**Campus Management Software At World Skill Center**

**Procurement & Inventory Module Demonstration**

**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 08-Apr-2023 |
| **Meeting Time** | 11:30am |
| **Meeting Duration** | 3 hours |
| **Meeting Topic** | Procurement & Inventory Module - Items & Pricing, Supplier, Quality Inspection, Purchase Requisition |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Chandan Kumar | Procurement & Contract Management |
| Ms. Parthavi Padhy | Procurement & Contract Management |
| Dhananjaya Sarangi | CTO |
| Bishnupriya Panda | Business Analyst |
| Manas Ranjan Mishra | Project Manager-IT |

**In Attendance (SOUL)**

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| **Attendee’s Name** |  |
| Sharmistha Panda | SOUL |
| Abhishek Adhikari | SOUL |
| Swagatika Mohapatra | SOUL |
| Priytesh Shah | SOUL |
| Abhishek Anand | SOUL |

**Points Discussed**

1. The grouping of items has to be decided by WSC internally
2. On reaching safety stock, the system's automatic requisition process (PO generation) should be triggered
3. Warranty of item should be maintained based on the stock received
4. There should be an attachment button available when a supplier is blocked so that the reason for the block can be uploaded (letter). There should be a workflow for approval or blocking which will be handled offline rather than through the system
5. There should be a provision in the system to attach the Quality Inspection report
6. In Purchase Requisition screen, department should be auto-fetched based on the user login
7. Changes in Empanelment Price Workflow --> The workflow should be
8. **Purchase Manager --> Dy. Principal --> CFO --> Principal**
9. Trainer will only be able to see the material issue
10. The quantity of availability should be added to the purchase requisition screen so that the stock manager is aware of it when issuing orders.
11. The count of available items in the “Item” shortcut should be removed
12. Master data Template and Roles permission to be shared with WSC
13. Changes - Purchase Requisition Workflow - WSC will decide the process workflow

**Action Items**

1. Changes - Purchase Requisition Workflow : WSC will decide the process workflow
2. SOUL team will share master data template and roles permission with WSC