

Procurement

1. Vendor Creation

A. Vendor Details

- a. Vendor Name
- b. Account ID (Linked with GL)
- c. Post Box
- d. Telephone
- e. Fax
- f. Email
- g. Credit Term
- h. Credit Period (Days)
- i. Credit Limit
- j. GL Account Type – Drop Down List

B. Contact Details

- a. Contact Person 1
- b. Designation
- c. Mobile
- d. Email
- e. Contact Person 2
- f. Designation
- g. Mobile
- h. Email
- i. Need to add more contact persons as per requirement
- k. Save

C. Official Documents

- a. CR Number
- b. Expiry Date (Notification required on expiry)
- c. Attach CR
- d. Establishment Card No
- e. Expiry Date (Notification required on expiry)
- f. Attach Establishment Card
- g. Attach Tax Card
- h. Save

2. Material Requisition

- a. Material Requisition No. – Auto
- b. Date

- c. Tables Starts here
- d. Sales Order No. – Drop down list (Should not list sales orders which are fully delivered and invoiced)
- e. Product details – Drop Down List
- f. Unit
- g. Qty
- h. Print / Save / Email (Send email to suppliers)

3. Purchase Order

- a. Purchase Order No. – Auto
- b. Date
- c. Vendor – Drop Down List
- d. Contact Person
- e. Delivery Term – Drop Down List
- f. Vendor Reference
- g. Material Requisition No. – Drop Down List, list only Material requisition which are not purchased (Following fields should fill automatically)
- h. Payment Term
- i. Product Details (Tables) Following fields should fill automatically once Material Requisition No. is selected)
- j. Sales Order No
- k. Product Details
- l. Unit
- m. Quantity
- n. Rate
- o. Discount (%)
- p. Amount
- q. Amount in words
- r. Print / Save / Email
- s. Percentage of Material should pop up & Multi level approval required, verification & approval to send LPO to suppliers)

4. Material Received Note

- a. Material Received Note No.
- b. Date
- c. Supplier Delivery Note No.

- d. Purchase Order No. – Drop Down List, list only Purchase orders which are not delivered (Following fields should fill automatically)
- e. Product Details (Tables) Following fields should fill automatically once Purchase Order No. is selected)
- f. Sales Order No
- g. Product Details
- h. Unit
- i. Order Qty
- j. Quantity Received – Manual Entry, should not exceed the order quantity
- k. Save
- l. Attach signed delivery note from supplier

5. Purchase Voucher

- a. Bill Number
- b. Date
- c. Material Received Note No. - Drop Down List, list only material received notes which are not booked (Following fields should fill automatically), must be able to select more than 1 MRN.
- d. Supplier
- e. Division
- f. Table Starts here
- g. Sales Order No.
- h. Product Details
- i. Purchase Account – Drop Down List
- j. Quantity
- k. Rate
- l. Discount (%)
- m. Amount
- n. Amount in words
- o. Save
- p. Bill wise accounting required
- q. Attach signed invoice from supplier

6. Purchase return

- a. Purchase Return No. – Auto
- b. Date
- c. Vendor - Drop Down List

- d. Bill No – Drop Down List, unpaid bills only (Following fields should fill automatically once bill number selected)
- e. Purchase Order No.
- f. Division
- g. Tables Starts from here
- h. Serial No.
- i. Sales Order No.
- j. Product Details
- k. Purchase Account
- l. Unit
- m. Quantity – Editable
- n. Rate
- o. Discount (%)
- p. Amount
- q. Amount in words
- r. Print / Save
- s. Need to adjust against the invoice value – Bill wise accounting
- t. Attach signed purchase return