PURCHASE PROCESS & REQUIREMENT GATHERING DOCUMENT

NAV Version	Starting Date	Freelance Consultant-NAV	Completion Date	Remarks
2016	10th Feb. 2020	Madhavi Pandey.		

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Purchase & Payables:

➢	Receive, Purchase Requisition request from the Production Planning Department based on the MPS.
➢	Check the availability of the required materials in the Store.
➢	If physical stock is not available in the store, raise new "Purchase Order" for purchasing the products.
➢	Purchase Order to be raised from the existing approved Vendors.
➢	For new products, send enquiries / mails to the Vendors.
➢	Receive the "Purchase Quotes" and create it into the current system.
➢	Purchase Quotes, if this will fulfill the company's current requirement then it would be converting to Purchase Order.
➢	Schedule would be Released from Main Store. They will use GRN for Material Receipt.
➢	Main Store receives the purchased Raw Materials, Components and Consumables.
➢	Maintain Goods / Material Inward Register and Purchase Receipt.
➢	Part Number should not be entered for the Raw Materials received. It will be only applicable for FG items.
➢	Raw Materials are not updated into the Inventory until 'Quality Department' accepts it.
➢	Raw Materials received would be inspected by the 'Quality Department' under some specified and standard process.
➢	Record Purchase Invoice.
	They Maintain Bins for Inventory Tracking Purpose.
➢	Main Store releases the Raw Materials (in kgs) and Components (in nos.) to job workers for JOB-WORK (Sub-Contracting).
➢	Complexities : How to keep track of the Closing or Balance Raw Materials.
➢	BOM Functionality Required: To define the list of all materials. BOM is used to define that how many quantities are required to produce final product.
➢	Job-Work: Powder Coating for their Client.

Customization Required-

- ➢ Required separate module to handle all the rejections from the both side Sales / Purchase.
- ➢ They want a Proper "Inventory Handling System" based on Bins.

Purchase Return-
➢ Purchase Goods Return, due to the different reasons like; Defect, Damages, Spoilage and not as per the required quality.   ➢ Purchase Return / Debit Note, documents are used for 'Purchase Goods Return' Purpose.
For Vendor Payment-   ➢ Manual Application & Payment will be used for 'Vendor Payment'. Cash / Bank Payment voucher will be used in this process.

Purchase Reports:

Sl. No.	Report Name	Report ID	Inbuilt-Report / Customized Report
1.	Purchase Order-Report (Format of P.O. has been given)		Customized Report
2.	Purchase Invoice-Report (Format of PI has been given)		Customized Report
3.	Debit Note-Report (Format of DN has been given)		Customized Report
4.	Purchase Register		Inbuilt-Report
5.	Posted Voucher		Inbuilt-Report

Abbreviation:
- MPS: Master Planning Schedule
- GRN / MRN: Goods Receipt Note / Material Receipt Note
- DN: Debit Note (Purchase Return)
- PO: Purchase Order
- PRN: Purchase Receipt Note
- PI: Purchase Invoice
- RM: Raw Materials
- FG: Finished Goods
- BOM: Bill of Materials