USER MANUAL FOR PROCUREMENT MODULE OF ERP SYSTEM FOR POWER SECTOR (RFP No: 27.71.0000.002.07.023.17-154)

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd







Executive Summary

Techvision in collaboration with Microsoft Bangladesh, Technohaven Co. Ltd. and Computer Services Ltd. has completed customization and configuration of Procurement Module of Microsoft Navision 2018 ERP System under the contract agreement dated 11th October 2018 against RFP No 27.71.0000.002.07.023.17-154 dated February 08, 2018.

According to the signed agreement, we, the joint venture company, will customize, configure and deploy an ERP System to 15 power companies / organizations (legal entities) under Power Cell. The deliverable modules are –

- HR Management System
- Fixed Asset Management System
- Procurement System
- Accounts and Finance System

Users of the ERP System are from 15 legal entities / power companies under Power Cell namely

- 1. Power Cell
- 2. Power Division
- 3. BPDB
- 4. DPDC
- 5. PGCB
- 6. BREB
- 7. DESCO
- 8. APSCL
- 9. CPGCBL
- 10. RPCL
- 11. NWPGCL
- 12. WZPGCL
- 13. SREDA
- 14. NESCO
- 15. EGCB

B-R PowerGen Ltd. was added later on request of Power Cell.

This document has been prepared as User Manual outlining the usages and operational learning of Procurement Module of ERP System for Power Sector.

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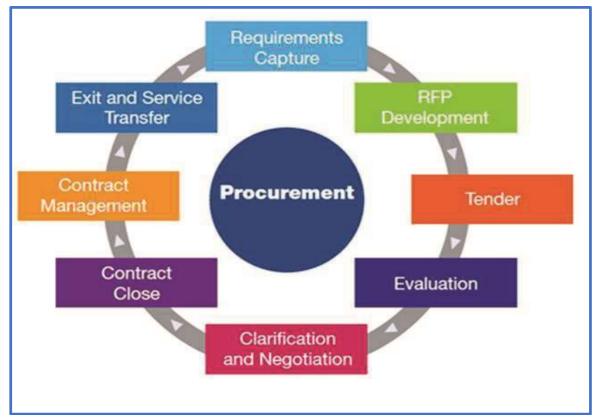
Introduction

Procurement is a common task for every organization. Before making a purchase decision, normally organization collect price quotations from different sources and management choses the best one. After creating a purchase order, appropriate department will receive the product and process invoices and finally accounts department will make the payments.

The following list describes a sequence of tasks which are generally performed in Procurement Management:

- 1. Seek Quotations
- 2. Prepare Comparative Statement (CS)
- 3. Issue Purchase Order / Contract Agreement
- 4. Receive Goods / Service
- 5. Receive Invoice
- 6. Make Payment

Followings are the basic work flow of Procurement Management.



Minimum Requirement

Before you access Navision 2018 ERP System for Power Sector, we recommend that you verify that your computer or mobile device and internet connection meets or exceeds the minimum system requirements for the product. This section lists the requirements.

Browsers

Chrome for Windows and Firefox for Windows: Dynamics NAV is designed to work with the current version of these desktop browsers.

Safari: Dynamics NAV is designed to work with the current version of Safari on OSX.

Microsoft Edge: Dynamics NAV is designed to work with the current version of Microsoft Edge.

Internet Explorer: Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

Mobile devices

Windows: Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions). **iOS:** Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

Android: Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

Device size: Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

Internet Connection

Standard bandwidth (3 Mbps downlink) of internet connection will require to run the ERP System.

Get Started

Introduction

This is a general instruction section to show

- Log In to the ERP System
- Log Out from the ERP System
- Navigation Process

Prerequisite

- Meeting minimum requirement
- ERP Credentials Username and Password

How to Log In / Start

Steps

- A. Open browser (Chrome / Internet Explorer / Mozilla Firefox)
- B. Enter the URL address in address bar of the browser (https://bdpowersectorerp.com/powerdiverpservice)
- C. Press Enter. Login page will be appeared as below.

POWER SEC	CTOR ERP SYSTEM
User name: Password:	1 2 Sign In - 3
© 2019 Te	echvision. All rights reserved.

D. Enter your Username and Password in box 1 and 2 respectively.

POWER SE	CTOR ERP SYSTEM
User name:	hr_admin_bpol
Password:	
@ 2010	Sign In Techvision. All rights reserved.

E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared

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	Human Resources Finance	Fixed Assets Admin Manugement	Procurement Deshboards	
		Management		

How to Log Out

Steps

Follow the below steps as serialized in following figure in any forms

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- 1. Click on right most top icon
- 2. Click on Sign Out to exit the system

How to Navigate Form / Page

- 1. Click on "Home" from any form to return to ERP Home Page. Refer to figure below.
- 2. Click on blank left panel, as shown in above figure, from any form to return to previous form. Refer to figure below.

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	Human Resources	Fixed Assets	Procurement		
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	Finance	Admin Management	Dashboarda		

PR-100 General Setup

Introduction

This section shows how to configure the setup options to run and operate different PR functions in the module. General Setup contains –

- PR-101 Posting Setup
- PR-102 Purchase & Payable Setup
- PR-103 Vendor Setup
- PR-104 Item Setup
- PR-105 Mushok Info Setup
- PR-106 Terms & Conditions
- PR-107 Item Setup

Role

• Module Admin

Prerequisite

• Module Admin credentials – username and password

PR-101 How to: Posting Setup

Introduction

This process demonstrates how to setup Posting of an organization. This setup is all about Posting Process setup for an organization. The Posting Setup process of an organization is divided into 6 major activities-

PR-101.1	General Posting Setup
PR-101.2	VAT Posting Setup
PR-101.3	AIT Posting Setup
PR-101.4	AIT Slabs Setup
PR-101.5	INV Posting Grp Setup
PR-101.6	VEN Posting Grp Setup

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Posting Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be

appeared on successful login.

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	Human Resources	Fixed Assets	Procurement	
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	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

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	Human	Fixed Assets	
	Resources	Admin Management	Dashboards

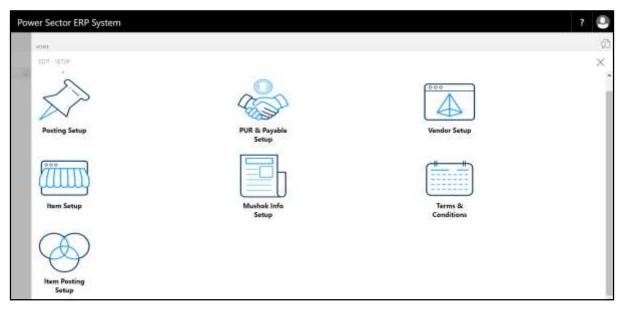
PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.

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Process Procurement	Reports & Dashboard	Setup

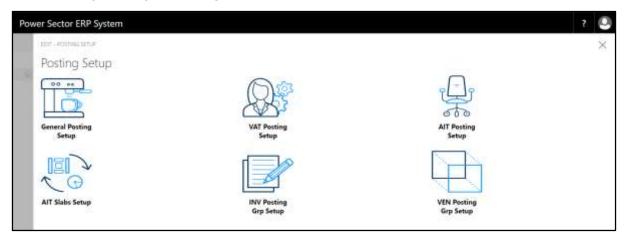
PR Setup landing page will be appeared as below



D. Choose the **"Posting Setup"** in PR Setup Landing Page.

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item Setup	Mushok Info Setup	Terms & Conditions
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The following Posting Setup page will be appeared.

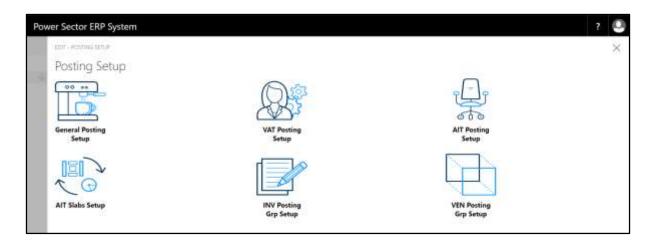


General Posting Setup

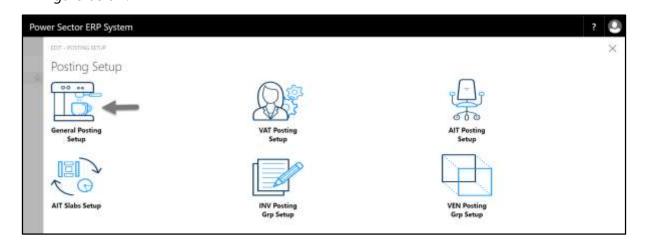
To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.

User Manual for Procurement Module, ERP System for Power Sector



B. Choose the **"General Posting Setup"** icon on the Posting Setup page, as indicated in figure below.



The following list page will be appeared.

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On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose "New" icon on the General Posting page, as indicated in figure below.

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- D. Provide below General Posting Setup Card information to proceed.
 - 1. Choose **General Bus. Posting Group** from the dropdown by clicking on button.
 - General Bus. Posting Group: Domestic
 - 2. Choose General Prod Posting Group from the dropdown by clicking on

---- button.

- General Prod Posting Group: Advertising
- 3. Provide **Description**.
 - Description: Test description.
- 4. Choose **Purchase Account** from the dropdown by clicking on button.
 - Purchase Account: 1020402001

5. Choose Purchase Credit Memo Account from the dropdown by clicking on

---- button.

- Purchase Credit Memo Account: 1020402001
- 6. Choose Purchase Prepayments Account from the dropdown by clicking on

--- button.

- Purchase Prepayments Account: 1020402001
- 7. Choose Direct Cost Applied Account from the dropdown by clicking on

--- button.

- Direct Cost Applied Account: 1020402001
- 8. Choose **Purchase Variance Account** from the dropdown by clicking on _____ button.

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• Purchase Variance Account: 1020402001

VAT Posting Setup

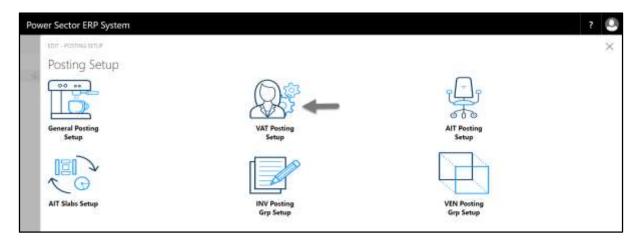
To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.

User Manual for Procurement Module, ERP System for Power Sector



 B. Choose the "VAT Posting Setup" icon on the Posting Setup page, as indicated in figure below.



The following list page will be appeared.

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C. Choose "New" icon on the VAT Posting page, as indicated in figure below.

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- D. Provide below VAT Posting Setup Card information to proceed.
 - 1. Choose **VAT Bus. Posting Group** from the dropdown by clicking on button.
 - VAT Bus. Posting Group: CONSTRUCTION
 - 2. Choose **VAT Prod Posting Group** from the dropdown by clicking on _____ button.
 - VAT Prod Posting Group: 15%
 - 3. Provide **Description**.
 - Description: VAT_15.
 - 4. Provide VAT %.
 - VAT %: 15.
 - 5. Provide **VAT Identifier.**
 - VAT Identifier: ID_VAT_0.
 - 6. Provide **Tax Category**.

