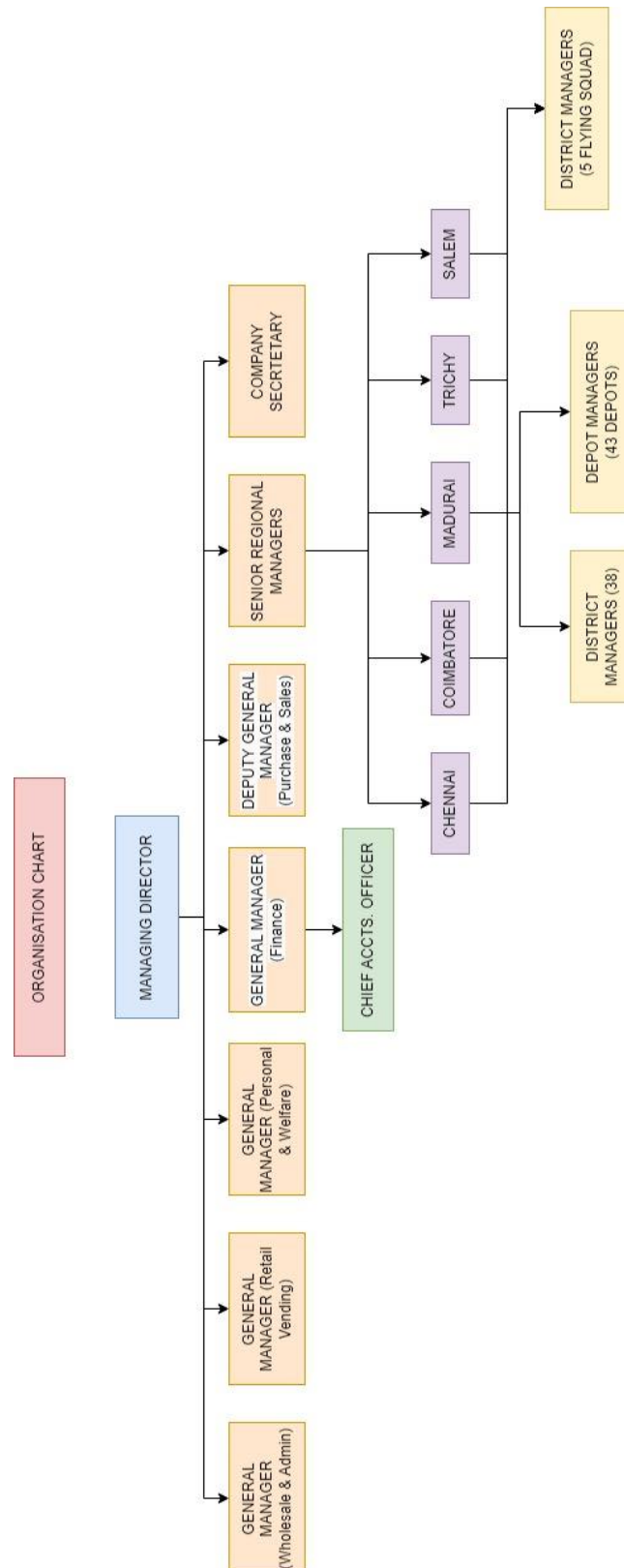


Department: TASMAL Dept	Date of survey: 18/07/2023
Type of office: DGM(P/S) and GM Wholesale & Admin	Address: Tamil Nadu State Marketing Corporation Limited CMDA Tower-II, IV Floor, Gandhi Irwin Bridge Road, Egmore, Chennai - 600 008.
Primary user: HO-Section (H, C), Supplier, ESO at Supplier	Primary user designation HO-Section (H, C), Supplier, ESO at Supplier
Primary user reporting to: MD, DGM(P/S), GM Wholesale & Admin	Primary user Email ID: tasmacr2015@gmail.com
Secondary users MD, DGM(P/S), GM Wholesale & Admin	Secondary user designation: MD, DGM(P/S), GM Wholesale & Admin
Secondary user reporting to MD of Supplier	Secondary user Email ID tasmacr2015@gmail.com

Mandatory fields are indicated with an asterisk (*).

