

Help Document for PURCHASE ORDER AMENDMENT

User Roles:

User Role	Activity
All Employee	Purchase Order Amendment
CEC Office Staff	Approve the details
CEC Instrumentation Engineer	Approve the details
Manager	Verify Indent Details.
AR/DR(F&A)	Verify Funds.
SP Dealing Assistant	Scrutiny Indent details.
Superintendent AR/DR(S&P)	Verify Indent Details.
AR/DR(S&P)	Verify Indent Details.
DR(S&P)	Verify Indent Details.
DA/Superintendent Internal Audit	Audit Verification.
AR Internal Audit	Approve Audit.
CPC Committee	Approve Details.
Chairman SPC Approval	Approve Details
STO DA / STO Superintendent	Prepare and Send Purchase Order.

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Employee to amend the Existing Purchase Order.

2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

➤ **Indent Details**

1. Department Name.
2. Purchase Order Number
3. Category.
4. Purchase Type
5. Order Type.
6. Payment Mode.
7. No of Response received.
8. Technically Qualified.
9. Technically Not Qualified.
10. Currency
11. Exchange Rate.
12. AMC
13. Budget Details.
14. Department Budget Allotted
15. Expenditure
16. Commitments
17. Department Balance

➤ **Supplier Details**

18. Local Supplier Name
19. Local Supplier Info.
20. GST Number.
21. Foreign Supplier Name.
22. Foreign Supplier Info.

23. Quotation Number.
24. Quotation Date.
25. Purpose of purchase
26. Buyback/Discount

- **Purchase Item Details.**
- **Discount and Buyback offers.**
- **Document.**

27. Purchase Total.
28. Amount in local currency.
29. Advance Percentage.
30. Mode of Delivery.
31. Supply Period.
32. Payment Through.
33. Indent raised for.

2.2.1.2 Functional Specifications

1. When user invokes the ‘Purchase order Amendment Creation’ process, the system generates the ‘Purchase order Amendment Creation’ screen. This screen enables the employee to create the purchase order Amendment.
2. **Department Name:** System displays the auto populated Department name in required text field.
3. **Purchase Order Number:** System allows to selecting purchase order number of that particular department. Once selected the number the PO details are auto populated.
4. **Category:** based on PO number selected the category is auto populated.
5. **Purchase Type:** based on PO number selected the purchase type is auto populated
6. **Order Type:** based on PO number selected the order type is auto populated.
7. **PO Number:** System allows the user to select the PO Number from the drop down menu only if the purchase type is ‘repeat order’.
8. **No of Response Received:** based on PO number selected the details is auto populated.
9. **Technically Qualified:** based on PO number selected the details is auto populated.
10. **Technically Not Qualified:** based on PO number selected the details is auto populated.
11. **Currency:** based on PO number selected the details is auto populated.
12. **Exchange Rate:** based on PO number selected the details is auto populated.
13. **Payment Mode:** System allows the user to select the payment mode from the drop down menu.

14. **AMC:** System allows the user to select either Yes or No AMC from the drop down menu.
15. **Budget Details:** based on PO number selected the details is auto populated.
16. **CPDA Balance:** System allows the user to view the CPDA Balance only if the budget detail is chosen as 'CPDA'.
17. **Foreign Supplier Name:** System allows the user to select the foreign supplier name from the drop down menu.
18. **Foreign Supplier Info:** System allows the user to enter the Foreign Supplier Info such as: Address1, Address2, Address3, Phone No and City in the required text field.
19. **GST Number:** System allows the user to enter the GST Number in the required text field.
20. **Local Supplier Name:** System allows the user to select the local supplier name from the drop down menu.
21. **Local Supplier Info:** System allows the user to enter the Local Supplier Info such as: Address1, Address2, Address3, Phone No and City in the required text field.
22. **Quotation Number:** System allows the user to enter the Quotation Number in the required text field.
23. **Quotation Date:** System allows the user to select the Quotation Dates with the help of the Date Picker.
24. **Purchase Item Details:** System allows the user to enter the details such as: Asset Code, Item Name, Item Description, HSN/SAC No., Qty, UOM, Rate, Discount, Warranty and Period, SGST, CGST, IGST and Amount in the purchase items details grid.
25. **Document:** System allows the user to attach the required document in the document grid.
26. **Purchase Total:** System allows the user to view the total purchase details in the required text field.
27. **Amount in local currency:** System allows the user to view local currency amount in the required text field.
28. **Balance:** System allows the user to view the remaining balance in the required text field.
29. **Advance Percentage:** System allows the user to enter the advance percentage, only if the payment mode is chosen as 'Advance Payment'.
30. **Mode of Delivery:** System allows the user to select the mode of delivery from the drop down menu.
31. **Supply Period:** System allows the user to enter the supply period in the required text field.
32. **Payment Through:** System allows the user to select the payment through from the drop down menu.
33. **Indent raised for:** System allows the user to enter the indent raised for in the required text field.
34. System allows the user to enter the remarks and finally submit the task.
35. System generates an E-Mail to the initiator once the task is submitted.

