***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

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| **MEETING PURPOSE** | NECO - BBP DISCUSSION |
| **DATE AND TIME** | 14 /11/2024 |
| **LOCATION** | CONFERENCE HALL |
| **ATTENDEES** | MR. PRAMOD KUMAR BHARADWAJ  MR. SUKANTA NAYAK  MR. HRUDAY SOTMON  MR. MAHESH KALKAR  MR. SANJAY SINGH  MR. APOORVA CHANDRAWANSHI  MR. HAMID ALI  MR. M. MURLI  MR. AGRAWAL  MR. PRATEEK SHUKLA |

**Discussion and action points:**

1. GRN bill passing will be on which place.?  
   Debit note things will be raised at the time of parking
2. When GRN is posted once it cannot be synced.
3. What will be done in the case of rejection after the payment.
4. GRN reversal will be done through Nimble.
5. Reversal mapping will be provided by the Nimble.
6. Intimation to the stores can be done in NS2p in case of GRN reversal.
7. when we do anything in the SAP, what will be the time frequency of updating in that document?
8. Bulk update after a month if required will be done by ns2p for the audit.
9. If due to any reason nimble is down then work shouldn’t be stopped.
10. FI number generated in Nimble will be same as SAP.
11. Smartwatch tool
12. What will be done in that case when parking and posting of the invoice is done on the nimble portal and due to any reason if any how nimble gets down and our finance team have done the payment through the SAP.? -- in this case BCP [business continuity plan) will be on and paperwork is done and everything is noted on that.
13. DR setup must be tested for the nimble also.
14. Capa – corrective and prevention action plan.
15. Purchase invoice download option is required for purchase and Accounts for sending or forwarding to the that to the BANK.
16. User can see invoice, supportive document and user can approve or forward and upload attachment like Email, Copy, Credit note in Nimble.
17. Post bill passing, upload facilities available for purchase department to upload any document.
18. Where should be escalation after specified days.
19. Revised BBP will be given by Chandresh Sharma on 18th October.
20. On 19th October BBP document will be signed.
21. Gate Entry number is mandatory for both SAP as well as for Nimble S2p.
22. As far as rack, Railway import is concerned in that case the Document will come to the Stores and it will be forwarded to the scanning.
23. Gate Entry will be done at the RMHS on current date for Rack. (Railway)