Hierarchy chart



Mandatory fields are indicated with an asterisk (*).

List of modules: Procurement Module

1. Procurement Module for Order Generation

Focus statistics (Dashboard/ Reports)

1. Main Order as per Sale formulas
2. Order for current month
3. Actual order vs Main Order
4. Initial Order List
5. Additional Order List
6. Eligibility Sheet Brand wise, Supplier Wise
7. List of requested indent
8. Indent abstract
9. Breakup of indent in depot, brand and supplier wise or status wise
10. Excise duty challan
11. Indent Revalidation checklist

Remarks:

Need to be include sales of last year of same month and festival Sales of same month in Predefine formula for main order generation.

Approvals

	Name	Designation	Department	Signature	Date
Information Collected By*	Mr. Sandeep Sah	Survey Member	Survey		
Information Provided By*	DGM(P&S), AGM and AM of HO, Section-H, Section -C, Depot, RV Shop	DGM(P&S), AGM and AM of HO, Section-H, Section -C, Depot, RV Shop	TASMAC		
Information Approved By	Mr. Jyothi Shankar	DGM(P&S)	TASMAC		

Mandatory fields are indicated with an asterisk (*).

Module Name with reference to RFP document*
Procurement Module for Order Generation
Module Description*: Procurement Module for Order Generation

The Main Order module generates monthly order quantities using RV sales of last 7 Days and Depot sale of Last 3 Months based formulas and data from like Product Information, Warehousing, Wholesale Operations, and Retail Operations. Users can view and enter additional quantities at different levels. Supplier-wise bifurcation and tracking are supported, and orders are sent to the Supplier Portal. The system also generates reports comparing Main Order vs. Actual Purchase. Similarly, the system handles Initial and Additional Orders for new brands, along with Eligibility calculations and Indent Request and Issue processes. The IFL Import Permit module manages Import Permits for suppliers.

Main Order
1. Data Pulling:

- Pull product list data from the Product Information Module.
- Pull Depot Inventory data from the Warehousing Module.
- Pull depot sales data (Previous 3 Months) from the Wholesale Operations Module.
- Pull shop sales & shop inventory data (Previous 7 Days) from the Retail Operations Module.

2. Main Order Generation:

- The module shall generate the Main Order quantity for the month using the pre-defined formula, utilizing the data from the above modules.

3. Main Order View: The module shall allow users to view:

- Overall Main order.
- Supplier-wise Main order.
- Supplier-wise Brand-wise Pack size-wise Main Order.
- Depot-wise supplier-wise Pack size-wise Main Order.
- Fast/Slow moving-wise Main Order can also be generated.

Mandatory fields are indicated with an asterisk (*).

4. Additional Quantity Entry:

- The module shall allow users to enter additional quantity for the main order at overall level, supplier level, depot level, brand level, & pack size level.

5. Supplier-wise Bifurcation and Tracking:

- On approval by MD, the module shall allow the bifurcation process of the Main Order by Section Users for each supplier. It will generate Supplier-wise Main Order with serial numbers for tracking.

6. External Interface - Supplier Portal:

- On sharing the Main Order to the supplier, the module shall send the Main order to the specific Supplier Portal. Each supplier shall be able to access only their own Main Order through the portal.

7. Reporting Requirements:

- Main Function: The module shall generate reports on last six months' Main Order vs. Actual Purchase at various levels (overall, supplier, depot, brand, & pack size) in both tabular and bar graph formats.

Desk Timeline

Every Month First Week

Existing Process
I. Placement of orders with Local Manufacturers and Import Suppliers of IMFS/BEER.

The requirement of IMFS and Beer is worked out on the first day of every month. The monthly depot wise requirement is worked out by adopting the following procedure.

- i) Weighted average sale per day is arrived at by dividing the total sales with No. of working days during the last three months with weightage being given to the recent sale.
- ii) The monthly order for IMFS and Beer is generated based on the Weighted average sales per day multiplied by 39 days in the case of local IMFS and 52 days in the case of import IMFS and in case of Beer the Weighted average sale per day is multiplied by 39 days.