- Tax Category: TEST CATEG.
- 7. Choose **Purchase VAT Account** from the dropdown by clicking on _____ button.
 - Purchase VAT Account: 1010106001

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AIT Posting Setup

To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.

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B. Choose the "AIT Posting Setup" icon on the Posting Setup page, as indicated in figure below.

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C. Choose "**New**" icon on the AIT Posting Setup page, as indicated in figure below.

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- D. Provide below AIT Posting Setup Card information to proceed.
 - 1. Choose **AIT Bus. Posting Group** from the dropdown by clicking on button.
 - AIT Bus. Posting Group: CONSTRUCTION
 - 2. Choose **AIT Prod. Posting Group** from the dropdown by clicking on _____ button.
 - AIT Prod. Posting Group: AIT10
 - 3. Provide **Description**.
 - Description: AIT_10
 - 4. Provide **AIT %.**
 - AIT %: 10.
 - 5. Provide **AIT Identifier.**
 - AIT Identifier: ID_VAT_10.
 - 6. Provide **Purchase AIT Account.**
 - Purchase AIT Account: 1010102004
 - 7. Used in ledger Entries will be automatically filled up.

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AIT Slabs Setup

To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.

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AIT Slabs Setup	INV Posting Grp Setup	VEN Posting Grp Setup	

B. Choose the "AIT Slabs Setup" icon on the Posting Setup page, as indicated in figure below.

ver Sector ERP System			
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AIT Slahs Setup	INV Posting Grp Setup	VEN Posting Grp Setup	

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Note

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C. Choose "**New**" icon on the AIT Slabs page, as indicated in figure below.

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AIT Slabs Card page will be appeared as below.

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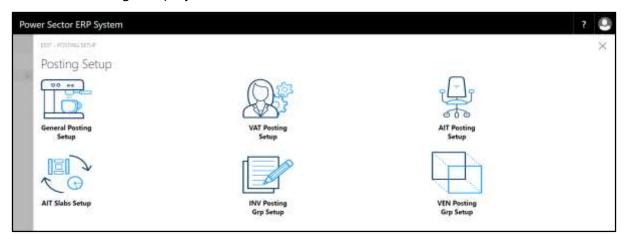
- D. Provide below AIT Slab Card information to proceed.
 - 1. Choose **Tax Type** from the dropdown by clicking on button.
 - Tax Type: Service
 - 2. Provide **Minimum** here.
 - Minimum: 10
 - 3. Provide **Maximum** here.
 - Maximum: 100000
 - 4. Provide Rate %.
 - Rate %: 10

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INV Posting Grp Setup

To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.



B. Choose the "INV Posting Grp Setup" icon on the Posting Setup page, as indicated in figure below.

ower Sector ERP System			?
ton - Postava tenar			>
Posting Setup			
General Posting	VAT Posting	AIT Posting	
Setup	Setup	Setup	
CO CO			
AIT Slabs Setup	INV Posting Grp Setup	VEN Posting Grp Setup	

The following list page will be appeared.

Power Sector ERP System				7. 🕒
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Automatic Cost Adjustment	forum	÷		
Numbering				
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- C. Provide below INV Posting Grp Setup information to proceed.
 - 1. Select Automatic Cost Posting checkbox, if applicable.
 - 2. Choose **Automatic Cost Adjustment** from the dropdown by clicking on **button**.
 - Automatic Cost Adjustment: Day
 - 3. **Default Costing Method** will be automatically chosen.
 - Default Costing Method: FIFO

Item Nos.: ITM

•

4. Choose **Item Nos.** from the dropdown by clicking on button.

ver Sector ERP System					2
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VEN Posting Grp Setup

To initiate, follow the steps below.

A. Access Posting Setup by Procurement Admin.

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General Posting Setup	VAT Posting Setup	Alt Posting Setup	
Alt Sialis Setup	INV Posting Grp Setup	VEN Posting Grp Setup	

B. Choose the **"VEN Posting Grp Setup**" icon on the Posting Setup page, as indicated in figure below.

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VAT Posting Setup	AIT Posting Setup	
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The following list page will be appeared.

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Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose "**New**" icon on the Vendor Posting Groups page, as indicated in figure below.

Power Sector ERP System		2: 🛄
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VEW - VENDOR FOSTING-DROBPS + new	-	10 × 9 ×
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DOWESTIC, DO	MESTIC 2030921906	

Vendor Posting Group Card page will be appeared as below.

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Manager - Dives ettant	at. Tay			
NEW - VENDOR POLITING &	IGUF CARS			>
Vendor Postir General	ng Group Card			
Cade	*	Payoldes Annuari	*	
Descrution				

- D. Provide below Vendor Posting Group Card information to proceed.
 - 1. Provide **Code** in Vendor Posting Group Card.
 - Code: VEN00001 •
 - 2. Provide Description.
 - **Description: Test description** •
 - 3. Choose **Payable Account** from the dropdown by clicking on button.

Payable Account: 2030501006 •

Power Sector ERP System	m			i	2
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reade gravestation					×
Vendor Posting	Group Card				
Carle	VENamed Q	Payablest Resources	200501005	0	
Description	Text description				

PR-102 How to: Purchase & Payable Setup

Introduction

This process demonstrates how to setup Purchase and Payable of an organization. This setup is all about Purchase and Payable setup for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Purchase & Payable Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sy	ystem			-? 🔍
				(B
Sa Hower -	 Hame Rose Center Sample Power (Home Page 	Company		
	222		-	
	Human Resources	Fixed Assets	Procurement	
		R	=	
	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

Power Sector ERP Sy	ystem		2. 🔮
			ĝ
Sa Houri -	 Hame Rose Center Sample Power Home Page 	Company	
	Human	Fixed Assets	Procurement
	Resources		
	Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



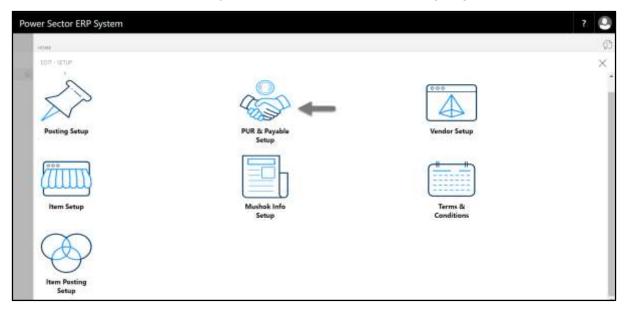
C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

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		×
A Sol		
PUR & Payable Setup	Vendor Setup	
	Trans 8	
Setup	Conditions	
	Setup Mushok Info	PUR & Payable Setup Mushok Info

D. Choose the **"Purchase & Payable Setup"** in PR Setup Landing Page.



The following Purchase & Payable Setup page will be appeared.

ver Sector ERP System					? 🔍
NOW States					¢
Honge Hones Branchaster EDIT - PURCHASES & Reveales serior Purchases & Payabl General	es Setup				X
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Order Ness	10		Portial Propert Ive. Ners.	##Ne	15

- E. Provide below Purchase and Payable Setup information to proceed.
 - 1. Select **Receipt on Invoice** checkbox, if applicable.
 - 2. Select Invoice Rounding checkbox, if applicable.
 - 3. Select Ext. Doc. No. Mandatory checkbox, if applicable.
 - 4. Select **Allow VAT Difference** checkbox, if applicable.
 - 5. Select **Copy Comments Order to Invoice** checkbox, if applicable.
 - 6. Select Copy Comments Order to Receipt checkbox, if applicable.
 - 7. Select Archive Quotes and Orders checkbox, if applicable.
 - 8. Choose **Default Posting Date** from the dropdown by clicking on button.
 - Default Posting Date: Work Date
 - 9. Choose **Default Qty. to Receive** from the dropdown by clicking on _____ button.
 - Default Qty. to Receive: Remainder
 - 10. Choose Allow Document Deletion Before from the dropdown by clicking on

---- button.

- Allow Document Deletion Before: 7/1/2020
- 11. Choose **Vendor Nos.** from the dropdown by clicking on _____ button.
 - Vendor Nos: VEND
- 12. Choose **Vendor Auth. Nos.** from the dropdown by clicking on <u>button</u>.

Vendor Auth. Nos: VAUTH
13. Choose Request Nos. from the dropdown by clicking on 🔤 button.
Request Nos: PR
14. Choose Quote Nos. from the dropdown by clicking on 🔤 button.
Quote Nos: PQ
15. Choose Order Nos. from the dropdown by clicking on button.
Order Nos: PO
16. Choose Invoice Nos. from the dropdown by clicking on button.
Invoice Nos: PI
17. Choose Posted Invoice Nos. from the dropdown by clicking on button.
Posted Invoice Nos: PPI
18. Choose Cash Payment Nos. from the dropdown by clicking on button.
Cash Payment Nos: CP
19. Choose Posted Receipt Nos. from the dropdown by clicking on button.
Posted Receipt Nos: PPR
20. Choose Posted Permt. Inv. Nos. from the dropdown by clicking on

button.

• Posted Permt. Inv.: PPN

Power Sector ERP System					?	0
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PR-103 How to: Vendor Setup

Introduction

This process demonstrates how to setup Vendor of an organization. This setup is all about Vendor setup for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Vendor Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	stem			? 🔮
				(C)
S Hout -	Hame Role Conter Sample Power Home Page	Company		
	222			
	Human Resources	Fixed Assets	Procurement	
		R		
	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

Power Sector E	ERP Sys	tem		a 🖸
Se Howi -	¢	Hame Role Center Sample Power Home Page Line Human Resources	Company Fixed Assets	Procurement
		Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

Power Sector ERP System		7	0
HOM			Ø)
ED4 - REITA			×
No.	4 Sol	000	
Posting Setup	PUR & Payable Setup	Vendor Setup	
item Setup	Mushok Info Setup	Terms & Conditions	
Hem Posting Setup			

D. Choose the **"Vendor Setup"** in PR Setup Landing Page.

Power Sector ERP System			?	0
IDT - IETIP				۵ ×
Posting Setup	PUR & Payable Setup	Vendor Setup		
Hem Setup	Mushak Info Setup	Terms & Conditions		
Item Posting Sotup				

The following Vendor Setup page will be appeared.

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				Bug-from Vendor History	

Note On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose "**New**" icon on the Vendors page, as indicated in figure below.

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The following Vendor Card page will be appeared.

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viil dependent	Changlement .	.7	BURNE				
WV Regimentary No.			WAT Grange	DOHEDTE:		Buy-from Vendor History	

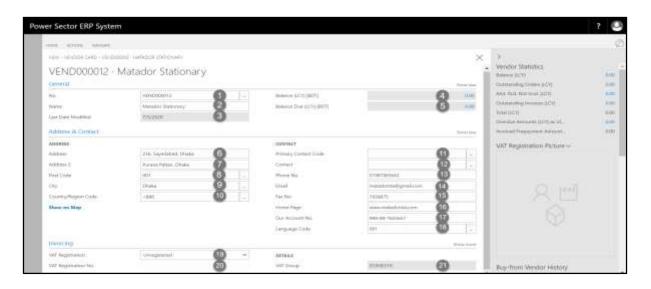
- F. Provide below Vendor Card information to proceed.
 - 1. Choose **No.** from the dropdown by clicking on button.
 - No.: VEND00002
 - 2. Choose **Name** from the dropdown by clicking on button.
 - Name: Matador Stationary
 - 3. Last Date Modified will be automatically filled up.
 - 4. Balance (LCY) [BDT] will be automatically filled up.
 - 5. Choose **Balance Due (LCY) [BDT]** will be automatically filled up.
 - 6. Provide Address.
 - Address: 236, Syedabad, Dhaka
 - 7. Provide Address 2.
 - Address 2: Purana Paltan, Dhaka

8. Choose **Post code** from the dropdown by clicking on button.

- Post code: 001
- 9. Choose **City** from the dropdown by clicking on button.
 - City: Dhaka
- 10. Choose **Country/Region code** from the dropdown by clicking on button.

