



Purchase, Stock, Inventory



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	Admin Window	
1	Admin login	3
2	Add Vendor	4
3	Add Base Product	5
4	Product Search/Edit	6
5	Purchase Requisitions	7
6	Generate Requisition	9
7	Request for Quotations	11
8	Add Quotation	13
9	Quotation Analysis	15
10	List of Purchase Orders	18
11	Purchase Order Clauses	20
12	Add Delivery Challan	21
13	Add Invoice	23
14	Report	25
	Employee Window	
15	Employee login	27
16	Purchase Requisition	28



Topic: Admin Login

Prerequisite:

1. Admin should be registered into JUNO Campus.
2. User should have Purchase admin role.

Roles: Purchase admin

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Login

Forgot password?



Topic: Add Vendor

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Vendor » Add Vendor

Functionality:

1. Able to view list of registered vendors.
2. Able to add new vendor details either from user interface or from excel sheet.
3. Able to edit details of registered vendors.
4. Able to view feedback & history of each vendor.
5. Option to mark black listed vendor. Black listed vendors showing in red color.
6. Able to upload pan card copy for each registered vendor.
7. Able to create login of registered vendor.

Add New Vendor:

VENDOR » ADD VENDOR
DEC 15 Duty Allocation

Select Policy

Register Vendor
Upload Vendor

VENDOR LIST

Click to add new vendor

10 records per page
Add New Vendor Search:

Sr No.	Vendor Name	Vendor Address	Vendor Contact No	Email	Action
1	IT Solutions India	"Tathastu" Buty Compound, R Tagore Road, Civil Lines, Nagpur, Maharashtra.	9422102560	itsolutionsindia@rediffmail.com	Action
2	Excel Computer	Shop No.2, Near Gaddi Godam Showk, Sadar, Nagpur, Maharashtra.	0		Action
3	Saloni Enterprises	Plot No.8, Shop No.1, Opposite Bright School, Saraswati Vihar, Trimurti Nagar, Nagpur, Maharashtra.	9890003237	sanjay@salonienterprises.com	Action



Topic: Add Base Product

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Vendor » Add Base Product

Functionality:

1. Able to view list of base product types / services.
2. Able to add new base product types / services.

Add base product/service:

The screenshot shows the 'VENDOR » ADD BASE PRODUCT' window. At the top, there is a 'Policy Name' dropdown menu with 'Select Policy Name' as the current selection. Below this, there are radio buttons for 'Product Types' (selected) and 'Services'. A search bar is located on the right side. The main area contains a table with the following data:

Sr No.	Base Product Type
1	BUILDING MAINTENANCE
2	CARPENTRY
3	COMPUTER, PRINTER & SERVER
4	ELECTRICAL
5	ELECTRICAL EQUIPMENT
6	FURNITURE & FIXTURE

A callout box on the right side of the table says 'Click to add new product /service'.

The screenshot shows the 'Add Product Type' dialog box. It has a title bar 'Add Product Type' and a close button. The main content is titled 'Add Product Type Details'. It contains the following fields and options:

- Check if this is Service Provide By Vendor (Ex. Electronic repair services)
- Product Type:
- Requisition Type:
- Account Head:
- OR**
- Account Group:
- Is Depreciation Applicable

Callout boxes indicate 'Enter product type name' pointing to the 'Product Type' field and 'Click to save' pointing to the 'Save' button. At the bottom right, there are 'Save' and 'Close' buttons.



Topic: Product Search/Edit

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Vendor » Product Search/Edit

Functionality:

1. Able to view list of product names/services.
2. Able to add new product names/services.
3. Able to edit registered product names/services.
4. Able to search product names/services from the list.

Product search/edit:

VENDOR » PRODUCT SEARCH/EDIT DEC 15, 2016 2:13:33

Select Policy:

Product Types Services

Select Base Product Type

COMPUTER, PRINTER & SERVER
 ELECTRICAL EQUIPMENT
 FURNITURE & FIXTURE
 MESS & KITCHEN EQUIPMENT
 NETWORK EQUIPMENTS

All records per page

Sr No.	Product Name	Base Product Name	Product Category	Purchase Unit	Conversion Factor	Stocking Unit	Association Per.	Action
1	1X36 WATT FLORECENT TUBELIGHT (FTL) WCF 12136	ELECTRICAL EQUIPMENT	-	No	1	No	0	Edit
2	24 CIRCUIT ANALOG EXT. CARD	OFFICE EQUIPMENT	-	No	1	No	0	Edit
3	3 SINK DISH WASH UNIT 25MM	MESS & KITCHEN EQUIPMENT	-	No	1	No	0	Edit



Topic: Purchase Requisitions

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Requisitions » Purchase Requisitions

Functionality:

1. Able to add new purchase request.
2. Able to view list of raised purchase request.
3. Able to edit saved purchase request.
4. After saved the purchase request we need to post it for authority approval.
5. We can add multiple items in a single request for same product type.
6. We cannot raise single request for different product types.

Purchase requisition:

Sr.No.	Product Type	Requirement	Department Name	Created Date	Sanctioning Required from	View Details	Status
1	OFFICE EQUIPMENT	Purchase of Vending Machine for Admin off and Academic block Ground Floor	IMT [ADMIN.]	29-Nov-2016	Authority 1 :-Kusheshwar Nath Authority 2 :-Kusheshwar Nath	Action	Accepted
2	FURNITURE	request for computer table	IMT [ADMIN.]	11-Sep-2015	Authority 1 :-Kusheshwar Nath Authority 2 :-Kusheshwar Nath	Action	Accepted



Add new purchase request:

The screenshot shows a web form titled "Make a Request For" with a "Back" button in the top right corner. The form is divided into several sections:

- Brief justification for requirement (*):** A large text area with a callout bubble saying "Enter brief details".
- Requisition For (*):** Radio buttons for "Products" (selected) and "Services". A callout bubble says "Select requisition for".
- Product Type / Service (*):** A dropdown menu with "Select" as the placeholder.
- Department (*):** A dropdown menu with "Select" as the placeholder.
- Have you check available stock?:** A checkbox.
- Uploaded attachments:** A blue button.
- File Upload:** A "Browse..." button and the text "No file selected."

At the bottom of the form, there are two buttons: "Make a Request" and "Specify Details".

The screenshot shows a form for adding an item to a request. It includes the following fields and callouts:

- Product Name / Service (*):** A text input field with a callout bubble saying "Enter product name".
- Manufacturing Company:** A dropdown menu with "Select" as the placeholder and a "+" icon. A callout bubble says "Select dropdown".
- Required Quantity (*):** A text input field with a callout bubble saying "Enter qty.". A "+" icon is next to it.
- UOM (*):** A dropdown menu with "Select" as the placeholder and a "+" icon. A callout bubble says "Select UOM".
- Location (*):** A text input field with a callout bubble saying "Search location".
- Specifications:** A rich text editor with a toolbar (Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent) and a callout bubble saying "Enter specification".

At the bottom of the form, there are two buttons: "Save Request" and "Add An Item". A callout bubble at the bottom center says "Click to save request".



Topic: Generate Requisition

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Requisitions » Generate Requisition

Functionality:

1. Able to view list of approved purchase request.
2. Able to view purchase requisition history.
3. Able to view rate list requisition.
4. Need to configure product/service for every raised request from the list of product names.
5. Able to select multiple requisitions for same base product type to prepare RFQ.
6. While preparing RFQ system by default provides list of product wise vendors.
7. System allows adding of new terms and conditions while preparing RFQ.