Mandatory fields are indicated with an asterisk (*).

- iii) 39 working days in 1 ½ months and 52 working days and 2 months is taken for calculating the order to be generated, since we need at least a month's stock to be generated on the first of every month. The extra days is allowed for the transshipment of the stock.
- iv) Stock in transit i.e. indent issued but not despatched, goods despatched but not unloaded and the closing balance available at the Depot on the last day of that month will be deducted from the monthly requirement arrived at as per the working mentioned at Point No.(ii) above.
- v) The net requirement for IMFS will be rounded off to the nearest multiples of 5 and the net requirement for fast moving Beer 650ml/325ml pack will be rounded off to the nearest multiples of 700/600 cases. In respect of slow-moving Beer brands, the net requirement will be rounded off to the nearest multiples of 50 cases.

II. ISSUE OF INDENTS

On 1st of every month the order is generated with all the local manufacturers and import suppliers and indent is regulated in order to have 15 days stock of a particular item in the depots including stock in transit. This ensures that the brand does not go out of stock at any point of time.

Indents are issued based on the sales closing balance, demand of the fast-moving items etc., which is reflected in the daily statement showing depots with 'Nil stock' and 'low stock' (inclusive of cumulative stock in Transit) of fast moving items. This statement shows the depots which have NIL stock, 1-3 days stock, 4-7 days stock, 8-10 days stock, 11-14 days stock and 15-21 days stock for particular brand and for a particular pack size. Based on the statements, indents are being issued to the suppliers. If a particular brand and pack size is in exceptional demand in the current month and there is a likelihood of stock out situation, then additional order for that particular item is placed and indents issued thereafter.

After the indents are issued the daily despatches from the suppliers is also being monitored by TASMAL.

Linked form *:

Finance and Account Module

Linked functionality *:

Finance and Account Module

IFL Import Permit Portal

Mandatory fields are indicated with an asterisk (*).

RFP Process Gap:

Need to be include sales of last year of same month and festival Sales of same month in Predefine formula for main order generation.

Questionnaire for the ENA/RS Inventory management and Utilization tracking process:

Question 1: What data does the Main Order process pull from other modules?

Answer: The Main Order process pulls data from the Product Information Module (product list), Warehousing Module (Depot Inventory data), Wholesale Operations Module (depot sales data from the previous 3 months), and Retail Operations Module (shop sales & shop inventory data from the previous 3 months).

Question 2: What is the main function of the Main Order module?

Answer: The main function of the Main Order module is to generate the Main Order quantity for the month based on a pre-defined formula using the data obtained from other modules.

Question 3: What views are allowed for users in the Main Order module?

Answer: Users can view Overall Main Order, Supplier-wise Main Order, Supplier-wise Brand-wise Pack size-wise Main Order, Depot-wise supplier-wise Pack size-wise Main Order, and also generate Fast/Slow moving wise Main Order.

Question 4: What is parameter of fast/Slow Moving?

Answer: Based on cumulative sale weightages ranking of current financial year sale.

Question 5: Can users enter additional quantities for the Main Order, and at which levels?

Answer: Yes, users can enter additional quantities for the Main Order at overall level, supplier level, depot level, brand level, and pack size level.

Question 6: What happens after the Main Order is approved by MD?

Answer: After approval by MD, the Main Order module allows the bifurcation of Main Order for each supplier (by Section Users) and generates Supplier-wise Main Order with a serial number for tracking.

Mandatory fields are indicated with an asterisk (*).

Question 7: How is the Main Order shared with suppliers?

Answer: The Main Order is sent to the specific Supplier Portal, and each supplier can access only their own Main Order through the portal.

Question 8: What type of report does the Main Order module generate?

Answer: The Main Order module generates a report on the last six months' Main Order vs. Actual Purchase, presented in a tabular format and a Bar graph format, at overall level, supplier level, depot level, brand level, and pack size level.

Initial Order

Question 9: When can the Initial Order be generated for newly registered brands?

Answer: The Initial Order can be generated for newly registered brands on any day of the month.