Country/Region code: +880
11. Choose Primary Contact code from the dropdown by clicking on
button.
Primary Contact code: Blank
12. Choose Contact from the dropdown by clicking on 🛄 button.
Contact: Blank
13. Provide Phone No.
• Phone No.: 01987865643
14. Provide Email .
Email: matador@gmail.com
15. Provide Fax No .
• Fax No.: 7658875
16. Provide Home Page .
Home Page: www.matadorsta.com
17. Provide Our Account No.
• Our Account No.: 999-89-7655651
18. Choose Language code from the dropdown by clicking on button.
Language code: 001
19. Choose VAT Registration from the dropdown by clicking on 🛄 button.
VAT Registration: Unregistered
20. VAT Registration No. will be automatically filled up.
21. VAT Group will be automatically filled up.

User Manual for Procurement Module, ERP System for Power Sector



PR-104 How to: Item Setup

Introduction

This process demonstrates how to setup Item of an organization. This setup is all about Item setup for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Item Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	stem			? 🔮
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S Hout -	Hame Role Conter Sample Power Home Page	Company		
	222			
	Human Resources	Fixed Assets	Procurement	
		R		
	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

Power Sector E	RP Syst	tem		- 2
i Hour -	¢	Hame Role Contar Sample Power Home Page Human Resources	Company	Procurement
		Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

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EDIT - NETLAN		×
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Posting Setup	PUR & Payable Setup	Vendor Setup
Item Setup	Mushok Info Setup	Terms & Conditions
Htem Posting Setup		

D. Choose the **"Item Setup"** in PR Setup Landing Page.

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Posting	\gg	PUR & Payable Setup	Vendor Setup		×
ttern Se		Mushok Info Setup	Terms & Conditions		
Item Po Setu					

The following Item Setup page will be appeared.

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E. Choose "**New**" icon on the Items page, as indicated in figure below.

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The following Item Card page will be appeared.

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Unit Cost.						
UNIT COST.		0.00)	WITE.	*		

- F. Provide below **Item Card** information to proceed.
 - 1. Choose **No.** from the dropdown by clicking on button.
 - No.: ITM0000109
 - 2. Provide **Item Code** here.
 - Item Code: ITEM001
 - 3. Provide **Description** here.
 - Description: HP Printer.
 - 4. Choose **Type** from the dropdown by clicking on button.
 - Type: Inventory
 - 5. Choose **Base Unit of Measure** from the dropdown by clicking on ______ button.
 - Base Unit of Measure: PCS.
 - 6. Last Date Modified will be automatically filled up.
 - 7. Select Item Value Zero checkbox, if applicable.
 - 8. Provide **Unit Cost** here.
 - Unit Cost: 4,500.00
 - 9. Last Purchase Cost will be automatically filled up.

- 10. Choose **Gen. Prod. Posting Group** from the dropdown by clicking on button.
 - Gen. Prod. Posting Group: PRINTER

11. Choose **VAT %** from the dropdown by clicking on button.

• VAT %: 15%

12. Choose **Item Posting Group** from the dropdown by clicking on button.

• Item Posting Group: OFFFICE EQUIPMENT

13. Choose **AIT%** from the dropdown by clicking on button.

er Sector ERP Syst	em							?
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PR-105 How to: Mushok Info Setup

Introduction

This process demonstrates how to setup Mushok Information of an organization. This setup is all about Mushok Information setup for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Mushok Info Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

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S HOWE-	Hame Row Center Sample Powe Home Page	r Company		
	222			
	Human Resources	Fixed Assets	Procurement	
		R		
	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

Power Sector E	RP Syst	tem		- 2
i Hour -	¢	Hame Role Contar Sample Power Home Page Human Resources	Company	Procurement
		Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

Power Sector ERP System		7. 🙂
HORE		¢.
EDIT - NETLAN		×
No.	4 Sol	
Posting Setup	PUR & Payable Setup	Vendor Setup
Item Setup	Mushok Info Setup	Terms & Conditions
Hem Posting Setup		

D. Choose the **"Mushok Info Setup"** in PR Setup Landing Page.

Power Sector ERP System			7	9
HOME:			¢	ħ
EDIT - SETUP			×	
	4 Sol			2
Posting Setup	PUR & Payable Setup	Vendor Setup		
	□ -			
item Setup	Mushak Info Setup	Terms & Conditions		
Item Posting Setup				

The following Mushok Info Setup page will be appeared.

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WEN-D-ROAD	umito utit + new					NE ST	R	\times
38	Accurate Accurate Address	Rectal control i	Tinetie .	Research and Paper	ht/ChilesCale	wetransfals		HEM.

E. Choose "New" icon on the Mushok Info List page, as indicated in figure below.

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				(New screening in	ation in the serve)					

The following Item Card page will be appeared.

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La Xinne Lan			
Manager Rose Martinel			
NEW - CHALLAN MPD CARD			
Challan info card			
Challan info card			
General ID	Variation/yee		
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General ID			
General 10 AccurrtntNatie	Attrivializate	G	

- F. Provide below Challan Info Card information to proceed.
 - 1. Provide **ID** here.
 - ID: CHALAN001
 - 2. Provide Accountant Name here.
 - Accountant Name: Almas Hossain
 - 3. Provide Accountant Address here.
 - Accountant Address: Chamelibagh, Dhaka
 - 4. Provide **Bank Branch** here.
 - Bank Branch: Shantinagar
 - 5. Provide **District** here.
 - District: Dhaka
 - 6. Provide **Transaction Type** here.
 - Transaction Type: Regular
 - 7. Provide AIT Chalan Code here.
 - AIT Chalan Code: 77890
 - 8. Provide VAT Chalan Code here.

• VAT Chalan Code: 66340

9. Select **Is Current** checkbox, if applicable.

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PR-106 How to: Terms & Condition

Introduction

This process demonstrates how to update Terms & Condition of an organization. This setup is all about Terms & Condition for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Terms & Condition

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	tem			e 🔮
				(C)
Si Howe -	Hame Role Center Sample Power Home Page	Company		
	282		- And	
	Human Resources	Fixed Assets	Procurement	
	Finance	Admin	Dashboards	
		Management		

B. Choose the "Procurement" icon.

Power Sector E	RP Syst	tem		2 🕗
R HOUT -	¢	Hame Role Contar Sample Power Home Page Human Resources	Company	Procurement
		Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

Power Sector ERP System		7. 🙂
HORE		¢.
EDIT - NETLAN		×
No.	4 Sol	
Posting Setup	PUR & Payable Setup	Vendor Setup
Item Setup	Mushok Info Setup	Terms & Conditions
Hem Posting Setup		

D. Choose the **"Terms & Conditions"** in PR Setup Landing Page.

Power Sector ERP System			?	0
HOME:				Ø.)
thu - min				×
Posting Setup	PUR & Payable Setup	Vendor Setup		
item Setup	Mushok Info Setup	Terms & Conditions		
Harm Posting Setup				

The following Terms & Condition page will be appeared.

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- 2		Test ferms and condition description			
	1.000	Text farms and condition description.			
		1	Terr trans and condition description Sectors and condition description	No. Description 1 mm Ref Tarlow, and condition destription. 2 mm Ref Tarlow, and condition destription.	No. Description No. Description 1 over Text to iver, and compliant description. 2 *** Text form, and compliant description.

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose "New" icon on the Purchase Order Terms page, as indicated in figure below.

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	Page.	Denrights			
	1	Test terms and condition description.			
	2	 Test forms and condition description			
		Text terres and condition descriptions			

New row will be appeared in the Purchase Order Terms page.

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S Set terms and condition destigation		2	. +++ .				
		- 1	1.444	Test terms and condition deschiption			

- F. Provide below **Purchase Order Terms** information to proceed.
 - 1. Provide **No.**
 - No: 4
 - 2. Provide **Description**.
 - Description: Test terms and condition description.

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PR-107 How to: Item Posting Setup

Introduction

This process demonstrates how to setup Item Posting of an organization. This setup is all about Item Posting for an organization.

Roles

• Module Admin

Prerequisite

• Chart of Account

Access Item Posting Setup

To initiate, follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	tem			?
				63
Si HOME -	Hame Rose Center Sample Power Home Page	er Company		
	222		- Chilling	
	Human Resources	Fixed Assets	Procurement	
		S		
	Finance	Admin Management	Dashboards	

B. Choose the "Procurement" icon.

Power Sector E	RP Syst	tem		2 🕗
R HOUT -	¢	Hame Role Contar Sample Power Home Page Human Resources	Company	Procurement
		Finance	Admin Management	Dashboards

PR Landing Page will be appeared as below



C. Choose the **"Setup"** in PR Landing Page.



PR Setup landing page will be appeared as below

Power Sector ERP System		7	0
HOM			Ø)
ED4 - REITA			×
No.	4 Sol	000	
Posting Setup	PUR & Payable Setup	Vendor Setup	
item Setup	Mushok Info Setup	Terms & Conditions	
Hem Posting Setup			

D. Choose the **"Item Posting Setup"** in PR Setup Landing Page.

Power Sector ERP System			7. 🔍
HOME:			ଶ୍ଚ
IDT - ICTUP			×
Posting Setup	PUR & Payable Setup	Vendor Setup	
htem Setup	Mushok Info Setup	Terms & Conditions	
Hem Posting Setup			

The following **Item Posting Setup** page will be appeared.

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	I FETERS	PERMIT	Abrotinoos		1010106600	1010101000	1005070001	1010103008	10101033901	1010122005		
	CONTROL DOMPM	OFFICE ECONPMENT	1010105001		1010000000	1010100000	1010101001	1000010001	1010102002	1010102001		

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose "New" icon on the Purchase Order Terms page, as indicated in figure below.

ver Sector ERP	System										?	Ľ
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	IT NUTBE	PURUT	1010105001		1010100000	101010-000	100502001	1010102000	1010102003	1010102003		
	· · · CETECT DOLAPHA.	OFFICE COLUMNENT	1010105001		1010000000	1010100000	1010101001	1000000004	1010102002	1010102001		

Inventory Posting Setup Card will be appeared, as indicated in figure below.

Power Sector ERP System			2 🙂
Alternation			¢
Micage Date Peterset Page			
NEW -INVENTORY POTTING SETUP CARD			×
Inventory Posting Setup Card			
General			More this
Location Code	+	WINNUFACTURING	
Invit. Posting Group Code	12	W/P Account	
Desciritor		Material Variance Approvit	
Transfory Assound		Capacity Valueura Account	
Investory Account (Interim)		Mg. Overhead Variance Account	
		Eag. Overhead Variance Account	
		Tubcontocted Variance Account	-
		Usany	
		Used in Ledger Emmer	

- F. Provide below Inventory Posting Setup Card information to proceed.
 - 1. Choose **Location Code** from the dropdown by clicking on button.

