AMITY UNIVERSITY
——————— MADHYA PRADESH ———————
Established vide Government of Madhya Pradesh Act No. 27 of 2010

Guidelines for Implementing Procurement & Inventory Module in Amity

Procurement & Inventory module covers the full cycle of procurement and Inventory management. It starts from requisitioning of requirement to purchase, receipt and consumption of the material.

It also part of the integration of the Procure to Pay cycle i.e flow of transactions from creation of a purchase requisition to payment to vendor from finance module are linked where the next transaction is initiated only once the previous transaction is approved. So if Purchase requisition is not approved as defined it cannot be converted to purchase order and similarly if Purchase order is not approved material cannot be received and if Goods Receipt Note is not approved purchase voucher in finance module will not get generated for payment.

The module has the following functionalities which should be used in all the campuses to record and monitor the movement of material in ION

A) The various functionalities which are to implemented in PNI module are as below

ION Functionality	Features	Requirement	Responsibility
Purchase Requisition (PR)	- Creation of requirement for fresh purchases - Upload backup documents like Item specifications, approvals from competent authority - Document size should not exceed 10 MB per requisition	- Creation of PR by all departments for purchasing items for in house requirement or R&D project	All departments
Purchase Order (PO)	- Creation of Order for procuring Items, Services, Work Orders, AMC etc - Can be segregated for procurement through central purchase / campus local purchase - Purchase order can be placed using the sites or sub sites as the Destination so that procurement can be tracked for e.g for R&D projects which are defined as Transaction sites or sub sites in ION or similarly all departments which are defined as cost centre and captured at the time of Purchase order creation	-Central Purchase or Local Administration will create Purchase order based on approved purchase requisition from respective departments	Central Purchase / Administration for local purchases
Goods Receipt Note (GRN)	- Recording receipt of material based on approved purchase order created in ION	- Establish a central stores with a supervisor and staff	Central Stores

	- User needs to update only quantity received as rest of the information is automatically picked up from approved purchase order - Stores person should create a GRN immediately upon receipt of material	based on volume of transactions - Identify users in other sub locations who will be managing the departmental stocks	
Direct Dispatch	- "Central Stores" will receive all material in a defined single location for all departments in ION and once material is confirmed ok by Userwill approve the GRN - Post this in ION it will create a dispatch instruction to transfer the material from central location to sub location which is the USER department -	- This transaction enables moving material from one stock location to another	Central Stores
Dispatch Accept	- Central stores will create Dispatch to transfer material from central location to User location - User department will Accept dispatch after which the stock will transfer out from central location and start reflecting in User location -		Central Stores Departments
Issue	- User will have to book issues regularly based on actual consumption of material so that the stock in ION is matching with the physical stock - Can be used to issue capital items/ Returnable items to departments users/ Employee / Student .		All departments
Return	- Store Dept can receive issued capital item from Employee / User / Department / Student / Vendor	- This will enable smooth tracking of such assets / Returnable item employee/Department / Student/user & vendor wise	Central Stores
Return to Vendor	- Where the material received from vendor does not comply with user specifications and GRN has been created and approved in ION a return to vendor (RTV) transaction can be created in system	-	Central Stores
Asset issue to employee and Recovery from employee	- Once assets are brought into ION after creation of GRN they can be issued to department / User due to which tracking and physical verification of assets can be done	- Respective department should issue company asset to department or employee in ION - This will enable smooth tracking of such assets - Also at the time of separation of	HR / IT

		employee such assets will reflect for settlement	
Quotation Management	- Can be used for uploading vendor quotations for comparison and approval of quotations for placing purchase orders - Approved quotations can be selected on creation of purchase order for such items		Central Purchase / Construction
Reporting	- Reporting can be customized to view all PNI transactions - Reporting for specific transactions can also be scheduled at fixed intervals to defined users		All Departments

