**Meeting Minutes**

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| **Project Name** | Procurement and Inventory management |
| **Meeting Place** | WSC , 17th Floor - Meeting Room |
| **Meeting Date** | 17-Apr-2023 |
| **Meeting Time** | 4:00PM |
| **Meeting Duration** | 1 hour |
| **Meeting Topic** | Questions and Clarifications |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Chandan Kumar | Procurement & Contract Management |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Nehal Kumar | SOUL |
| Shiv Kaul | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. Procurement and Inventory department will currently have two roles: Purchase Manager and GM-Procurement & Contract Management
2. PO Print format provided by Procurement and Inventory SME’s
3. All types of Asset report will need to be shown, like Transfer Asset, Scrap Asset etc
4. The supplier will receive the contract whose quoted net amount is lower than other
5. A notification will be triggered prior to 30 days before the item's expiration
6. The workflow for the procurement process will be based on item groups
7. When the item pricing changes, then new supplier quotation will be defined
8. Existing Supplier screen / template in ERP to be reused

**Other Points**

1. The Transfer of Assets from OSDA to WSC requires further clarification

**Action Item**

WSC will discuss internally regarding OSDA / WSC asset transfer