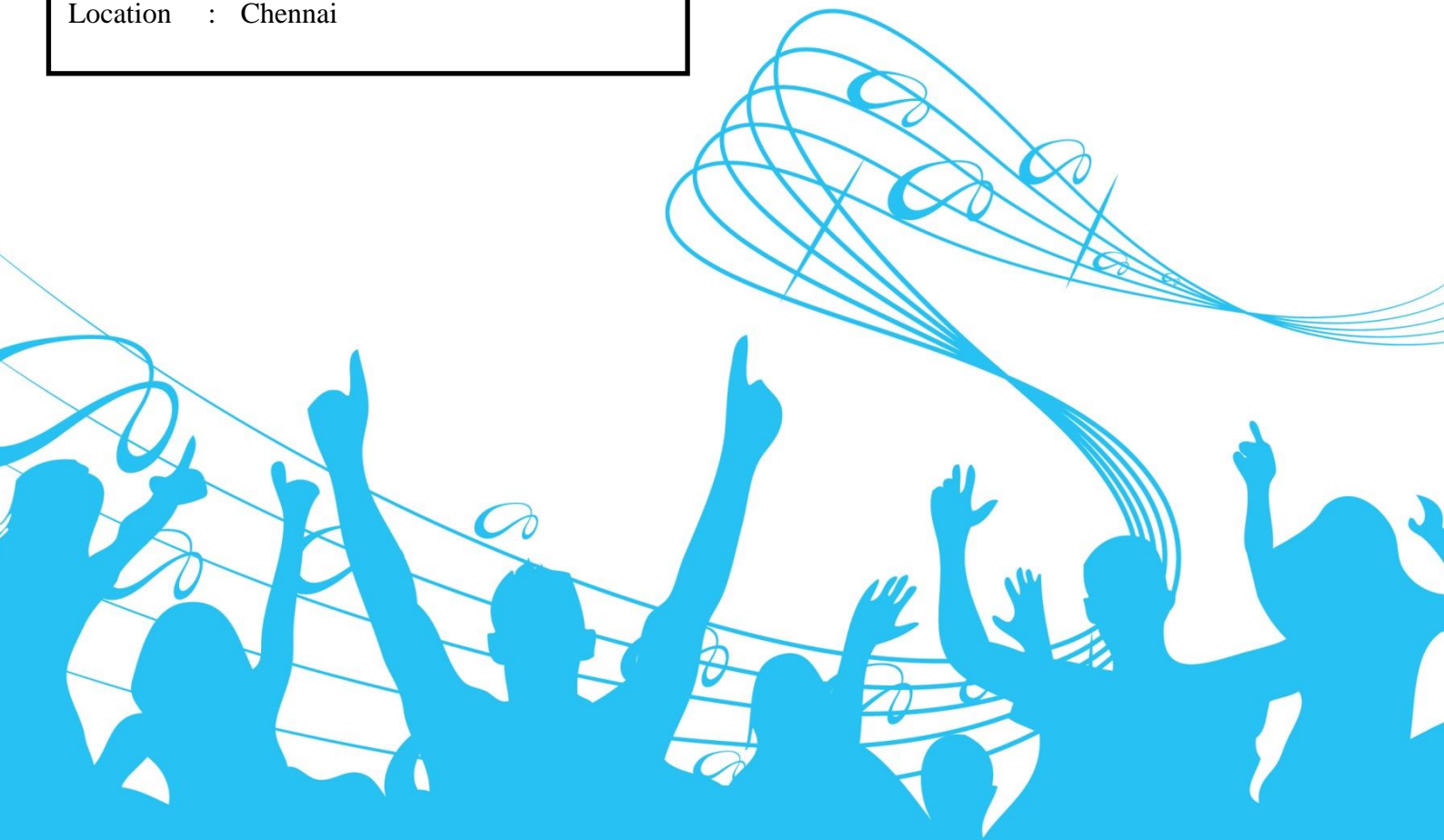# CURATIO HEALTHCARE (I) PVT LTD

Solution Definition Document for Purchase and Sub-Contracting

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Designation:	Functional Consultant
Date :	13.06.2016
Location :	Chennai

Our Product Philosophy

Mobility. User interface. Social. In-memory. Context aware.

