

Internal memo no. 903/36 - Purchase

Date:

Subject: Scanning of documents to M-codex - Purchase.

Key words: Scanning

Purchase division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex:
 - a. Scanning of advice to credit to the supplier (complete set of the bill, PO, dc, etc.)- daily at HO.
 - b. Catalogues
 - c. Quotations.
 - d. Technical literature of vendors.
 - e. Accounts reconciliation with vendors, ledgers, etc.
 - f. AMC contracts.
2. Documents to be scanned and destroyed after scanning – every quarter – at the end of next quarter – i.e., documents of Jan to March may be destroyed after 1st of July.
 - a. Building material rate report- Monthly.
 - b. RMC Rate report-Monthly
 - c. Stock report physical vs logical stock report- quarterly.
 - d. Correspondence with vendors.
 - e. Workings and calculations related to negotiation of price.
3. Documents not to be scanned:
 - a. Requisitions
 - b. Purchase orders
 - c. Invoices
4. Documents that will be optionally scanned:

NA
5. Documents that can be destroyed 3 months without scanning:

NA
6. Responsibility of scanning:
 - a. Entire purchase team.