AMITY UNIVERSITY MADHYA PRADESH

Policy Of Procurement & Inventory Module In Amity University Madhya Pradesh, Gwalior
(Total 20 Pages)

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

Policy Of Procurement & Inventory Module

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	CentralStores

	- 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 User will 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	CentralStores
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 -		CentralStores Departments
Issue	-User will have to book issues regularly basedonactualconsumptionofmaterialsothatthe stock in ION is matching with the physical stock -Canbeusedtoissuecapitalitems/Returnable itemstodepartmentsusers/Employee/ Student.		All departments
Return	-StoreDeptcanreceiveissuedcapitalitem fromEmployee/User/Department/Student/ Vendor	- This will enable smooth tracking of such assets / Returnable item employee/Department /Student/user& vendor wise	CentralStores
Returnto 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	-	CentralStores
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 enables 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 specifications actions can also be scheduled at fixed intervals to defined users			All Departments

A) Guidelines for Implementation

SNo	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 allocations 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 dated 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 User sand 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 work flow 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 order 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 outsource 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 Recommender 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

Annexure1

Creation of Purchase requisition (PR)for Items&Services

The AUUP Noida users are required to create Purchase requisition in TCSI ON for procuring items through Central Purchase department.

The process flow for creation will be as below

Step1:User will Login to ION using his ID and password

Step2:The user will have the right to create PR from the Self Service Module

Step3: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 an new Item code_

For creating of anew Item code it I mandatory that the user provides all details which have a bearing on the price of the product For eg Specifications, Make or Brand, Imported or Local as the need to format

**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.

ForsakeofclarityasamplecaseisprovidedbelowforsayTransformer5000KVA,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 Syste
---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.
16427
May 6 2022 10:21AM
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.
16394
May 2 2022 2:03PM
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.
16375
Apr 28 2022 4:33PM
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 30KHL 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.
16356
Apr 27 2022 11:30AM
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 39798/ Gwalior i....

File No.
16355
Apr 27 2022 10:48AM
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

Type here to search

30°C   10:53 15-03-2023

File No. | **Apr 1 2022 3:34PM**
16136 | ○ Purchase Of Tyres of Force Traveler [Occasionally] [View]
 | Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 24000.00 | Amt. Sancd. : 24000.00][Administrative]

Force Bus essentially require to be replaced . The cost of tires is Rs 24000/ plus taxes as applicable. The PO to be placed on M/s Avtar Enterprises Gwalior. Request approval be obtained from Hon'ble CVI Sir.

File No. | **Mar 17 2022 5:34PM**
16014 | ○ Procurement of Water Coolers Qty 2 AUMP [Occasionally] [View]
 | Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 106000.00 | Amt. Sancd. : 106000.00][Administrative]

There are total of 22 Water coolers for Provision drinking water for the entire Campus, Since 2011 no coolers have been made beyond repairs. A total of 4 coolers which have deteriorated and out lived there life Min qty two need to be replaced by (400/200)(Storage/ Cooling) Make Blue Star . Total cost would be Rs 106000/ plus taxes plus cart rage as per actual. Request approval be obtained from Hon'ble CVI Sir please.. Purchase order to be placed by Central Purchase department to the auth Vend....

File No. | **Mar 16 2022 10:02AM**
15997 | ○ Requirement of Sports Items -AUMP [Half-Yearly] [View]
 | Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 98850.00 | Amt. Sancd. : 98850.00][Student Welfare]

Sports items are urgently required for the students since No purchase has been made since 2019- 20 session. Request approval be obtained of Hon'ble CVI Sir for an amount of Rs 98850/ plus applicable taxes please. Purchase order to be placed on M/S United Agencies Gwalior being lowest.

