**Minutes of Meeting**

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| **Meeting:** | **T2R Process (Master Data, Procurement, GR, Revenue)** | **Date: 08.09.2017** |  |
| **Start: 13:00 PM** |
| **End: 15:00 PM** |
| **Location:** | Grow, Shanghai | **Minute takers:** | Evelyn Liu |
| **Participants:** | * Sherry Xie * Kelvin Wang * Joe Chen * Dylan Wang * Andrew Chan * Angela Song * Roger Wen * Liz Yang * Evelyn Liu   **Guests:**   * Li Yong (Lenovo)   **Excused:**   * Carrie Xiao | | |
| **Distribution**  **List:** | All Participants | | |

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| Attachments |
| Flow charts |

| **No.** | **Topic / Description / Link** | **Type[[1]](#footnote-1)** | **Resp.[[2]](#footnote-2)** | **Due date** |
| --- | --- | --- | --- | --- |
|  | **Master Data Interface**   * Master Data could be maintained centrally or by DC based on HIS master data fields list. * Evelyn sends email to Zubair to request for the list of fields of inSITE interface | I  T | Evelyn Liu  Zubair | 15.09.2017 |
|  | **Master Data Database**   * Andrew checks with inSITE team whether could set up a master data database so that e-flow and HIS could extracts master data from this database directly | T | Andrew Chan | 15.09.2017 |
|  | **PR Interface**   * Discussed two types of situation, vendor defined (PR created in HIS) and vendor not defined (PR created in SAP ERP). * Flow chart to be updated. | I  T | Evelyn Liu | 15.09.2017 |
|  | **PO/Return PO Interface**   * Return PO and goods return process to be discussed. | T | Roger Wen  Dylan Wang | 15.09.2017 |
|  | **GR Interface**   * Flow chart to be updated * Goods return process to be discussed. | T  T | Evelyn Liu  Roger Wen  Dylan Wang | 15.09.2017 |
|  | **Stock Movement Interface**   * Flow chart to be updated | T | Evelyn Liu | 15.09.2017 |
|  | **Revenue Interface**   * Angela provides chart of accounts used for Quanzhou DC * Li Yong from Lenovo provides list of expense category | T | Angela Song  Li Yong | 15.09.2017 |

1. T: To do, I: Information, R: Recommendation, D: Decision [↑](#footnote-ref-1)
2. Responsible: Who gave the information / recommendation, who made the decision, who is responsible for the task? [↑](#footnote-ref-2)