Location Code: Blank
2. Choose Invt. Posting Group Code from the dropdown by clicking on
button.
Invt. Posting Group Code: PUMP SPARE PARTS
3. Provide Description.
Description: Pedrollo Pump
4. Choose Inventory Account from the dropdown by clicking on button.
Inventory Account: 1010105001
5. Choose Inventory Account (Interim) from the dropdown by clicking on
button.
Inventory Account (Interim): 1010105001
6. Choose WIP Account from the dropdown by clicking on button.
• WIP Account: 101000000
7. Choose Material Variance Account from the dropdown by clicking on
button.
Material Variance Account: 1010100000
8. Choose Capacity Variance Account from the dropdown by clicking on
button.
Capacity Variance Account: 1010101000
9. Choose Mfg. Overhead Variance Account from the dropdown by clicking or
button.
Mfg. Overhead Variance Account: 1010101001
10. Choose Capacity Overhead Variance Account from the dropdown by
clicking on 🛄 button.
Capacity Overhead Variance Account: 1010102002
11. Choose Subcontracted Variance Account from the dropdown by clicking on
button.

- Subcontracted Variance Account: 1010106001
- 12. Used in Ledger Entries will be automatically filled up.

Power Sector ERP System						?
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PUMP SPARE PAR	TS					
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			Eag. Overhead Variance Account	101010000	1	
			Subcontracted Reviews Account	1010106001	0	1.4
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PR-200 Process Procurement

Introduction

This section shows how to go through step by step in full procurement process.

- PR-201 Demand Note
- PR-202 Annual Procurement Plan (APP)
- PR-203 Purchase Requisitions
- PR-204 Purchase Quotes
- PR-205 Comparative Statement
- PR-206 Purchase Orders
- PR-207 Purchase Receipts
- PR-208 Purchase Invoices

Role

- Module Admin
- Module User

Prerequisite

• Module credentials – username and password

PR-201 How to: Make Demand Note

Introduction

This process demonstrates how to make a demand note.

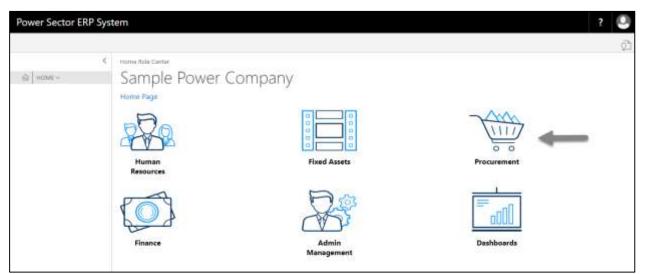
Make Demand Note

To initiate, follow the steps below.

A. Login with your respective **PR credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	tem			?	0
					03
A none ←	Sample Power (Company			
	Human Resources	Fixed Assets	Procurement		
	Finance	Admin Management	Dashboards		

B. Choose the "Procurement" Icon.



PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.

Power Sector ERP System			?	0
Process Procurement	Reports & Dashboard	Setup		×

Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
ED7 - PROCURENENT PROCESS					×
Procurement Process					
		R			
Demand Note	APP	Purchase Requisitions	Purchase Quotes		
Comparative	Purchase	Purchase	Purchase		
Statement	Orders	Receipts	Invoices		

D. Choose the "Demand Note".

ower Sector ERP System			1	
ED7 - PHOCURENENT PHOCELE				×
Procurement Process				
Demand Note	APP	Purchase Regulations	Purchase Quotes	
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices	

The following screen will be appeared.

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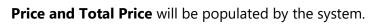
- E. Provide below information to process successfully.
 - 1. Choose the **Office Code** from the dropdown by clicking on button.
 - Office Code: 103

Office Name will be populated by the system.

- 2. Provide Demand Year
 - Demand Year: 2020
- 3. Choose the **Item Code** from the dropdown by clicking on button.
 - Item Code: ITM0000009

Item Name and Unit will be populated by the system.

- 4. Provide Quantity
 - Quantity: 10



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General							
once 🚺	104	(三)	Demand Year	0			3020
Office Name	Chief Engineer		Demand Date		7/5/2020		
Demand Sender Employee Name		-					
Demand Item List							
Item M Dem Name	(aver	Unit Details		Guirreny	Price	Total Price Purpose	
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The screen will look like as below

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Demand Sender Employee Name		-					
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ITM0000009	g shell 021.11.003 PCS			10	\$00	E.000.00	

F. Click the " button to save and close.

PR-202 How to: Make Annual Procurement Plan (APP)

Introduction

This process demonstrates how to make an Annual Procurement Plan (APP).

PR-202.1 Make Annual Procurement Plan (APP) For Approval

Make Annual Procurement Plan (APP) For Approval

To initiate, follow the steps below.

A. Login with your respective **PR User credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP	System			?	0
					Q
∰ som -	Sample Power C	ompany			
	282				
	Human Resources	Fixed Assets	Procurement		
	Finance	Admin	Dashboards		
	Fillance	Management	vashboarda		

B. Choose the "Procurement" lcon.

Power Sector ERP Sy	stem		? 🕓
Gr HOME +	Sample Power	Company	ζζ.
	Home Page Human Resources	Fixed Assets	Procurement
	Finance	Admin Management	Dashboards

PR Landing page will be appeared as bellow.

Power Sector ERP System			?	0
Process Procurement	Raports & Dashboard	Setup		×

C. Choose the "Process Procurement" icon.

Power Sector ERP System			? 😃
Process Procurement	Reports & Dashboard	Setup	×

Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
EDT - FROCURENENT FROCEIE					×
Procurement Process					
Demand Note		Purchase	Purchase		
		Regulations	Quotes		
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices		

D. Choose the "APP".

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Procurement Proces	s		
Demand Note	APP	Purchase	Purchase
	000		Quotes
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Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices

The following screen will be appeared.

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	Office Code					-	APP Year						2020
	Ciffice Name												
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			4					.0					

- E. Provide below information to process successfully.
 - 1. Choose the **Tender Package Number** from the dropdown by clicking on button.
 - Tender Package Number: PAC102
 - 2. Choose the **Sub Package Number** from the dropdown by clicking on _____ button.
 - Sub Package Number: SUBPAC002
 - 3. Choose the **Item Code** from the dropdown by clicking on button.
 - Item Code: ITM0000009

Description of Procurement Package will be populated by the system.

4. Provide **Quantity**

• Quantity: 5

Estimated Cost will be populated by the system.

- 5. Choose **Procurement Method** from the dropdown by clicking on _____ button.
 - Procurement Method: e-GP
- 6. Choose **Tender Opening Date** from calendar by clicking on button.
 - Expiration Date: 6/1/2020
- 7. Choose **Tender Evaluation Date** from calendar by clicking on _____ button.

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The screen will look like as below

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Office Name												
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FIPS
Choose 🦾 icon to get previous Demand Notes.

• Expiration Date: 7/1/2020

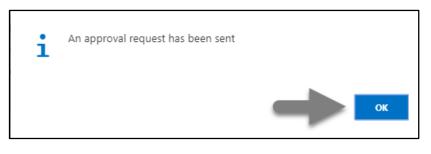
F. Choose the Send Request for an Approval icon.

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107 - 100 (July	ROCURENENT PLAN								12 10	,o	>
Office Code				-	White All and						2021
Office Code Office Name					210 201						2023
Office Name	Tash Package Yua	iteen No.	Date. of Procurations 1 Package	04	ADD YELF Countily	Ettil Cort	Poturmett Metruz	Tender Opening Date	Territor Instantion	Appro Status Open	

The following pop up will be appeared.



G. Choose the **OK** icon to save and close.



H. Click the " \square " button to save and close.

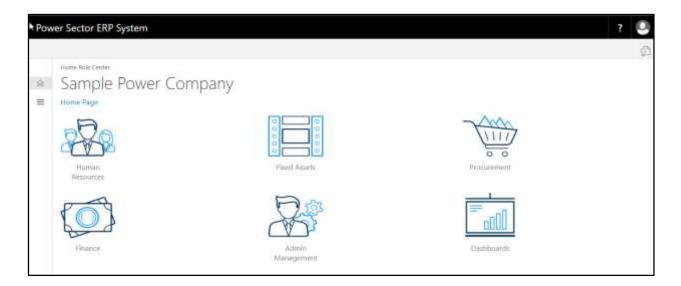
PR-202.2 Approve or Reject Annual Procurement Plan (APP)

Approve or Reject Annual Procurement Plan (APP)

To Approve/Reject initiated APP follow the steps below.

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

User Manual for Procurement Module, ERP System for Power Sector



B. Choose the "Admin Management" icon to open the administrative page.



The Following Admin Management page will be appeared.

Power Sector ERP System			7 🔮
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VAT Mushok	Muselick Info Settup	VAT Settlement	
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Requests	Approval Entries	Entries	

C. Choose the "Approval Request" icon to process initiated approval requests.

Power Sector ERP System			7 🗉
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	Σ ((S))		
Approval Requests	Approval Entries	Notification Entries	
25			
User Logi			

The following **Approval Request page** will be appeared.

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To Approve Octatio	Commun	Sente G	Ove Date	
APPTOIAbprover		AR LOUIS SAMPLE	1/5/3023	

D. Select the initiated records and choose the "Open Record" icon.

ver Sector ERP System				2	E
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VEW HEQUESTS TO APPROVE			15	ш , Р	×
To Approve	Cetali	Comment	Sevie S	Ove Date	
ARPTOLADDIDHEI	Armual Procurement Plan 1		HUUSER, SAMPLE	7/5(3023	

Detailed **APP page** will be appeared as below.

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EDIT - APPPORAPI	NOVER								1 11 18	,o	×
Bid Package No.		Suit Package No.	here fac	Desc of Procurement Fachage	Lovet	Chairmy	End Cest	Procurement Method	Tanutar Opening Date	Textar E-shuit	
882102	- 1-	Statum:	ITMOODODIN	Lower bearing shell 021.11.001	PCS		501.00	e (57	d/1/2020	121/202	

TIPS

You can choose initiate record by clicking on the line.

E. Select the \bowtie icon to back to the previous page.

ii	OVE										
1	EDIT - APPPORAPP	NOVEN								11 ii e	-
	Bid Package No.		Suit: Faciliage Hox	here the	Desc. of Postument Radiage	Loved	Quartity	field Cent	Producement Method	Terutar Opening Date	Testar Esilvitor
	842102	-	Streame	TMOODOOR	Sover bearing shell 021.11.001	PCS		501.00	107	8/1/2020	221/2022

The following **Request to Approve** page will be appeared.

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169/5	ACTIONS THANGAIL						03
100	Read Decade Read	Notes Data and					
10	REQUESTS TO APPROVE				15	a p	\times
- 3	Approved.		Details	Custometh	Senter Ø	Dive Data	
- 43	PP/orApprover		Arrival Procurement Plan. 5		PRUSERSAMPLE	7/5/2826	

F. Choose the "Approve" icon to approve the initiated process or select "Reject" (besides

"Approve") to reject.

wer Sector ERP System						2	0
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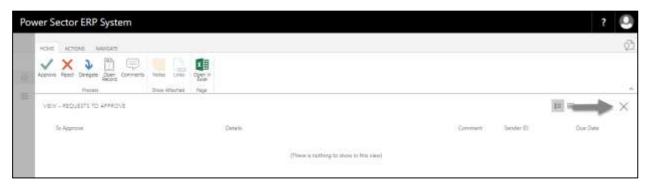
The following pop- up will be appeared.