Modification History

Version No.	Author	Date	Pages/ Sections Affected	Remarks
1.0	Srinivasan Baskaran			New

Distribution List

Version No.	Name
	CURATIO HEALTHCARE (I) PVT LTD
	AMITYSOFT TECHNOLOGIES PVT LTD

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Company	Name	Date	Sign
CURATIO HEALTHCARE (I) PVT LTD			
AMITYSOFT TECHNOLOGIES PVT LTD			

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1. Introduction

This document has been created by Amitysoft Technologies Pvt Ltd (henceforth also referred as Amitysoft) based on points mentioned by YG Cutting Tools Corporation Pvt Ltd (henceforth also referred as **CURATIO**) key representatives during meetings held between them and Amitysoft consultants.

1.1. Objectives

This document represents the record of Solution definition exercise carried out with key representatives from **CURATIO**. The primary objective of this report is to detail the solutions offered for **CURATIO**, business processes identified during Business Process Study as well as Solution definition exercise. The Solution Definition Document report forms the basis for carrying out the rest of the Project activities and configuring the final Ramco solution to meet **CURATIO** Business Process requirements. It is hence imperative that all efforts are made to understand how Ramco Solution will meet **CURATIO** requirements.

1.2. Scope

The scope of this solution for Operational modeling set up is to describe the Operational structure set up for the RAMCO ERP application.
Present scope, Business Process Solution:

OU	Location	Business Process
CURATIO HEALTHCARE (I) PVT LTD	ROYAPETTAH,CHENNAI	Purchase and Sub Contracting

2. ENTERPRISE MODEL

Refer EMOD BMR

2.1. Enterprise Model Entities

2.2. Entities List

Entities	Instances of Entities	
	Entity Code	Entity Description
Logistics Organization		CURATIO

2.3. Entity Relationship

Company Relationship

Group Company	Company
CURATIO	Refer EMOD SDD

Logistics Organization to Company Relationship

Logistics Organization	Company
CURATIO	Refer EMOD SDD

Company to Business Unit Relationship

Company	Business Unit
CURATIO	Refer EMOD SDD

Business Unit to Finance Book Relationship

Business Unit	Finance Book
	Refer Book Keeping SDD

Business Unit to Organization Unit Relationship

Each Business Unit will have one OU in the same name as mentioned in the Entities list.

Currency and Country

Country	Currency
INDIA	INR

2.4. Component Deployment

SI.NO	Components	CURATIO All OU's
•	Pay Term	√
•	Tax Charges and Discounts	√
•	Supplier	√
•	Type Setup	√
•	PR to Order Conversion	√
•	Purchase Order	√
•	Goods Receipt	√
•	Supplier Order Based Invoice	√
•	Reports	√

2.5.   Business Process Scenarios

Scenarios Classification	Following variants are considered in classifying the scenarios.
	1.Nature of item • Raw Materials (Import) • Finished Goods • Capital 2. Supplier Type • Existing • New 3. Item type • Existing • New 4. Purchase Type • Domestic – Inter & Intrastate • Imports 5. Purchase Order Type • Normal with Tolerance • Capital • Import

3. MASTERS REQUIRED

Sl.No	Master Description	Mode
1.	Supplier	Data Upload
2.	Item	Data Upload
3.	Allied Masters for Supplier Creation • Pay Term	Manual Creation

Scenario: 1

As Is Process	To Be Process
- Presently they are Purchasing the Finished goods as per the Planning Sheet prepared by the Commercial Manager. - All the PO has +/- 5% tolerance in Quantity. - Every month before 10th all PO will be released. The major types of Purchases include capital purchase, Import Purchase and Regular Purchase. One level of approval in purchase order.	Purchase will be of type Regular, Import & Capital Purchase. Users will be able to track their PO's movement status until the goods are moved to the warehouse. Users can initiate Procurement process from Purchase Request and Direct Purchase Orders also. Additional charges and discounts will be maintained in TCD screen. And quantity tolerance will be applicable in Purchase Orders. For imports purchases, other currency codes will be used and customs charges and other charges will be maintained as charges in TCD. For multilevel authorization of a PO, work flow to be enabled and configured as per requirement.