Question 10: How does the module calculate the Initial Order quantity for the selected brand?

Answer: The module calculates the Initial Order quantity for the selected brand based on a predefined allocated order for depot wise.

Question 11: Can users enter additional quantities for the Initial Order, and if so, how?

Answer: Yes, users can enter additional quantities for the Initial Order in a separate column, along with justification if required.

Question 12: What views are available for users in the Initial Order module?

Answer: Users can view the Overall Initial Order, Depot-wise Initial Order, and Depot-wise Pack size-wise Initial Order.

Question 13: What happens after the Initial Order is approved by MD, and there are multiple brands for a supplier?

Answer: The module allows the supplier-wise Initial Order bifurcation process by Section Users and generates Supplier-wise Initial Order with a serial number for tracking.

Question 14: How is the Initial Order shared with suppliers?

Answer: The Initial order is sent to the specific Supplier Portal, and each supplier can access only their own Initial Order through the portal.

Additional Order

Question 15: When is the Additional Order applicable for new brands?

Answer: The Additional Order is applicable from the 2nd month onwards, starting from the date of the 1st order, for new brands.

Question 16: How can users view the new brands with their sales till date to initiate the Additional Order?

Answer: The module allows users to view the new brands with their sales till date and select the brands for which the Additional Order needs to be generated.

Question 17: How does the module calculate the Additional Order quantity for the selected brand?

Answer: The module calculates the Additional Order quantity for the selected brand based on an initial order and last month sales.

Question 18: What views are available for users in the Additional Order module?

Answer: Users can view the Overall Additional Order, Depot-wise Additional Order, and Depot-wise Pack size-wise Additional Order.

Question 19: What happens after the Additional Order is approved by MD, and there are multiple brands for a supplier?

Answer: The module allows the supplier-wise Additional Order bifurcation process by Section Users and generates Supplier-wise Additional Order with a serial number for tracking.

Question 20: How is the Additional Order shared with suppliers?

Answer: The Additional Order is sent to the specific Supplier Portal, and each supplier can access only their own Additional Order through the portal.

Mandatory fields are indicated with an asterisk (*).

Eligibility

Question 21: How does the module initiate the Eligibility generation process?

Answer: The module sends email notifications to HO Indent Section and DGM P&S on every scheduled Eligibility generation day (Monday (RV Sale of Thu, Fri, Sat, Sun) & Thursday (RV Sale of Mon, Tue, Wed)) to initiate the process.

Question 22: What data does the Eligibility process use from other modules?

Answer: The Eligibility process pulls the following data from various modules:

- Product Information Module: Product list
- Warehousing Module: Depot Inventory data
- Wholesale Operations Module: Depot sales data (Previous 3 Months)
- Retail Operations Module: Shop sales & shop inventory data (Previous 3 Months and Last week Sale)

Question 23: What views are available for users in the Eligibility module?

Answer: Users can view the Overall Eligibility, Supplier-wise Eligibility, Supplier-wise Brand-wise Pack size-wise Eligibility, Dept. wise Eligibility, Depot-wise Supplier-wise Pack size-wise Eligibility, and Fast/Slow moving wise Eligibility.

Question 24: How does the module display the eligibility summary with stock in days view?

Answer: The module shows the eligibility summary with stock in days view, indicating Depot/s with nil stock, stock remaining for 01-03 days, 04-07 days, 08-10 days, 11-14 days, and 15 and above days.

Question 25: Can users add additional quantity for eligibility, and if so, at what levels?

Answer: Yes, users can enter additional quantity for eligibility at the overall level, supplier level, depot level, brand level, and pack size level.

Question 26: What happens after the eligibility is approved by MD, and there are multiple suppliers?

Answer: The module allows the supplier-wise Eligibility bifurcation process by Section Users and generates Supplier-wise Eligibility with a serial number for tracking.

Mandatory fields are indicated with an asterisk (*).

Question 27: How is the eligibility shared with suppliers?

Answer: The eligibility is sent to the specific Supplier Portal, and each supplier can access only their own eligibility through the portal.