Purchase requisition:

(Requisition By »» Fahimuddin Raza) (Reason »» Cup Set)

Requisition for **MESS & KITCHEN EQUIPMENT**

Department Name : **IMT [IT]**

Sr.No.	Product / Service Name	Manufacturing Company	UOM	Infrastructure	In-Stock Quantity	Allocated Quantity	Required Quantity	Action
1	CHAPATI PUTTER (GAS) ✓	NA	(Set)	IMT(IT) Departmental Store	0	0	1.0	Action ▾
Specification -								
2	ATTA KENEEDING MACHINE ✓	NA	(Set)	IMT(IT) Departmental Store	0	0	1.0	Action ▾
Specification -								
Attachments								

Choose an Action ▾

Prepare RFQ

for -MESS & KITCHEN EQUIPMENT
by- Fahimuddin

Click on action to select prepar



Prepare RFQ:

Fill up the Mandatory fields indicated by (*)

Back

Title (*) Enter title for RFQ

Uploaded attachments File Upload : Upload File Click to upload file

Product Type : MESS & KITCHEN EQUIPMENT

Select Department : IMT-IT

Prepare RFQ Requisitions Against :

Sr.No.	Product Name	Company	UOM	Required Quantity	Description
1	ATTA KNEEDING MACHINE	NA	Set	1.0	-
2	CHAPATI PUTTER (GAS)	NA	Set	1.0	-

View Details

Vendor (*) Select Vendors

No Vendor Found

Get Product-wise / Service-wise vendors Get All Vendor

Terms and Conditions :

Payment:: 100% against delivery Click to add terms & conditions

Delivery: Within One week

Taxes: VAT @13.5% inclusive

Click to select

By default product wise vendor list shows

Sr No.	Clause Name	Clause Description
No Terms and Conditions available		

Click to save RFQ

Save Close



Topic: Request for Quotations

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Requisitions » Request for Quotations

Functionality:

1. Able to view list of pending requests RFQ.
2. Able to view history of RFQ.
3. Able to take print out of RFQ.
4. For each vendor we can edit the salutation and context text.
5. For each vendor we can add/remove terms and conditions for RFQ.
6. For each RFQ system saved the posted date.

Pending request for quotes:

The screenshot displays the 'REQUISITION » REQUEST FOR QUOTATIONS' interface. At the top right, it shows 'DEC 15' and 'Duty Allocation'. Below the header, there is a 'Policy Name' dropdown menu. Two tabs, 'Pending' and 'History', are visible. The main content area shows a list of RFQs with titles like 'Quote for kitchen appliances' and 'Quotation for Computer table with Key board'. A blue banner indicates 'This RFQ belongs to IMT-IT'. Below the list, there are buttons for 'Mark as Completed', 'View Requisitions', 'View Attachments', and 'Post To Vendor'. On the right, there is a 'Select All' checkbox and a 'Post To Vendor' button. Callouts provide instructions: 'Click to vendor name to see RFQ' points to a vendor name, 'Click mark as completed' points to the 'Mark as Completed' button, and 'Select then post to vendor' points to the 'Post To Vendor' button. The vendor list includes 'SSS Associates - (Contact Person :- Sharad S Sonkule)' and 'The Blue Eye Beverages - (Contact Person :- Rajratan Singh Gahilot)'.



Post to vendor:

Mark as Posted to -

Posted Date:	Dec 15,2016
Remark:	DC/4654646

Select posted date

Enter remark & click to save

Save Close

Mark as completed:

Mark as Completed	View Requisitions	View Attachments	Post To Vendor	Select All: <input type="checkbox"/>
	SSS Associates - (Contact Person :- Sharad S Sonkule)			Posted on : 15-Dec-2016 Remark
	The Blue Eye Beverages - (Contact Person :- Rajratan Singh Gahilot)			Posted on : 15-Dec-2016 Remark



Topic: Add Quotation

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Quotation » Add Quotation

Functionality:

1. Quotations are submitted by the vendors either in hardcopy or from their own login
2. While submitting the quotations, they can propose same product from different brands. They are required to submit the details on rates, discounts, warrantee, guarantee etc.
3. Vendors can also submit rate lists with validity for a defined period, and such rate lists can be used for product purchases during that period of time.
4. Various taxes and discounts can be specified against individual product, or for the entire quotation.
5. Quotations can also be invited and submitted without any RFQ's.
6. Delivery Policy, credit Policy, other Policies can be stated while entering the quotation.
7. Vendors can revise the quotations and can submit revised rates for products.
8. Able to view list of RFQ for adding quotations.
9. Able to view history of added quotations.
10. For each vendor we can add negotiated quotation.
11. For each vendor we can assign the policies.

Add quotation:

The screenshot shows the 'ADD QUOTATION' page. At the top, there's a breadcrumb 'QUOTATION » ADD QUOTATION' and a date 'DEC 15' with a 'Duty Allocation' link. Below is a 'Policy Name' dropdown menu. There are two tabs: 'Quotations With RFQ' (active) and 'Add Quotations Without RFQ'. A callout box points to the 'Add More Vendors' button, saying 'Click to add more vendors'. Below the tabs, there's a section for 'Quote for kitchen appliances' with a 'Quotations History' link. At the bottom, there are buttons for 'View Requisitions', 'Add More Vendors', and 'Download Template'. A list of vendors is shown: 'SSS Associates - (Contact Person : - Sharad S Sonkule)' and 'The Blue Eye Beverages - (Contact Person : - Rajratan Singh Gahilot)'.



Quote for kitchen appliances Quotations History

SSS Associates - (C S Sonkule) View Requisitions Add More Vendors Download Template

Sr.No.	Quotation No	Quotation Date	Received Date	Validity From	Validity To	Action
No Records Found.....!!!						

Pl Complete Quotation - scroll Down & fill up mandatory fields indicated by (*)

Minimize Close

QUOTATION FROM VENDORS AGAINST : MESS & KITCHEN EQUIPMENT

Quotation-No : Quotation Date (*): Quotation No. : 6/1/17

Quotation Received Date (*): Validity (*): to (*): OR Validity in Months :

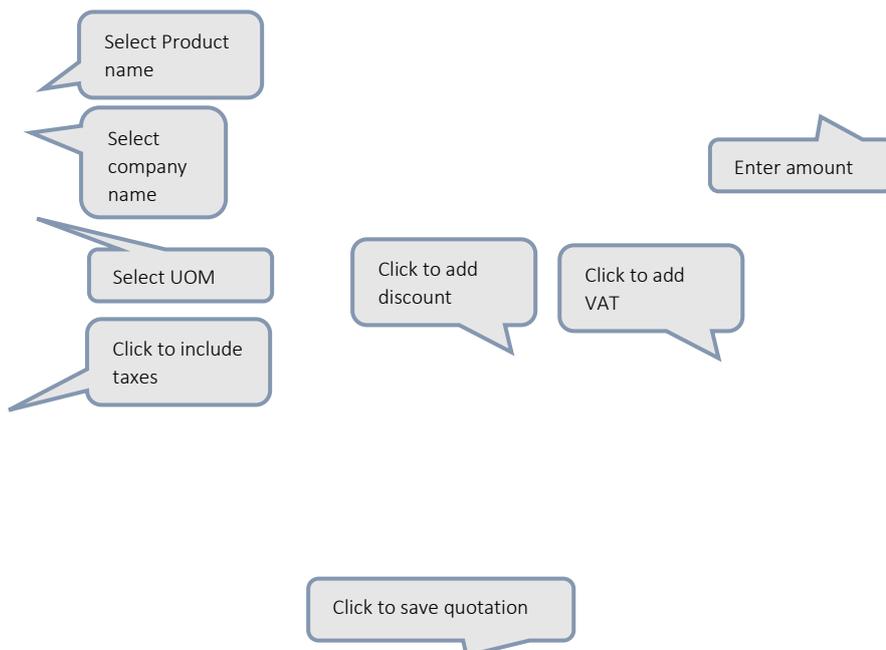
Vendor Details :

SSS Associates
190, M-1, Shriam Complex, LIT Road, Ramnagar, Nagpur,
Nagpur, Maharashtra, India.
Phone : 9373107962

Rajiv Keshaoarao Dhanvijay
35 Km Milestone, Katol Road, Nagpur - 441502, India.
Phone : 9923594876
E-mail : rdhanvijay@imtnag.ac.in

Click on to the button given below, to Add a Quotations

Sr.No.	Product / Service Name	Vendor	Required Quantity	Unit of Measurement	Description
1	ATTA KENEEDING MACHINE	SSS Associates	1.0	Set	-
2	CHAPATI PUTTER (GAS)	SSS Associates	1.0	Set	-





Description		Rate/Unit Price	Quantity	Amount	Net Amount
Product (*) : Select Company (*) : Select + UOM (*) : Select + Warranty : select Guaranty : select		0.00	1	0.00	0.00
<input type="button" value="Add Discount Column"/> <input type="button" value="Add VAT Column"/> <input type="button" value="Add quotation details"/>					
<input type="button" value="Include Taxes"/> <input type="button" value="Include Charges"/>		Select Tax Type		Tax %	Tax Amount
<input type="button" value="Upload Document"/>					
Terms and conditions :					
Sr. No.	Term/Condition Type	Description	Action		
No clauses available					
<input type="button" value="Save Quotation"/> <input type="button" value="Close"/>					

Topic: Quotation Analysis

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Quotation » Quotation Analysis

Functionality:

1. After finalizing of the quotations, comparative quotation analysis can be extracted from the system.
2. Comparative quotation analysis presents a comparative picture for product wise different rates for different brands obtained by various vendors.
3. Management can finalize one or more vendors to whom the purchase order will be given.
4. Able to view product wise list of provided quotations by vendor.
5. Able to view vendor wise list of provided quotations.
6. We can able to view comparative statement in excel sheet as well as PDF format.
7. Purchase admin need to forward the comparative statement for authority approval by selecting the authority name.
8. After forwarding the comparative statement status showing pending with authority name.



