***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

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| **MEETING PURPOSE** | **Paperless - Process and Product Demo** |
| **DATE and TIME** | **10/10/2024 (3:00 – 4:00)** |
| **LOCATION** | **MINI CONFERENCE ROOM** |
| **ATTENDEES** | 1. **MR. PRAMOD KUMAR BHARADWAJ** 2. **MR. ALOK PANDEY PRESIDENT-HRM** 3. **MR. SUKANTA NAYAK VP-IT** 4. **MR. APOORVA CHANDRAWANSHI AGM** 5. **MR. VIVEK TIWARI** 6. **MR. RAJKAMAL SRIVASTAVA** 7. **MR. RAJESH** 8. **MR. SANJAY** 9. **MR. ZAKIR NIAZI** 10. **MR. RAKESH** 11. **MR. SWETA PATEL** 12. **MR. HR SOTMON GM-AUDIT** 13. **MR. V.P PANDEY DGM-F&A** 14. **MR. KRISHNENDU RAY AGM (EDP)** 15. **MR. HAMID ALI AGM(IT)** 16. **MR. M. MURALI  *MANAGER(STORES)*** 17. **MR. ABHISHEK AGARWAL** |

***DISCUSSION/ ACTION POINTS:***

**Q1.** After bill passing, if some materials are rejected, what actions will be taken?  
**Q2.** Who will inspect the material?

1. A debit note will be issued after posting.
2. For identification email ID will be used.
3. The knock-off entry will be done by Nimbles2p.
4. The pending SES report will be prepared by Nimbles2p.
5. The purchase order (PO) and all related data will be provided by SAP.
6. All matters related to bill passing will be managed within Nimbles2p.
7. A large-sized monitor will be used.
8. There will be a detailed discussion regarding scanning before GRN (Goods Receipt Note) at the gate entry.
9. During the testing phase, Chandresh Sharma will be present.
10. This project will be live by 1stJanuary : Csharma