

## CREATE LPO (with Example for Claypot)

### CITYMAX PORTAL

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1. Make Purchase Request (Tushar Kadam- Claypot)
2. Approve Purchase Request
  - a. Purchases > Purchase Request > Manage Purchase Request -> View : Approval Stages (Diwakar)
  - b. Approve by Diwakar (for example)  
Approve by AVK Rao (for example)
3. Create RFQ
  - a. Purchases > Purchase Request > Manage Purchase Request > Actions > PO(Contract)/ Create RFQ  
(Note: Check Vendor Group & Vendors)

### VENDOR PORTAL

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4. Submit Quotation
  - a. CM Account > RFQ/ Submit Quotations > Actions > Submit Quotation.  
(Note: Check Store Unit & Unit Conversion/ Eq. BU)

### CITYMAX PORTAL

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5. Compare Quotation & LPO Request (For example, user: Diwakar)
  - a. Purchases > RFQ > Actions > Change RFQ Status  
Make "close" to RFQ Status
  - b. Purchases > Manage Quotations > Compare  
Create "PO Request"
6. Approve LPO Request
  - a. Purchases > Manage LPO -> View: LPO Stages
  - b. Approve by Diwakar (for example)  
Approve by AVK Rao (for example)  
(Note: LPO has been sent to Vendor)

## **VENDOR PORTAL**

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7. Accept LPO
  - a. CM Account > PO and Notes > Actions > Confirm PO as “Accepted”
8. Make Delivery Note
  - a. CM Account > Delivery > Actions > Create Delivery Note

## **CITYMAX PORTAL**

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9. Receive Material (User: Store Keeper / Cost center person )

Make Control > Store > Receive Material (Main Store) > Receive Material

  - a. “Receive” the material for that Delivery Note  
(Note: Inventory, Purchase Register, PA Invoice are updated)

## **VENDOR PORTAL**

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10. Accept PA Invoice
  - a. CM Account > PO and Notes > Actions > “Confirm PA Invoice”
11. Upload Invoice
  - a. CM Account > PO and Notes > Actions > “Upload Invoice”

## **CITYMAX PORTAL**

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12. Download Payment Files

Procurement > Purchase > Pre-Approved Invoice > Payment Transfer File

  - a. Select and download file (txt format)

## CREATE TPO

### CITYMAX PORTAL

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1. Make Purchase Request
2. Approve Purchase Request
3. Create PO(Contract) (Diwakar)
  - a. Procurement > Purchases > Purchase Request > Manage Purchase Request > PO (Contract)/ Create RFQ  
“Make PO Contract Request”
4. Approve TPO Request
  - a. Purchases > Manage TPO > Manage TPO Request > View “Approval Stages”
  - b. Approve by Diwakar  
Approve by AVK  
Approve by Raj Rana
5. Create TPO
  - a. Purchases > Manage TPO > Manage TPO Request > Actions > Create TPO

### VENDOR PORTAL

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6. Create Delivery Note
  - a. CM Account > Delivery > Actions > Create Delivery Notes  
“Create Delivery Note”

### CITYMAX PORTAL

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7. Receive Material (Diwakar / Tushar Kadam)
  - a. Material Control > Store > Receive Material (Main Store) > Receive Material >  
“Receive” the material for that Delivery Note  
(Note: Inventory, Purchase Register, PA Invoice are updated)

### VENDOR PORTAL

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8. Accept PA Invoice
  - a. A/C Account under Contract > PO(Contract) and Notes > Actions > “Confirm PA Invoice”
9. Upload Invoice
  - a. CM Account > PO and Notes > Actions > “Upload Invoice”

### CITYMAX PORTAL

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10. Download Payment Files

Procurement > Purchase > Pre-Approved Invoice > Payment Transfer File

  - a. Select and download file (txt format)