B) Guidelines for Implementation
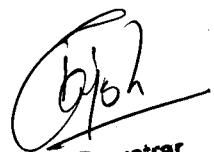
S No	Functionality	Activities to be done	Inputs Required
1	Creation of a central stores location	- Central stores to be created which can be a virtual stores and not necessarily be a physical location - When any incoming material is received in campus the documents should go to central stores first for creating a GRN against approved purchased order in ION - Material can be received by the User for quality / quantity verification as per purchase order - If User finds material as per specifications he will approved the invoice and send to central stores - Central stores will then APPROVE GRN and create a dispatch transaction to move the material to the respective sub locations in ION - Central stores should be staffed appropriately so that an approval hierarchy can be defined which should be minimum two level with creator and approver for GRN	- List of users with role definition whether Creator or Approver
2	Creation of Stock points for all locations in Campus where stock is maintained for consumption	- All sub locations such as departments, laboratories or any other intermediate locations where material is maintained in stock for regular consumption need to be defined	- List of stock points required to be defined as Sub Stores - List of items with quantity in stock as on cut

		- Responsibility for managing stock by booking receipts and consumption will be with the department - All such stocks should be physically verified with ION inventory on periodic basis so that it reflects correctly in system - Such stock will also reflect in ION at the time of making purchase requisition or order for any fresh purchases - Minimum quantities can also be defined in ION to trigger automatic indent in case the inventory of any material falls below the defined quantity - For IT department stock points have been defined at all campuses & schools at which	off date duly approved by competent authority
3	Creation of Purchase Requisition (Detailed process for PR creation in Annexure 1)	- All campus purchases should be done by creating a purchase requisition - Approval hierarchy for PR can be defined at four levels User → HOI → Approving department ---> Purchase - All employees are created as Users and can create a PR - PR should be created item category wise meaning PR should not be all consolidated items but separately for items to be procured by different department like IT, administration etc - Along with PR the backup documents and approvals can be uploaded upto a max size limit of 10 MB - When PR is submitted it will be forwarded to the HOI/HOD as per the reporting hierarchy already defined in ION - Upon approval by the HI/HOD the PR will move further to next approving authority - After this approval the PR will move to Purchase department for ordering	- All users at campuses have been assigned rights to create purchase requisition. - **Item Category wise approving authority required** - In case of approval workflow to be 5 level with online approval by C5/C6 whether any value criteria to be defined
4	Creation of Purchase orders / Service Orders / Work Orders / AMC for local procurement other than those being done through Central Purchase	- Central Purchase or local purchase department will create PO based on PR received from User department - Service orders should be created in ION for all recurring services utilized in campus for which annual contracts have been placed like Housekeeping, Security, Transport / Horticulture / other outsourced services	

		- AMC should be created for all annual maintenance contracts placed for maintaining campus equipment and infrastructure with validity dates	
5	Creation of Work orders for - Routine Maintenance - Civil / Construction for expansion or new sites	- Work Orders for all routing maintenance work to be created in ION - Work orders to civil contractors for expansion or construction work for new sites to be created in ION - Work orders placed for expansion / new locations to be created in ION - Work orders should be so defined so that cost can be split at block wise	- List of users with role definition whether Creator or Recommend or Approver - Approval workflow required
6	Creation of Goods Receipt Note (GRN)	- User can update the product warranty details like serial number and warranty period at the time of GRN - These details can be viewed in the stock ledger report at any time	
7	Quotation Management	- Quotations from various vendors for items / services should be uploaded and approval done for selecting best rates - Preapproved rates should be also uploaded for all Items / services / work orders so that same can be selected at the time of placing PO or WO - Where rate approval has been done for labor rate for a particular service availed on routine basis and approval is valid for say annual basis or more same can also be uploaded so that work order for this service is released at approved rate only	- Purchase department to upload approved rates for items or services in ION

Creation of Purchase requisition (PR) for Items & Services

The AUMP users are required to create Purchase requisition in TCSION for procuring items through CentralPurchase department.

