***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

|  |  |
| --- | --- |
| **MEETING PURPOSE** | **MEETING WITH STORES** |
| **DATE and TIME** | **19/10/2024 (4:30 – 6:00)** |
| **LOCATION** | **IN CABIN OF VP(IT)** |
| **ATTENDEES** | 1. **MR. SUKANTA NAYAK** 2. **MR. HRUDAY SOTMON** 3. **MR. MAHESH KALKAR** 4. **MR. VP PANDEY** 5. **MR. M. MURALI** 6. **MR.PRATEEK SHUKLA** |

***DISCUSSION/ ACTION POINTS:***

**I. INVOICE SUBMISSION: 1.0**

* The scanning operator will enter or read the gate entry number using a barcode, which will be generated at the time of gate entry in SAP.

**II. Replace GRN with Gate Entry Number: 1.1**

* The Gate Entry Number will replace the GRN (Goods Receipt Note) number.

**III. Error Handling in Invoice Information: 1.2**

* Errors in IRN number, Invoice number, date, supplier GST, and total amount will be ruled out by extracting these details from the QR code.
* For manual invoices, this needs to be checked at the time of scanning.

**IV. Manual Invoice GST Verification:**

* The scanning operator will provide access to the Purchase Order (PO) for validating the GST number during manual invoice verification.

**V. Validation of Manual Invoices (GST No):**

* How other organizations validate manual invoices with respect to GST numbers needs to be discussed with Mr. Chandresh.

**VI. GSTN Validation through Nimble S2P:**

* The option to validate GST numbers online through Nimble S2P should be confirmed with Mr. Chandresh.

**VII. 10 Validation Rules:**

* 4th subclause :If any vendor bill is older than 10 days, the system needs to define how it will handle such cases.

**VIII. Capturing Quality Parameters:**

* A provision to capture quality parameters data in a PDF format should be implemented for subsequent analysis before the pre-GRN stage.

**IX. Updates by M. Murali:**

1. GRN generated in SAP should be available in PDF format for subsequent usage.
2. Any discrepancy note for shortages should be linked to the respective invoice.
3. Any discrepancy note for rejections after (UD) should be made available in PDF format to all users and linked to the respective invoice.
4. Grn after ud in pdf format should be available for subsequent usage/ display.
5. Line item-wise UD against the GRN will be clearly approved.
6. Line item-wise UD status should be viewable by the store department.
7. GRN status should be marked as incomplete if any UD is pending.
8. A provision should be given to the issue section of the store to capture their observations against line items of the GRN, as well as for the storage bin