9. Purchase admin has the right to generate purchase order for any vendor without forwarding for authority approval.
10. Able to view quotation analysis history.

Quotation analysis:

CHAPATI PUTTER (GAS)																		
Vendors A	SSS Associates			The Blue Eye Beverages														
Product / Service Details :	CHAPATI PUTTER (GAS) (Braun) (No)			CHAPATI PUTTER (GAS) (Braun) (No)														
Quotation No :	1			2														
Specification :	-			-														
Rate/Unit Price:	8000.0			7800.0														
Quantity to Purchase :	<input type="text" value="1"/>			<input type="text" value="1"/>														
Quantity in RFQ :	1			1														
Amount:	8000.0			7800.0														
Discount % :	0.0			0.0														
Discount Amount:	0.0			0.0														
Vat % :	5.0			5.0														
Vat Amount:	400.0			390.0														
Overall Taxes :	<table border="1"> <thead> <tr> <th>Tax/Charges Type</th> <th>Tax/Charges %</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>14.00</td> <td>2520.00</td> </tr> </tbody> </table>			Tax/Charges Type	Tax/Charges %	Amount	GST	14.00	2520.00	<table border="1"> <thead> <tr> <th>Tax/Charges Type</th> <th>Tax/Charges %</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>140.00</td> <td>24220.00</td> </tr> </tbody> </table>			Tax/Charges Type	Tax/Charges %	Amount	GST	140.00	24220.00
Tax/Charges Type	Tax/Charges %	Amount																
GST	14.00	2520.00																
Tax/Charges Type	Tax/Charges %	Amount																
GST	140.00	24220.00																
Net Amount:	9520.0			19110.0														
Warranty :	0 (yrs)			0 (yrs)														
Guarantee :	0 (yrs)			0 (yrs)														

Generate purchase order:

CHAPATI PUTTER (GAS)						
Vendors A	SSS Associates			The Blue Eye Beverages		
Product / Service Details :	CHAPATI PUTTER (GAS) (Braun) (No)			CHAPATI PUTTER (GAS) (Braun) (No)		
Quotation No :	1			2		
Specification :	-			-		
Rate/Unit Price:	8000.0			7800.0		



Quote for kitchen appliances		MESS & KITCHEN EQUIPMENT		15 Dec,2016		
Expand Window Generate Excelsheet Generate PDF						
CHAPATI PUTTER (GAS)						
Vendors	SSS Associates			The Blue Eye Beverages		
Product / Service Details :	Braun CHAPATI PUTTER (GAS)(No)			Braun CHAPATI PUTTER (GAS)(No)		
Quotation No :	1			2		
Specification :	-			-		
Rate/Unit Price:	8000.0			7800.0		
Quantity to Purchase :	1			1		
Quantity in RFQ :	1			1		
Amount:	8000.0			7800.0		
Discount % :	0.0			0.0		
Discount Amount:	0.0			0.0		
Vat % :	5.0			5.0		
Vat Amount:	400.0			390.0		
Overall Taxes :						
	Tax Type	Tax %	Tax Amount	Tax Type	Tax %	Tax Amount
	GST	14.00	2520.00	GST	140.00	24220.00
Net Amount :	9520.0			19110.0		
Warranty :	0 (yrs)			0 (yrs)		
Guarantee :	0 (yrs)			0 (yrs)		



Topic: List of Purchase Orders

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: P.O. » List of Purchase Orders

Functionality:

1. A purchase order can be generated following the complete purchase cycle, after comparative quotation analysis.
2. Purchase order can be generated directly without an RFQ or quotation also.
3. Purchase order has to be accepted by authorities who are configured according to the budget limits.
4. After their approval PO can be printed, and sent to the signing authorities. The signatures can also be attached digitally.
5. Purchase order should be accepted by the vendor.
6. After completion of process if purchase get cancelled then reason of cancellation should be recorded
7. In case of refusal or cancellation, quotation analysis can be performed again and a new revised PO for a different vendor can be generated. For e.g.
8. In case of cancellation of PO from vendor side, PO should be generated via comparative statement of previous quotations (By sanctioning authority or Committee). If there are two vendors A and B have given quotation, one goes with A's quotation and generates PO which is rejected by vendor A, then PO for vendor B can be generated.
9. Purchase order has to be accepted by authorities who are configured according to the budget limits.
10. After their approval PO can be printed, and sent to the signing authorities. The signatures can also be attached digitally.
11. Purchase order can then be sent to the vendors.
12. List of purchase orders.
13. Able to upload PNC minutes of meeting.
14. Able to view and upload signed purchase order.
15. Able to save the soft copy of purchase order in PDF format.
16. Able to make entry of P.O. advances.
17. For each purchase order we can edit subject, salutation and context text.
18. Purchase admin able to edit the details in purchase order like quantity, rate, amount, discount, VAT and Net Amount.
19. Need to put purchase order for authority approval.
20. Vendor need to accept/reject purchase order.
21. Purchase admin able to amend the purchase order.



List of purchase orders:

P.O. » LIST OF PURCHASE ORDERS DEC 16, 1 Duty Allocation

1 Purchase order for -Vendor : **The Blue Eye Beverages (PO/2016/4)** Pending from Vendor Authority Approval

Purchase Order Net-Amount Rs. 42,385.0

Either Budget is not configured or Asset is not configured with the Account Head. Please contact your finance admin...!!!

✔ Accepted by Vendor
✘ Refused by Vendor

Click to view & upload PNC minutes

Click to view & upload PO

Click to save PDF copy of PO

Print Letter of Intent
Minute of Meeting PNC
View and Upload Signed Purchase Order
Save PDF Copy
P.O Advances

PURCHASE ORDER

Purchase Order No : PO/2016/4	Date : 12/16/16 11:01 AM Department Name : IT	Reference Quotation No : 2
Vendor Details : The Blue Eye Beverages Dharampeth, Nagpur, Maharashtra, India. Phone : 9422103240 Contact Person: <u>Rajatan Singh Gahilot</u> E-mail : <u>blueeyebeverages@gmail.com</u>		Contact-Person : Rajiv Kesharao Dhanvijay Katol Road, Nagpur - 441502, India. Phone : 9923594876 E-mail : <u>rdhanvijay@imtnag.ac.in</u>

Purchase order details:

Subject :

Salutation :

Context :

Vendor Name : The Blue Eye Beverages

Product / Service Name	Product / Service:	Description :	Quantity to Purchase :	Rate/Unit Price (Rs.) :	Amount (Rs.) :	Discount % :	VAT % :	Net Amount (Rs.) :	
	ATTA KNEEDING MACHINE (Braun) (No)	-	1	9,500.0	9,500.0	0.0 %	5.0 %	9,975.0	
	CHAPATI PUTTER (GAS) (Braun) (No)	-	1	7,800.0	7,800.0	0.0 %	5.0 %	8,190.0	
Sub Total								18,165.0	
						Tax Type	Tax %	Tax Amount	Sub Totals
						CST	140.00	24,220.0	41,520.0
Net Payable								42,385.0	

Total Amount Rupees : Forty Two Thousand Three Hundred and Eighty five only



Topic: Purchase Order Clauses

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: P.O. » Purchase Order Clauses

Functionality:

1. Taxes and other charges
2. VAT can be specified product wise or on totals. Service tax, LBT, discounts, courier charges, transportation charges and any other taxes or charges can be specified for the purchase order.
3. Able to create master list for purchase order clauses.
4. Able to add clause in master list.
5. Able to define priority to each clause.
6. Able to edit/delete purchase order clause in master list.

