

Subject: Scanning of POD and invoices – uploading on M-codex.

Keywords: MRN, POD, Invoices, M-codex.

1. All sites have to scan and upload proof of delivery on M-codex using the MRN Module on the same day. Proof of delivery includes DC, Eway bill, RMC pour report, cement blocks report, installation report, etc.
2. Engineers not to leave site without updating POD.
3. Admin-audit to approve all MRNs 2 times a day i.e., before 2pm and before 6pm. All MRNs approved by end of the day. Admin-audit to send list of defaults by email to respective site on daily basis (do not mark to Soham). Email to be followed by reminder emails every alternate day. Reminder emails to be marked to Soham.
4. Admin-audit to levy fine of Rs. 500/- per proof of query not uploaded on the same. The fine to be debited from all the site engineers collectively.
5. The above is also applicable to the purchase division. PODs must be uploaded in M-codex by end of each day.
6. Additionally, purchase division shall upload all invoices on M-codex using the advice for credit to supplier module by end of each day. This is also applicable to the scanning team at HO.
7. Clarification: steel and cement trucks will always carry Eway bill. Collect copy of Eway bill as POD. Note: Eway bill may be in favour of SSLLP.

Soham Modi.