**MASTERS:**

1. Initially we will be adding data to masters as per the data structure.
2. From time to time, we will add new master data as and when required.

**CLIENTS:**

1. Initially we will be adding data of existing clients in the database.
2. We will add to database if and when any new client is to be added.
3. We will edit client data, if required eg. change in contact person.

**VENDORS:**

1. Initially we will be adding data of existing vendors in the database.
2. We will add to database if and when any new vendor is to be added.
3. We will edit vendor data, if required.

**EMPLOYEES:**

1. Initially we will be adding data of existing employees in the database.
2. We will add to database if and when any new employee is to be added.
3. We will edit employee data, if and when required.

**VEHICLES:**

1. Initially we will be adding data of existing vehicles in the database.
2. We will add to database if and when any new vehicle is to be added.
3. We will edit vehicle data, if and when required, eg. entering service record of the vehicle.

**ADDRESS BOOK:**

1. Initially we will be adding data of existing contacts in the database.
2. We will add to database if and when any new contact is to be added.
3. We will edit contact data, if and when required.

**MATERIAL: (Shift ADD NEW MATERIAL and ALL MATERIALS from MATERIAL tab here)**

1. Initially we will be adding data of existing material in the database.
2. Material name: Autogenerate with combination of Make, Category, Sub-Category, Child Category and Child Sub-Category

**For example:**

Category = Switch,

Sub-Category = PoE,

Child Category = Gigabit,

Sub-Child-Category = 16 Port and

Make = Hikvision,

then the Material name = **Switch-PoE-Gigabit-16 Port-Hikvision**

1. We will add to database if and when any new material is to be added.
2. We will edit material data, if and when required.

Ideally, after the initial data entry, there will not be many updates in the database for these functions. Hence, club all of the above in one menu item tab thereby uncluttering the menu items.

**Projects:**

1. After the PO is received from the client, a new project is created. All the information pertaining to the project such as
   1. Project name: Autogenerate with combination of Project Type, City, Client, Site, User and Work Description

**For example:**

Project Type = Capex,

Site City/Town/Village = Hyderabad,

Client = MLL,

Site User = Amazon and

Work Description = 32 Camera Installation

Then Project name = **C-Hyderabad-MLL-Amazon-32 Cam**

* 1. Client
  2. Client PO reference, date and PO value
  3. Upload scanned copy of PO
  4. Project type – Capex or Opex
  5. Work description
  6. Go Live Date
  7. Site City/Town/Village
  8. Site address and Google Map location
  9. Site User
  10. Upload Approved Design Layout
  11. Project Status: Initiated, Ongoing, Under Warranty, Out of Warranty, Under AMC, Rental

1. Enter project management data with planned start and end dates for various activities of the project. Based on this data Gnatt chart to be prepared for planned timeline.
2. Provision for updating the project management data from time to time to add actual start and actual end data with percentage completion for each activity. Based on this data Gnatt chart to be prepared showing both the planned and actual timelines.
3. Shift Project Material Requirement from Material tab to Project Tab.
4. Once the project status changes from “Ongoing” to “Complete”, Warranty start and end date to be added.
5. Upload as-built layout.
6. On completion of installation and site handover, notification/email to be sent to the client, design department, implementation department and Managing Director giving all details of the project installation (Project Document), Installation Report, As-Built Layout and any other relevant information.
7. Notifications/emails are to be triggered at preset interval before end of warranty period and sent to the client and Managing Director.
8. After the end of warranty period, the status of the project will change from “Under Warranty” to “Out of Warranty”
9. If and when the client opts for Annual Maintenance Contract (AMC), they will release a PO for the AMC of the project. When this is received, the Project status will change from “Out of Warranty” to “Under AMC”. Provision to store the relevant PO details against the project is to be made.
10. When the project status is “Under AMC”, notifications are to be triggered and sent to service department and Managing Director at preset interval for periodic Preventive Maintenance and for end of AMC period.