Master list of purchase order clauses:

P.O. » PURCHASE ORDER CLAUSES
DEC 16, 2016 1:02:34

Policy Name Select Policy Name ▾

Add Clause Click to add clause

Sr No.	Clause Name	Priority	Clause Description	Action
1	Value of Order	1	The total estimated value of the order as per Annexure- "A" shall be Rs. 42,385/- (Rupees Fourty Two Thousand Three Hundred Eighty Five Only) as per the scope of order mentioned below.	Click to edit clause Click to delete clause
2	Termination	10	The Institute reserves the right to terminate this order without any notice or without making any payment in lieu in case of any act of non-delivery, non-performance/ non-satisfactory of poor performance of the Items supplied by the Supplier	Click to edit clause Click to delete clause



Topic: Add Delivery Challan

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Invoice » Add Delivery Challan

Functionality:

1. Able to add delivery challan details like quantity delivered, quantity received and quantity remaining against each purchase order.
2. Able to print material receipt note (MRN).
3. Able to upload and view signed MRN.
4. Able to upload and view hard copy of delivery challan.

Add delivery challan:

INVOICE » ADD DELIVERY CHALLAN
DEC 16 Duty Allocation

Policy Name

Refresh Grid

Sr.No.	P.O No.	RFQ Title	RFQ No.	Quotation No.	Vendor Name	P.O Date	Quotation Date	RFQ Date	
1	PO/2016/4	Quote for kitchen appliances	RFQ/16/1/17	2	The Blue Eye Beverages	15 Dec, 2016	15 Dec, 2016	15 Dec, 2016	-

Add Delivery Challan

Click to add delivery challan details



[Close](#)

Challan No	<input type="text"/>	Gate Entry No.	<input type="text"/>	Delivery Date	<input type="text"/>
------------	----------------------	----------------	----------------------	---------------	----------------------

Remove	Product Name	Quantity Ordered	Quantity Remaining	Quantity on Delivery	Quantity Accepted	Quantity Rejected	Remark
	ATTA KENEEDING MACHINE	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	CHAPATI PUTTER (GAS)	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Upload File

Click to save

+

Save Delivery Challan

Click to upload hard copy of delivery challan

Sr.No.	P.O No.	RFQ Title	RFQ No.	Quotation No.	Vendor Name	P.O Date	Quotation Date	RFQ Date
1	PO/2016/4	Quote for kitchen appliances	RFQ/16/1/17	2	The Blue Eye Beverages	15 Dec, 2016	15 Dec, 2016	15 Dec, 2016

Add Delivery Challan

Challan No. : 122 Date: 16-Dec-2016 Inward no. : IN//2016/1 Status : STATUS DELIVERY CHALLAN

INVOICE NOT CONFIGURED

Action

Product :	Company :	UOM :	Quantity Delivered :	Quantity Received :	Quantity Remaining :	Status	RFQ No
CHAPATI PUTTER (GAS)	Braun	No	1	1	0	0	Received
ATTA KENEEDING MACHINE	Braun	No	1	1	0	0	123

Click to print MRN, configure invoice

Print MRN
 Configure Invoice
 View And Upload Signed MRN
 View DC Document



Topic: Add Invoice

Prerequisite: Purchase Admin Role to user

Roles: Purchase Admin

Path: Invoice » Add Invoice

Functionality:

1. Able to invoice details for each purchase order.
2. Able to upload and view hard copy of invoice challan.
3. Able to view deliveries against each invoice.
4. Able to edit entered invoice details.
5. Able to view purchase order copy against invoice.

Add invoice:

INVOICE » ADD INVOICE DEC 16 Duty Allocation

Policy Name

Refresh Grid

10 records per page Search:

Sr.No.	P.O No.	RFQ Title	RFQ No.	Quotation No.	Vendor Name	P.O Date	Quotation Date	RFQ Date		
1	PO/2016/4	Quote for kitchen appliances	RFQ/16/1/17	2	The Blue Eye Beverages	Dec 15,2016	15 Dec, 2016	15 Dec, 2016	Action	Proceed
2	PO/16/1/2	Vending Machine	RFQ/16/1/5	--Negotiated Quotation-Version1	The Blue Eye Beverages	Nov 22,2016	22 Nov, 2016	29 Nov, 2016	Action	Proceed

Click to view deliveries against PO

Click to proceed to enter invoice details



INVOICE FROM VENDOR - THE BLUE EYE BEVERAGES

Invoice-No (*) : Invoice Date (*) : Purchase Order No. : **PO/2016/4** Invoice Received Date (*) :

Vendor Details:
The Blue Eye Beverages
Dharampeth
Phone : 9422103240

Contact-Person:
Rajiv Kesharao Dhanvijay
35 Km Milestone, Katol Road, Nagpur - 441502, India.
Phone : 9923594876
E-mail : rdhanvijay@imtnag.ac.in

Product / Service :	Description :	Rate/Unit Price(Rs.) :	Ordered Quantity :	Remaining Quantity :	Invoice Quantity :	Amount(Rs.) :	Discount :	VAT :	Net Amount(Rs.) :	Warranty/ guarantee :
ATTA KENEEDING MACHINE Company Braun UOM No	-	9500.0	1	1	1	9500.0	0.0 % Discount Amount 0.0	5.0 % Vat Amount 475.0	9975.0	<input type="text"/> Renewal Date Insurance <input type="text"/> Renewal Date AMC <input type="text"/> Renewal Date

Click to enter charges

Select Tax Type	Tax / Charges %	Net-Amount Rs.
<input type="checkbox"/> Include Taxes <input type="checkbox"/> Include Charges	GST 140.00 24220.0	520.0 42385.00 Grand Total

Click to include taxes

Click to upload hard copy invoice

Upload File

Click to save invoice

Save Invoice

Click to reset taxes/charges

Reset

Check to include taxes/charges



Report

1. Purchase order report:

REPORTS » PURCHASE ORDER REPORT DEC 16, 2016 5:03:56

Policy Name: From: To:
[Reset dates](#) Select date filter

Inward Report | **Outward Report**

[Print Report](#) [Refresh Grid](#)

Inward Report

No.	Bill No.	Bill Date	Dc No.	Dc Date	Vendor Name	Vendor Address	Amount (Rs.)	Generated by	
1	IN//2016/1	16-Dec-2016	122	16-Dec-2016	The Blue Eye Beverages	Dharampeth	42385.0	Mr. Rajiv Keshraora Dhanvijay	IMT-IT View

Click to print report Click to view delivery

2. Delivery Challan Report:

REPORTS » DELIVERY CHALLAN REPORT DEC 16, 2016 5:14:01

Policy Name: Select filter Overall Between dates

Delivery Challan Report

[Print Report](#) records per page

Overall Delivery Report

Sr.No.	Product Type	Quantity Ordered	Quantity Delivered	Quantity Rejected	Quantity Remaining	Challan No	Inward No
Vendor Name :- The Blue Eye Beverages (Purchase Order No. IMT/2016/PO-4)							
1	CHAPATI PUTTER (GAS)	1	1.0	0.0	0.0	122	IN//2016/1
2	ATTA KENEEDING MACHINE	1	1.0	0.0	0.0	122	IN//2016/1
Vendor Name :- The Blue Eye Beverages (Purchase Order No. PO/16/1/2)							
1	VENDING MACHINE	2	0.0	0.0	0.0	Delivery Pending	Delivery Pending

Click to print report



3. Purchase payment report

REPORTS » PURCHASE PAYMENT REPORT
DEC 16, 2016 5:27:21

Select Policy

Select date filter

Between Dates

Reset dates

Purchase Overall Report

Print Report

Refresh Grid

Overall Purchase Amount	42,385.0 Rs.
Overall Payment done Amount	42,385.0 Rs.
Overall Payment pending Amount	0.0 Rs.



