OPERATION PROCEDURE FOR PURCHASE MODULE

1.0   PURPOSE:

1.1   To provide an operation procedure for Purchase module in ERP software.

2.0   SCOPE:

2.1   This procedure is applicable for PU department for handling of purchase module at …………...

3.0   RESPONSIBILITIES:

3.1   PU and QA department is responsible to follow the procedure detailed in this SOP.

3.2   PU and QA Head to responsible to provide training and ensure compliance to the SOP.

4.0   REFERENCES:

4.1   ERP Systems,
Version No.:- erp2024
Application build No.: …., DB build No.: ….
Release Date: 01/01/2024

5.0   DEFINITIONS:

5.1   **Enterprise Resource Planning:** Is a process by which a company (often a manufacturer) manages and integrates the important parts of its business. An ERP management information system integrates areas such as planning, purchasing, inventory, sales, marketing, finance and human resources.

6.0   PROCEDURE:

6.1   SOP for Vendor- Item Catalog

6.1.1   Specific Purpose:
This process is being used to create linkage of item with vendor

6.1.1.1   To Create Vendor-Item Catalog:

Step 1: Login to Purchase module.

Step 2: Click on Vendor- Item Catalog.

Step 3: Select location code from the drop down.

Step 4: Select purchase group from the drop down.

Step 5: Click on New button to add new vendor item catalog.

Step 6: Click on marked box, to find the vendor by name.

Step 7: Select item name relevant to the vendor code.

Step 8: Select manufacturer.

Step 9: Select Price model, can define HSN/SAC as well as GSTIN number if not present

Step 10: Define quoted qty. and basic rate and change the status to approved.

Step 11: Define approval date.

Step 12: To close specific item name, select item name and tick closed option.

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Step13: To add new item to the same vendor, click on add button.

Step14: To delete unused item, click delete button after item name.

Step15: Save the data.

Step 16: To modify existing data, click on modify button.

Step 17: To delete the defined vendor item catalog, click on delete.

Step 18: To find the existing vendor item catalog, click on find.

Step 19: To clear the existing data, click on clear.

Step 20: To exit the existing data, click on exit.

6.2   SOP for Purchase Order:

6.2.1   Specific Purpose

This process is being used to create Purchase Order for the purchase requisition raised

6.2.1.1 To Create Purchase Order

Step 1: Login to Purchase module.

Step 2: Click on purchase orders and then on Purchase Order.

Step 3: Select location, year and series from the drop down.

Step 4: Click on new, select requisition no. from the drop down and Click Yes.

Step 5: Select vendor and Update GSTIN number using UPD button if not present.

Step 6: Define term details as applicable.

Step 7: Define other charges as applicable and Tax Charge Value will be calculated as per Appl% defined in HSN/SAC master.

Step 8: Click on other details and check manufacturer name and can Update HSN/SAC code using UPD button if not present.

Step 9: Verify and authorize and save the transaction.

Step 10: To take PO print, select the desired layout of Purchase Order

Step 11: To clear the PO screen, click on clear button.

Step 12: To exit from the PO screen, click on exit button.

Step 13: Modification required in any transaction, click modify button, modify the transaction and save the transaction by clicking the save button.

6.3   SOP for Purchase Order Amendment:

6.3.1   Specific Purpose

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This process is being used to amend Purchase Order for any modification in quantity or rate.

6.3.1.1 To Amend Purchase Order:

Step 1: Login to Purchase module.

Step 2: Click on purchase orders and then on Purchase Order Amendment.

Step 3: Select location, year and series as applicable.

Step 4: Now click on find button to find the PO No. for amendment.

Step 5: Now click on amend button and click Yes if you are Sure to modify.

Step 6: Change basic rate or quantity or other details as required.

Step 7: Click on other/amend details and verify amendment details.

Step 8: Click on amend notes and define PO amendment notes.

Step 9: Amend terms details as applicable.

Step 10: Click on other charges and amend the value as per requirement.

Step 11: Now approved and save the transaction.

Step 12: To take print, click on print button and Select layout which is required.

Step 13: To clear from POA screen, click on clear button.

Step 14: To exit from the POA screen, click on exit button.

6.4   SOP for Un-Authorization Work Bench:

6.4.1   Specific purpose:

This process is being used to un-authorize any authorized transaction

6.4.1.1 To un-authorize any authorized transaction:

Step 1: Login to Purchase module.

Step 2: Click on Authorization and Auditing, and then Click on Un-authorization Work Bench.

Step 3: Select location, year, type and series. Click on Refresh button.

Step 4: Now click on below given buttons to check functionalities.

View/Edit Transaction -> Gives provision to view and edit transaction as per selection in   type and series.

Mark as unauthorized -> Gives provision to un-authorize the selected transaction as per selection in type and series.

Unauthorized all -> Gives provision to un-authorize all the transactions as per selection in type and series.

Step 5: To exit from the screen, click on Exit button.

6.5   SOP for Document Closing Work Bench:

6.5.1 Specific purpose:

  This process is being used to close pending or wrong transaction

6.5.1.1 To close any transaction:

  Step 1: Login to Purchase module.

  Step 2: Click on Authorization and Auditing, and then Click on Document closing Work Bench.

  Step 3: Select location, year, type and series. Click on Refresh button.

  Step 4: Now click on below given buttons to check functionalities.

  View/Edit Transaction -> Gives provision to view and edit transaction as per selection in type and series.

  Mark as Closed -> Gives provision to close the selected transaction as per selection in type and series.

  Mark as Open -> Gives provision to open the selected closed transaction as per selection in type and series.

  Close all -> Gives provision to close all the transactions as per selection in type and series.

  Step 5: To exit from the screen, click on Exit button.

7.0   ATTACHMENTS:

7.1   NA

8.0   ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
PU	Purchase
QA	Quality Assurance
qty.	Quantity
NA	Not applicable
PO	Purchase Order
POA	Purchase Order Amendment

9.0   CHANGE HISTORY:

Change control no.	Version	Reason for Changes
NA	00	NEW