The existing “MATERIAL” tab is to be re-organised as follows:

1. MATERIAL (create a new tab with the following pages and club it with “MASTERS”):
   1. Add New Material
   2. All Material
2. Shift page “PROJECT MATERIAL REQUIREMENT” to “PROJECTS” tab
3. INVENTORY (create a new tab with the following pages):
   1. Available Stock List
   2. Critical/Surplus Material List
   3. Inward Material
   4. Outward Material
   5. Material History
4. Purchase (create a new tab with the following pages):
   1. Purchase Order Request
   2. Open Purchase Orders
   3. All POs

**Processes for material procurement:**

1. Material Procurement for Project
   1. Design department will identify the material required for the project.
   2. Design department will enter the requisite material in the Project Material Requirement (PMR) page under the PROJECTS tab.
   3. Each item from the list is entered in the PMR against the project and added to the PMR list.
   4. Once all material is added to the PMR list, the PMR is to be submitted with the credentials of the person who has raised the PMR.
   5. When the PMR is submitted, notification and email is to be sent with all the PMR details to Design department, Purchase Department, Accounts Department and Managing Director.
   6. Selecting the open PMR will populate the list of material under that PMR.
   7. Purchase department will verify the requested material against the available stock of new (unused) and old (used) material as per PMR.
   8. Purchase department will decide the quantity that needs to be ordered for each item and enter the same in the Purchase Order Request (POR).
   9. Purchase department will check with the vendor(s) of each item for the material availability and current price.
   10. Based on availability and/or price offered by the vendor(s), Purchase Department may decide to order the entire quantity from one vendor or split the total quantity to two or more vendors.
   11. By default, the “Ship To” address would be same as “Bill To” address. However, if it is different then, Purchase department will select or enter the “Ship To” address as applicable.
   12. Once quantity, vendor and price for all the items from the PMR are entered, the purchase order request is submitted with the credentials of the person who has created the POR.
   13. On submission of the purchase order request, the items available in stock that are required to fulfil the PMR quantity are to be marked as reserved and **should not be available** for subsequent PMRs unless “Released” and made available.
   14. If, for any reason, the material available in stock but booked/reserved for a particular project is to be used elsewhere, provision is to be made to release the required quantity from the reserve stock. This will result in shortfall of the quantity for the project for which it was reserved. Notification/email to be sent to the Purchase department, accounts department and Managing Director giving details of the “released” material, highlighting the shortfall for the project(s). Provision to order this shortfall material is to be made by re-opening the un-fulfilled PMR.
   15. The POR is to be approved by the Managing Director. Once approved the Purchase department will proceed to generate the PO. If rejected, the Purchase Department will correct the POR and re-submit for approval.
   16. When generating the PO, all items to be purchased are to be clubbed vendor-wise and purchase orders to be prepared and issued to the vendors selected. Each purchase order will be generated as per the PO format and will have a PO number which will be generated as per the following template: CGSPL-PO-*fy*-*mm*-*9999*.

For example:

*fy* (Financial Year) = 2526

*mm* = 04 (for April)

*9999* = Incremental number starting with 0001 for each financial year

Then the PO number will be **CGSPL-PO-2526-04-0001**

* 1. When the POs are generated, they are to be sent by email to the Vendor and copies sent to the Purchase department, accounts department and Managing Director.
  2. The PMR for which PO are generated and issued will be closed.
  3. The PO status will be open until the material ordered against the PO is delivered by the vendor.

1. Material Procurement for stocking
   1. Provision is to be made for procuring material for stocking purpose instead of project.
   2. Purchase department will enter the list of material to be procured with quantity similar to PMR.
   3. All other process to be same as material procurement for projects.

**Material Inward**

Every time material is received from the vendor either in the office or at the client site (as per Ship To instructions in the PO), inward challan will be generated as per the inward challan format and will have a challan number as per the template: CGSPL-IC-*fy*-*mm*-*9999*.

