**Process for development of software**

Connect software with e-mail id of team

Step 1: Click on software icon

Step 2: Request button

Step 3

Different type of requests will open

1. Cash

2. Material

3. Services etc.

Step 4: Filled request will go to line leader for approval

Step 5: Line leader can approve or reject request

Step 6: If line leader will approve request then request will go to admin officer

Step 7: Admin officer will send it to Admin Associates (If will get request for service ,material and event so we will follow following process)

Step 8: Admin Associate will send mail to vendors for quotation in specific format

Step 9: vendors will sendquotationt in specific formats

Step 10: Generate online price comparative statement and send to Purchase committee

Step 11:Purchase committee will give their comments for vendors finalization and approval

Step 12: Admin team will prepare PO and send for approval to approving authority

Step 13: Then PO will send to vendors

Step 14: Vendor will send bills and give invoice no. online.

Step 15: Then one mail go for feedback to requester

Note

At the end of week and month we need following reports

Total request received and status of each request.

Total Purchase order issued

Individual ledger of vendor/team

Advance detail (Status of advance payment as already discussed with you over phone)

Others if any