2.2.1.3 User Interface Design+

Step1: Initiator Screen:

When user invokes the ‘Purchase order amendment’ process, the system generates the ‘Purchase Amendment Creation’ screen. This screen enables the department employees to create the amendment for the purchase order.

Menu: Main Stores →Po Amendment

Indent Details					
Department Name *	Purchase Order No *	Category	Purchase Type	Order Type	Payment Mode *
Electrical Engineering	EE/2017/0361/SPL	Indigenous	Proprietary	Covering Order	Payment Against Deliver
No. of Response Received	Technically Qualified	Technically Not Qualified	Currency	Exchange Rate	AMC *
0	0	0	Indian Rupee	0.00	No
Budget Details		Department Budget Alloted	Expenditure	Commitments	Department Balance
Capital		50,00,00,00,000.00	1,72,51,200.57	13,43,16,14,72,428.12	-12,93,17,80,09,926.19

User shall able to view the auto populated Department Name in the required text field.

User shall able to select purchase order number from the drop down menu.

Once selected the PO number the details are auto populated, only Payment mode and AMC will be editable in the indent details.

Supplier Details			
Foreign Supplier Name	Foreign Supplier Info(Address1/Address2/Address3/Phone No/City)		
-Select-			
Local Supplier Name	Local Supplier Info(Address1/Address2/Address3/Phone No/City)	GST Number	
WERNER FINLEY PVT LTD	A-105, 3RD MAIN 2ND STAGE PEENYA INDUSTRIAL AREA/#343, 9TH MAIN 2ND STAGE PEENYA INDUSTRIAL AREA/NULL/9986011664/Bangalore - 560058	29AAACW1842P1ZT	
Quotation Number	Quotation Date	Purpose Of Purchase *	Buyback/Discount *
GSD454564	06/03/2018	NON-RESEARCH	Not Applicable

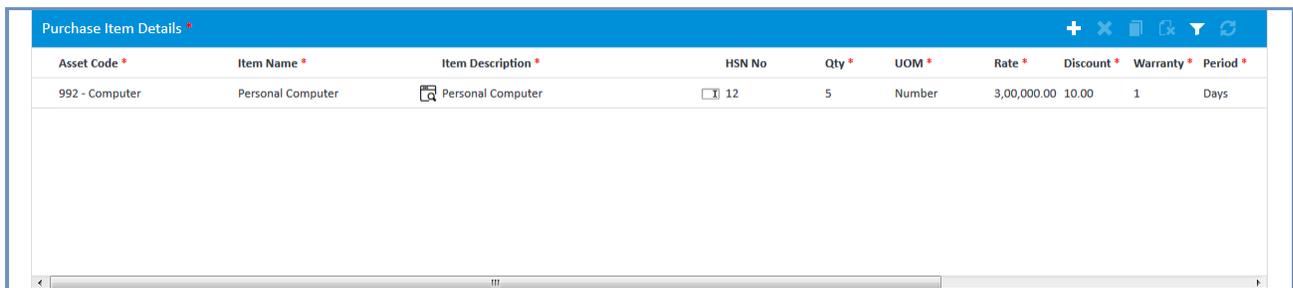
User shall enter the Foreign Supplier Info such as: Address1, Address2, Address3, Phone No and City in the required text field .GST Number is auto-populated when we choose the local supplier

name(If available). Local Supplier details also can be added, if foreign supplier details mapped to the local supplier.

User shall enter the local Supplier Info such as: Address1, Address2, Address3, Phone No and City in the required text field. Foreign Supplier Details will be disabled in the screen

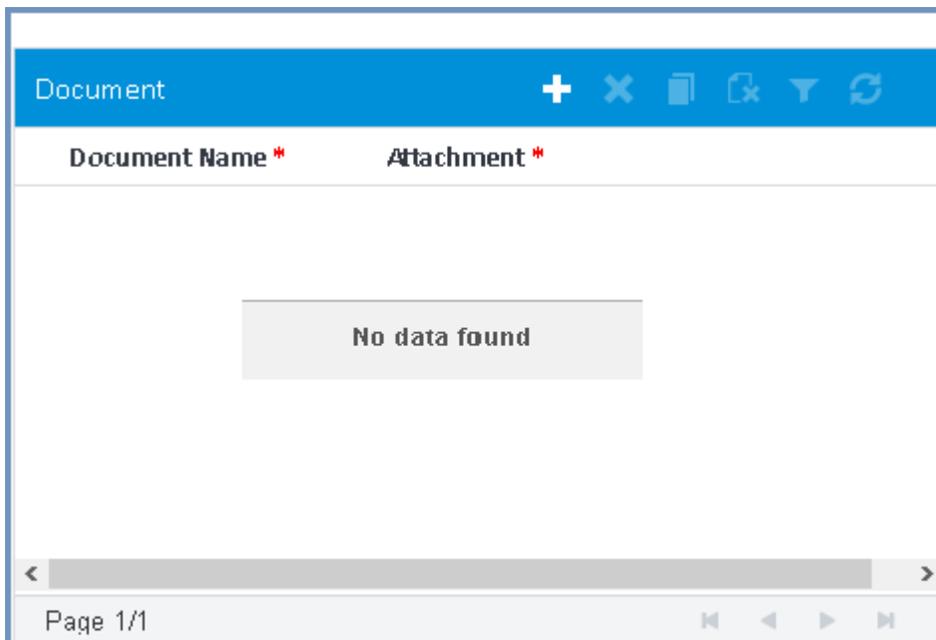
Quotation Number and Quotation Date are mandatory if the purchase type is chosen as Single Quotation or Lowest Quotation.

Purpose of Purchase and Buy Back /Discount is mandatory to select the dropdown.



Asset Code *	Item Name *	Item Description *	HSN No	Qty *	UOM *	Rate *	Discount *	Warranty *	Period *
992 - Computer	Personal Computer	Personal Computer	12	5	Number	3,00,000.00	10.00	1	Days

User shall enter the purchase details such as: Asset Code, Item Name, Item Description, HSN No, Qty, UOM, Rate, Discount, Warranty and Period, SGST, CGST, IGST and Amount in the purchase items details grid.



Document Name *	Attachment *
No data found	

User shall attach the required document in the document grid.

The screenshot shows a form with the following fields and values:

- Purchase Total: 13,49,990.00
- Amount in Local Currency: 13,49,990.00
- Advance Percentage: 0
- Balance: 0.00
- Mode of Delivery: Goods
- Supply Period: 1 Months
- Payment Through: -Select-
- Indent raised for: test

User shall be able to view the 'Purchase Total' and 'Amount in Local Currency' in the required text field. User shall also be able to view the remaining balance in the 'Balance' text field.

User shall enter the advance percentage, only if the payment mode is chosen as 'Advance Payment'.

User shall select the 'mode of delivery' from the drop down menu.

User shall enter the 'Supply Period' in the required text field.

User shall select the 'Payment Through' from the drop down menu.

User shall enter the 'Indent raised for' in the required text field.

The screenshot shows the 'Recommended Actions' section with a 'Remarks' field containing the text 'test'.

User shall enter the remarks and submit the task.

System generates an E-Mail to the initiator once the task is submitted.

Note: If product type is battery and Ups it will go to CEC office staff for approval, for other product it will go to directly manager for approval.

Step 2: CEC Office Staff:

The screenshot shows the 'Recommended Actions' section with the following details:

- Verify Indent:
- Remarks: test
- Remarks Summary:
 - Dept Stores Submit Indent
 - test
 - 26-05-2017 16:35:15

User shall either check ‘Verify Indent’ to verify the indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 3: CEC Instrumentation Engineer:

Recommended Actions

Funds Approved Incomplete Data

Remarks * test

Remarks Summary

- Manager Verify Indent 26-05-2017 16:58:21
test
- Dept Stores Submit Indent 26-05-2017 16:35:15
test

User shall either check ‘Verify Indent’ to verify the indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 4 : Manager:

Recommended Actions

Verify Indent Incomplete Data

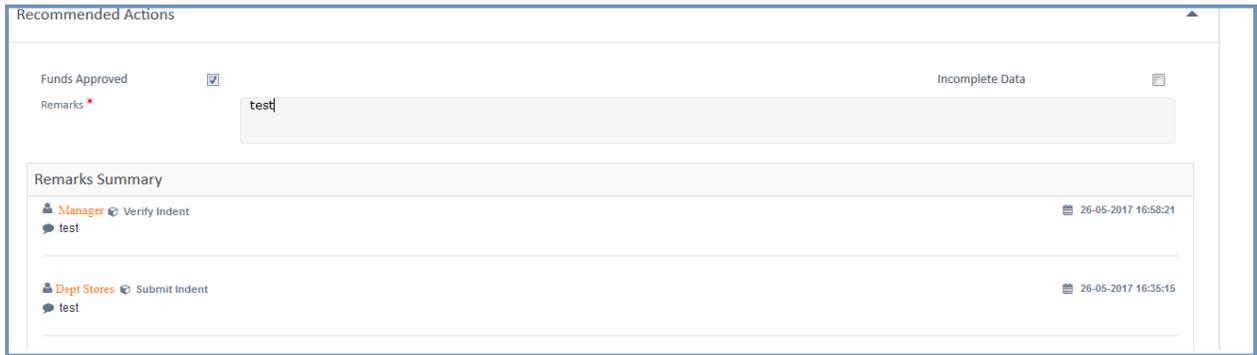
Remarks * test

Remarks Summary

- Dept Stores Submit Indent 26-05-2017 16:35:15
test

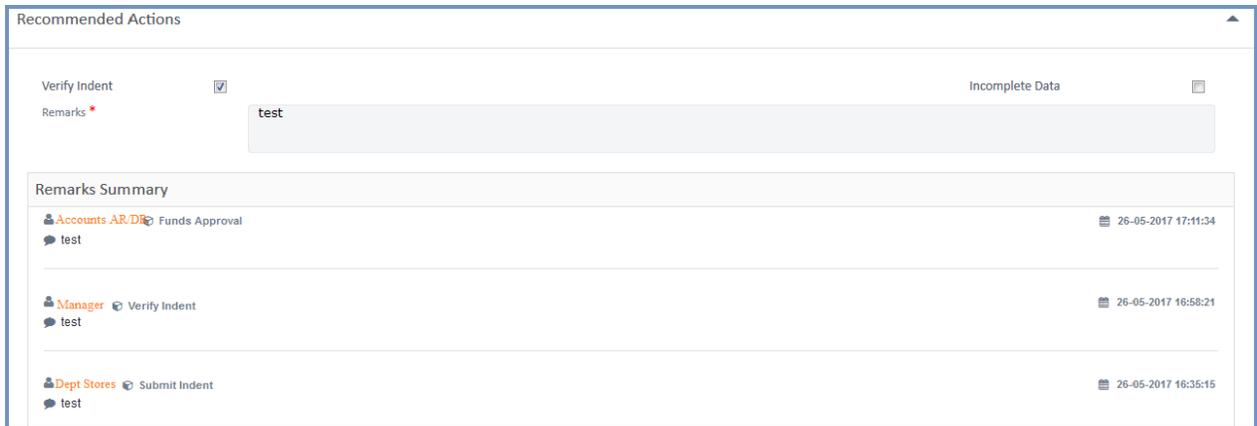
User shall either check ‘Verify Indent’ to verify the indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 5: Accounts AR/DR:



User shall either check ‘Funds Approved’ or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 6: SP Dealing Assistant:



User shall either check ‘Verify Indent’ to verify the indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 7: Superintendent AR/DR:

Recommended Actions

Approved Incomplete Data

Remarks * test

Remarks Summary

STO Dealing Assistant	Scrutiny Indent	26-05-2017 17:21:49
Accounts AR/DR	Funds Approval	26-05-2017 17:11:34
Manager	Verify Indent	26-05-2017 16:58:21
Dept Stores	Submit Indent	26-05-2017 16:35:15

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 8: Dealing Assistant/ Superintendent (Internal Audit Verification):

Recommended Actions

Approved Incomplete Data

Remarks * test

Remarks Summary

Superintendent/AR/DR	Superintendent/AR/DR Approval	26-05-2017 17:30:19
STO Dealing Assistant	Scrutiny Indent	26-05-2017 17:21:49
Accounts AR/DR	Funds Approval	26-05-2017 17:11:34

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 9: Assistant Registrar (Audit Verification):

Recommended Actions	
Approved <input checked="" type="checkbox"/>	Incomplete Data <input type="checkbox"/>
Remarks *	test
Remarks Summary	
Audit Audit Verification	26-05-2017 17:32:09
test	
Superintendent/AR/DR Superintendent/AR/DR Approval	26-05-2017 17:30:19
test	
STO Dealing Assistant Scrutiny Indent	26-05-2017 17:21:49
test	

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 10: CPC Approval:

Recommended Actions	
Approved <input checked="" type="checkbox"/>	Incomplete Data <input type="checkbox"/>
Remarks *	test
Remarks Summary	
Audit AR AR Audit Verification	26-05-2017 17:42:16
test	
Audit Audit Verification	26-05-2017 17:32:09
test	
Superintendent/AR/DR Superintendent/AR/DR Approval	26-05-2017 17:30:19
test	

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step 11: SPC Chairman:

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable.

User shall also select the ‘Need clarification from’ from either Assistant Registrar or Deputy Registrar in the drop down menu for further clarification. User shall enter the remarks and finally submit the task.

Step 12: Dealing Assistant/ Superintendent/AR/DR (prepare and send purchase order)

User shall click on the ‘Po Prepared’ check box. User shall able to view the auto populated ‘PO Number’ in the text field. User shall enter the remarks and finally submit the task.