For example:

*fy* (Financial Year) = 2526

*mm* = 04 (for April)

*9999* = Incremental number starting with 0001 for each financial year

Then the inward challan number will be **CGSPL-IC-2526-04-0001**

1. Inward material from vendor against PO
   1. The vendor will supply the material as per the PO.
   2. Selecting the “open” PO, will populate the list of items with quantity and unit price as specified within the PO.
   3. Received date and Vendor’s Invoice number will be entered.
   4. Received quantity, if less than the quantity ordered, will be entered.
   5. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   6. By default, all material received from the vendor will be new/unused.
   7. Select employee (stores department) who has received the material.
   8. The PO will remain open until all ordered material is received.
   9. Once all material is received the PO will be closed.
   10. All received material will be added to available stock.
2. Inward material from project (returned unused)
   1. Select Project from which the material is received.
   2. Select the employee who has brought the material back.
   3. Select employee (stores department) who has received the material.
   4. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   5. Populate material details when serial number is captured.
   6. Enter material details manually where serial number is not readable or for those items that do not have a serial number.
   7. Material type will remain same when the material is returned unused from the site. If “NEW” material is issued to the project and returned unused then material type will remain “NEW”. Likewise, if “OLD” material is issued to the project and returned unused then material type will remain “OLD”.
   8. Once all the received material is added and submitted, the challan is ready and closed.
   9. Add all the received material in the available stock as per respective material type i.e. NEW/OLD and update the available quantity.
3. Inward material from project (returned used)
   1. Select Project from which the material is received.
   2. Select the employee who has brought the material back.
   3. Select employee (sores department) who has received the material.
   4. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   5. Populate material details when serial number is captured.
   6. Enter material details manually where serial number is not readable or for those items that do not have a serial number.
   7. Material type for used material brought back from site will by default be OLD.
   8. Once all the received material is added and submitted, the challan is ready and closed.
   9. Add all the received material in the available stock and update the available quantity.
4. Inward material from project (returned faulty)
   1. Select Project from which the material is received.
   2. Select the employee who has brought the material back.
   3. Select employee (stores department) who has received the material.
   4. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   5. Populate material details when serial number is captured.
   6. Enter material details manually where serial number is not readable or for those items that do not have a serial number.
   7. Material type for used material brought back from site will by default be FAULTY.
   8. Once all the received material is added and submitted, the challan is ready and closed.
   9. **DO NOT ADD** the received faulty material in the available stock.
5. Inward Faulty material received after repair from vendor/service centre
   1. The vendor/service centre will repair the faulty material sent to them for repair and send it back with a delivery challan.
   2. Received date and Vendor’s Invoice/Challan number will be entered.
   3. Select employee (stores department) who has received the material.
   4. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   5. Material type NEW or OLD will remain the same as entered in the Outward challan when sending for repair.
   6. All received material will be added to available stock as per the Material Type of NEW or OLD.

For every inward generated, notification/email is to be sent to Stores department and Managing Director with details of the material received.

**Material Outward**

Every time material is issued from the office, outward challan will be generated as per the outward challan format and will have a challan number as per the template: CGSPL-OC-*fy*-*mm*-*9999*.

For example:

*fy* (Financial Year) = 2526

*mm* = 04 (for April)

*9999* = Incremental number starting with 0001 for each financial year

Then the outward challan number will be **CGSPL-OC-2526-04-0001**

1. Outward material for project
   1. Select project to which the material is to be issued.
   2. Select employee who is carrying the material.
   3. Select employee (stores department) who has issued the material.
   4. Select mode (carried, Vehicle, courier, bus cargo, train cargo, flight cargo) by which the material is to be transported.
   5. Manufacturer provided serial numbers to be captured (using bar code reader) for all items that have serial numbers for each quantity.
   6. Populate material details when serial number is captured.
   7. Enter material details manually where serial number is not readable or for those items that do not have a serial number.
   8. Enter material details, quantity and material type for each item being issued.
   9. Once all the material is entered and submitted:
      1. Assign “Issued to *project”* to the material issued.
      2. Generate Outward challan.
      3. Load the material cost to the project.
      4. Send notification/email to Stores Department, Implementation department and Managing Director.
      5. Deduct available stock quantity for the items issued.
2. Outward material for service call
   1. All process is same as “Outward Material for Project” except the following
   2. Once all the material is entered and submitted:
      1. Assign “Carried as Spare” to the material issued.
      2. Do not load the material cost to the project.
3. Outward Material for repair
   1. All process is same as “Outward Material for Project” except the following
   2. Select the vendor or service centre to which the item is to be sent.
   3. Once all the material is entered and submitted:
      1. Assign “Sent for Repair” to the material issued.
      2. Do not load the material cost to any project.