3.1 Purchase

REGULAR PURCHASE AS IS PROCESS:

Production Dept. (AGM-TECHOP)

- Sales Rolling Forecast
- Production Plan → f/w → Purchase Manager / Commercial Mgr. / CFO & SFM
- Purchase Plan

Domestic Purchase

RM / PM planning @ HO. Supplier name, Address, Pay term, Bill to, Ship to, Item, Quantity, Rate, Delivery Date details will flow from CURATIO to FG Manufacturer. They will raise the PO to RM / PM Supplier, GR, Invoice, Supplier Payment, and Stock Maintenance by FG Manufacturer. Closing Stock will update to CURATIO.

Import Purchase

- Importer
- Proforma Invoice
- Commercial Manager
- Purchase Order → f/w → Purchase Manager / Commercial Mgr. / CFO & SFM
- Bank Document → Documents: A1, A2, PO, PI, TT Correspondence letter, RBI Rules, form 15CB
- SFM Authorize to Pay the Importer
- Advance / LC / Full → Fuji Apple - China & Desonide - Italy
- Import Documents → Imp. Documents: Commercial Invoice CIF value, Packing List, AWB, COA, Country of Origin
- Pay Customs Duty → Cenvat Credit Not Applicable
- Customs House
- Clear 1KG for Sample Testing → Send to Customs Certified Lab. Mysore
- Certificate of Analysis
- C&F will Clear Material from CH

Imported RM will be Sold to FG Manufacturer

- VA
- Sale Order
- Pack Slip
- Customer Invoice
- Adjust RM invoice with FG invoice on Pro rata

- Goods Receipt@ HO → Std Purchase Price- Cost Rate is fixed. Inventory Maintained at STD Purchase Price.
- Import Bills-Due entry Posting
- C&F Bills for Due Entry
- SFM Authorize to Pay the Importer
- Pzyment- C&F Bills

FG Purchase — Commercial Manager

- Sample PO — 1 PO in a Year
- Sales PO
- PO Creation
- PO Approval — CFO/SFM
- F/w → Supplier — Cost sheet f/w by Supplier check for Rate Change in RM/PM
- Rate Change? → No / Yes
- Amend PO
- GR Back dated entry required for CST calculation- month end
- GR@Amba WH — Rate Change in RM/PM
- Qlty Sample GR @
- Due Entry Posting
- Supplier Payment
- Rate Change? → No / Yes
- Supplier DN/CN
- Due Entry Posting
- Supplier Payment
- Close PO

Depot Activities: Purchase
1. On GR, Purchase Sheet will be updated and sent to HO on Daily Basis.
2. For Stock Requirement

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1. PO Creation & Amendment CM
2. PO Approval SFM
3. PO Amend Approval - SFM
4. Payment to Supplier - e-payment
5. Payment Approval - 5L to 10L - SFM
   Above 10L - CFO

Commercial Information:
1. ED as TCD Include in Item
2. VAT/CST - ITC on VAT

1. PO Rate from Cost Sheet
2. PO Tolerance +/- 5%
3. Matching PO, GR & Invoice
4. Dispatch Details will Change any time After PO Release -
5. Insurance Details
6. Supplier has different Pay Term
7. On PO Closing to check for Tolerance Limit
8. Open PO >6Months will be cancelled
9. Lead Time - 30 to 60 Days

PURCHASE ORDER TO BE PROCESS:

```
┌─────────────────────────────┐
│     PURCHASE REQUEST         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  PURCHSE REQUEST TO          │
│  PURCHASE ORDER              │
│  CONVERSION                  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  GOODS RECEIPT @             │
│  CENTRAL WAREHOUSE           │
│                             │
│   • Freeze Receipt          │
│   • Freeze Acceptance       │
│   • Inspection / Batch      │
│     Mapping                 │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  SUPPLIER ORDER BASED        │
│  INVOICE                     │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  SUPPLIER PAYMENT            │
│   • PayBatch                 │
│   • Release Payment          │
└─────────────────────────────┘
```

BATCH MAPPING

1. Batch Creation
2. Batch Mapping

BATCH CREATION
1. Item Code & Its Description
2. Batch Number
3. Manufacturing & Expiry Date
4. MRP

These are the data to be provided at the time of Batch Creation.

BATCH MAPPING

After creating Batch number details, map it in Specify Inspection screen.

NOTE: Please find the below mentioned Batch Mapping logic as provide by CURATIO which has to be customized.

