

Subject: Workflow- requisition to advice for credit to supplier (ACS)

Keywords: Advice for credit to supplier, ACS, workflow.

1. This is a brief description of the workflow that has been implemented in M-codex, wrt purchase of material to approval of bills.
2. Step 1- Sites to make requisition. Requisition to be approved by PM.
3. Note 1 – Request for new SKU is to be made by way of email to procurement@modiproperties.com with details of material and quantity required. This is to be approved by Soham. Standard form is uploaded on staff login page.
4. Step 2 – M-codex automatically generates a PO/WO/RO (referred to as PO). Purchase officers to enter details of negotiated rates, quantity and supplier name to generate PO.
5. Step 3 – beyond a certain quantity the PO needs to be authorised by purchase manager or Soham.
6. Step 4 – PO to be sent to supplier by email.
7. Note 2 -in case material is supplied through SSLLP, sites shall be responsible for picking up the material and/or arranging for transport to their site.
8. Step 5 – For material supplied through SSLLP e-invoice, DC/waybill to be generated by SSLLP (before issue of material) and DC/way bill to accompany vehicle at time of delivery.
9. Step 6 – At the time of receipt of material by sites or SSLLP, first level MRN to be generated by security through their mobile. Inward number and photos to be uploaded by security.
10. Step 7 – MRNs to be processed by engineers/admin at site and copy of DC/POD to be scanned and uploaded on M-codex. This must happen before end of each day.
11. Note 3 – Photo of inward register to be sent by viber Admin-audit – this must happen twice a day.
12. Step 8 – MRNs to be approved by Admin-audit – this must happen twice a day.
13. Step 9 – All invoices received by SSLLP should be scanned and uploaded on M-codex to generate ACS. Original bills to be sent to HO (bin in Arunas cabin). For invoices received at HO, Divya/Sujatha should scan the same and generate ACS. In case sites or other staff members received the invoices (bills) from suppliers, the same to be sent to HO.
14. Step 10 – Aruna/Ashaiya/Janaki to send original bills to respective accountants by EOD. Accountants to maintain file of bills that are not approved.
15. Step 11 – ACS that are generated must be processed on the same day by purchase officers.
16. Step 12 – ACS to be approved by purchase managers and Admin-audit.
17. Step 13 – for certain category of ACS, accountants managers/Soham need to approve them.
18. Step 14 – accountants to approve the ACS after entering voucher no. and date. ACS must be printed, attached to original bill and filed.

19. Note 4 – the entire process shall be largely paper less. Only following printouts/hard copies to be maintained:
- a. Sites to print requisition and Pos. these are to be filed in 3 files i.e., requisitions without PO, requisitions with PO but material not fully delivered and requisitions that are closed/cancelled, PODs must be attached to respective requisitions/Pos. Sites to maintain PODs, DO NOT send PODs, test reports batch reports, etc., to HO or SSLLP.
 - b. There is no need to print POs at SSLLP. They need to be printed only if supplier requires hard copy.
 - c. Accountants to print copy of ACS. No other staff members including SSLLP to print ACS.
20. Note 5 – CAUTION! Engineers at site, procurement team, admin division or SSLLP staff are not authorised to keep/maintain original bills. They must be sent to HO on a daily basis.
21. Note 6 – Sites must send ‘Remarks on requisitions by site report’ as per format uploaded on staff login page every Saturday. Janaki to monitor the same. Coordination between site and purchase must be by way of Zoom call, once a week based on this report. **ACCURACY OF THIS REPORT IS VERY VERY IMPORTANT.**
22. Note 7 – SSLLP/purchase division is not responsible for followup related to delivery of material. It is the responsibility of sites to follow up with suppliers. In case of default by suppliers, the same to be mentioned in Saturdays report. Only in exceptional cases of urgency, coordination can happen with purchase division by email/viber/mobile.

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