

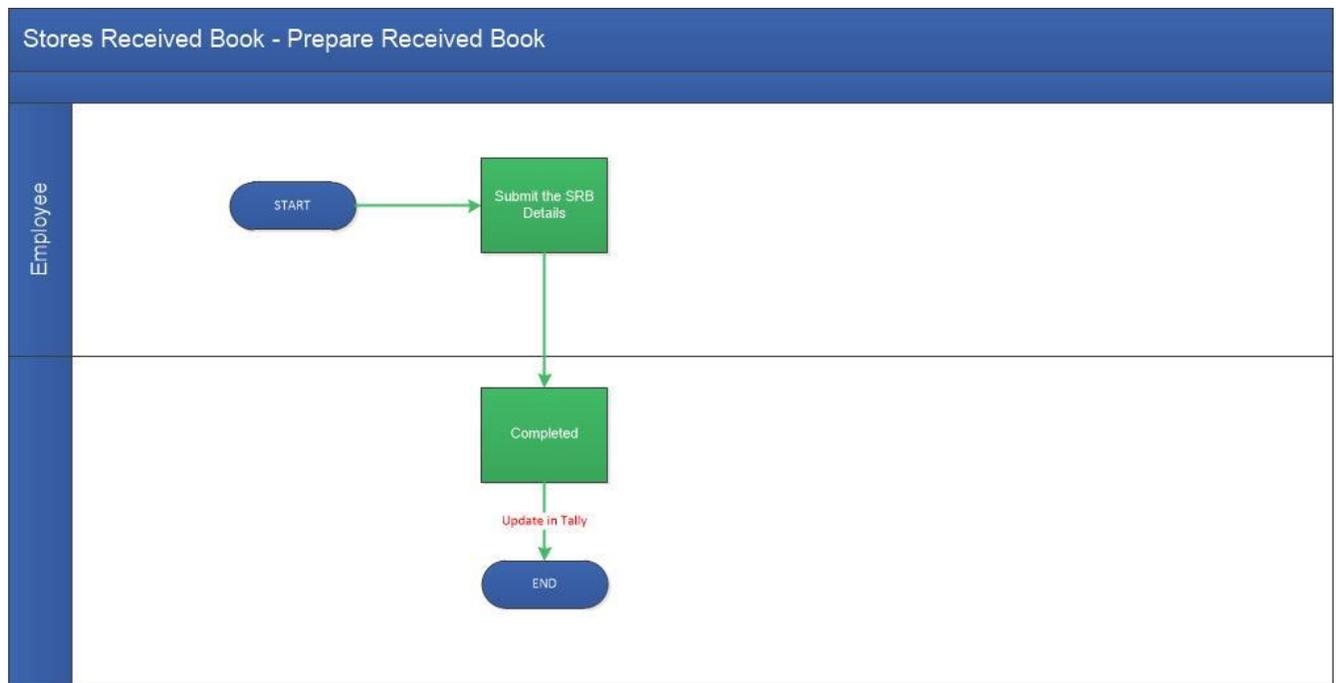
|| STORES RECEIVED BOOK

OVERVIEW

1.1 Scope

This process describes the procedure involved by the employee in submitting the prepared stores received book.

1.2 Process Flow



2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. SRB Raised For
2. Purchase Type
3. Budget Type
4. Employee Name
5. Lab Name

6. SRB Details

2.2.1.2 Functional Specifications

1. When the user invokes the ‘New SRB’ process, the system generates the ‘Stores Received book’ details screen.
2. System allows the user to select department purchase or project purchase from the ‘SRB raised for’ dropdown
3. System allows the user to select the type of purchase from the ‘Purchase type’ drop down.
4. System allows the user to select Budget from the ‘budget type’ dropdown.
5. System allows the user to select Employee Name from the ‘Employee Name’ dropdown.
6. If the purchase is done for a lab of that department then the lab name should be mentioned in the ‘Lab Name’ test field.
7. Based on the SRB Raised For, Purchase Type and Budget Type Dropdown the SRB Details are shown.
8. If SRB Raised For is Project Purchase, then Budget type- Capital/ Maintenance
9. If SRB Raised For is Department Purchase, then Budget type- CPDA/Capital/ Maintenance

2.2.1.3 User Interface Design

When the user invokes the ‘New SRB’ process, the system generates the ‘Stores Received Book’ details screen.

The screenshot shows a web form with the following fields:

- SRB Raised For ***: Dropdown menu with value '-Select-'
- Purchase Type ***: Dropdown menu with value '-Select-'
- Budget Type ***: Dropdown menu with value '-Select-'
- Department Name ***: Dropdown menu with value 'EE - Electrical Engineering'
- Issued To ***: Dropdown menu with value '-Select-'
- Lab Name**: Text input field

Select the SRB Raised For, Type of Purchase and Budget from the respective dropdowns. Based on the dropdown value the screen differs. Select Indenting officer from ‘Issued To’ based on Indenting officer’s department selected from ‘Department Name’ dropdown. If the purchase is done for a lab of that department then the lab name should be mentioned in the ‘Lab Name’ field.