Question 28: Can the module generate an additional Main Order if the Cumulative Eligibility exceeds the Main Order quantity for the month?

Answer: Yes, the module allows the generation of an Additional Main Order if the Cumulative Eligibility has exceeded the Main Order quantity for the month.

Indent Request

Question 29: Within what timeframe can Supplier generate Indent Requests after receiving the eligibility sheet?

Answer: Supplier can generate Indent Requests in the system within 6 hours of receiving the eligibility sheet.

Question 30: What information is required to generate an Indent Request?

Answer: The module allows users to generate Indent Requests, including Depot-wise, Brand-wise, and Pack size-wise details, along with Eligibility/order quantity (auto-populated), Indent Quantity (enter - same as eligibility or less), and Addition Quantity Request (enter - upper limit to be set).

Question 31: Can users add remarks if there are any deviations in the requested quantity or additional quantity?

Answer: Yes, users can add remarks in case of any deviation in the requested quantity or additional quantity.

Question 32: How does the module prepare Depot-wise Indents after approval by MD?

Answer: The module divides the Indent Request into various Depot-wise Indents based on their eligibility. Depot-wise indent preparation is done according to the maximum indent limit per lorry (1100 cases: 650 Beer + 550 IMFL).

Question 33: How does the module generate Indents for each Depot for each Supplier?

Answer: The module generates Indents with one Indent No for each Depot for each Supplier, with the quantity as per the limit (1100 cases: 650 Beer + 550 IMFL).

Question 34: How does the module handle cases where the Eligibility/Indent Quantity has fewer bottles to complete one case?

Answer: The module automatically rounds off the quantity to make a full case if the Eligibility/Indent Quantity has fewer bottles to complete one case.

Question 35: What details can users view in the Indent Wise Excise Duty Payment Amount and Total Amount?

Answer: Users can view the Indent Wise Excise Duty Payment Amount and Total Amount for all the Indents.

Indent Issue

Question 36: How does the module handle the sharing of Indents with various users and modules?

Answer: On approval/issue of Indents by users, the module shares the Indents to concerned users: Supplier - Supplier Portal, ESO at Supplier - Supplier Portal, Depot User - Warehousing Module, and Payment Section (E&F) - Procurement Module.

Question 37: What notifications are sent to concerned users on the issue of an Indent?

Answer: The module sends SMS/email notifications to all concerned users (configured) on the issue of an Indent.

Question 38: What access is provided to supplier users in the Supplier Portal regarding issued Indents?

Answer: Supplier users are provided access to view the issued Indents in the Supplier Portal.

Indent Revalidation

Question 39: How can suppliers initiate the Indent Revalidation request?

Answer: Suppliers can select the Indents for which revalidation requests need to be raised and click submit in the Supplier Portal.

Question 40: How does the module calculate the penalty and revalidation days for Indent Revalidation?

Answer: The module calculates the penalty amount based on pre-defined values (based on the composition of the liquor Range in the indent & No of revalidations on the same Indent, including GST - 18%). The number of days of revalidation is calculated based on the composition of the liquor Range in the indent.

Question 41: What happens after the Indent Revalidation is approved?

Answer: On approval, the module generates a debit note to the Supplier for the penalty amount (details required are: Debit note no., Date & Narration) and Credit Note to TASMAR Revenue head.

Question 42: What information is provided to suppliers regarding revalidated Indents and penalty charges?

Answer: Suppliers are provided access to view the revalidated Indent and penalty charges against the indent for which the validation request was raised, in the supplier portal.

IFL Indent Generation

Question 43: How does the module allow users to upload the Import permit for IFL Indent Generation?

Answer: The module allows users to select the supplier and upload the Import permit in the specified format or enter the details manually from the Import permit copy generated from the existing "IFL Import Permit Portal" (brand name, pack size, price for each of the line item, special fee payment details, etc., as per the existing portal format).

Question 44: How are the Import Permits shared with various users and modules?

Answer: The module shares the Import Permit with concerned users: Supplier - Supplier Portal, Depot User - Warehousing Module, and Payment Section (E&F) - Procurement Module