Topic: Faculty/staff Login

Prerequisite:

1. User should be registered into JUNO Campus.
2. User should have faculty/staff role.

Roles: Faculty/staff

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login

[Forgot password?](#)



Topic: Purchase Requisition

Prerequisite: Staff/Faculty Role to user

Roles: Staff/Faculty

Path: Requisitions » Resource Related » Purchase » Purchase Requisition

Functionality:

1. Employees able to raise new purchase request for products & services.
2. Able to view/edit raised purchase request.
3. Able to post raised purchase request for authority approval. Once request approved by authority, not able to delete purchase request.
4. After authority approval, request will forward to purchase admin.

Purchase requisition:

The screenshot shows a web interface for creating a purchase requisition. At the top, a breadcrumb trail reads 'REQUISITIONS » RESOURCE RELATED » PURCHASE » PURCHASE REQUISITION' and the date/time is 'FEB 02, 2017 12:43:30'. A 'Back' button is in the top right. The main heading is 'Make a Request For'. The form contains a text area for 'Brief justification for requirement (*)' with the text 'Requirement of printer'. Below this are three rows of form fields: 'Requisition For (*)' with radio buttons for 'Products' (selected) and 'Services'; 'Product Type / Service (*)' with a dropdown menu showing 'COMPUTER, PRINTER & SERVER'; and 'Department (*)' with a dropdown menu showing 'Information Technology - IT'. To the right of these fields is an 'Uploaded attachments' section with a 'File Upload' area containing a 'Browse...' button and the text 'No file selected.'. At the bottom of the form are two buttons: 'Make a Request' and 'Specify Details'. A callout box points to the 'Specify Details' button with the text 'Click to specify product details'.



Specify Details

Product Name / Service (*):

Manufacturing Company:

Required Quantity (*):

UOM (*):

Location (*):

PRINTER LEASERJET HP P1008

HP +

1

No +

AB/FF/IT/LAB-1-FIRST FLOOR-ACADEMIC BLOCK x

Specifications:

Font Size | **B** *I* U | List icons | ABC

body p

Save Request
+ Add An Item

REQUISITIONS » RESOURCE RELATED » PURCHASE » PURCHASE REQUISITION
FEB 02, 2017 12:53:54

10 records per page
Search:

Sr.No.	Product Type	Requirement	Department Name	Created Date	Sanctioning Required from	View Details	Status
1	COMPUTER,PRINTER & SERVER	Requirement of printer	IMT [IT]	02-Feb-2017	Authority 1 :-Sanjay Rajendra Pandey Authority 2 :-Sa	Action v	Saved

Showing 1 to 1 of 1 entries

Click to post it for authority approval

Click to view details



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	Stock Admin Window	
1	Admin log in	31
2	Dead Stock Configuration	32
3	Dead Stock Register	33
4	Issue/return product item	35
5	Good Receipt Note (GRN)	36
6	Report	39



Topic: Stock Admin Login

Prerequisite:

1. Admin should be registered into JUNO Campus.
2. User should have Stock admin role.

Roles: Stock admin

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username

Password

Login

Forgot password?

Enter Username

Enter Password

Click to login



Topic: Dead Stock Configuration

Prerequisite: Stock Admin Role to user

Roles: Stock Admin

Path: Stock register » Dead Stock Configuration

Functionality:

1. Able to add new base product type. Base products example Computers, Electronics, Furniture, etc.
2. Corresponding to each base product, ledgers or groups can be created.
3. Base Products details can be viewed. Reports for stock of each product, for e.g. Computer count and how much amount of investment on computers has been made, and what is the total current value after depreciation.
4. Able to edit registered base product type.
5. Able to set account group or account head for each base product type.
6. Able to set depreciation percentage for each base product type.
7. Able to view purchase details of each product within base-product.
8. When depreciation is applied, the depreciated amount on each base product can be viewed.

Dead stock configuration:

STOCK REGISTER » DEAD STOCK CONFIGURATION DEC 19, 11:00 AM Duty Allocation

Policy Name: Dead Stock Numbering Configuration

Click on **"Add Base Product Type Button"** for adding new product type. Click for dead stock numbering configuration

PRODUCT TYPES

Click to add new base product type Click to search

10 records per page Add New Base Product Search:

Sr No.	Base Product Type	Account Head	Account Group	Action
1	COMPUTER, PRINTER & SERVER		Computer/printer/networking/software	<input checked="" type="checkbox"/>
2	ELECTRICAL EQUIPMENT		Electric Equipments	<input checked="" type="checkbox"/>
3	FURNITURE & FIXTURE		Furniture & Fixtures	<input checked="" type="checkbox"/> Edit View Product(s)

Click to edit Click to view Product details



Topic: Dead Stock Register

Prerequisite: Stock Admin Role to user

Roles: Stock Admin

Path: Stock register » Dead Stock Register

Functionality:

1. Dead Stock Register stores all details like Product name and details, Purchase details, Installation Date, Present Condition, Purchase Year, Supplier Name, Qty-purchased, Date, Bill No., Allocation details – location wise. The unallocated stock will be shown as stock in the store.
2. BOM – Bill of material for the product.
3. Allocation statistics – like how much of each type of product is allocated. Details on each product instance and facility to transact (issue the stock in employee/infrastructure name, transfer of stock from one employee/infrastructure to another, Write off of stock.
4. Insurance details, Warranty details, guarantee details, AMC Details of the product.
5. Transaction record for the Product, to whom all it was issued etc.
6. Current status of the product whether is issued, on-shelf, under maintenance etc.
7. If Dead stock has to be sent out of the building say to another department, or institute or to the vendor for repair, then appropriate permissions have to be taken by the authority. Stock admin or infrastructure in-charge initiates the transfer, and authority that are configured for approval need to approve it.
8. Able to see location wise list of product names under base product name.
9. Able to configure store.
10. Able to add new product item from user interface and from excel template.
11. Able to transfer item from one infrastructure to another.
12. Able to issue/return product item from one infrastructure to another.
13. Able to see location wise damage/unused product items.
14. Able to see allocation statistics – like how much of each type of product is allocated. Details on each product instance and facility to transact (issue the stock in employee/infrastructure name, transfer of stock from one employee/infrastructure to another, write off of stock.
15. Able to see transaction statistics for the product, to which all it was issued etc.



Dead stock register:

Issue/return product item: Stock admin or infrastructure incharge able to issue/return product item.



Topic: Good Receipt Note (GRN)

Prerequisite: Stock Admin role to user

Roles: Stock Admin

Path: Requisition » Good Receipt Note (GRN)

Functionality:

1. List of pending GRN.
2. List of verified GRN.
3. List of rejected GRN.
4. Make entry of purchase items in stock.
5. Employee request for new Products purchases. These request if sanctioned by the reporting and alternate reporting manager can be forwarded to purchase admin and may be included for RFQ generation
6. Stock module is linked to Purchase module, where the PO can be generated automatically on pre-approved rate list or can go thru the entire cycle of approvals, RFQ generation, Quotation analysis on already stored rate list and new quotations, to generate the Purchase Order.
7. After order is placed and received, on generation of DC (Delivery Challan) a GRN (Goods Requisitions / Rejection Note) is passed to stock admin for verification. If verifies quantities are updated automatically.