2.2.1.3.a SRB raised for ‘Department Purchase’ , Purchase Type ‘Imprest and Reimbursement’

Once Basic Information is selected as in image the screen will be like above.

1) In SRB details section, items can be added by clicking on '+' icon and can delete a row too if needed. Enter Supplier name, Supplier Address, Invoice No and Invoice Date. Select Item Name from the  lookup icon based on which Item Description will be auto filled.

Select Is Asset from the dropdown and enter Quantity Ordered & Quantity Received, Quantity Balance will be auto filled based on quantity ordered and received.

Enter Amount (Total sum not the unit price), Currency, Exchange Rate (If currency is not in INR) and Total Amount (Amount* Exchange Rate).

2) User can download the template by clicking on 'Template' button. Fill the values in excel and save the details.

To upload the data, click on browse and select the saved excel template and click Upload. If there is any invalid data in excel the error message will show in the screen.

Once the excel Uploaded Successfully, click on 'Get Supplier data' and the fields named Supplier name, Supplier Address, Invoice No, Invoice Date, Description, Quantity Ordered, Quantity Received, Quantity Balance (It will auto populate based on quantity ordered and received), Purpose, Amount, Currency, Exchange Rate(If currency is not in INR) and Total Amount(Amount* Exchange Rate) will be auto-populated under SRB Item Details section. User can add a row/ Delete a row.

***Note:** If any row is empty between the records in excel, then the data below the empty row will not be uploaded in the screen.

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Purchase Total will be auto populated once data entered properly.

Enter tax amount and Shipping & Handling if available. Total Amount = Purchase Total+ Tax.

On click of submit, SRB Number will be generated as **deptSRB-year-D/M/C-000n**

If Budget type is CPDA, then SRB number sequence will be 'D', if capital then 'C' and if maintenance 'M'.

2.2.1.3. b SRB raised for 'Project purchase', Purchase Type 'Imprest and Reimbursement'

Basic Information

SRB Raised For * Purchase Type * Budget Type * Department Name * Issued To *

Lab Name

SRB Details

Project Number *

Upload the receivables using template

| SRB Item Details | | | | | | | | | | | | |
|------------------|------------------|--------------|--------------|-------------|---------------|------------|---------|----------|---------|----------|------------|-----------|
| Supplier Name * | Supplier Address | Invoice No * | Invoice Date | Item Name * | Description * | Is Asset * | Qty Ord | Qty Recd | Qty Bal | Amount * | Currency * | Exgr Rate |

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Same as Department Purchase Imprest and Reimbursement. The difference is user need to select the Project Number.

In the 'Issued To' dropdown it will show all the employee names of the particular department selected from the 'Department Name' and based on employee name, the project number of the employee selected will be shown in the dropdown.

On click of submit, SRB Number will be generated as **deptSRB-year-P D/M/C-000n**.

If Budget type is capital then 'C' and if maintenance 'M'.

2.2.1.3. c SRB raised for 'Department purchase', Purchase Type 'Direct Payment - NonPO'

Once Basic Information is selected as in image the screen will be like above.

1) In SRB details section, Name of supplier can be selected from Supplier name dropdown on which supplier address will be auto filled.

Items can be added by clicking on '+' icon and can delete a row too if needed. Enter Invoice No and Invoice Date.

Select Item Name from the  lookup icon based on which Item Description will be auto filled.

Select Is Asset from the dropdown and enter Quantity Ordered & Quantity Received, Quantity Balance will be auto filled based on quantity ordered and received.

Enter Amount (Total sum not the unit price), Currency, Exchange Rate (If currency is not in INR) and Total Amount (Amount* Exchange Rate) will be shown.

2) User can download the template by clicking on 'Template' button. Fill the values in excel and save the details.

To upload the data, click on browse and select the saved excel template and click Upload. If there is any invalid data in excel the error message will show in the screen.

Once the excel Uploaded Successfully, click on ‘Get Supplier data’ and the fields named Invoice No, Invoice Date, Description, Quantity Ordered, Quantity Received, Quantity Balance, Amount, Currency, Exchange Rate(If currency is not in INR) and Total Amount(Amount* Exchange Rate) will be auto-populated under SRB Item Details section. User can add a row/ Delete a row.

***Note:** If any row is empty between the records in excel, then the data below the empty row will not be uploaded in the screen.

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Purchase Total will be auto populated once data entered properly.

Enter tax amount and Shipping & Handling if available. Total Amount = Purchase Total+ Tax.

On click of submit, SRB Number will be generated as **deptSRB-year-D/M/C-000n**

If Budget type is CPDA, then SRB number sequence will be ‘D’, if capital then ‘C’ and if maintenance ‘M’.

