**SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS**

**Moga Road, NH-95, Ferozepur -152004**

(*Established by the Punjab Government*)

**(Formerly Shaheed Bhagat Singh College of Engineering & Technology)**

**STORE AND PURCHASE SECTION**

**Manual for performing operations in PnI application of TCSiON**

**(For Central Store)**

**Table of Content**

|  |  |  |
| --- | --- | --- |
| **Sr no** | **Topic** | **Page No** |
| 1 | Request for issue of items from Central Store by deptt.(Dept. -> CS) (RAISE INDENT) | 2 |
| 2 | Issue of items from the Central Store to deptt. in TCSiON | 3 |
| 3 | Purchase process of Items by the Central Store in TCSiON |  |
| 3.1 | Raising Purchase Requisition (PR) for new items in TCSiON | 4 |
| 3.2 | Quotation Management in TCSiON | 5 |
| 3.3 | Purchase Order (PO) for new items in TCSiON | 6 |
| 3.4 | Good Receipt Note (GRN) for item in TCSiON | 7 |
| 4 | Procedure for repair/service of equipments in TCSiON | 8 |

**Abbreviations used: IO -> Indent Originator, DSPO -> Dept. Store & Purchase Officer**

1. **Request for issue of items by dept. from the central store (RAISE INDENT)**
	1. Workflow

IO ->HoD -> Rampal

* 1. Dept IO will raise indent

Click

 -> Procurement and inventory -> inventory -> Raise Indent - > Create

Select Source Site as respective Department.

 Destination Site as EW (for central store)

* 1. HoD can approve/reject the indent raised by IO.
	2. After approval from HoD, Indent will move to the Central Store (Mr Rampal).
	3. Mr Rampal will issue items if available, otherwise purchase process will be initiated by Mr Rampal.
	4. After completing the purchase process, Mr Rampal will issue items to the IO of dept.
	5. IO can further issue or consume items to staff members of deptt.

by clicking

 -> Procurement and inventory -> inventory -> Consumption & Issue- > Create

1. **Issue of items from the Central Store to deptt. in TCSiON**

 **(To be done by Mr Rampal)**

* + 1. Mr Rampal will issue item from the store

Click

 -> Procurement and inventory -> Inventory -> Dispatch- > Indent based Dispatch.

* + 1. Indent Raiser will be notified about issue of items from the store.
		2. Indent Raiser will accept the items issued.
1. **Purchase process of Items by the Central Store in TCSiON**
	1. **Raising Purchase Requisition (PR)**
		1. Workflow

Rampal -> SPO -> Registrar -> Director

* + 1. Mr Rampal will initiate the PR

Click

 -> Procurement and inventory -> Precurement -> Purchase Requisition - > Create

* + 1. After Submission, it will move to SPO.

SPO can approve/reject the PR

* + 1. After approval from SPO, PR will move to login of the Registrar

The Registrar can approve/reject the PR

* + 1. After approval from the Registrar, PR will move to login of the Director

The Director can approve/reject the PR.

* 1. **Quotation Management in TCSiON**
1. Workflow

Rampal -> Rampal -> SPO -> Director

1. Mr Rampal will initiate the Quotation process (Manual Quotations)

Click

 -> Procurement and inventory -> Precurement -> Quotation Management - > Approve Vendor Quote

1. Mr Rampal will approve/reject himself.
2. After Submission, it will move to SPO.

SPO can approve/reject the Quotations Vendor Quote.

1. After approval by SPO, Quotations Vendor Quote will move to login of the Director

The Director can approve/reject the Quotations Vendor Quote.

* 1. **Purchase Order (PO) for new items in TCSiON**
1. Workflow

Rampal -> Rampal -> SPO

1. Mr Rampal will initiate the PO

Click

 -> Procurement and inventory -> Precurement -> Purchase Order - > Create

1. Mr Rampal will approve/reject himself.
2. After Submission, it will move to SPO.

SPO can approve/reject the PO.

* 1. **Good Receipt Note (GRN) for item in TCSiON**
1. Workflow

Rampal -> SPO

1. Mr Rampal will initiate the GRN

Click

 - > Procurement and inventory - > Inventory - > Inwards - > GRN - > Create

1. Mr Rampal will scan and upload Inspection Note.
2. After Submission, it will move to SPO.
3. SPO can approve/reject the GRN.

The inventory will be updated after approval by SPO.

1. **Procedure for repair/service of equipments in TCSiON**

For repair/service of equipments, the process will be similar to purchase process for item except few changes.

General procedure for repair/service of Items by the Central Store in TCSiON will involve:

* 1. Raising Purchase Requisition (PR) for repair/service in TCSiON
	2. Quotation Management in TCSiON
	3. Purchase Order (PO) for repair/service in TCSiON
	4. Good Receipt Note (GRN)

The procedure for repair/service will be similar as described for items in section 3 except following changes:

While raising PR, select services instead of items as shown below:



While raising PO, select services instead of items as shown below:

