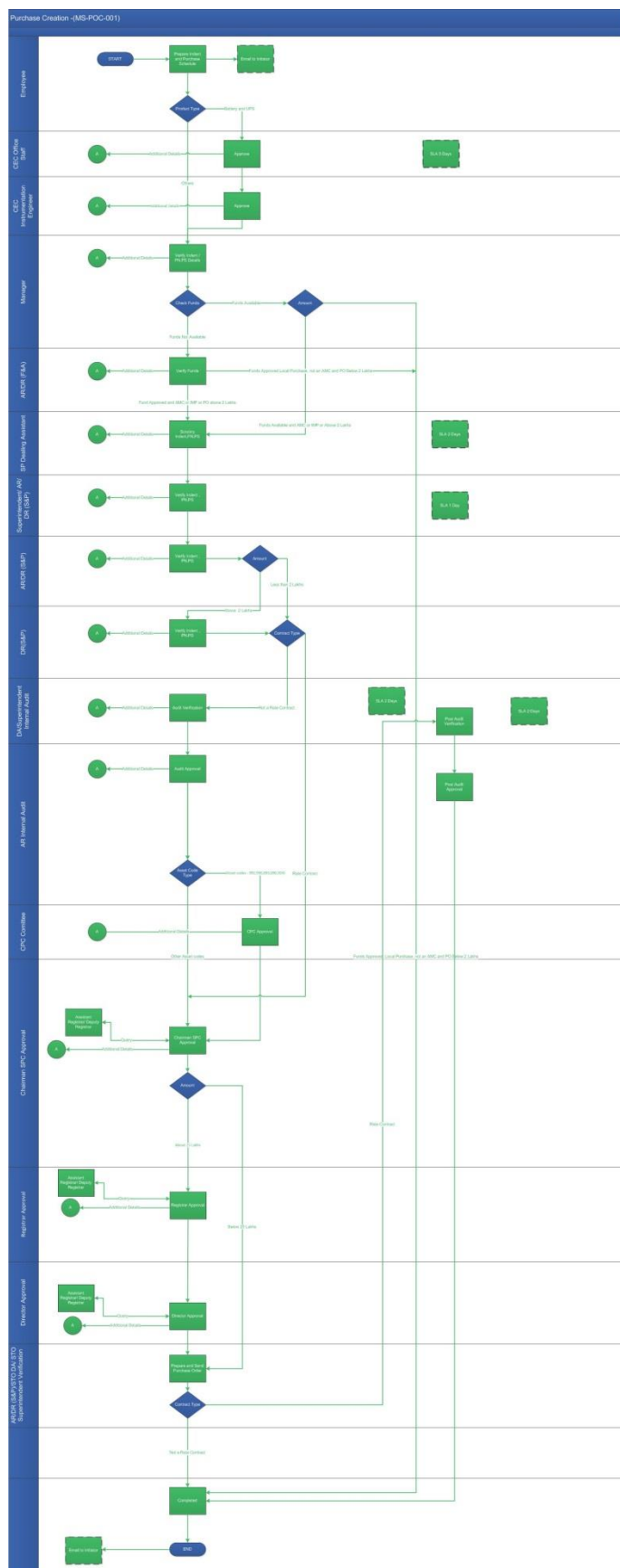


Help Document for Purchase Order Creation

Process Flow Diagram:



User Roles:

User	Roles
Employee	Prepare Indent and Purchase Schedule
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
Director Approval	Approve Details.
STO DA / STO Superintendent	Prepare and Send 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. Category.
3. Purchase Type
4. Order Type.
5. Reference PO Number.
6. No of Response received.
7. Technically Qualified.
8. Technically Not Qualified.
9. Currency
10. Exchange Rate.
11. Payment Mode.
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. Buy Back /Discount

- **Purchase Item Details.**
- **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 Creation' process, the system generates the 'Purchase Creation' screen. This screen enables the department stores employee to create the purchase order.
2. **Department Name:** System displays the auto populated Department name in required text field.
3. **Category:** System allows the user to select anyone of the category such as indigenous or import from the drop down menu.
4. **Purchase Type:** System allows the user to select any one of the purchase type such as: Rate Contract, Lowest Qtn, Single Qtn, Proprietary, Govt Undertaking an Higher from the drop down menu.
5. **Order Type:** System allows the user to select any one of the order type such as: Purchase order, Repeat order, Work order and Covering order.
6. **PO Number:** System allows the user to select the PO Number from the drop down menu only if the purchase type is 'repeat order'.
7. **No of Response Received:** System allows the user to enter the no of response received.

$$\text{No of Response Received} = \text{Technically Qualified} + \text{Technically Not Qualified}.$$
8. **Technically Qualified:** System allows the user to enter the no of technically qualified from the no of response received.
9. **Technically Not Qualified:** System allows the user to enter the no of technically not qualified form the no of response received.
10. **Currency:** System allows the user to select the currency from the drop down menu.
11. **Exchange Rate:** System allows the user to enter the exchange rate in the required text field.