Good receipt note:

REQUISITION » GOODS RECEIPT NOTE(GRN)
DEC 19, 2016 6:39:46

Policy Name

Select Policy Name v

Select Base Product:

OFFICE EQUIPMENT v

Pending GRN

Verified GRN

Rejected GRN

Sr. No.	DC NO	DC Date	Net Amount(In ₹)	Vendor	Store Incharge	Invoice	View In Details
1	2321	17 Dec, 2016	29000.00	The Blue Eye Beverages	A. Shridhar Rao	View Invoice	View In Details

Click to view invoice details
Click to view details
Export to Excel



Click to GRN verified and confirm

Pending GRN		Verified GRN	Rejected GRN					
Export to Excel								
Sr. No.	DC NO	DC Date	Net Amount(In ₹)	Vendor	Store Incharge	Invoice	View In Details	
1	2321	17 Dec, 2016	29000.00	The Blue Eye Beverages	A. Shridhar Rao	View Invoice		
GRN Details								
Sr.No.	Product Name	UOM	Qty. Recieved	Qty. Rejected	Qty. Sent	Conv	Purchase Price(In ₹)	Amount(In ₹)
1	VENDING MACHINE	No	2	0	2	1	14500.00	29000.00
Print GRN Verified and Confirm Reject GRN								

Update Stock

Infrastructure	<input checked="" type="radio"/> Infrastructure <input type="radio"/> Stores		
Building:	ACADEMIC BLOCK	Floor: Ground Floor	
Infrastructure Name:	AB/GF/010		
Dead Stock Numbering format:	Test/EE/2016-2017/ 1		
Quantity to allocate :			
Sr. No.	Product Type	Quantity	
1	VENDING MACHINE	2	
Infra and Allocate Quantity :			
Sr. No.	Product Type	Quantity	Infra Name
Add to another Infra			
Click to update Stock			



Report

- a. location wise product list of AMC details.

STOCK REPORTS » AMC REPORT DEC 20, 2016 12:04:13

Policy:
 Location: Building: Floor: Infrastructure Name:
 Product: Product Type: Select Product: Renewal Date: From To

Refresh Grid

Sr. No.	Asset No	Product Name	A.M.C.	Renewal Date	Purchase Date	Installation Date	Location	Action
Purchased From : Micropro Software Solution Pvt. Ltd. ** Phone / Mobile No :- ** View Vendor Address								
1	T/CP/11-12 /A/436	LAPTOP HP 4530S (COMPUTER,PRINTER & SERVER)	Yes	30 Jun,2019	08 Sep,2011	05 Aug,2011	ACADEMIC BLOCK-Ground Floor AB/GF/003	Action

LAPTOP HP 4530S

Asset No. T/CP/11-12/A/436
 Brand HP
 Model No.
 Serial No.
 Part No.
 Installation Date 08 Sep,2011

PRODUCT PURCHASE DETAILS

Date of Purchase 05 Aug,2011
 Vendor Micropro Software Solution Pvt. Ltd.
 Amount 0.00

AMC DETAILS

Amc From Date 2016-06-30
 Amc Description product covered under warranty
 AMC To Date 2019-06-30

- b. Asset Location Wise Report

STOCK REPORTS » ACQUISITION REPORT » ASSET LOCATION WISE REPORT DEC 20, 2016 12:15:18

Policy:
 Location: Building: Floor: Infrastructure Name:
 Product: Product Type: Select Product: Select Purchase Date: From To

Locationwise Acquisition Report

Type Something to Search.. About 5 result/s (0.133 seconds)

Sr.No.	Asset Code	Asset Type	Description of assets	Location	Date of Purchase	Date of Use	Quantity	Cost (₹)
1	T/CP/04-05 /A/0136	COMPUTER,PRINTER & SERVER	WIRELESS ACCESS POINT (APS) (NA)	ACADEMIC BLOCK >> Ground Floor >> AB/GF/001	12 Jan,2004	12 Feb,2005	1	29,553.7
2	T/EE/04-05 /A/798	ELECTRICAL EQUIPMENT	ELECTRIC FITTING (FLUROSENT TUBE LIGHT FIXTURES 1X36W GEL-397) (NA)	ACADEMIC BLOCK >> Ground Floor >> AB/GF/001	22 May,2004	07 Feb,2006	1	289.3
3	T/EE/04-05 /C-2/801	ELECTRICAL EQUIPMENT	ELECTRIC FITTING (FLUROSENT TUBE LIGHT FIXTURES 1X36W GEL-397) (NA)	ACADEMIC BLOCK >> Ground Floor >> AB/GF/001	22 May,2004	07 Feb,2006	1	289.3
4	T/EE/04-05 /A/799	ELECTRICAL EQUIPMENT	ELECTRIC FITTING (FLUROSENT TUBE LIGHT FIXTURES 1X36W GEL-397) (NA)	ACADEMIC BLOCK >> Ground Floor >> AB/GF/001	22 May,2004	07 Feb,2006	1	289.3
5	T/EE/04-05 /C-2/800	ELECTRICAL EQUIPMENT	ELECTRIC FITTING (FLUROSENT TUBE LIGHT FIXTURES 1X36W GEL-397) (NA)	ACADEMIC BLOCK >> Ground Floor >> AB/GF/001	22 May,2004	07 Feb,2006	1	289.3

Grand Total(In ₹) : 30710.90



c. Stock summary report:

STOCK REPORTS » STOCK SUMMARY REPORT » STOCK SUMMARY REPORT								DEC 20, 2016 12:55:19
Policy	Select Policy Name							
Location	Building: ACADEMIC BLOCK	Floor: Ground Floor	Infrastructure Name: AB/GF/001					
Product	Base Product: All	Product Name: All						
<input type="button" value="Generate Report"/>								
STOCK SUMMARY REPORT OF ALL AS ON DATE 20 Dec,2016								
<input type="button" value="Generate Pdf"/> <input type="button" value="ExportToExcel"/>								
Sr. no	Asset No.	Brand	Model No.	Serial No.	Part No.	User	Location	Department
1	T/CP/04-05/A/0136	NA	-	-	-	Pankaj Ramkumar Pandey	ACADEMIC BLOCK»»Ground Floor»»AB/GF/001	Administration
2	T/EE/09-10/R/4993	Voltas				Pankaj Ramkumar Pandey	ACADEMIC BLOCK»»Ground Floor»»AB/GF/001	Administration

d. Stock overall summary report:

STOCK REPORTS » STOCK SUMMARY REPORT » STOCK OVERALL SUMMARY REPORT							DEC 20, 2016 1:02:16
Policy	Select Policy Name						
Location	Building: ACADEMIC BLOCK	Floor: Ground Floor	Infrastructure Name: All				
Product	Base Product: All	Product Name: All					
<input type="button" value="Generate Report"/>							
STOCK SUMMARY REPORT OF ALL AS ON DATE 20 Dec,2016							
<input type="button" value="Export To Excel"/> <input type="button" value="Export To PDF"/>							
Sr. no	Product Item				Brand	Quantity	
1	4 SITTING CUBIELES				Sumeru	1	
2	AIR CONDITIONER WINDOW 2 TON				NA	1	
3	AIR CONDITIONER WINDOW 2 TON				NA	3	
4	ALMIRA STEEL				Eros	1	



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	Inventory Admin Window	
1	Admin login	42
2	Inventory Configuration	43
3	Inventory Transactions	44
4	issue of inventory	46
5	Inventory requisition and purchase	49
6	Good Receipt Note (GRN)	50
7	Report	51
	Employee Window	
8	Employee login	54
9	Inventory requisition	55
11	Report	58

HIMACHAL PRADESH TECHNICAL UNIVERSITY



Topic: Admin Login

Prerequisite:

1. Admin should be registered into JUNO Campus.
2. User should have Inventory admin role.

Roles: Inventory admin

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login

[Forgot password?](#)



Topic: Inventory Configuration

Prerequisite: Inventory Admin Role to user

Roles: Inventory Admin

Path: Configuration » Inventory Configuration

Functionality:

1. Add/Search base product type.
2. Edit base product type.
3. View products under base product type.
4. Base products example Stationary, Electricals, Plumbing, etc.
5. Corresponding to each base product, ledgers or groups can be created.
6. Purchase details of each product within base-product can be viewed.

Add/search base product type:

CONFIGURATION » INVENTORY CONFIGURATION

Policy Name

Click on "Add Base Product Type Button" for adding new product type.