The process flow for creation will be as below

Step 1: User will Login to ION using his ID and password

Step 2: The user will have the right to create PR from the Self Service Module

Step 3: Upon clicking on Create PR the user will be required to fill following information in the **Item TAB**

    (A) Site Name **User department (ABS / AIBAS / etc)**

    (B) Item Name *(In case Item is not available in Item master then user has to provide information as per format below to purchase department who will create the Item code after which purchase requisition can be created*

    (C) Requested Quantity

    (D) Item Specification (This field is optional)

    (E) If the user wants to mention any specific clause to be stated in the Purchase Order for procurement of any item he can state it in **CLAUSE TAB**

    (F) It is mandatory for the user to upload a scan image of the approvals obtained for procuring the items included in PR

    (G) If the user wants to upload some scan file as backup regarding approvals or specifications he can go to documents TAB and upload these files for online storage and viewing by Purchase department

    (H) User should create purchase requisition item category wise. For eg for IT category it should create separate requisition as it will go to IT department similarly for administrative items it should create separate requisition as it has to go to Administration for procurement. Consolidated list for all items should not be created as it will disturb workflow

Step 4: After completing the PR User will click on SUBMIT after which the PR will get forwarded to his HOI/HOD as per the reporting hierarchy for approval. Once it is approved it will be forwarded to Purchase for creation of Purchase order.

- ## Instructions for creating a new Item code

For creating of a new Item code it is mandatory that the user provides all details which have a bearing on the price of the product For e.g. Specifications, Make or Brand , Imported or Local as these need to form part

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of the Item description. So even if there is a minor change in any of these details due to which the price of the product will change a new Item code should be created.

For sake of clarity a sample case is provided below for say Transformer 5000 KVA, 33/11V
(a) Item Category (Power)
(b) Item Sub Category(Transformer)
(c) Make (Jackson)
(d) Unit of Measurement(Nos)

For Example as per below

Item Description	Item Category	Item Sub Category	UOM	Make	Model
Transformer 5000 KVA, 33/11V Make Jackson	Power	Transformer	Nos	Jackson	Genius

- **The process of taking approval is also done through Amizone where the case is uploaded for approval.**

AMIZONE

Welcome   Logout

- Amizone Home
  - Software Help Desk
  - Online Guest Lectures
  - eLibrary
  - Academics
  - Research Repository
  - LMS (Learning Management System)
  - Multi Factor Authentication (MFA)
  - Turnitin
  - Suggestion Box
  - Most Notable Achievements
  - Medical Insurance
  - Downloads
  - Notice Board
  - QAE Reports
  - Classroom Recordings
  - Cafeteria
  - Institutional Data
  - Calendar
  - Personal Profile
  - Security Refund
  - Blood Donation Camp
  - Mac Registration
  - Library
  - Scopus
  - Maps & Directions
  - Friday Productions
  - Online Approval System
    - Online Approval Files

File No. **May 6 2022 10:21AM**
16427   AMC of 8 Liters RO -AUMP [Annually] [View]
Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 10500.00 | Amt. Sancd. : 10500.00][Administrative]

AMC of 8 liters qty two RO,s need to be placed wef from 01 May 2022.M/s Anushka Enterprises Gwalior our regular Vendor be placed work order for an amount of Rs 10500/ incl taxes. Request sanction of Hon'ble CVI Sir may please be obtained.

File No. **May 2 2022 2:03PM**
16394   Visit Of Hon'ble VC to AUM- Expenditure Details [Occasionally] [View]
Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 33637.00 | Amt. Sancd. : 33637.00][Administrative]

Hon'ble VC had made a visit to AUM which stands approval of Hon'ble CVI Sir. Request visit expenditure of Rs33637/ be approved by Hon'ble CVI Sir please.

File No. **Apr 28 2022 4:33PM**
16375   Procurement of Spares/ Materials for Water Softener Plant [Occasionally] [View]
Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 191810.00 | Amt. Sancd. : 191810.00][Administrative]

The water in AUMP Campus is extremely hard and hence a Soft water plant of Ion Exchange of 30KL per hr is installed. The plant now needs replacement of spares and change of resin as per service Engr report. An amount of Rs 191810/ plus applicable GST and tariff as per actual be approved. The payment has to be made 100% advance on PI to the firm ION EXHANGE . Request Sanction be obtained from Hon'ble CVI Sir please.

File No. **Apr 27 2022 11:30AM**
16356   Procurement of Plumbing / PPR Items -AUMP [Quarterly] [View]
Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 223271.00 | Amt. Sancd. : 223271.00][Administrative]

Routine Quarterly Maintenance of AUMP campus is required to care of three Academic Blocks and three hostel Blocks. It will take care of Welcome Maintenance also for the new academics session. Total expenditure is distributed into Rs 78604 for Sanitary and plumbing items PO to be placed with M/s Mahaveer Sanitary Stores ,for RS 104869/ for PPR items PO to be placed with M/S Singh Trading Company and third PO to be placed with M/S Satyam Sales Corporation for WS items of RS 39796/ Gwalior i....