12. **Payment Mode:** System allows the user to select the payment mode from the drop down menu.
13. **AMC:** System allows the user to select either Yes or No AMC from the drop down menu.
14. **Budget Details:** System allows the user to select the budget details such as: CPDA, Capital and Maintenance from the drop down menu.
15. **CPDA Balance:** System allows the user to view the CPDA Balance only if the budget detail is chosen as 'CPDA'.
16. **Foreign Supplier Name:** System allows the user to select the foreign supplier name from the drop down menu.
17. **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.
18. **GST Number:** System allows the user to enter the GST Number in the required text field.
19. **Local Supplier Name:** System allows the user to select the local supplier name from the drop down menu.
20. **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.
21. **Quotation Number:** System allows the user to enter the Quotation Number in the required text field.
22. **Quotation Date:** System allows the user to select the Quotation Dates with the help of the Date Picker.
23. **Purpose of purchase :** System allows the user to select any one of the purpose of purchase such as: Non – Research or Research.
24. **Buyback/Discount:** System allows the user to select any one of the buyback / discount such as: Buy Back offer, Buyback/ discount, Discount, Not Applicable.
25. **Purchase Item Details:** System allows the user to enter the 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.
26. **Document:** System allows the user to attach the required document in the document grid.
27. **Purchase Total:** System allows the user to view the total purchase details in the required text field.
28. **Amount in local currency:** System allows the user to view local currency amount 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 Creation’ process, the system generates the ‘Purchase Creation’ screen. This screen enables the department employees to create the purchase order.

Menu: Main Stores → New Initiate Purchase (Indent)

Purchase Creation - Indent Creation

IndentCheckList HelpDoc FlowChart

Indent Details

Department Name * Management Studies

Category * Import

Purchase Type * Rate Contract

Order Type * Purchase Order

Reference PO Number -Select-

Payment Mode * -Select-

No. of Response Received 0

Technically Qualified 0

Technically Not Qualified 0

Currency * Pound Sterling

Exchange Rate 0.00

AMC * No

Budget Details *

CPDA CPDA

Department Budget Allotted 0.00

Expenditure 0.00

Commitments 0.00

Department Balance 0.00

CPDA Balance 1,58,139

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

User shall able to select anyone of the category such as indigenous or import from the drop down menu. For local supply choose ‘Indigenous’ and for foreign supply choose ‘Import’.

User shall select any one of the purchase type such as: Rate Contract, Lowest Qtn, Single Qtn, Proprietary, Govt Undertaking and Higher from the drop down menu.

User shall select any one of the Order Type such as: Purchase Order, Repeat Order, Work Order and Covering Order from the drop down menu.

If the order type is repeat order, then user shall again create new indent for the previous purchase order. User shall able to select the required PO Number from the drop down menu. Repeat order must be done in 90 days of the purchase order.

Indent Details					
Department Name *	Category *	Purchase Type *	Order Type *	Reference PO Number	Payment Mode *
Management Studies	Import	Rate Contract	Purchase Order	-Select-	Payment After Supply
No. of Response Received	Technically Qualified	Technically Not Qualified	Currency *	Exchange Rate	AMC *
0	0	0	Pound Sterling	0.00	Yes
Budget Details *	Department Budget Alloted	Expenditure	Commitments	Department Balance	
Capital	0.00	98,362.00	2,18,840.00	-3,17,202.00	

If the purchase type is Single Quotation or Lowest Quotation then user must enter data in: No of Response Received, Technically Qualified and Technically Not Qualified.

No of Response Received = Technically Qualified + Technically Not Qualified.

User shall select the currency from the drop down menu and also enter the exchange rate in the required text field.

User shall select the payment mode from the drop down menu.

User shall select either Yes or No AMC from the drop down menu.

User shall select any one of the budget details such as: CPDA, Non-Recurring, and Recurring from the drop down menu.

User shall also able to view the available CPDA balance.

If budget detail is either Non Recurring or Recurring, then CPDA Balance will be equal to 0.

Supplier Details

Foreign Supplier Name:

Foreign Supplier Info(Address1/Address2/Address3/Phone No/City):

Local Supplier Name:

Local Supplier Info(Address1/Address2/Address3/Phone No/City):

GST Number:

Quotation Number:

Quotation Date:

Purpose Of Purchase:

Buyback/Discount:



If Category in the Indent details is chosen as 'Import', then user shall select the foreign supplier name from the drop down menu.