PRODUCT TYPES

10 records per page

Add New Base Product Search:

Click to add new base product

Add Product Type

Add Product Type Details

Check if this is Service Provide By Vendor (Ex: Electronic repair services, Furniture repair services)

Product Type

Requisition Type

Account Head

OR

Account Group

Is Depreciation Applicable

Save Close

Click to save



Topic: Inventory Transactions

Prerequisite: Inventory Admin role to user

Roles: Inventory Admin

Path: Inventory Transactions

Functionality:

1. When an organization adopts the software, existing data must be added to the system. This legacy data can be added in two ways
 - One by one using screen or through excel sheet.
2. Able to view list of products base product category wise.
3. Able to view list of current available stock.
4. Able to view category wise list of products.
5. Able to view list of products near expiry.
6. Able to view list of overall stock items.
7. Add new product item details either from user interface or from excel sheet.
8. Allocation of inventory item without raising inventory requisition.
9. View transaction details employee wise with issue date and reason.
10. Date filter provided to view transaction details.
11. Can print issue receipt.
12. List of pending inventory requisitions.
13. List of accepted inventory requisitions.
14. List of allocated inventory requisitions.
15. List of rejected inventory requisitions.
16. Allocate inventory items against raised requisition.
17. Able to view employee wise transaction report.
18. When Inventory is not available, then issue request will be accepted but each product requirement will be saved as a draft for future purchases. When forwarding indent these drafts can be used.
19. Employee request for new items (not a part of inventory) can be dealt with in three ways
 - Inventory admin can add new product in the product database
 - Replace with substitute product, let's say HP-pen drive (requested) can be substituted by SAN-DISK pen drive
 - Request for that product can be rejected.
20. Inventory admin than creates an indent of all the material to be purchased, which are
 - Below re-order level
 - New inventory items
 - Issues pending against employee request (which were saved as draft)
21. This indent then goes for approval to Alternate reporting manager and Reporting manager.



22. On acceptance from either the same is forwarded to the purchase requisition.
23. Inventory module is linked to purchase module, where the PO can be generated automatically on pre-approved rate list or can go thru the entire cycle of approvals, RFQ generation, Quotation analysis on already stored rate list and new quotations, to generate the purchase order.
24. After order is placed and received, on generation of DC (Delivery Challan) a GRN (Goods Requisitions / Rejection Note) is passed to inventory admin for verification. If verifies quantities are updated automatically.
25. Issues can then be made to the employees.
26. After issuing of inventory available quantity is deducted from existing stock.
27. On issue of inventory by inventory admin, employee has to acknowledge the receipt.
28. Employee can return (reject) the inventory, in which case inventory admin accepts the reject and available quantity increases accordingly.
29. All reports on In-Out Transactions showing consumed Inventory, issue return transactions, which are pending or accepted, and rejected transactions can be listed.

Base product category wise list:

INVENTORY TRANSACTIONS DEC 14, 2016 10:15:18

Policy Name

Near Expiry And Expired Product Indicated by following Symbols Click on > Icon to view.

 Minimum Qty
 Reorder Level
 Above Reorder
 Maximum Qty
 Safe Qty

Near expiry Items
 Expired Items

INVENTORY TRANSACTIONS DEC 14, 2016 10:19:52

Policy Name

Near Expiry And Expired Product Indicated by following Symbols Click on > Icon to view.

 Minimum Qty
 Reorder Level
 Above Reorder
 Maximum Qty
 Safe Qty

Near expiry Items
 Expired Items

Available Stock
 Category Wise
 Near Expiry Products
 Overall Stock

Sr No.	Product Name	Stocking UOM	Minimum Qty.	Maximum Qty.	Reorder Level	Reorder Qty	Stock Quantity	Total Amount(In ₹)
1	Advance Form Book	No	3	10	5	5	16	890.40
2	All Pin (70 gm)	Pkt	3	10	5	5	4	45.00
3	All Pin Holder	No	3	10	5	5	8	180.00



Topic: Issue Inventory

Prerequisite: Inventory Admin role to user

Roles: Inventory Admin

Path: Inventory Transactions

Functionality:

1. Able to allocate inventory to employee.

Adhoc issue of inventory:

Issue inventory against request:

Sr No	Employee Name	Request Date	Reason	Status	View Details
1	Sayan Banerjee	22 Nov, 2016	old ones are used up.	PENDING	View Details
2	Asma Khan	25 Oct, 2016	APO Use	PENDING	View Details
3	Nitin Sadhuji Kude	19 Oct, 2016	for printer in circulation section	PENDING	View Details
4	Nitin Sadhuji Kude	19 Oct, 2016	As existing is not working, it is to replaced	PENDING	View Details
5	Arun Shyamalal Khobragade	12 Jul, 2016	classroom	PENDING	View Details
6	Vaishali Hemant Tekade	29 Feb, 2016	for mark sheet printing	PENDING	View Details



When an employee request for issue of inventory, the request comes to inventory admin, he can do either of the following (In case if Inventory is available)

1. Accept Request and Issue Inventory
2. Accept but keeps issue pending. Later reject or make issue after purchases *
3. Reject the Request

Sr No	Employee Name	Request Date	Reason	Status	View Details
1	Rajendra Madhaorao Nimbalkar	14 Dec, 2016	For Office Use	PENDING	

Sr.No.	Product Name	Available Qty.	Requested Qty.	Sanctioned Qty.	Status	Action
1	Pencil HB	44	2	0	PENDING	Action

Allocate inventory

Sr No	Product Name	Unit of Measurement	Individual Cost (In ₹)	Available Qty	Requested Qty	Sanctioned Qty
1	Pencil HB	No	3.68	44	2	2

Proceed To Allocate

Employee Name: Rajendra Madhaorao Nimbalkar

Transaction Type: Consume

Issue Date: 14 Dec, 2016 Return Date:

Reason of Transaction: For Office Use Condition of Product Item:

Issue



Request allocated by inventory admin:

REQUISITIONS > RESOURCE RELATED > INVENTORY > INVENTORY REQUISITION FEB 01, 2017 1:21:53

Inventory Transaction

Pending Transaction
Transaction History
OverAll Allocated Inventory

Pending Acceptance
 Issued Inventory
 My Inventory Requisition

[+ Make Requisition](#)

Request for Consumables
Request for Non Consumables

Pending
 Accepted
 Allocated
 Rejected

Sr No	Request Date	Reason	Status	View Details
1	Requested On. 17 Aug, 2016	official use	ALLOCATED	

Request Details

Sr.No.	Product Name	Requested Qty.	Issued Qty.	Status
1	Pencil Cell (AA)	6	6	ALLOCATED
2	Paper JK Copier A4	3	3	ALLOCATED

Showing raised request in allocated status



Topic: Inventory requisition and purchase

Prerequisite: Inventory Admin role to user

Roles: Inventory Admin

Path: Purchase Requisitions » Inventory Requisition and Purchase

Functionality:

1. Create indent for purchase of inventory product items.

Indent Creation:

PURCHASE REQUISITIONS » INVENTORY REQUISITION AND PURCHASE

Policy Name: Select Policy Name

Select Base Product: STATIONERY

Click on create on indent

Select base product

Create New Indent

CREATE NEW INDENT

Indent No: [] Date: 14 Dec, 2016

Reason : Inventory Restocking

Sr.No.	Description	Minimum Qty.	Maximum Qty.	Reorder Qty.	Currently Available Qty.	Order Qty.	Purchase UOM	Manufacturing Company	Remove
Search Product Items		[]							
Add New Product		Add Product							

Expected Delivery Date: []

Save New Indent

Enter Product name

Enter delivery date

Click to save indent



Topic: Good Receipt Note (GRN)

Prerequisite: Inventory Admin role to user

Roles: Inventory Admin

Path: Purchase Requisitions » Good Receipt Note (GRN)

Functionality:

1. List of pending GRN.
2. List of verified GRN.
3. List of rejected GRN.
4. Make entry of purchase items in inventory stock.