File No. **Apr 27 2022 10:48AM**
16355   Procurement of Building Maintenance (Electrical and Hardware) Items AUMP [Quarterly] [View]
Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 220133.00 | Amt. Sancd. : 220133.00][Administrative]

Routine Quarterly Maintenance of AUMP campus is required to care of three Academic Blocks and three hostel Blocks. It will take care of Welcome Maintenance also for the new...

AUMP Plumbing....xlsx ^

Show all X

Type here to search   30°C   16:53 15-03-2023

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Purchase Requisition Screen

Click on "Create"

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Fill all fields as marked on image.

Annexure 2

Creation of Purchase Order

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Available ▼

Vendor State and GSTIN

Destination State and GSTIN

Employee Name

Employee Email Id

Employee Contact Number

Auto Service Voucher Creation
--Select One--

* indicates mandatory fields

Additional Fields

Email ID

Contact Number

Recipent

Approved By
---Select One---

PR NO

PR DATE

CIF_CIP_FOB
--Select One--

Delivery Date

| Items | Services | Taxes | Charges | Discount | Clauses | Quotations | Documents |

	Item BarCode	Item Name*	Purchase UOM	Inventory Quantity	Last Purchased Price	Quantity*	Purchase Price*	
☐						0		

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W < Procureme... x

Annexure 3

Creation of Goods Receipt Note

Available ▼

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Change Language Export History More ▾ Help

Home | Procurement | Inventory | Master

Goods Receipt Note(GRN) ✉

🔍 Search   Create

Create

GRN Number

Source Site *
AMITY UNIVERSITY GWALIOR

Vendor Name *
Bansal Sales Corporation Pvt. Ltd.

GRN Status *
Open

Destination Site *

PO Number *
AU GWALIOR/WO/PO/2022-23/00721

Vendor Account *
Creditors for Purchases

GIN Number

Payment Term

Receipt Type
Open

Receipt Date
14-03-2023

Vendor Invoice Number

Vendor Invoice Date *
14-03-2023

Advances Paid
0.000000

Credit Period
0

Transfer Permit No

Short Supply
---Select One---

☑ Allow PV Edit

Payment Due Date

GRN Transaction Type *
--Select One--

GRN Address Type *
Billing Address

Gate Pass Receipt Number

TDS NOT APPLICABLE

Currency
INR

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W < Procureme... x

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| | | Supply of Hyundai L&C Bodaq (SPW | ⓘ | Mtrs. | | | | 20.00 | | 20.00 | ⓘ | |
| | | Installation of Hyundai L&C Bodaq (S | ⓘ | Mtrs. | | | | 20.00 | | 20.00 | ⓘ | |

Page 1 of 1

Charges(Depreciated) | Discount(Depreciated) | Taxes(Depreciated)

	Charge	Charge Description	Charge Type	Rate/Amount	Charge Amount	Charge Account	Item / Service*
							--Select One-- ▼

Page 1 of 1

Total Item Level Cost	0.00	INR
Total Quantity	0.00	
Total Tax	0.00	INR
Total Cost	0.00	INR
Total Charges	0.00	INR
Total Discounts	0.00	INR
Grand Total Cost	0.00	INR

Comments

Expected Quantity 40.00
Received Quantity 0.00
Rejected Quantity 0.00

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Annexure 4
<u>Direct Dispatch</u>

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Change Language   Export History   Mode ▾   Help

Home   Procurement   Inventory   Master

Direct Dispatch   🔍 Search   📋 Create

Search   Select Filter   ▾ 📝

Dispatch Number	GRN Number	Item Name	From Date
	📄	📄	07-03-2023 📅
To Date	Source Site	Destination Site	Status
14-03-2023 📅	📄	📄	--Select One-- ▼
Filter By	User		
Requested By ▼	📄		

Search   Reset   Save Filter

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Direct Dispatch   🔍 Search   Create