G. Choose the "**OK**" icon to save and close.



H. Select the \bowtie icon to back to the previous page.



PR-203 How to: Make Purchase Requisitions

Introduction

This process demonstrates how to make a Purchase Requisition.

PR-203.1 Make Purchase Requisition for Approval

Make Purchase Requisitions for Approval

To initiate, follow the steps below.

A. Login with your respective **PR User credentials**. ERP Landing Page, as below, will be appeared on successful login.

Power Sector ERP Sys	stem			?	0
					Q.
icme →	Home Take Cantor Sample Power Co Home Page Muman Resources	ompany Fixed Assets			
	Finance	Admin Management	Deshboards		

B. Choose the "Procurement" Icon.

Power Sector ERP Sy	ystem			?	0
	C Home faile Canter				03
G HOME -	Sample Power C	ompany			
	Human Resources	Fixed Assets	Procurement	6	
	Finance	Admin Management	Dashboards		

PR Landing page will be appeared as bellow.

Power Sector ERP System			?	0
Process Procurement	Reports & Dashboard	Setup		×

C. Choose the "Process Procurement" icon.

Power Sector ERP System			? 🙂
Process Procurement	Reports & Dashboard	Setup	×

Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
EDT - FROCURENENT FROCEIE					×
Procurement Process					
Demand Note		Purchase	Purchase		
		Regulations	Quotes		
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices		

D. Choose the "Purchase Requisitions".

ver Sector ERP System			?
EDIT PROCURENEN/T PROCESE			
Procurement Proces	S		
Demand Note	APP	Purchase Regulations	Purchase Quotes
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices

The following screen will be appeared.

Pov	ver Sector ER	P System							?	0
		Cores Design	1							0
-	New Marchast M	1 1					 	E a	,p	×
	Purchase Requisition No.	Fox, Unipe No.	Augulation Data	Report for By	Department/	Republics Title	Pressnerer Method	Aherri Fic	Report 1	
						ing tó shów in this reek				

E. Choose the "**NEW**" to create new Purchase requisition.

Por	er Sector ERP System	?
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The following screen will be appeared.

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Requisitor By	*	-	Diff Date		1.
Requiring User Details			Record No.		
			Remained Date:		-
42F Sgf. fto.		1	Comments		
Externate					
Budget Details			Itatus	Open	
Press.					

- F. Provide below information to process successfully.
 - 1. Choose **Requisition Date** from calendar by clicking on button.
 - Expiration Date: 7/7/2020
 - 2. Choose the **Requisition By** from the dropdown by clicking on button.
 - Requisition By: 210011005

Requisition User Details will be populated by the system.

- 3. Choose the **APP Ref. No.** from the dropdown by clicking on button.
 - APP Ref. NO.: PAC102

Quantity, price all details will be populated by the system.

- 4. Choose the **Estimated** from the dropdown by clicking on button.
 - Estimated: Unbudgeted
- 5. Provide Memo No.
 - Memo No: Memo123
- 6. Provide **Received No**.
 - Received No.: Rec123
- 7. Choose **Received Date** from calendar by clicking on button.
 - Received Date: 7/5/2020

Power Sector ERP System					2 🚨
A REAL ROOM					¢.
A Deep Parties					
INEW - FURCHASE REQUISITION CARD					×
Purchase Requisition Ca	ird				
General					
Regulator Tria			Procurement Method		
Proc Unique No.	waintheocoon::		Nema faz	Mama123	
Repuisition Date	7/3/2620	1	D/F No		
Tegester by	210011005	-	D/F Data		14
Requirition User Details	hig Al Huder		Related No.	Rec123	
			Facement Data	1/5/2020	
APP Ref. No.	A4CI0E		Camvants		
Estrone (2)	Ontrudgetext	*			
Burget Details			Status	Dpan	
Parpise					

The screen will look like as below

ver Sector ERP System								7
								5
Manager Manager Manager Manager DT - FURCH-42E REDUBTION CARD PR00000012 General								×
Aequisiton Title Proc. Unique No.	1044299	H0000012		Provenent Method Marris No	Memut23			
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Republics User Details	UNCTE	2		Received No. Received Date Comments	Ref. 133 7/5/2020			1-
Estimule Ratget Details		ajetes		Statue	Open			
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Sub-total							1	1 100 00
Overhead including VAT & Tee								\$21.00
Grand Total							1	1,121.00

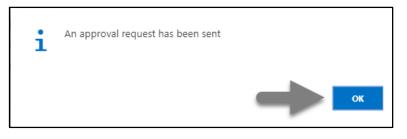
G. Choose the Send Request for an Approval icon.

Power Sector ERP System					7 😃
Variante Var	.]				¢.
BIT - PURCHASE RECUSTION CARD PR0000012 General					×
Replation Title			Pressnement Mathania		
Proc. Unique No.	Vilu21H0000012		Marro No	Memuit23	
Reputation Date	7/7/2020	-	D/F/Ma		
ReputtionBy	210011000	-	D/F D/te		
Requictor User Details	Ma. All Hacter		Received No.	Res:128	
			Received Date	7/5/2020	
APP Ref. No.	PACTER .		Comments		
Estimate	Unitudgeted	÷			
Budget Details			Status	Operi	
Parpose					

The following pop up will be appeared.



H. Choose the **OK** icon to save and close.



I. Click the " button to save and close.

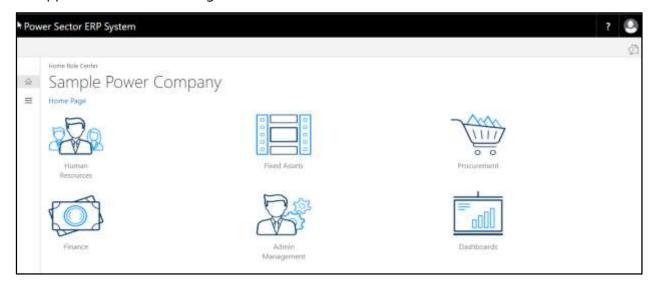
PR-203.2 Approve or Reject Purchase Requisition

Approve or Reject Purchase Requisitions

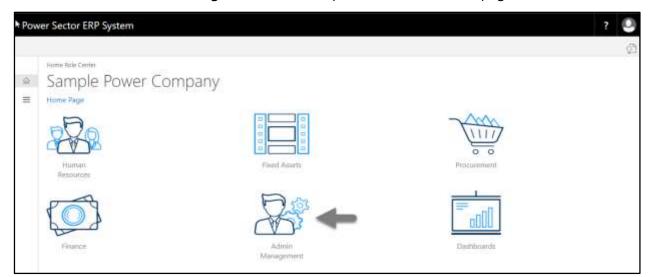
To Approve/Reject initiated Purchase Requisition follow the steps below.

A. Login with your respective PR Admin credentials. ERP Landing Page, as below, will be

appeared on successful login.



B. Choose the "Admin Management" icon to open the administrative page.



 Power Soctor ERP-System
 Image: Constrained of the model of the mod

The Following **Admin Management page** will be appeared.

C. Choose the "Approval Request" icon to process initiated approval requests.

Power Sector ERP System			7 🛄
ent ent-constituting selections Wit Meshek	Mushok Info	VAT Settlement	e ×
AT Sattement	Setup VAT Eintries	AIT Entries	
Approval Requests	Σ Approval Entries	Hodification Entries	
User Laga			

The following **Approval Request page** will be appeared.

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	HR, USER, SAMPLE	7/5/28		
	Commut	Commut Sander D	Commune Sander D Dive Del	Commut Santiel D Ove Date PR_USER_SAMPLE 755/2009

D. Select the initiated records and choose the "Open Record" icon.

wer Sector ERP System					2
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Approve Reject Design	Contran Fage				24
VIEW - REQUESTS TO APPROVE			20	98 ,6	×
To Approxim	Details	Commut	Satile D	Dies Date	
Purchase Requisition Caril PR0000012	Purchase Regulation Header: PR0000012		HR. USER, SAMPLE	7/5/2828	

Detailed **Purchase Requisition page** will be appeared as below.

er Sector ERP System					?
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La Comercia de Argen	-				
Maraga Pranss					
EDIT - PURCHASE REQUISITION CARD					
PR0000012					
General Control					
Requisition Tale			Purpose		
Proc. Unique His	WAUTH-0000012				
Requisition Date	7/7/2088	121			
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			D/F Net		
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Entrone	Unitedgeted	E	Received Ha	REC 123	
Budget Details			Received Date		
			Conterents		
			Status	Pending Approxi	

TIPS

You can choose initiate record by clicking on the line.

E. Select the \bowtie icon to back to the previous page.

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EDIT - PURCHASE REQUISITION CAR	0				
PR0000012					
General					
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Proc. Unique No.	W407740000012		Pulpun		
Requisition Date	7/7/2028	12			
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1997 No. 1995 No. 1997 No. 19			D/F Net		
APP But Pas.	WACTOR -	1-1	D/F Data		
Estimate	linkasigeted	10	Received No.	R8C 123	
Budget Details			Fereined Date		
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The following **Request to Approve** page will be appeared.

Power Sector ERP System					?	0
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VEW - REQUEST: TO APPROVE				<u>16</u> 10	jo -	\times
Te Appenve	Details	Comment	Service (II)	Dive Dete		
Purchase Englishton Card PE0000112	Purchase Regulation Header (900000)2		PR_USER_SAMPLE	75/200		

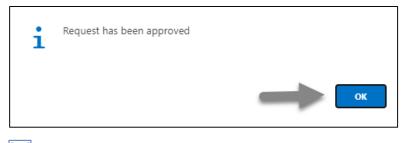
F. Choose the "Approve" icon to approve the initiated process or select "Reject" (besides "Approve") to reject.

100 x001 x000				
	an an Maria			
VEW - REQUESTS TO APPROVE				
Te Applicative	Details	Comment	Service 10	Dive Date
Purchase Requisitors Card PR0000112	Platform Repairfoon Header PR000002		PR. USER, SAMPLE	75/200

The following pop- up will be appeared.



G. Choose the "**OK**" icon to save and close.



H. Select the $\boxed{}$ icon to back to the previous page.

Pon	wer Sector ERP System			7 🕒
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			ere is nothing to show at this wear	

PR-204 How to: Make Purchase Quotes

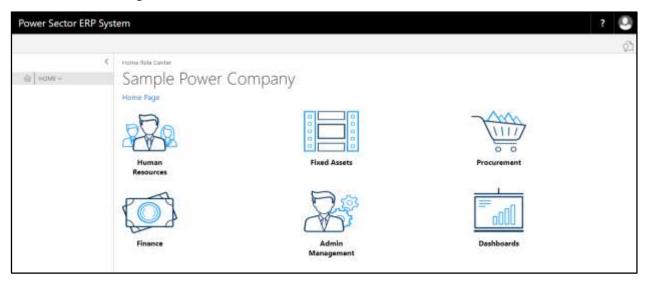
Introduction

This process demonstrates how to make a Purchase Quotes.

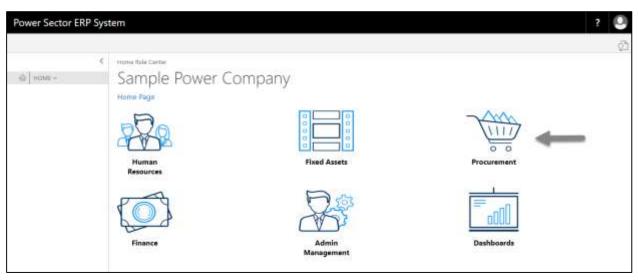
Make Purchase Quotes

To initiate, follow the steps below.

A. Login with your respective **PR credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Procurement" Icon.



PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.

Power Sector ERP System			?	0
Process Procurement	Reports & Dashboard	Setup		×

Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
ED7 - PROCURENENT PROCESS					×
Procurement Process					
		R			
Demand Note	APP	Purchase Requisitions	Purchase Quotes		
Comparative	Purchase	Purchase	Purchase		
Statement	Orders	Receipts	Invoices		

D. Choose the "Purchase Quotes".

wer Sector ERP System			3
EDIT - FRIOCURENENT FROCESE			×
Procurement Proces	S		
Demand Note	APP	Purchase Requisitions	Purchase Quotes
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices

The following screen will be appeared.

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E. Choose the "**NEW**" to create new Purchase Quotes.

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The following screen will be appeared.

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	Hong					ø
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	IServeral Regulation No.			Convinant:		Shani mare
	Unique Procurement ID		-	Constraints.		
	vendor name		-	Status	Open	
	Quate Date					
	Rem Lines					
	Type	Harr. Notice		Quantity Unit of Heature	Unit Cost Sci. 1947 ALAR	Amount Ecc. W2 & A/T
			(There is sufficing to	chain (e fita (mes)		

- F. Provide below information to process successfully.
 - 1. Choose **Requisition No.** from the dropdown by clicking on _____ button.
 - Requisition No.: PR000012
 - 2. Choose the **Vendor Name** from the dropdown by clicking on button.

ver Sector ERP System		
HEME HIMAG		
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NER - FURDHALE GUOTE - FOD		×
		×
PQ0000012 · U1		
PQ0000012 · Ut General	tora Motors	Shore years
PQ0000012 - Ut General Regulition to:	tora Motors	
PQ0000012 · Ut General	tora Motors	Shue hare

• Vendor Name: Uttora Motors

The screen will look like as below

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HEW - PURDHATE QUICTE - POISSO					>
PQ0000012 · Utto	ara Motors				
(General)					District of the second
Requirment No.	HILDOOD12		Caminents		
Unque Procorement IQ	vaurvexoneta				
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Nem Lines					
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ten	Lover bearing shell 021 11 205		5	58.00	3.500.00
Total Excl. VAT and AIT					2,500.00
					Long Tay
Total V47					375.90

G. Choose the "Item Line Info" to change item information.

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					¢
PQ0000012 · U General					X
Requisitorn No. Unique Procurement 10	HEROCOM 2 NAUTH-REDOUCT2	-	Carsmanna		
Vecidos Saante Quote Dete	Uttara Motara 7/6/2020		Statue	Open	
them Lines	Sant Name		Guerry Set of Walking	Unit Credition, Gill S. All	Aniset Social Social
and a	Lover Terring (FeB 02111.000		(3)	30.07	2300.00

The screen will look like as below

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H. Choose the "Edit" to go purchase line form.

ion:										
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The screen will look like as below

Pov	ver Sector ERP System				2 🕓
	HOM				Ø
	EDIT - PURCHASE UNE ROPM				×
	Quote · PQ00000	12 - 10000			
	General				
	Type.		-	Terral Cost Incl. 1027 & East. Alt	2,596.00
	Type Nec.	IT40000000	- *	147 N	15
	Description	Liver learing she'l 121 T1201		WE Armautt	175
	Unit of Measure Code	PCL	-	art s.	1
	Quantity		3	All Amount	0.00
	Serie Court		900.00		

- I. Change below information to process as per your choice.
 - 1. Provide **Unit Cost**.
 - Unit Cost: 450.00

Also, can change measure unit and quantity as per your choice.

122				4
301				
EDIT - PURCHASE UNE PORM				×
Quote · PQ00000	12 - 10000			
General				
Type Nac			Tertal Cost line) VAT & Excl. ALT	1.500.00
No.	111-40000000	[4][A]	WAT %	11
Description	Gaver licenceg study 525 YEARS		WIT Amount	37140
Unit of Measure Code	PCL		47%	1
Quently		э	let Amount	0.00
		440.00		

J. Click the " \checkmark " button to save and close.

User Manual for Procurement Module, ERP System for Power Sector

Power Sector ERP	System			? 🕓
104				2
EDIT - FURCHASE UP				
Quote · P	Q0000012 - 10000			
7,04	Aut .		Tetal Cost Heb WAT & East All	1.500.00
Type No.	(Thirdocouse)	[4]A]	WT %	n
Description	Gaver licencey shell 525 TLOGE		WIT Amount	379.40
Unit of Measure Cou	de PCB.		47%.	1
Quertity		. Э	let Amount	0.05
Unit Cost		440,00		

The screen will look like as below

Pov	ver Sector ERP	System									7
	1014										(
	VEN-ADACHER D	10101								(#E) 105	ρx
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	200	17/10000009	Loser basing shell \$21,11,000	905.	2	440,00	2,000.00	/(10-2	135.00	10	0.0

K. Click the " button to save and close.

Pow	ver Sector ER	P System									?	0
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	VEW-#URDHADE	1011762								10.00	~	×
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	Sec.	11/10000000	Luner basing she's 021.11.000	RCL.	2	640,00	2,000.00	(12)	135.00	<u>(8</u>		0.00

The screen will look like as below

HENE WHAT					
NEW - PURCHASE QUOTE + POSSES					×
PQ0000012 · Utte	ora Motors				
General					New York
Reputton No.	(#10000015		Community		
Unique Procurement ID	WWTH0000012				
literador Name	Litture Matures	-	Status	Open	
Quarte Date:	7.463020				
flem Lines					
Terret	Starri Marine		Guerry United Measure	Unit Elist And, AMP 19 201	annet be with a set
tern	Lover bearing shek 501.11.000		5	44101	2,200.00
Total Skill VAT and AT					2,000.00
Total VAU					230.00
Total AlT					0.00
Totation VAT and AT					2,530,00

L. Click the " button to save and close.

Chercurk					
	All and a series of the series				
ent-ruitokus outre-rosso PQ0000012 · Utte General	INCOME ACTIVE 200				
Amportation No.	(ma000013)		Comments		
Unique Procurement ID	Waj/TH0000012				
Rendor Name	Uttang Minitara	-	Status	Open	
Quote Dete	06-07-20				
Bern Lines					
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tate.	Lover basing shell (2017) (201		3	441:00	2,200,00
Total Excl. VAT and AIT					2,290.00
					530.00
Estar: WAT					66.0
Total WT Total Alt					

PR-205 How to: Make Comparative Statement

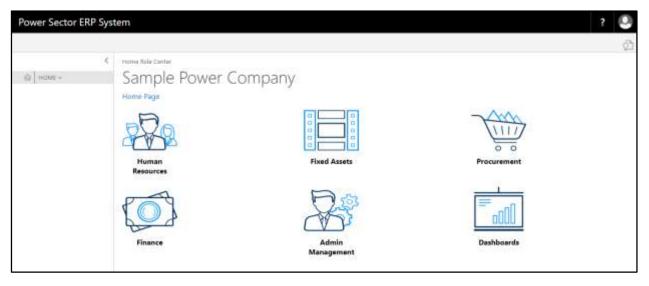
Introduction

This process demonstrates how to make a Comparative Statement.

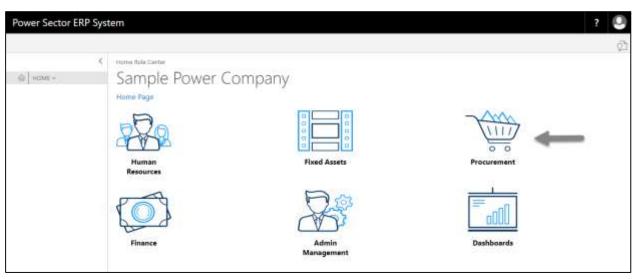
Make Comparative Statement

To initiate, follow the steps below.

A. Login with your respective **PR credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Procurement" Icon.



PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.

Power Sector ERP System			?	0
Process Procurement	Reports & Dashboard	Setup		×

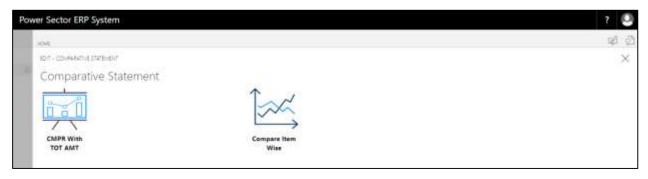
Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
ED7-FRODUKENEN7 FROCELE					×
Procurement Process					
Demand Note	APP	Purchase Requisitions	Purchase Quotes		
Comparative Statement	Orders	Receipts	Purchase Invoices		
Comparative	Purchase	Purchase	Purchase		

D. Choose the "Comparative Statement".

wer Sector ERP System			?
ED7 - PHOCURENENT PHOCELE			
Procurement Process			
Demand Note	APP	Purchase Regulations	Purchase Quotes
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices

The following screen will be appeared.



PR-205.1 Make CMPR With TOT AMT Comparative Statement

Make CMPR With TOT AMT Comparative Statement

This process demonstrates how to make CMPR with TOT AMT comparative statement.

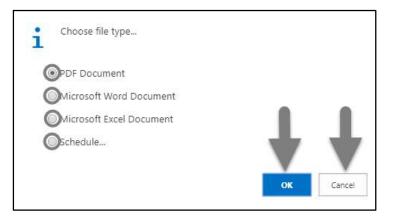
A. Choose the "AMPR With TOT AMT".



Edit - Purchase - Q	uotes Comparison	2
Requisition		
Requisition No.		
	Send to Print Pr	Cancel

The following screen will be appeared.

- B. Provide below information to process successfully.
 - 1. Choose **Requisition No.** from the dropdown by clicking on button.
 - Requisition No.: PR000012
 - 2. Choose Send to take it on PDF, Excel And Word



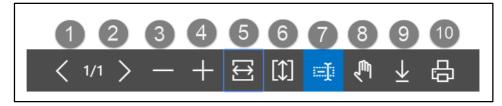
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

- 3. Choose **Print** to print the document.
- 4. Choose **Preview** to preview the document.
- 5. Choose **Cancel** to close this page.
- 6. Click on button to make it full page.

		_
Requisition		
Requisition No.	1 PR0000012	
	2 3 4	5
	Send to Print Preview	

The following Report will be appeared.

C. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width

- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

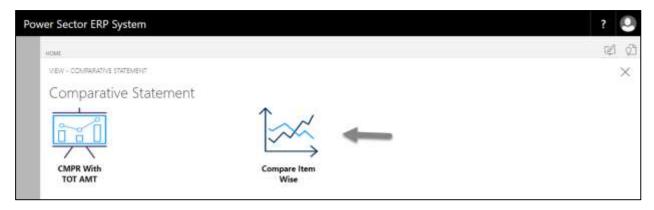
PR-205.2 Make Compare Item Wise Comparative Statement

This process demonstrates how to Item Wise comparative statement.

Make Compare Item Wise Comparative Statement

To initiate, follow the steps below.

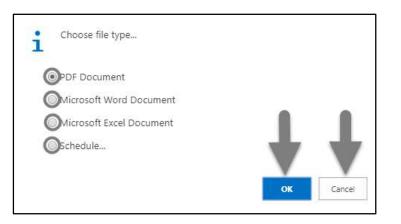
A. Choose the "Comparative Item Wise".



Edit - Quotes Compar	ison By Item	\swarrow
Requisition		
Requisition No.		
	Send to Print Preview	Cancel

The following screen will be appeared.

- B. Provide below information to process successfully.
 - 1. Choose **Requisition No.** from the dropdown by clicking on <u>button</u>.
 - Requisition No.: PR000012
 - 2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

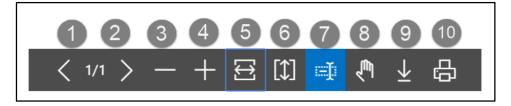
- 3. Choose **Print** to print the document.
- 4. Choose **Preview** to preview the document.
- 5. Choose **Cancel** to close this page.
- 6. Click on button to make it full page.

Requisition		
Requisition No.	1 PR0000012	
	2 3 4	5

The following Report will be appeared.

BPDB-RPCL	4				হায়িনার দ্যাগ					ate: 7/6/2020
Powergen ¹⁰			Samp	le Pow	er Co	ompa	any			
3	Comparativ					1		se Requisiti	on No -	1
Item	Vendor Name	Quotatio n No	Ω ΤΥ.	Unit of Measure	Unit Cost	VAT %	AIT %		Total Amount Including VAT & AIT	Comment
		PQ000001	5		44D	15	0	2,200	2,530	
Lower bearing	Uttora Motors	2				×				

C. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-206 How to: Make Purchase Order

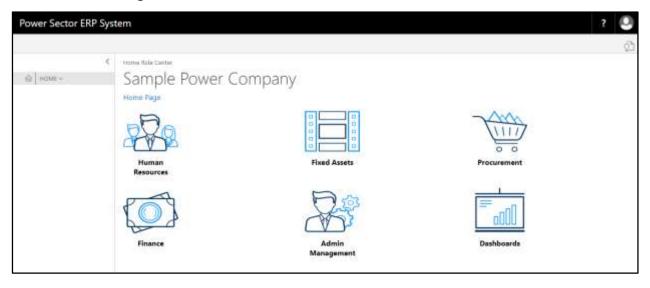
Introduction

This process demonstrates how to make a Purchase Order.

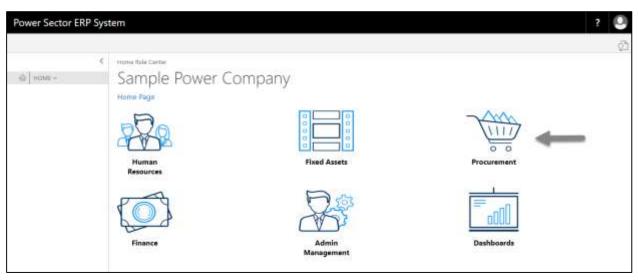
Make Purchase Order

To initiate, follow the steps below.

A. Login with your respective **PR credentials**. ERP Landing Page, as below, will be appeared on successful login.



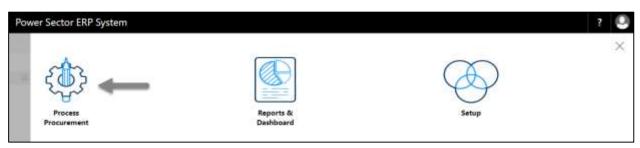
B. Choose the "Procurement" Icon.



PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.



Process Procurement page will be appeared as bellow.

Power	Sector ERP System				?	0
	7 - FROCURENENT FROCESE					×
P	rocurement Process					
[R			
	Demand Note	APP	Purchase Requisitions	Purchase Quotes		
Ş	I	() () () () () () () () () () () () () (
8	Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices		

D. Choose the "Purchase Order".

User Manual for Procurement Module, ERP System for Power Sector

Power Sector ERP System			đ	0
EDIT - FROCURENENT PROCESE				×
Procurement Process				
Demand Note	APP	Purchase	Purchase	
		Requisitions	Quotes	
Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices	

The following screen will be appeared.

Pov	wer Sector ERP Syste	em			?	0
0		Here				টা
=	New Manage	Print Sheve Atlacted Dege				-
	VIEW - PURCHASE ORCERS	+ new			E P X	<
	Purchase Order No.	Urague Procurement ID Qualle No.	Wesdor Name	Only Dele	Amount including VR7 IL Art	
	P0000005	1144	Rayan Mesinari	7/6/2020	0.00	N
	P06920006	5400	Uttara Motors	7/6/2920	0.00	2

E. Choose the "**New**" to create purchase order.

HONE	ACTORS NAMES					
0	ten Ver Denn	Hent. Henter Daka Copen in				
New	Nanage	Print Show Atlacted Page				
YE	W - PURCHASE ORCERS	+ new			11 H	×
	Purchase Order No.	Unique Procurement ID Quitte No.	Vendor Name	Order Date	Amount Including	147 B. Art
	P0000005	1000	Reyon Mesiman	7/6/2020		0.00
	PC6000036	1.493	Uttora Motora	7/6/2020		0.00

HAME ACTON NAMES MANAGE MANAGE	ATTEND OF THE REAL PROPERTY OF		
NEW - PURCHASE ORDER Purchase Order General			Street Horns
Purchanse Onder No. Requisition No. Unique Procurement ID		Delivery Place To Memo Number Job Description	
Vendor Name * Order Date Order Placed By	-	Order Description	
Order Race To			

- F. Provide below information to process successfully.
 - 1. Choose **Requisition No.** from the dropdown by clicking on <u>button</u>.
 - **Requisition No.:** PR000012

Purchase Order No, Unique Procurement ID, and Order Date this are automatically populated by the system.

- 2. Choose **Vendor Name** from the dropdown by clicking on _____ button.
 - Vendor Name: Uttora Motors
- 3. Choose **Order Place By** from the dropdown by clicking on button.
 - Order Place By: Md. Shamim Ahamed
- 4. Provide **Order Place To.**
 - Order Place To: Md. Parvez Hasan
- 5. Provide **Delivery Place To.**
 - Delivery Place To: Nikunja, Khilkhet
- 6. Provide Memo Number.
 - Memo Number: M123
- 7. Provide Cost Center Code.
 - Cost Center Code: 001

- 8. Provide Shortcut Dimension 2 Code.
 - Shortcut Dimension 2 Code: VEN01

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Unique Procurement ID Vendor Name	VALITHEDODOCE2 Ottors Motors 7/6/2020		Inh Description	6		
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Unique Procurament ID- Vendor Name Order Dirte Order Placed By	VALITHED000012 Vectors 7/6/2020 Md: Shamim Ahmed		Inh Description	0		

The screen will look like as below.

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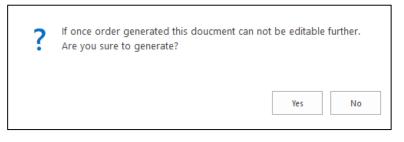
User Manual for Procurement Module, ERP System for Power Sector

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fotal ed. W/T and A/T							2,875.00
ce Detalis							
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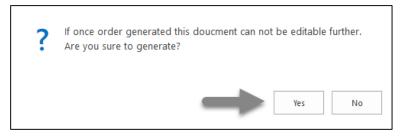
G. Choose the "Generate Order" to create purchase order.

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The following pop up will be appeared.



H. Choose the **YES** icon to save and close.



I. Choose the "**Receive**" after receiving order.

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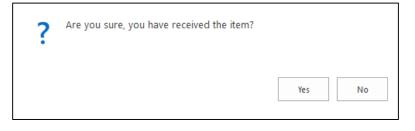
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er Sector ERP System					
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J. Click the " button to save and close.

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Lower bearing shell \$21,11,000	PES.		5	

The following pop up will be appeared.



K. Choose the **YES** icon to save and close.



The following Screen will be appeared.

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L. Choose the **OK** icon.

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The following Screen will be appeared.

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General Regultion No.	980000 \\\\\\TH	0012 0000012 Motors		Shop mas
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M. Click the " button to save and close.

PR-207 How to: Make Purchase Receipts

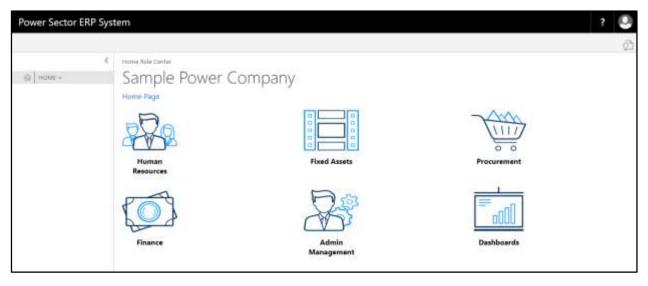
Introduction

This process demonstrates how to make a Purchase Receipts.

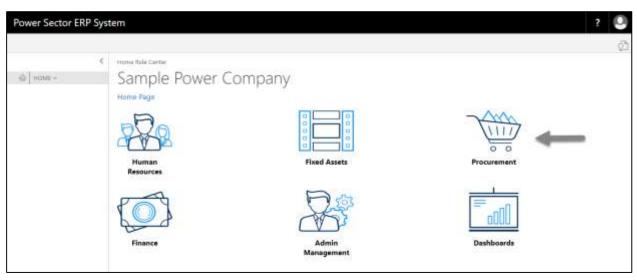
Make Purchase Receipts

To initiate, follow the steps below.

A. Login with your respective **PR credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Procurement" Icon.



PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.

Power Sector ERP System			?	0
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Process Procurement page will be appeared as bellow.

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		P			
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Comparative	Purchase	Purchase	Purchase		
Statement	Orders	Receipts	Invoices		

D. Choose the "Purchase Receipts".

Power Sector ERP System				? 🔮
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Procurement Proces	S			
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Comparative Statement	Purchase Orders	Purchase Receipts	Purchase Invoices	

The following screen will be appeared.

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E. Choose the "Purchase Receipts No." to view purchase receipts details.

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General Parchase Receipt No. Unique Procurement JD Parchase Quote No. Parchase Order No.	HPH00550025 WALTH-15000012	Vendor No. Vendor Norw Received Date	Ultura Maters 08-87-30	Chartly Invited

F. Choose the "Create Voucher Invoice" to invoice voucher.

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Purchase Order No.	PC008000	Received Date	08-07-30		
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Unique Procurement ID Purchave Quote No.	valifise000012 December	Received Date	85-07-30	Guartity invoced

- G. Provide below information to process successfully.
 - 1. Provide Vendor Invoice Serial Number.
 - Vendor Invoice Serial Number: INV123

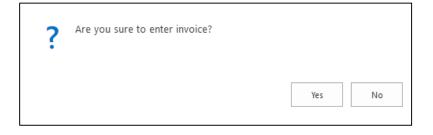
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	MV123 8990000008	Purchase Order No. Vendor No.	P20000008 VEND000013	
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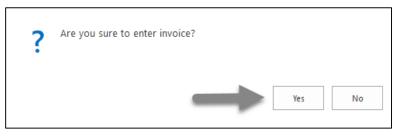
H. Click the " button to save and close.