Batch Mapping: (Customization Logic):

- We are going to specify the Inspection Details in Receipt Acknowledge screen. For that, first we have to create Batch Details in a separate screen. After creating that, we have to map it to the Receipt Movement screen.
- At the time of creating Batch details, we have to provide the Item code, Item description, Quantity, Batch Number, Manufacturing date, Expiry date & MRP in the creation screen.
- After creating the Batch details, the Batch number has to be map on clicking the EDK button which will be provided in Specify Lot Details screen as part of customization.

3.1.1 Enterprise Setup Scenario: Support for Maintaining Purchase Master Information

Supplier Master Creation:-

Scenario	Solution
Supplier creation	Maintain Supplier Master

As Is Process	To Be Process
Currently users are creating purchase masters like supplier, pay term etc. at CURATIO as and when required and maintained in Excel Format.	Users would create and maintain Supplier master information related to Purchase in the system as one time activity. In case of pay terms CURATIO will have the standard payment terms like payment in advance, Partially advance and 30 days, 60 days, 90 days will be applicable. Different charges and discount codes to be created in the system. The Master Components are Supplier master, Pay Term, Tax Charges Discounts and Type setup. The Process details are as described below.

Process:

Description
Maintain Pay Term Master
Tax Charges and Discount
Maintain Supplier Master
Maintain Type Setup

3.1.2 Purchase Scenario: Purchase Request Process

Material Purchase

1. **Purchase Request:-**

| As Is Process	To Be Process
CURATIO makes different types of purchases like • Finished Goods(Regular) • Raw materials(Import) • Equipment(Capital) Currently they don't maintain any Purchase Request for procuring the materials. Instead of Purchase Requests, they are follows direct PO. Direct PO will be through mail communication.	This process is handled to purchase request screen in Ramco ERP system. Purchase Request is converted into order for the existing items. For new items purchase request is converted into Request for Quotation, then quotation processing and order. To purchase a new item, item code to be created first and then PR to be raised.

Purchase Request Creation:-

Scenario	Solution
Request for purchasing any item like FG, Import & Capital Items.	Purchase & Subcontracting →Purchase Request→ Create Purchase Request.

Process:

Description
1. Create Purchase Request, Edit/delete Purchase Request, View Purchase Request, Approve request, Short Close Purchase Request
2. Purchase /Material request can be authorized by the Department Head.

Purchase Request to Order conversion:-

Scenario	Solution
To create purchase order directly from purchase Request.	Navigation is Purchase & Subcontracting>>Purchase Request to order conversion>> Create Purchase Request to Order R/S. Convert Purchase Request into Purchase Order
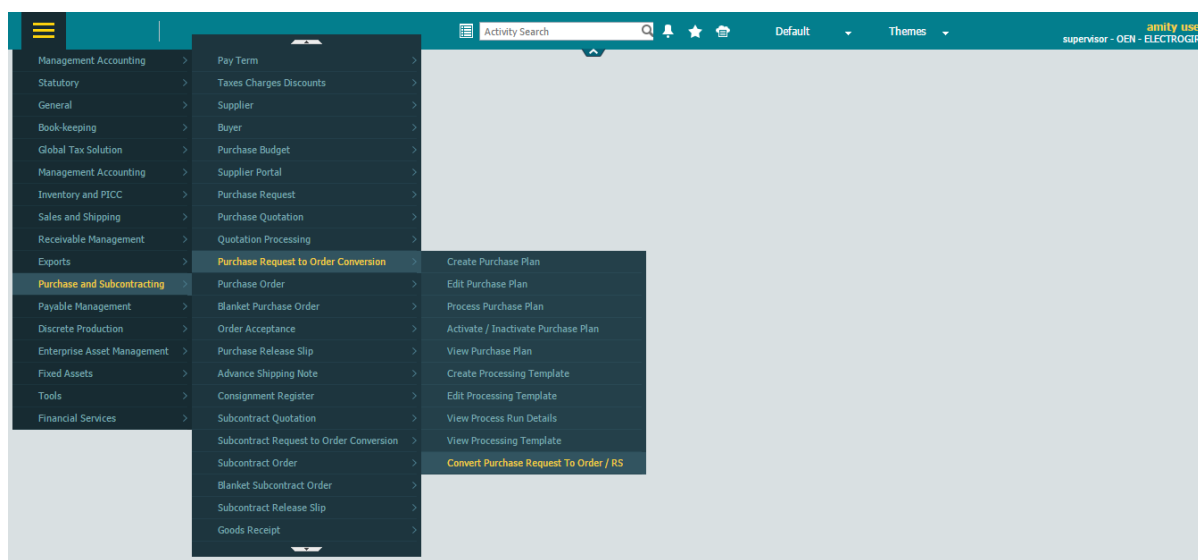
Process:

Description
Convert Purchase Request to Order (with or without modifications).   Based on Purchase requests raised by users, PO can be created for the selected items in the PR or the whole PR at once for the specified supplier.

3.1.3 Purchase Scenario: Purchase Order

As Is Process	To Be Process

- Presently they are Purchasing the Finished goods as per the Planning Sheet prepared by the Commercial Manager. All the PO has +/- 5% tolerance in Quantity. Every month before 10th all PO will be released.
- The major types of Purchases include capital purchases, Import Purchase and Regular Purchase.
- One level of approval in purchase order.
	- Purchase will be of type Regular, Import Purchase & AD –HOC, In Regular & Ad-HOC purchase for any type of non stockable items.
	- Users will be able to track their PO's movement status until the goods are moved to the warehouse.
	  Users can initiate Procurement process from Purchase Request and Direct Purchase Orders also.
	  Additional charges and discounts will be maintained in TCD screen. And quantity tolerance will be applicable in Purchase Orders.
	  For imports purchases, other currency codes will be used and customs charges and other charges will be maintained as charges in TCD.
	  For multilevel authorization of a PO, work flow to be enabled and configured as per requirement.

Types of Purchase:-

Scenario	Solution
Purchase of Asset(Capital Items)	Create Capital PO for Assets ->GRN
Purchase of Import Items like Raw Materials	Create Import PO->GRN
Purchase of Finished Goods	Create Regular PO->GRN

The process details for the PO scenario after receiving the departmental requisitions are described below:

Process:

Description
Create Direct Purchase Order
Edit Purchase Order
View Purchase Order
Approve Purchase Order
Amend Purchase Order
Short Close Purchase Order
Set System Parameter
View System Parameter

4. Business Process Solutions:

4.1. Purchase Business Processes

4.1.1. Enterprise Setup Scenario: Purchase Master: Maintain Pay Term Information.

Description	Solution	Category	Enhancement Reference
Pay Term	**Component:** Pay Term **Process:** Pay terms will be identified with unique code within the CURATIO and maintained in the system. Each of the pay term code defined will represent the terms of payment applicable for each of the purchase transactions made by CURATIO. **Activities:** Create / Edit / View Pay Term Activate / Inactivate Pay Term **Pre-built Solution:** This Component 'Pay Term' allows users to Maintain Pay Term Information. 1. Click on the activity 'Create Pay Term', the 'Create Pay Term' page is launched. User can Record pay term details – Pay Term Code, Description, Effective Date From and To and Anchor date. Record the schedule details – Due Days, Due %, Discount Days, Discount %. 2. Activity 'Edit Pay Term' enables users to modify Pay Term Information which are in Fresh Status. 3. Activity 'View Pay Term' allows users to View Pay Term Information. 4. Activity 'Activate / Inactivate Pay Term' enables the user to change the status of Pay Terms selected to 'Active' or 'In-Active' Status and vice-versa with a reason code. 5. CURATIO can have standard payment terms like Advance payment, 30, 60, 90 days will be applicable.	PF	

4.1.2. Enterprise Setup Scenario: Purchase Master: Tax, Charges and Discounts

Description	Solution	Category	Enhancement Reference
Tax Charges Discount	**Component:** Taxes Charges Discounts All the applicable Charges & Discount codes that are used in the transactions are predefined in the TCD master. (Henceforth, Tax, charges and discounts will be referred as TCD). **Pre-built Solution :** This Component allows users to Maintain Charges and Discounts offered or paid by CURATIO. **Activities:** Create / Edit / View TCD Code Activate / Inactivate TCD Code Map TCD Codes **Activity:** Create TCD Enter the following fields in 'TCD Details' group box: 1. TCD Code 2. TCD Description 3. TCD Type – Tax or Charge or discount 4. TCD Basis –Percentage or Flat or Unit rate. 5. Folder - to specify the folder in which the TCD Code is referred internally. 6. Effective dates Enter the following fields in the 'TCD Variant Details' multi-line: 1. TCD variant & Description 2. TCD variant value 3. Effective dates 4. Account Rule - Include in Item/Exclude in item – Indicates that the TCD amount calculated will be accounted in Item cost or Not 5. Version No - Identification number of the version, which is created	PF	

Description	Solution	Category	Enhancement Reference
	whenever the TCD details are modified. Default version will be 1. • Click the 'Create TCD Code' push button, the TCD code will be created and will be available for further transactions. • The Status of the TCD Code will be in 'Active' status. 1. Activity 'Edit TCD Details' Screen enables User to modify the details of the TCD Code entered during TCD creation. The Description associated with the TCD Code can be modified as per user need and usage. 2. Activity 'Activate/Inactivate TCD Code' enables the user to change the status of TCDs selected to 'Active' or 'In-Active' Status and vice-versa with a reason code. 3. Activity 'Map TCD Codes' enables user to map the TCD Code created applicable on Basic Value, Total Value and on other TCD Codes. Mapping of TCD Codes ensures automatic sequencing of TCD Code. 4. CURATIO can have charges like, delivery charges, transport charges etc., **5.** In CURATIO purchase process, If charges and discounts are applied at Purchase Order level.		

4.1.3. Enterprise Setup Scenario: Purchase Master: Maintain Supplier Information.

Description	Solution	Category	Enhancement Reference
Supplier	**Component:** Supplier **Activities:** • Create / Edit / View Supplier • Change Status – Supplier • Copy Supplier • Create /Edit / View/Approve Supplier Group	PF	

Descript ion	Solution	Category	Enhancement Reference

	• Activate / Inactivate Supplier Group
	• Hold Supplier account payments
	• Delete supplier Account from master
	Component: Supplier
	Activity: Create Supplier
	This Component 'Supplier' allows users to Maintain Supplier Information.
	• Select the 'Create Supplier' link under the 'Supplier' business component.
	• The 'Create Supplier' page appears displaying the status of the Supplier, which may be Active/Inactive/Hold Buy/Hold Pay.
	• Enter the following applicable fields in the 'Supplier Details' information tab few are listed below:
	  1) Supplier Code & Name
	  2) Supplier Type – Regular / One time
	  3) Supplier level – LO
	  4) Currency – This code shall be defaulted in the purchase transactions.
	  5) Language – English
	  6) Default Order to, Ship from & Pay to
	  7) Approved Supplier – Yes / No
	  8) Approved date
	  9) Payment priority –High/Medium/ Low.
	• Enter the applicable fields in 'Address Details' line like:
	  1) Address ID
	  2) State ID
	  3) Country Code ID
	  4) Contact Person & Number
	  5) Postal Address, office phone no. Fax & E-mail ID
	• Click on 'Create Supplier' push button.
	• The Supplier will be created and saved.
	• New Suppliers are created in the Fresh Status
	Activity: Create Supplier - Define terms & Conditions
	  This page allows user to define the Supplier's shipment and payment terms & conditions.		

Description	Solution	Category	Enhancement Reference

	• Select the 'Define Terms & Conditions' link at the bottom of the 'Create Supplier' page.
	• The 'Define Terms & Conditions' page appears displaying the Supplier code, Name, Type and Supplier level
	• Enter the following in the 'Shipment and Payment Terms' information tab:
	  1) INCO term & Place
	  2) Default Pay Term
	  3) Pay Mode – Cheque / Cash / DD
	  4) DD charge borne by – Self / Supplier
	  5) Advance Payable
	  6) Minimum order value details like the min. order value & currency used.
	• Click the 'Define Terms & Conditions' pushbutton to specify the supplier terms and conditions.
	• CURATIO user can visit the multiple links like 'specify supplier item mapping', 'specify TCD details' under the supplier master and key in the required details.
	• Activity 'Edit Supplier' enables users to Modify Suppliers Information.
	• Activity 'View/Verify Supplier' allows users to View Suppliers Information.
	• 'Approve' button should allow approving the information.
	• Activity 'Copy Supplier' – allows users to Copy and Create a new Supplier from the already existing supplier from the system.
	• Activity 'Change Status – Supplier' enables the user to change the status of Supplier to 'Active' or 'In-Active' Status and vice-versa with a reason code.
	• Activity 'Create Supplier Group' enables user to create Supplier Groups and map the suppliers to the created supplier group.
	  Activity 'Edit Supplier Group' enables		

	Solution	Category	Enhancement Reference
	user to maintain Supplier Groups and map the suppliers to the supplier group.		