Pending goods receipt notes:

Policy Name: IMT
 Select Base Product: STATIONERY

Buttons: Pending GRN, Verified GRN, Rejected GRN

DC NO	DC Date	Net Amount(In ₹)	Vendor	Store Incharge	Invoice	View In Details
1	14 Dec,2016	0.00	Sandip Stationers Mart	Rajiv Kesharao Dhanvijay	View Invoice	View In Details

Buttons: Pending GRN, Verified GRN, Rejected GRN

[Export to Excel](#)

DC NO	DC Date	Net Amount(In ₹)	Vendor	Store Incharge	Invoice	View In Details
1	14 Dec,2016	0.00	Sandip Stationers Mart	Rajiv Kesharao Dhanvijay	View Invoice	

GRN Details

Sr.No.	Product Name	UOM	Qty. Recieved	Qty. Rejected	Qty. Sent	Conv	Purchase Price(In ₹)	Amount(In ₹)
1	Pencil HB	No	100	0	100	1	0.00	0.00

Buttons: Print, GRN Verified and Confirm, Reject GRN



Report

1. Overall allocated inventory:

REQUISITIONS » RESOURCE RELATED » INVENTORY » INVENTORY REQUISITION FEB 01, 2017 2:32:38

Inventory Transaction

Pending Transaction Transaction History **OverAll Allocated Inventory**

Able to view available qty, used qty & scraped qty

Click action to return, used or scraped the

Click to expand

Sr No	Product Name	Available Quantity	Used Quantity	Scraped Quantity	Action
1	Box File	1	4	0	Action
2	Brown	1	0	0	Return Used Scraped
3	Card	2	4	0	
4	Cello Tape 1inch	1	0	0	
5	Envelope 10X14 (A4)	7	2	1	Action

2. Consumption analysis

REPORTS » CONSUMPTION ANALYSIS DEC 14, 2016 7:33:01

Select date range

Select product name

Select overall filter

Select product type

Click to generate PDF

Click to generate excel

Generate Report

For period from 14 Dec, 2016 to 14 Dec, 2016

Export to Pdf Export to Excel

Sr No	Product Type	Sub Category	Product Name	Brand/Make	Issued Quantity	UOM	Purchase Price (₹)	Discount %	Tax Details			Total Cost (₹)
									Tax Type	Tax %	Tax Amount	
1	STATIONERY	Pencil	Pencil HB	Epson	2	No	3.68	0.00	-	-	-	7.36



3. Employee wise filter:

REPORTS » CONSUMPTION ANALYSIS DEC 15, 2016 10:08:24

Select Policy: From: To: Select date range

Product Type: Sub Category: Product Name:

Overall
 Department Wise
 Employee Wise
 Reason for Issue
 Datewise Report

Enter Employee name: Select employee wise filter

Click to generate report

For period from 01 Oct, 2016 to 14 Dec, 2016

All records per page Search:

Sr No	Product Type	Sub Category	Product Name	Brand/Make	Allocated to Employee	Issued Quantity	UOM	Purchase Price (₹)	Discount %	Tax Details			Total Cost (₹)
										Tax Type	Tax %	Tax Amount	
1	STATIONERY	Pencil	Pencil HB	Epson	Rajendra Madhaorao Nimbalkar	4	No	3.68	0.00	-			14.72

4. Current available stock

REPORTS » CURRENT AVAILABLE STOCK DEC 15, 2016 10:27:03

Select Policy: Product Type:

Sub Category: Product Name: Select product sub category

Null Qty.
 Current Stock (as on date)

Click to generate report

Select product name

Sr No.	Product Type	Sub Category	Product Name	Brand/Make	Total Quantity	UOM	Purchase Price (₹)	Discount %	Tax Details			Total Amount (₹)
									Tax Type	Tax %	Tax Amount	
1	STATIONERY	Pencil	Pencil HB	Epson	42	No	3.68	0.00	-			154.56
Grand Total (In ₹): 154.56												



5. Inventory purchase report

REPORTS » INVENTORY PURCHASE REPORT DEC 15, 2016 10:56:55

Select Policy: From: To: Select product name

Product Type: Sub Category: Product Name:

Click to generate report

Sr No.	Product Type	Sub Category	Product Name	Brand/Make	Purchase UOM	Purchase Date	Total Quantity	Discount %	Purchase Price (₹)	Tax Details			Total Amount (₹)
										Tax Type	Tax %	Tax Amount	
1	STATIONERY	DVD Writer	DVD Writer External USB	Epson	No	16 Nov, 2016	2	0.00	1550.0			-	3100.00
2	STATIONERY	Mother Board	Mother Board G41	Epson	No	16 Nov, 2016	1	0.00	2300.0			-	2300.00
Grand Total (In ₹): 5400.00													

6. Inventory static report

REPORTS » INVENTORY STATIC REPORT DEC 15, 2016 12:39:48

Policy Name:

Product Type: Product Name:

Nil Qty.

Click to generate report

Search:

records per page

Sr No.	Product Name	Brand/Make	Stocking UOM	Less than Minimum Quantity.	Between Reorder and Maximum Level.	Less than Reorder Level	Between Reorder Level and Reorder Quantity	Balance Quantity	Total Amount (₹)
1	Cement Bag	Epson	Bag	0	0	0	0	10	3299.84
2	Aluminium Door Handel 8 Inch	NA	No	3	10	5	5	6	1710.00
3	Aluminium Window Hinges 10 Inch	NA	No	10	20	12	8	11	1925.00



Topic: Employee Login

Prerequisite:

3. User should be registered into JUNO Campus.
4. User should have Employee role.

Roles: Faculty/staff role

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Login Click to login

[Forgot password?](#)



Topic: Inventory Requisition

Prerequisite: Staff/Faculty role to user

Roles: Staff/Faculty

Path: Requisitions » Resource Related » Inventory » Inventory Requisition

Functionality:

1. Able to view pending transaction requests.
2. Able to view transaction history.
3. Able to view overall allocated inventory items.
4. Able to make new requisition request for inventory.
5. Able to view inventory requisition request as
 - Pending
 - Accepted
 - Allocated
 - Rejected
6. Able to delete pending inventory request.

Inventory transaction: To raise inventory request select my inventory requisition & click to make requisition

REQUISITIONS » RESOURCE RELATED » INVENTORY » INVENTORY REQUISITION FEB 01, 2017 10:50:29

Inventory Transaction

Pending Transaction Transaction History OverAll Allocated Inventory

Pending Acceptance Issued Inventory My Inventory Requisition

Request for Consumables Request for

Select my inventory requisition

Click to make requisition

Make Requisition

Pending Accepted Allocated Rejected

Sr No	Request Date	Reason	Status	View Details
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REQUISITIONS » RESOURCE RELATED » INVENTORY » INVENTORY REQUISITION FEB 01, 2017 11:11:45

Inventory Transaction

Pending Transaction | Transaction History | OverAll Allocated Inventory

Pending Acceptance | Issued Inventory | My Inventory Requisition

Request for Consumables | Request for Non Consumables + Make Requisition

Pending | Accepted | Allocated | Rejected

Sr No	Request Date	Reason	Status	View Details
1	Requested On: 01 Feb, 2017	Required in College GYM	PENDING	

Sanctioning Authorities : Kusheshwar Nath

Request Details

Sr.No.	Product Name	Requested Qty.	Issued Qty.	Status
1	Rubber 2.5 MM	10	0	PENDING

Note: Showing raised request in pending status with sanctioning authority name

Inventory Request

Select Transaction Type : Consumable | Non-Consumable

Not in List

Close

Note: Search product name & select

Inventory Request

Select Transaction Type : Consumable | Non-Consumable

Not in List

+ Add New

Close

Note: Enter product name & click to add new



Inventory Request x

Select Transaction Type : Consumable Non-Consumable

Not in List

Rubber 2.5 MM

+ Add New

Product Name	Unit of Measurement	Type	Required Qty	Action
Rubber 2.5 MM			<input style="width: 40px; text-align: center;" type="text" value="10"/>	

Click to proceed to request

Proceed To Request

- Inventory issue request can be made by employees. Approving authorities are alerted for approval.
- Approvals authority can change reject the request, change the quantity, or simply accept the request.
- After approval, the requisition is forwarded to the inventory admin, who decides if it is to be accepted, rejected or allocated.



Report

Transaction history:

- Employee able to view transaction history for consumed inventory & issued inventory.
- Employee able to return issued inventory products.

REQUISITIONS » RESOURCE RELATED » INVENTORY » INVENTORY REQUISITION FEB 01, 2017 2:04:58

Inventory Transaction

Pending Transaction
Transaction History
OverAll Allocated Inventory

Consumed Inventory
 Issued Inventory

Sr No	Product Name	Allocated Quantity	Issued Date	Return Date	Action
1	CD-RW	1	01 Feb, 2017	01 Feb, 2017	Return
2	Box File			27 Nov, 2015	

Reason to Return:

Work completed

Close
Save

Click to return issued product

Enter reason & click to save

X

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