

Sub.:- Procedure for scanning

1. All scanned documents to be uploaded in M-codex.
2. All bills, DCs, approved requisitions, approved PO/WOs to be scanned into a daily dump labelled as SSLLP dump HO 02-04-2020 1of 3 or SSLLP dump stores 02-04-2020 1of 3. Maximum size of dump can be 20mb. Therefore, split it into several parts. This to be maintained both at HO and site.
3. All advice for payment to suppliers along with bills, DCs, Pos/WOs, requisitions to be scanned as a single pdf document. Scan/document id to be entered into invoices log book maintained with accountants. Accountants to use the id to link it to Tally.
4. All catalogues, price lists, literatures, notes, important correspondence with suppliers, reconciliation statements, etc., to be scanned and uploaded in M-codex.
5. 3 log books of SSLLP i.e., PO log book, DC log book and invoice log book to be scanned on a weekly basis.
6. Inward/outward of all sites storing SSLLP material to be scanned on weekly basis.
7. Log books to be scanned at the end of each quarter for the previous quarter. Therefore, new log book must be issued end of every quarter.

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