4.1.4. Enterprise Setup Scenario: Purchase Master: Maintain Type Setup

Descript ion	Solution	Category	Enhancement Reference
Type Setup	**Component:** Type Setup Type set up component facilitates custom classification of master and transaction entities. **Activities:** • Create / Edit / View Type Code • Activate/ Inactivate Type Code • Approve the type set up. It will be activated after approval only. **Pre-built Solution :** This Component 'Type Setup' allows users to Maintain Types for each Class/transaction type. 1. The 'Create Type Code' page allows user to create multiple type codes for a pre-defined class code. User can set one of the type codes as the default type code in the selected class code. User can specify the effective period within which the type code is valid. 2. Activity 'Edit Type Code' enables users to modify Type Description and other details 3. Activity 'View Type Code' enables users to view Type details for each class 4. Activity 'Activate / Inactivate Type Code' enables the user to change the status of Type Codes selected to 'Active' or 'In-Active' Status and vice-versa with a reason code.	PF	

4.1.5. Purchase Scenario: Process Name: Purchase Request:

Description	Solution	Category	Enhancement Reference
Purchase Request	**Component:** Purchase Request Purchase Request (PR) component facilitates the generation of a request for purchase one or more items. Each request details the requirement as a definite quantity of a set of items; as on a specified need date for a specified Organization Unit. **Activities:** • Create Purchase Request • Edit Purchase request • Authorize/Approve Purchase request. • Change status – Purchase Request • Short Close Purchase request • View Purchase Request 1. The type of the purchase request can be: General / capital. 2. For capital items, type "Capital" to be chosen. 3. Item, needed date and delivery schedule can be specified. 4. Preferred supplier if any can be mentioned in the multiline. 5. The information regarding accounting unit, warehouse, cc usage, account usage etc. can be entered. 6. The purchase request can be edited/ deleted before it has been authorized. 7. After authorization it can't be amended. 8. PR can be short-closed after authorization, when not all qty has been converted to PO for a justifiable reason.	PF	

4.1.6. Purchase Scenario: Process Name: Purchase Request to Order Conversion

Description	Solution	Category	Enhancement Reference
PR to Order Conversion	**Process:** Once PR is created and authorized, Purchase Dept. will be able to convert the PR to Purchase Order. **Component:** Purchase Request to Order Conversion **Activities:** Convert Purchase Request To Order. This Activity allows users to convert authorized PRs to PO. • Click on the activity 'Convert Purchase Request to Order', the 'Convert PR to Order/RS' page is launched. • User can search for PR No's which are in authorized status based on PR No and PR Date. • On selecting the fetched PR in the multiline and Click on 'Create Order Doc'. The selected PRs are converted to PO respectively. • The POs are created in fresh status. CURATIO User can then modify and approve the PO from the 'Edit PO Screen' Page.	PF	

4.1.7. Purchase Scenario: Process Name: Purchase Order

Description	Solution	Category	Enhancement Reference
Create Purchase Order	**Component: Purchase Order (PO)** Purchase Order component facilitates the generation of an ordering document identified by a PO No. CURATIO will raise Purchase Orders based on the following: • Create Direct Purchase Order • Create Purchase Order from PR	PF	

Descript ion	Solution	Catego ry	Enhancement Reference

	Create Direct Purchase Order:
	
	   User can create a Purchase Order without referring to any document.
	
	   Purchase Orders are classified under many types namely General, Capital and Drop-ship PO. Each of them is created for a specific purpose.
	
	   The details specified in the PO consist of the Supplier, about the items ordered, Payment Terms and about the receiving procedure.
	
	   In a 'General' type of Purchase order all type of items are specified except Capital Items. Capital Purchase Orders are created for Capital items with reference of Budget Proposals.
	