Create

Dispatch Number	**Dispatch Date ***	**Source Site ***	**Destination Site ***
	14-3-2023	AMITY UNIVERSITY GWALIOR	Amity Institute of Pharmacy , Gwalior
Status *	**Vehicle Number**	**Source State And GSTIN Number**	**Destination State And GSTIN Number**
Open		Madhya Pradesh / 23AAATR7314Q1	/ NOT AVAILABLE
E Way Bill Number	**E Way Bill Date**	**Total items scanned/entered:**	**Total Quantity:**
		0	0
Dispatch Description	**JV Number**		

100 chars left
* indicates mandatory fields

Details

☐	Item Bar Code	Item Name*	Batch No	MRP	Expiry Date	Inventory UOM	Inventory Quantity	Dispatch Quanti
☐								

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Annexure 5

Accept Dispatch

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Home   Procurement   Inventory   Master

Accept Dispatch   🔍 Search   Create

Search   Select Filter ▾

Accept Dispatch Number	**Dispatch Number**	**Indent Number**	**Status**
			--Select One--
From Date	**To Date**	**Source Site**	**Destination Site**
07-03-2023	14-03-2023		
Created By	**GRN Number**		

Search   Reset   Save Filter

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Change Language Export History More ▾ Help

Home Procurement Inventory Master

Accept Dispatch

🔍 Search   📄 Create

Modify Search

Search Listing

Select	Accept Number	Accept Date	Dispatch No.	Indent No./GRN No.	Source Site	Destination Site	Created By	Status
○	ASETGW08030	06-03-2023	AU GWALIOR/9903		Amity School of Engineering and Technology, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	ASETGW08029	06-03-2023	AU GWALIOR/9902		Amity School of Engineering and Technology, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	AIBGW08028	06-03-2023	AU GWALIOR/9901		Amity Institute of Biotechnology, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	ASFTGW08027	02-03-2023	AU GWALIOR/9885		Amity School of Fashion Technology, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	AIPGW08025	27-02-2023	AU GWALIOR/9860		Amity Institute of Pharmacy , Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	AIBASGW08001	17-02-2023	AU GWALIOR/9820		Amity Institute of Behavioral & Allied Sciences, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted
○	AIBASGW08000	14-02-2023	AU GWALIOR/9802		Amity Institute of Behavioral & Allied Sciences, Gwalior	AMITY UNIVERSITY GWALIOR	Dear Saurabh Chauhan	Accepted

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Home Procurement Inventory Master

View Accept Dispatch

🔍 Search

Accept Dispatch Number	Accept Date	Status	Source Site
ASETGW08030	06-03-2023	3	Amity School of Engineering and Technology, Gwalior

Destination Site	Vehicle Number	Remarks	JV Number
AMITY UNIVERSITY GWALIOR		Item Accepted(Accept Dispatch)	

Details

	Item Name	Batch No	MRP	Expiry Date	Inventory UOM	Requested Quantity	Dispatch Quantity	Accepted Quantity	Broken Quantity/Lost
☐	Voltage Stabilization Characteristics		0.00		Set	0.00	2.00	2.00	0.00
☐	Transistor Characteristics Apparatus		0.00		Set	0.00	2.00	2.00	0.00
☐	E/M Thomson Method (BAR MAGNET		0.00		Set	0.00	1.00	1.00	0.00
☐	Energy Band Gap of Semiconductor		0.00		Set	0.00	1.00	1.00	0.00

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Showing 1-4 of 4 Results

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Annexure 6

Consumption

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Annexure 7

Issue

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AMITY UNIVERSITY

Home   Procurement   Inventory   Master

Issue ✍

Issue Number	Issue Date	Issue Status	Site
AU GWALIOR/ISS/2022-23/4839	11-01-2023	Issued	AMITY UNIVERSITY GWALIOR

Search   Create

Remarks
All item being issued to MR Rajendra prashad
Shihare, (11502)

Details

☐	Item Bar Code	Item Name*	Batch No	Expiry Date	Mfg Date	Useful Month	MRP	Item
☐		Clamp Meter / Tester						Non

Showing 1-1 of 1 Results

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Cancel

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