User shall enter the Foreign Supplier Info such as: Address1, Address2, Address3, Phone No and City in the required text field. User shall enter the GST Number in the required text field. Local Supplier details also can be added, if foreign supplier details mapped to the local supplier.

If Category in the Indent details is chosen as 'Indigenous', then User shall select the local supplier name from the drop down menu.

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.

Purchase Item Details *									
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.

Purchase Total	Amount in Local Currency	Advance Percentage
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
Mode of Delivery	Supply Period *	Payment Through
<input type="text" value="Courier"/>	<input type="text" value="1"/> <input type="text" value="Months"/>	<input type="text" value="Cheque"/>
Indent raised for		
<input type="text" value="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.

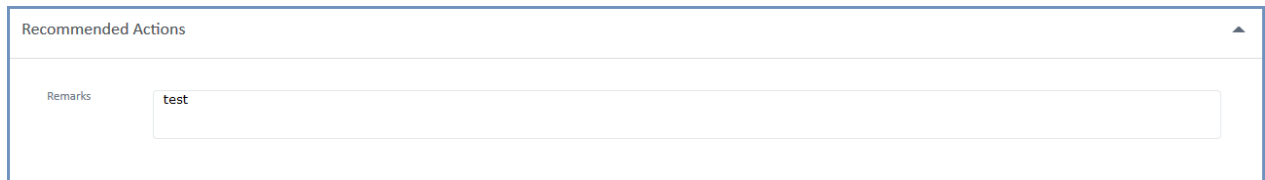
User shall enter the advance percentage, only if the payment mode is chosen as 'Advance Payment'.

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.



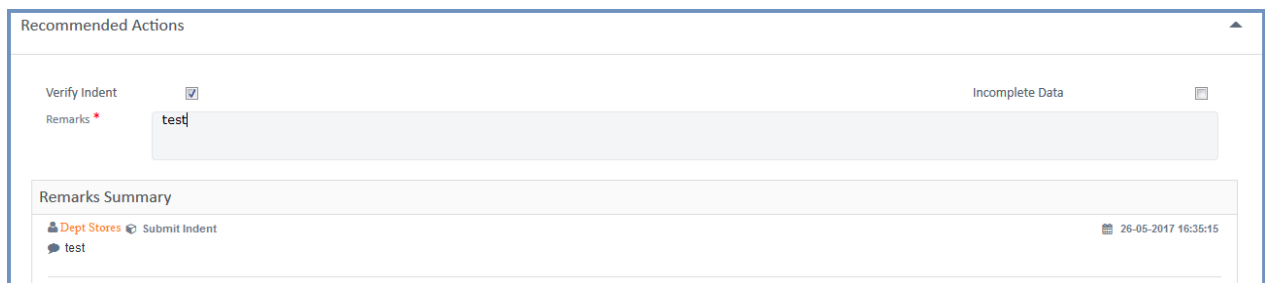
The screenshot shows a web form titled 'Recommended Actions'. It contains a 'Remarks' label followed by a text input field containing the word 'test'.

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.

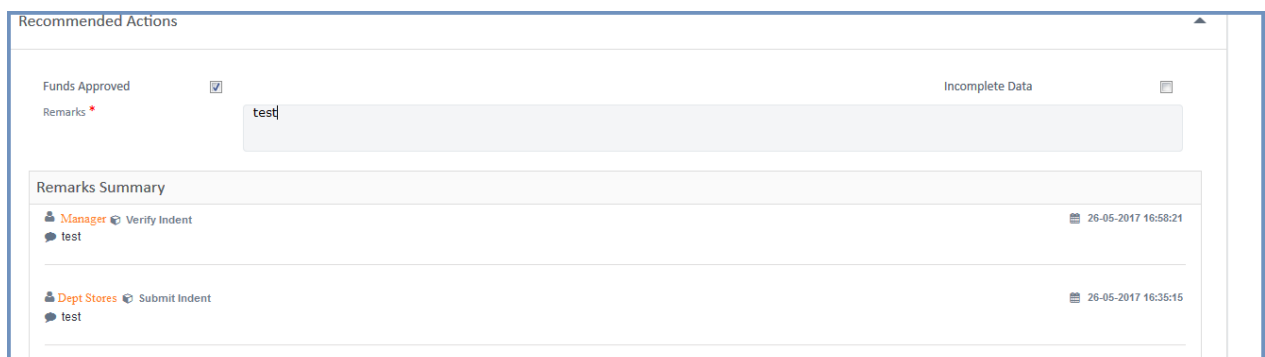
Step 2: CEC Office Staff:



The screenshot shows the 'Recommended Actions' form for CEC Office Staff. It includes a 'Verify Indent' checkbox (checked), an 'Incomplete Data' checkbox (unchecked), and a 'Remarks' field with 'test'. Below is a 'Remarks Summary' section showing a list of actions: 'Dept Stores' with 'Submit Indent' and 'test', dated '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:



The screenshot shows the 'Recommended Actions' form for CEC Instrumentation Engineer. It includes a 'Funds Approved' checkbox (checked), an 'Incomplete Data' checkbox (unchecked), and a 'Remarks' field with 'test'. Below is a 'Remarks Summary' section showing two lists of actions: the first list shows 'Manager' with 'Verify Indent' and 'test', dated '26-05-2017 16:58:21'; the second list shows 'Dept Stores' with 'Submit Indent' and 'test', dated '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 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:

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 ‘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:

Recommended Actions

Verify Indent ☒ Incomplete Data ☐

Remarks * test

Remarks Summary

Accounts AR/DR Funds Approval	26-05-2017 17:11:34
test	
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 7: Superintendent AR/DR:

Recommended Actions

Approved ☒ Incomplete Data ☐

Remarks * test

Remarks Summary

STO Dealing Assistant Scrutiny Indent	26-05-2017 17:21:49
test	
Accounts AR/DR Funds Approval	26-05-2017 17:11:34
test	
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 ‘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
test		
STO Dealing Assistant	Scrutiny Indent	26-05-2017 17:21:49
test		
Accounts AR/DR	Funds Approval	26-05-2017 17:11:34
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 9: Assistant Registrar(Audit Verification):

Recommended Actions

Approved ☒ Incomplete Data ☐

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 Committee:

The screenshot shows the 'Recommended Actions' form. At the top, there are two radio buttons: 'Approved' (checked) and 'Incomplete Data'. Below these is a 'Remarks' text area containing the word 'test'. Underneath is a 'Remarks Summary' section with three entries, each showing a user icon, a role, and a timestamp. The first entry is 'Audit AR' (AR Audit Verification) at 26-05-2017 17:42:16. The second is 'Audit' (Audit Verification) at 26-05-2017 17:32:09. The third is 'Superintendent/AR/DR' (Superintendent/AR/DR Approval) at 26-05-2017 17:30:19. Each entry has a speech bubble icon and the word '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:

The screenshot shows the 'Recommended Actions' form. At the top, there are three radio buttons: 'Approved' (checked), 'Need Clarification From' (with a dropdown menu showing '-Select-'), and 'Incomplete Data'. Below these is a 'Remarks' text area containing the word 'test'. Underneath is a 'Remarks Summary' section with three entries, each showing a user icon, a role, and a timestamp. The first entry is 'CPC Approval' (CPC Approval) at 26-05-2017 17:49:55. The second is 'Audit AR' (AR Audit Verification) at 26-05-2017 17:42:16. The third is 'Audit' (Audit Verification) at 26-05-2017 17:32:09. Each entry has a speech bubble icon and the word 'test'.

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: Registrar Approval

Recommended Actions

Approved ☒ Need Clarification From -Select- Incomplete Data ☐

Remarks * test

Remarks Summary

SPC Chairman	Chairman Approval	26-05-2017 17:54:21
test		
CPC Approval	CPC Approval	26-05-2017 17:49:55
test		
Audit AR	AR Audit Verification	26-05-2017 17:42:16
test		

User shall either check ‘Approved’ to approve indent details or ‘Incomplete Data’ for additional details. All other details are non-editable. 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 13: Director Approval:

Recommended Actions

Approved ☒ Need Clarification From -Select- Incomplete Data ☐

Remarks * test

Remarks Summary

SPC Chairman	Chairman Approval	26-05-2017 17:54:21
test		
CPC Approval	CPC Approval	26-05-2017 17:49:55
test		
Audit AR	AR Audit Verification	26-05-2017 17:42:16
test		

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

The screenshot shows a web form titled 'Recommended Actions'. It contains the following fields and sections:

- PO Prepared:** A checkbox that is checked.
- PO Number:** A text field containing the value 'CC/2017/0214/SPL'.
- Remarks:** A text area containing the word 'test'.
- Remarks Summary:** A section displaying a list of approval entries:
 - Director Approval:** Includes a user icon, the text 'Director Approval', a speech bubble icon with 'test', and a timestamp '26-05-2017 17:58:32'.
 - SPC Chairman Approval:** Includes a user icon, the text 'Chairman Approval', a speech bubble icon with 'test', and a timestamp '26-05-2017 17:54:21'.
 - CPC Approval:** Includes a user icon, the text 'CPC Approval', a speech bubble icon with 'test', and a timestamp '26-05-2017 17:49:55'.

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.