	   User will raise Capital PO for Capital Purchases using 'Create Direct PO' Screen and selecting PO Type as 'Capital'. For capital purchase asset proposal number is required that is generated in fixed asset module.
	
	   User can also raise PO for normal items by selecting type as General.
	
	• For Service type of orders, item type used for transactions will be of Service type and No Goods Receipt will be made against service Purchases. All other processes remain same.
	
	Create Purchase Order from PR
	   CURATIO will raise the Purchase Order with the reference of Purchase Request.
	   By giving the Purchase Request number, the Purchase Order will create with respect to Request.		

Edit Purchas e Order	**Component:** Purchase Order **Activities:** Edit Purchase Order • Activity 'Edit Purchase Order' on click launches the 'Select PO' screen. • User can search the PO based on PO document no and date and fetch the PO for editing. • Modification can be done to only unapproved PO.	PF	

Description	Solution	Category	Enhancement Reference
	• User can Approve/Delete the PO which is in Fresh Status.		
View Purchase Order	**Component:** Purchase Order **Activities:** View Purchase Order • Activity 'View Purchase Order' on click launches the 'Select PO' screen. • User can search the PO based on PO document no and date and fetch the PO to be viewed. • On Click on the PO Number, the 'View PO Screen' is launched. User can View the PO details.	PF	
Approve Purchase Order	**Component:** Purchase Order **Activities:** Approve Purchase Order • Activity 'Approve Purchase Order' on click launches the 'Select PO' screen. • User can search the PO based on PO document no and date for Approving. • On Click on the PO Number, the 'Approve PO Screen' is launched. Approver can approve or return a Purchase Order.	PF	
Amend Purchase Order	**Component:** Purchase Order **Activities:** Amend Purchase Order The generated PO's can be amended after PO is authorized. • Activity 'Amend Purchase Order' on click launches the 'Select PO' screen. • User can search the PO based on PO document no and date and fetch the PO for editing. • Only certain fields in the PO can be amended. • User can reduce in the Ordered Quantity • If any goods have been received, the PO quantity cannot be modified to a quantity less than the quantity already received and accepted. • If goods have not been received against the purchase order, certain other fields can also be modified like Order Qty, Amendment Date, Pay term, Payment Status, and TCD details.	PF	

Description	Solution	Category	Enhancement Reference
Short Close Purchase Order	**Component:** Purchase Order **Activities:** Short Close Purchase Order • Activity allows User to Short Close Purchase Orders. • Activity 'Short close Purchase Order' on click launches the 'Select PO' screen. • User can search the PO based on PO document no and date and fetch the PO for editing. • Once a PO is short closed Goods receipt cannot be done against that PO**.**	PF	

4.2. Transaction Flow

Normal Purchase Process Flow: Applicable for all companies
✓ Purchase Request → Request for Quotation → Quotations → Purchase Order   → Goods Receipt

Direct Purchase Process Flow: Applicable for all companies
✓ Purchase Request → Purchase Order → Goods Receipt
Create Direct Purchase Order → Goods Receipt

Capital Purchase Process Flow: Applicable for all companies
✓ Purchase Request → Request for Quotation → Quotations → Capital Type Purchase Order → Goods Receipt

5. Purchase Reports:

SI No	Report name	OU	Category
1	List of Open PO and Values	All	PF
2	Pending Receipt Report	All	PF
3	PO Register	All	PF
4	PR Register	All	PF
5	Quotation Register	All	PF
6	RFQ Register	All	PF
7	Request for Quotation	All	PF
8	Purchase Order	All	PF
9	Purchase Request	All	PF
10	Goods Receipt	All	PF
11	Purchase Quotation Comparison	All	PF
12	Vendor Master Change	All	PF
13	Last Purchase Price report	All	PF
14	Purchase Return report (Not present in Contract)	All	PF
15	PR,PO,GR Payment report (All details in one report)	All	PF
16	Vendor wise Purchase Register	All	PF
17	Item history report	All	PF

6. Glossary

Code	Abbreviation
BU	Business Unit
EMOD	Enterprises Model
GR	Goods Receipt
GRN	Goods Receipt Note
PO	Purchase Order
PR	Purchase Request
TCD	Tax, Charges, Discount

Curatio MOM
26-04-2016_Rev 1.do