

Store and Purchase Admin-Direct PO Process

Overview

Purchase approver user selects whether the purchase should be direct purchase or through tender. After creation of Purchase orders approves purchase orders.

A purchase order (PO) is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers.

Following major tasks of purchase approver user in the system:

The purchase approver does the following two major tasks in the system.

1. Selection of purchase process
2. Approves the Purchase Order

Selection of Purchase Process:

Purchase approver user decides the purchase process for particular purchase request.

E.g. The purchase approver user decides whether the items should be purchased directly or need to call for tenders for the purchase.

Steps for Purchase Process selection

Purchase approver user can follow these steps:

1. Login to Campuslabs ERP using your credentials.
2. Select "Stores and Purchase Admin" role.
3. Click on "Purchase Inbox" from left menu pane.
4. The requests will be shown with "Financial Approval" status in the Inbox(figure-inbox).

figure-inbox

1-50 of 822

Category	Requester	Status	Request Details	Timestamp
Sent Items	Mr.D. Lingaraj,Mr.Deepak ... (2)	Items Received	Purchase Order [NC-000759-MATH-16-17-PO-1002] Vendor: Bio Core Life sciences	Today at 12:12 PM
Draft (4)				
Archived Items	Dr.Sanjay Paruj,Dr.Alagar... (7)	PO Issued	Purchase Request [NC-000759-MATH-16-17] Type: NON RC Department: Mathematical Sciences	Today at 12:08 PM
Indent Report				
	Mr.D. Lingaraj,Mr.Deepak ... (2)	Dispatch To Vendor	Purchase Order [C-001069-CHE-16-17-PO-1001] Vendor: M/s. GENETIX BIOTECH ASIA PVT. LTD.	Yesterday at 6:44 PM
	Dr.Moloy Sarkar,Dr.Alagar... (6)	PO Issued	Purchase Request [C-001069-CHE-16-17] Type: RC Vendor: M/s. GENETIX BIOTECH ASIA PVT. LTD. Department: Chemical Sciences	Yesterday at 6:39 PM
	Dr.Rishiraj Bhattacharyya... (13)	Financial Approval	Purchase Request [NC-000713-CHE-16-17] Type: NON RC Department: Computer Sciences	last Friday at 1:27 PM
	Mr.DOLANANDA PRADHAN,Dr.B... (8)	Financial Approval	Purchase Request [NC-000706-PHY-16-17] Type: NON RC Department: Physical Sciences	last Friday at 1:27 PM
	Dr.Pratap Kumar Sahoo,Dr... (11)	Call for Tender	Purchase Request [C-000663-12-R&D-NIS-5.03-0100-16-17] Type: RC Vendor: M/S. SIGMA GASES & SERVICES Project: EXPERIMENTAL CONDENSED MATTER ULTRA COLD ATOMS AND LASER	last Friday at 1:10 PM
			Purchase Request [C-001079-12-R&D-NIS-5.03-01-16-17] Type: RC	

5. The Purchase approver needs to double click on the purchase request with “Financial Approval” process to open it.
6. Click on “Forward” Button, select the person to whom the request needs to be forwarded, enter the remarks.
7. Select the option from “Call For” dropdown as shown in figure-1.

figure-1

Check here to create a note for self.
The note will be visible to all in the workflow activity area below.

← SEND BACK
FOWARD →

FORWARD THIS REQUEST TO: 0055 - MR. D. LINGA... ▾

PLEASE ENTER YOUR REMARKS: create direct PO

Field limited to 500 characters.

SEND
CALL FOR ▾

DIRECT PO

LIMITED TENDER

OPEN TENDER

Click on any of these links to forward the request to the next level accordingly

Workflow activity

... Dr. Vadapalli Chandrashekar [Approve to] Mr. Deepak Srivastava financially approved Nov 3, 2016 6:02:22 PM

... Mr. Tralokyanath Sahoo [Forward to] Dr. Vadapalli Chandrashekar approve request Nov 3, 2016 5:55:54 PM

After this process request will be sent to the person who is selected from “Forward this request to” dropdown for further processing.

Approval of purchase Order

Purchase approver user approves the purchase orders after creation of purchase order for specific purchase request.

Steps for Purchase Process selection

Purchase approver user can follow these steps:

1. Login to Campuslabs ERP using your credentials.
2. Select “Stores and Purchase Admin” role.
3. Click on “Purchase Inbox” from left menu pane.
4. The requests will be shown with “Requested” status in the Inbox (figure-2).

The screenshot shows the Campuslabs ERP interface. The left sidebar has a menu with 'Purchase Orders' highlighted in red. The main content area displays a list of purchase orders. The first row is highlighted with a red border. The table contains the following data:

Requester	Status	Order Details	Timestamp
Mr. D. Lingaraj	Requested	Purchase Order [NC-000634-BIO-16-17-PO-793] Vendor: A. A. Traders	Today at 6:50 PM
Dr. Pankaj Vidyadhar Alone... (5)	PO Created	Purchase Request [NC-000634-BIO-16-17] Type: NON RC Department: Biological Sciences	Today at 6:22 PM
Mr. Deepak Srivastava, Dr. A... (2)	Approved	Stores Receipt [NC-00077-12-R&D-NIS-5.03-01-15-16-PO-3-CSRV-376] Vendor: M/s Gita Trading Company PO No.: NC-00077-12-R&D-NIS-5.03-01-15-16-PO-3	10/26/2016
Mr. Ranjan Kumar Das, Mr. SA... (4)		Purchase Tender []	10/26/2016
ShriPurna Chandra Sahu	Requested	Purchase Order [C-000910-12-R&D-NIS-5.03-01-16-17-PO-791] Vendor: M/s Mohapatra Scientific Supply Syndicate	10/26/2016
ShriPurna Chandra Sahu	Requested	Purchase Order [C-000887-12-R&D-NIS-5.03-01-16-17-PO-790] Vendor: THERMO FISHER SCIENTIFIC INDIA PVT. LTD.-(HYD)	10/26/2016
ShriPurna Chandra Sahu	Requested	Purchase Order [C-000920-CHE-16-17-PO-789] Vendor: M/s. Discovery	10/26/2016
ShriPurna Chandra Sahu	Requested	Purchase Order [C-000906-12-R&D-NIS-5.03-01-16-17-PO-788] Vendor: THERMO FISHER SCIENTIFIC INDIA PVT. LTD.-(HYD)	10/26/2016
ShriPurna Chandra Sahu	Requested	Purchase Order [C-000909-CH1602-16-17-PO-787] Vendor: M/s. Sigma Aldrich Chemicals Pvt. Ltd.	10/26/2016

5. Purchase approver can either approve or reject the purchase order. For this purchase user needs to click on “Forward” button, enter remarks.
6. Click on “Dispatch to vendor” button as shown in figure-3.

1. ABIETIC ACID [SIGMA ALDRICH] 234 13 3042 0% 0 3042.00 **figure-3**

INR 3,042

Costs

items total ₹ 3,042.00	Discounts ₹ 0.00	transportation, other & miscellaneous charges ₹ 0.00
taxes ₹ 441.09	net amount ₹ 3,483.00	Terms & Conditions

click on this button to approve the purchase order

SEND BACK FOWARD

FORWARD THIS REQUEST TO: 0066 - MRS. ELINA DAS

PLEASE ENTER YOUR REMARKS: PO approved

489 characters remaining. Field limited to 500 characters.

SEND DISPATCH TO VENDOR

Workflow activity

After this process the purchase order is approved and send to the person selected from “Forward This Request To” dropdown for further processing.