***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

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| **MEETING PURPOSE** | **A discussion regarding working of the paperless project .** |
| **DATE and TIME** | **23/10/2024 (12:00 – 1:30)** |
| **LOCATION** | **In the personal cabin of VP sir.** |
| **ATTENDEES OF FIRST MEETING.** | **MR.SUKANTA NAYAK (VICE PRESIDENT)**  **MR. HRUDAY SOTMON (GM-AUDIT)**  **MR. MAHESH KALKAR (GM-IT)**  **MR. V. k PANDEY (DGM- F&A)**  **MR.HAMID ALI ( AGM-IT)**  **MR. M. MURALI ( MANAGER-STORES)**  **MR. PRATEEK SHUKLA ( MT-edp)** |
| **ATTENDEES OF SECOND MEETING.** | **MR.SUKANTA NAYAK (VICE PRESIDENT)**  **MR. HRUDAY SOTMON (GM-AUDIT)**  **MR. MAHESH KALKAR (GM-IT)**  **MR. V. k PANDEY (DGM- F&A)**  **MR. APOORVA CHANDRAWANSHI (AGM )**  **MR. KRISHNENDU RAY ( AGM)**  **MR.HAMID ALI ( AGM)**  **MR. M. MURALI ( MANAGER-STORES)**  **MR. PRATEEK SHUKLA ( MT-edp)** |

***DISCUSSION/ ACTION POINTS:***

*POINTS OF THE FIRST SS MEETING:*

1. Bar code / QR code will have 3 copies it will be discussed .
2. PRE-GRN:

Facility to be provided to capture Lab pdf file after Pre-GRN

1. Mandatory field required in po creation for sample lab data required or not.
2. Checker part will be in the nimble
3. Draft GRN format in the **SAP.**
4. During GRN we need to enable maker and checker
5. Checker [ release process]
6. Incomplete GRN,UD to be sent in the nimble.
7. Discrepancy note API identify. ( **by chandresh sir**)
8. PRE GRN , GRN, UD , Discrepancy note will be on **SAP** when all of these will be completed it will be given to the nimble.
9. **GRN Release Strategy:**

**USECASE**

|  |  |
| --- | --- |
| Challan quantity | 10 |
| Receive quantity | 9 |
| Accepted quantity | 7 |
| Rejected quantity | 2 |

GRN release control will be built in **SAP** by checking if discrepancy if required or not and if required discrepancy note should exist before releasing the GRN. - ( **said by chandresh sharma).**

1. On basis of quality accepted/ rejection discrepancy note automatically generate. (said by hamid sir)
2. GRN number is the bar code.
3. Without Gate entry number document will not go the account section **.**
4. Foreign invoice payments for unloading which is happening at vishakhapattnam gets deliver to the raipur location in 10 different trucks in 10 different days this would have 10 gate entries in the system and if we scan at the time of gate entry then 10 document will be lying in the grn pending stage nimble need to find a solution to merge these ten different grn pending in one task once the grn is created. ( **Said by chandresh sir**).
5. Line item wise bar code will be there it will be generated and attached to the material shifted to the issue section.
6. Plastic bar code will be there in the place of papered barcode.
7. There will be only one sheet allowed which will contain bar code. The observation during scanning time can be written on that paper.
8. Vendor will send two copies of invoice in which in the first copy we will attach a sheet and barcode with the first copy and second copy will be for scanning or GST.

*POINTS OF THE SECOND MEETING:*

1. Creating provision in **SAP** to capture region line item wise debit note which will be received from **nimbles2p.**
2. Finance **VK pandey** will provide list of region for debit note .
3. Debit note narration character length is 40 characters.
4. There will be multiple debit note for the single invoice.
5. Provision of po in the **nimbleS2p**.
6. **Nimble** will have provision to provide view access upto document voucher, voucher invoice, debitnote.
7. **Nimble** will provide URL to view documents to finance.  **( by chandresh sir)**
8. **Nimble** will pull the payment invoice debit note & FI entry giving inter audit to complete SAP.
9. However vendor leisure is not there.
10. Bar code provision to be created other than loading area RMHS.
11. Master data required for sample testing.
12. Quality testing before the GRN.
13. Sample of all materials is done before unloading in case of non mines material.
14. Validation WB at stores in case of Non – raw material.