

(2)

be  
is  
handable



methodology with version

(3)

Reminder regarding MSL

ROL → auto indent

(q) no PO will be merged → create GRN  
against cre PO

→ Inventory consumption  
→ " GRN report  
→ stock

(94) Physical Verification of records

(8) issuance as per GRN no

Indent Generation →

(11) Mfg, exp, COA no. of Chemical

BOM → Consumable  
Glassware  
column  
Standard  
Chemical  
as per  
regulation

step  
method

step  
of  
tool

- (h) Material received date will be reflected to user. (and it is amendable)
- (i) PO amendment →
- (j) GRN → against invoice.
- (k) stock availability in multiple branches

⇒ (l) Comparison of PO & GRN & invoice of customer will be compared

(m) Inspection — Quantity  
Quality

(n) no issuance without inspection

(o) Rejection of material by operations as per GRN no.

(p) Categories of material →

Category A	} Minimum stock level to be maintained (MSL)
B	
C	

ROL →  
(q) no PO

→ Invo  
→ sto

(94) Ph

(48) 18

Ino

(11)

✓



Indent → Inventory → stock available  
 issue → Indent approved  
 PO will be raised → available  
 N. available purchase

- (a) Same PO will be raised against same suppliers.
- (b) data will be clubbed after issue.
- (c) multiple supplier names will be displayed along with last purchasing rates.
- (d) no PO generated upto 5000 & some particular items (no PO reqd)

- (e) Indent is for department name.
- (f) approval limit upto 5000 Purchase Manager  
 more than 10,000

Purchasing items ☐ Capex  
☐ Opex

- (g) Vendor managed stock → provision of open PO.