documents Checking Section. – On receipt of documents, user will check the documents available along with invoice as per Check list build in. If any discrepancies, he will contact Vendors to resolve or will return the documents to Vendors for necessary correction. He will ensure that relative invoice must clearly mention the PO no. If all documents are ok, he will forward the same to Pre-Audit Section for Audit of the Invoice. Need to put the date of receipt of invoice and date of submitting to Vendors/Audit section, whichever is applicable. Will put his remark on remark for any of his observations.

9. Pre-Audit Section: Pre-Audit Section will verify the Invoice based on documents and PO. He will enter all sub heads values as per PO to ensure the invoice contains all details/documents to send it for processing the Invoice. In case of any discrepancies, he will note in the Remark column and sent it back to Documents Checking Section for necessary correction. Date of Receiving and Date of submitting must be enter by Pre-Audit Section.
10. Invoice Uploading Section: After Audit is done, uploading section will process the invoices and create service entry. In case of any discrepancies, it will be sent it raise query to respective department and correction and once correction done will process the invoices. Must to be mentioned by him – date of receiving invoice for processing, date of creation of SES entry with SES no, date of creation of VIM and VIM No. Date of raising query to different department with Remark, Date of getting reply from respective Department. He will also put the posting No and date of Invoice and Payment date and Payment instruments. Query raised by Invoice Processing and Payment section need to be resolved. He needs to put his remark and date of resolving the query of Invoice Processing and Payment Section.
11. Invoice Processing Section: After uploading of SES and Invoices, Processing Section will post the Invoice for payment. Reference no of Posting and date to be mentioned by him. – Not allowed to make any changes done by any other user.
12. Payment Section: After posting of invoice, payment section will make the payment and he will update about payment date, Payment reference, Cheque/Reference no , Name of Bank , Branch etc. – Not allowed to make any changes by other users.
13. Monitoring Section- User should be allowed to monitor the entire process. No access to make any entry or changes. Should be allowed to generate reports.
14. Review Section – user should be allowed to review the entire transaction and generate report. No access to make any changes.