2.2.1.3. d SRB raised for ‘Project purchase’, Purchase Type ‘Direct Payment - NonPO’

Basic Information

SRB Raised For * Purchase Type * Budget Type * Department Name * Issued To *

Lab Name

SRB Details

Project Number * Supplier Name * Supplier Address *

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| SRB Item Details | | | | | | | | | | | |
|------------------|--------------|-------------|---------------|------------|---------|----------|---------|----------|------------|-----------|--------------|
| Invoice No * | Invoice Date | Item Name * | Description * | Is Asset * | Qty Ord | Qty Recd | Qty Bal | Amount * | Currency * | Excg Rate | Total Amount |
| | | | | | | | | | | | |

| | | | |
|----------------|------------|---------------------|--------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| 0.00 | 0.00 | 0.00 | 0.00 |

Same as Department Purchase, Direct Payment - NonPO. The difference is user need to select the Project Number.

In the 'Issued To' dropdown it will show all the employee names of the particular department selected from the 'Department Name' and based on employee name, the project number of the employee selected will be shown in the dropdown.

On click of submit, SRB Number will be generated as **deptSRB-year-P D/M/C-000n**.

If Budget type is capital then 'C' and if maintenance 'M'.

2.2.1.3. e SRB raised for 'Department purchase', Purchase Type 'Purchase Order'

Basic Information

SRB Raised For * Department Purchase
 Purchase Type * Purchase Order
 Budget Type * -Select-
 Department Name * EE - Electrical Engineering
 Issued To * -Select-
 Lab Name

SRB Details

Purchase Order Number * -Select-
 Foreign Supplier Info(Address1/Address2/Address3/Phone No/City)
 Local Supplier Info(Address1/Address2/Address3/Phone No/City)
 PO Date

| SRB Item Details | | | | | | | | | | | |
|------------------|--------------|-------------|---------------|------------|---------|----------|---------|----------|------------|-----------|--------------|
| Invoice No * | Invoice Date | Item Name * | Description * | Is Asset * | Qty Ord | Qty Recd | Qty Bal | Amount * | Currency * | Excg Rate | Total Amount |
| | | | | | | | | | | | |

| | | | |
|----------------|------------|---------------------|--------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| 0.00 | 0.00 | 0.00 | 0.00 |

Once Basic Information is selected as in image the screen will be like above.

Based on the budget Type chosen the PO Number will be available in the drop down. After selecting PO Number, Supplier name (Foreign and Local Supplier), PO date, SRB Item details will be auto filled. Items can be added by clicking on '+' icon. Item details can be modified if necessary.

On click of submit, SRB Number will be generated as **deptSRB-year-D/M/C-000n**

If Budget type is CPDA, then SRB number sequence will be 'D', if capital then 'C' and if maintenance 'M'.

Note: If a PO is initiated for amendment and it's an ongoing task then SRB cannot be done for that PO Number. User can initiate multiple SRBs against a PO Number.

2.2.1.3. f SRB raised for 'Project purchase', Purchase Type 'Purchase Order'

Basic Information

SRB Raised For * Purchase Type * Budget Type * Department Name * Issued To *

Project Purchase Purchase Order -Select- EE - Electrical Engineering -Select-

Lab Name

SRB Details

Project Number * Purchase Order Number * Supplier Name * Supplier Address * PO Date

-Select- Max 500 Chars

SRB Item Details

| Invoice No * | Invoice Date | Item Name * | Description * | Is Asset * | Qty Ord | Qty Recd | Qty Bal | Amount * | Currency * | Excg Rate | Total Amount |
|--------------|--------------|-------------|---------------|------------|---------|----------|---------|----------|------------|-----------|--------------|
| | | | | | | | | | | | |

Same as Department Purchase, Purchase Order.

The difference is user need to select the Project Number.

In the 'Issued To' dropdown it will show all the employee names of the particular department selected from the 'Department Name' and based on employee name, the project number of the employee selected will be shown in the dropdown. Enter Purchase order number, supplier name, Supplier address, and PO date and lab name.

Items can be added by clicking on '+' icon and can delete a row too if needed. Enter Invoice No and Invoice Date.

Select Item Name from the  lookup icon based on which Item Description will be auto filled.

Select Is Asset from the dropdown and enter Quantity Ordered & Quantity Received, Quantity Balance will be auto filled based on quantity ordered and received.

Enter Amount (Total sum not the unit price), Currency, Exchange Rate (If currency is not in INR) and Total Amount (Amount* Exchange Rate) will be shown.

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Purchase Total | Tax Amount | Shipping & Handling | Total Amount |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Purchase Total will be auto populated once data entered properly.

Enter tax amount and Shipping & Handling if available. Total Amount = Purchase Total+ Tax.

On click of submit, SRB Number will be generated as **deptSRB-year-P D/M/C-000n**.

If Budget type is capital then 'C' and if maintenance 'M'.

NOTE: SRB modification after submission is not possible but SRB can be cancelled using SRB cancellation process if needed.

SRB details can be viewed and exported from New SRB Report. The data entered only through new SRB process will be available in the new report. Old data won't available in the new report.