File No. | **Mar 14 2022 4:12PM**
15988 | ○ Repairs of Ceiling Fan / Exhaust Fan AUMP [Occasionally] [View]
 | Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 22875.00 | Amt. Sancd. : 22875.00][Administrative]

.A total 60 Ceiling Fans and 10 Exhaust fan need to be repaired. The total cost of Repairs would be Rs 22875/ incl taxes. The work order to be placed with M/S Chauhan Rajput Electricals Gwalior. Request Approval be obtained of Hon'ble CVI Sir, please

File No. | **Mar 11 2022 11:27AM**
15971 | ○ Repair Kitchen Equipment Student Mess AUMP [Occasionally] [View]
 | Financial [By Col S Sethi(Gwalior)] [Amt. Reqd. : 10500.00 | Amt. Sancd. : 10500.00][Administrative]

Tava of Mess needs urgent repairs which includes complete re-plating . The cost of Repairs would be Rs 10500/ plus taxes. Request approval of same be obtained from Hon'ble CVI Sir please. Odrer to be placed with Mittal Marketing Gwalior.
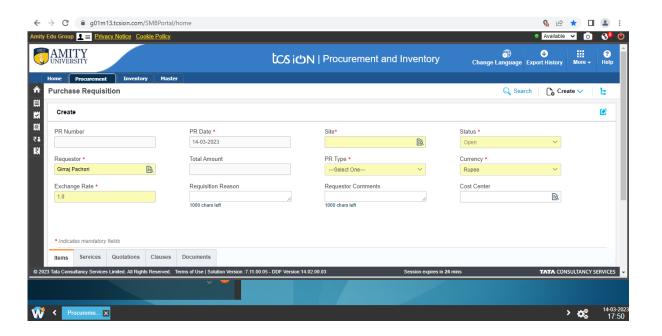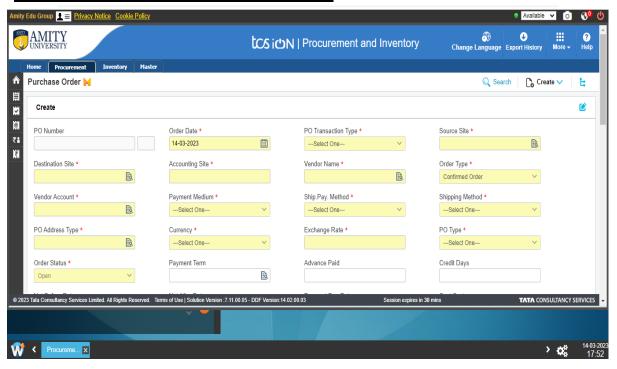
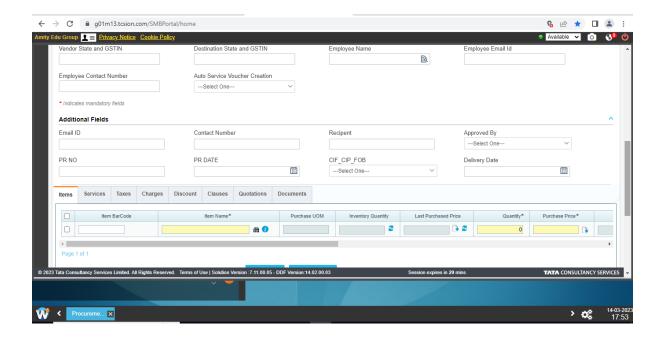# Purchase Requisition Screen

Click on "Create"
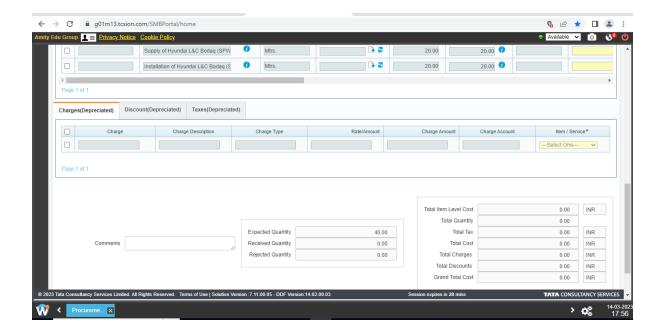
Fill all fields as marked on image.

Annexure2

Creation of Purchase Order

Annexure3

Creation of Goods Receipt Note

Annexure4

Direct Dispatch

Annexure5

Accept Dispatch

Annexure6

Consumption

Annexure7

Issue