

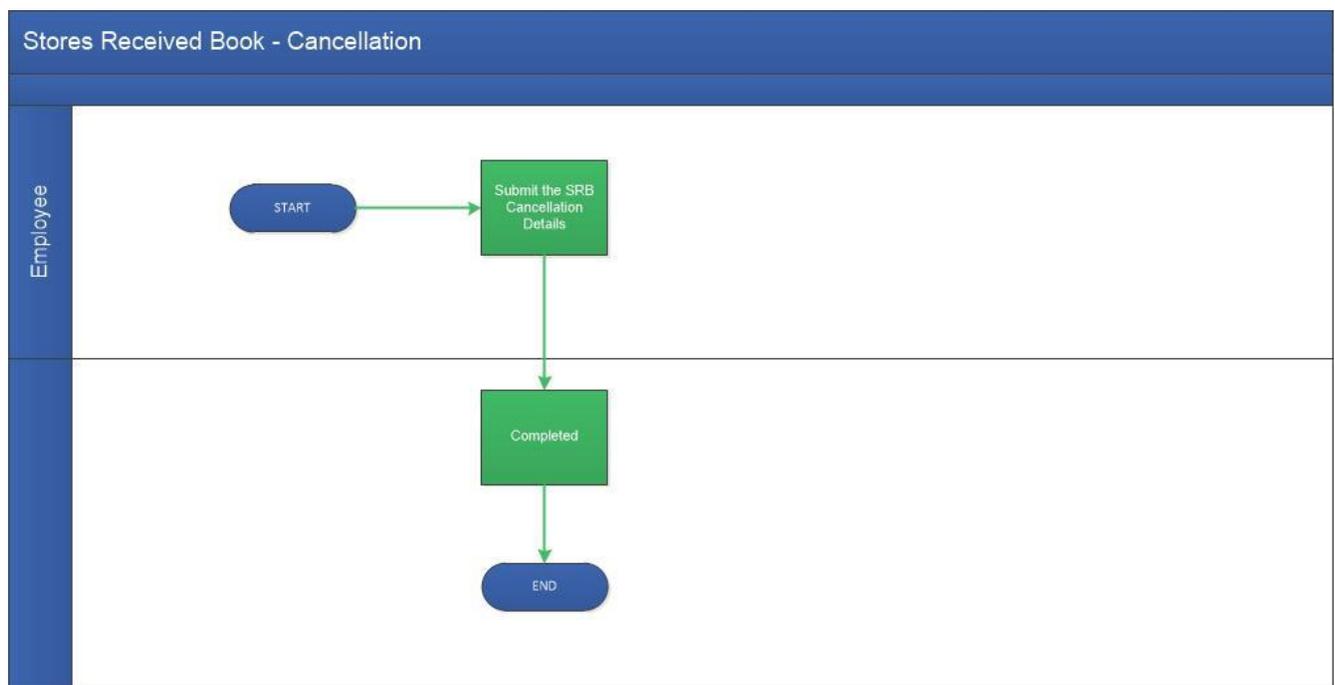
|| STORES RECEIVED BOOK - CANCELLATION

OVERVIEW

1.1 Scope

This process describes the procedure involved by the employee in submitting the cancellation of 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. SRB Number
4. Budget Type
5. Employee Name

6. Lab Name
7. SRB Details

2.2.1.2 Functional Specifications

1. When the user invokes the ‘New SRB Cancellation’ process, the system generates the ‘Stores Received book Cancellation’ 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 SRB Number from the ‘SRB Number’ dropdown.
5. Once selected the SRB Number the details are auto populated.
6. Based on ‘SRB Raised For’ and ‘Purchase Type’ the SRB Number is shown in the SRB Number dropdown.

2.2.1.3 User Interface Design

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

Basic Information ▲

SRB Raised For *	Purchase Type *	SRB Number *	Budget Type	Department Name
<input type="text" value="Department Purchase"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>
Employee Name	Lab Name			
<input type="text"/>	<input type="text"/>			

Recommended Actions ▲

Remarks

Stores Received Book Cancellation– IIT MADRAS

SRB Raised For *
Department Purchase

Purchase Type *
Purchase Order

SRB Number *
HSSRB/2018/C0006/A1

Budget Type
Capital

Department Name

Employee Name
Kumaresan P

Lab Name

Purchase Order Number
HS/2018/0200/A1/SPL

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

Local Supplier Info(Address1/Address2/Address3/Phone No/City)
AACHI MASALA FOODS PVT LTD/NO : 1926, 34TH ST, I BLOCK,
ISHWARYA COLONY, /ANNA NAGAR/NULL/Chennai/46202020/600040

PO Date

SRB Item Details

Invoice No	Invoice Date	Item Name	Description	Purpose	Qty Ord	Qty Recd	Qty Bal	Amount	Currency
ddsgrt		82208	<input type="checkbox"/> Compressed Oxygen Gas	<input type="checkbox"/>	<input type="checkbox"/> 15	11	4	1,000.00	Indian Rup
dsfsssf		82206	<input type="checkbox"/> Copper (II) Oxide	<input type="checkbox"/>	<input type="checkbox"/> 15	12	3	1,100.00	Indian Rup

User can select the SRB raised for, Type of Purchase from the respective dropdowns. Based on the dropdown value the SRB Number shown in the dropdown. Once selected the SRB Number, details of the SRB is auto populated. User can only view the details of SRB. Once the screen submitted, the selected SRB will be cancelled and status will be updated.

NOTE: SRB details can be taken from New SRB Report. The data entered through new SRB process only available in the new report. Old data won't available in the new report.