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	04/123 9980000008	Parchase Order No.	P030055555 VEND500013	
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Windor Inicolos Serial No Purchase Receipt No. Unique Processment ID	PPR000002	Vendor No. Vendor Nerve Reserved Date	VENDI00018 Littora Motors	
Windor Inicitia Serial No Perchase Receipt No. Unique Processment ID Perchase Quals No.	PPR000002	Vendor No. Vendor Nerre Received Date	VENDDOOTID SAftaria Motors 08-07-20	Guantity Invested

The following pop up will be appeared.



I. Choose the **YES** icon to save and close.



The following pop up will be appeared.



J. Choose the **OK** icon.

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The following screen will be appeared.

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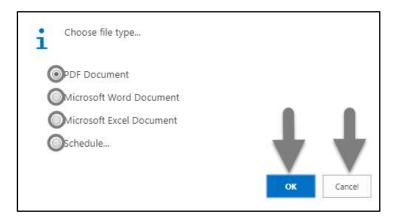
K. Choose the "**Print**" to Print purchase Receipts.

Power Sector ERP System				?	3
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Unique Procurement ID	WALMH0000012	Version No.	V8N21000013		
Parchase Quote No.		Vendor Nerve	Utora Mators		
Purchase Order No.	PC008000	Received Date	08-07-30		
Lines					
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And:	No. Printed	~	is:		
And:	Order No.	~	is:		
		Send t	0	Print Preview Cancel	

- L. Provide below information to process successfully.
 - 1. Provide **No. of Copies.**
 - No. of Copies: 1
 - 2. Choose Send to take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 3. Choose **Print** to print the document.
- 4. Choose **Preview** to preview the document.
- 5. Choose **Cancel** to close this page.
- 6. Click on button to make it full page.

User Manual for Procurement Module, ERP System for Power Sector

Edit - Purc	hase - Receipt			2
Options				
No. of Copie	25			1
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The following Receipt will be appeared.

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Purchase	Quote No.				Vendor Name			Uttora Motors
Purchase	Order No.		PO0000	008	Received Date			06-07-2020
Purchase	Invoice No.				Department			
Vendor In	voice Serial							
		QTY.	Unit of Measure	Unit Coet	Amount Exc. VAT &	VAT %	AIT %	Amount Inc. VAT
Item No.	Description		onit of medisare	onn cost	Allount Exc. VAT & AlT			& AIT

PR-208 How to: Make Purchase Invoice

Introduction

This process demonstrates how to make a Purchase Invoice.

PR-208.1 Make Purchase Invoice for Approval

Make Purchase Invoice for Approval

To initiate, follow the steps below.

A. Login with your respective **Finance User credentials**. ERP Landing Page, as below, will be appeared on successful login.

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	Finance	Admin Management	Deshboards		

B. Choose the "Procurement" Icon.

Power Sector ERP Sys	stem		? 🕓
			হ
€ Indine ~	Sample Power (Company	
	Human Resources	Fixed Assets	Procurement
	Finance	Admin Management	Deshboards

PR Landing page will be appeared as bellow.



C. Choose the "Process Procurement" icon.

Power Sector ERP System			?	0
Process Procurement	Reports & Dashboard	Setup		×

Process Procurement page will be appeared as bellow.

Power Sector ERP System				?	0
ED7-FRODUKENEN7 FROCELE					×
Procurement Process					
Demand Note	APP	Purchase Requisitions	Purchase Quotes		
Comparative Statement	Orders	Receipts	Purchase Invoices		
Comparative	Purchase	Purchase	Purchase		

D. Choose the "Purchase Invoices".

wer Sector ERP System			?
EDT - FROCURENENT PROCESE			×
Procurement Proces	s		
Demand Note	APP	Purchase Regulsitions	Purchase Quotes
Comparative	Purchase	Purchase	Purchase
Statement	Orders	Receipts	Invoices

The following screen will be appeared.

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	100333000	(NN123	PPRODUCT	Litrous Motors	2,500.00	2,875.06	2,300.00	Tes .		

E. Choose the "**Purchase Invoice No.**" to view purchase receipts details.

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	Differences and a second	Witce - Prozons - UTTORA MOTORS Uttora Motors				these manses
	Vendor Invoice Serial	17W123		Vendor Name	Littora Motora	
	Purchase Receipt No.	FPR0000005		Closed	N40.	
	Unique Procurement (D	VAUTH0000012		Department.		
	Windor No.	VEND000013		Status	Open	
	ttem Lines	Deputition		Quantity Unit of Measure Code	Unit Cest Each WAT By ANT Unit	Amount face with the date
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	Payment History Paring Core		Datamentika			Amount
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	Invoice Payment Details					
	Payment Method Code		-	Amount to pay		2,500.00
	Indhament No.			Check total Date		
	Bank Account			wit Chatlan No.		

- F. Provide below information to process successfully.
 - 1. Provide **Payment Method Code** from the dropdown by clicking on button.
 - Provide Method Code: Cash

User Manual for Procurement Module, ERP System for Power Sector

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Invoice Payment Det	aits			
Payment Method Code Instrument No.	CASH		Amount to pay Check issue Date	2,500.00
Bank Account			VAT Challan No.	

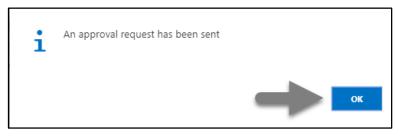
G. Choose the "Action" tab and Click "Pay" to pay invoice amount,

wer Sector ERP S					2	0
	Next Line					0
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EDIT - POSTED PURCHA	USE INVOICE - PRIDOZDODE - UTTORIA IND/TORIS				×	~
PP10000003	3 - Uttora Motors					
General						
Item Lines						
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Tutal VAT (0)					375.00	
Turkel Art (D)					0.00	
Tintal Incl. VMT and AVT ()					2,875.00	

The following pop up will be appeared.



H. Choose the **OK** icon to save and close.



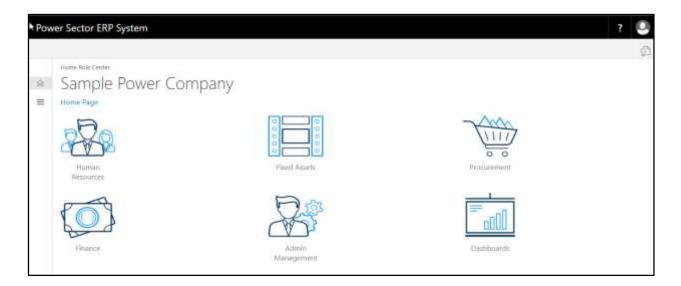
PR-208.2 Approve or Reject Purchase Invoices

Approve or Reject Purchase Invoices

To Approve/Reject initiated Purchase Invoices follow the steps below.

A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

User Manual for Procurement Module, ERP System for Power Sector



B. Choose the "Admin Management" icon to open the administrative page.



The Following Admin Management page will be appeared.

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VAT Mushok	Muselick Info Settup	VAT Settlement	
Alt Settlement		All Entries	
Requests	Approval Entries	Entries	

C. Choose the "Approval Request" icon to process initiated approval requests.

Power Sector ERP System			7 🗉
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VAT Mushok	Mushok Info Setup	VAT Settlement	
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	9		
A/T Settlement	VAT Entries	AIT Entries	
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	Σ ((S))		
Approval Requests	Approval Entries	Notification Entries	
25			
User Logi			

The following **Approval Request page** will be appeared.

HOME VIETO	DNE NAVIGATE								
Approve Report	Designer Speed Comments		Cont in Data						
	Pratto	Stim Allochet	fran						
VER - REOL	EVORYN, OT 27530						100 H	p	
To Appro	14			Ortan	Contenent	Senite 10	3	The Date	
Podlad	Purchase investe PP 00000	00		second payment annual 2300		FINANCE UTER	. prote. 1	(7/2529	

D. Select the initiated records and choose the "Open Record" icon.

Power Sector ERP System				?	٥
HONE ACTENE NAVIGE					ø
the second se	and a second sec				
VEN - RECUENTS TO JUPAROVE			[編] :	а, р	\times
To Approve	Details	Carlorent	Service 10	Dive Date	
Podlad Purchase Investe PP/0000000	PP000001 psyniet annum 2300		*PIANCE_UTER_BYPL	7/7/2529	

Detailed **Purchase Requisition page** will be appeared as below.

ower Sector ERP Sys	tem		?
HONE ACTORS MALASE			
Duids In Prof. Nat			
Manage Husse Sho	a Amachand		
EDIT - POSTED PURCHASE (NVERCE - PP0000003 - UTTORA MOTORS		×
General Vander Inseine Securi	(8413)	Versity Name	Show more
Vendor Invoice Serial	INV123 PR0000005	Vendor Name	Uttors Motors
Vendor Invoice Seriar Purchase Recept No.	PPR000005	Ocsed	17 ABC 18
Vendor Invoice Serial			Uttors Motors
Vendor Invoice Serial Purchase Recept No. Vinique Procurement ID	PPR0000005 VWUTH0000012	Oosed Department	Ottors Mators 140
Vendor Invoice Serial Purchase Recept No. Unique Procurement ID Vendor No.	PPR0000005 VWUTH0000012	Oosed Department Status	Ottors Mators 140

TIPS

You can choose initiate record by clicking on the line.

E. Select the \bowtie icon to back to the previous page.

Pov	wer Sector ERP Syst	em		? 🚨
	HONE ACTORS MANUAL	P (1996)		රෝ
6	Notes Internet	Links		
	Marage House Show	Attached		
	EDIT - POSTED PURCHASE IN	WENCE - PROCOCOLS - UTTORIA MISTORS		
	PPI000003 ·	Uttora Motors		
	General			Show more
	Vendor Invoice Serial	INV123	Verador Name	Uttore Motors
	Purchase Receipt No.	PPR000005	Oosed	140
	Unique Procurement ID	VWUTH0000012	Department	
	Vendor No.	VEND000013	Status	Pending Approval
	Item Lines			
	Type	Description	Quartity Unit of Measure Code	Unit Cost Ext. W/T & A/T Une Amount Ext. W/T & A/T
	iters.	···· Lower bearing shell 021.11.003	5 PCL	500.00 2,500.00

The following **Request to Approve page** will be appeared.

HOVE ACTERIS NAVISATE					ŝ
Approve Reject Developer Boost Commercia Resta					
Printes Stress Analysis Print			10	RE JO	
THEN PRODUCTS TO APPROVE			(65)	nn po	X
To Approve	Details	Convent	Service 10	Due Date	
Podlad Purchase Investe PP/0000000	#PO000001 (payment amount: 2300		PNANCE UTER BYPL	7/7/2529	

F. Choose the "Approve" icon to approve the initiated process or select "Reject" (besides

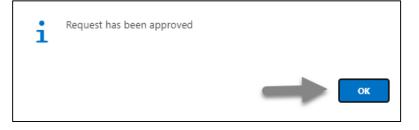
"Approve") to reject.

		?	Ľ
			ç
	12 2	2	×
Commerci	Savdie 10	Ove Date	
	ENANCE USER, BRPS	7/7/2020	
	Comment	Comment Garder Ib	Command Savdar ID Due Date

The following pop- up will be appeared.



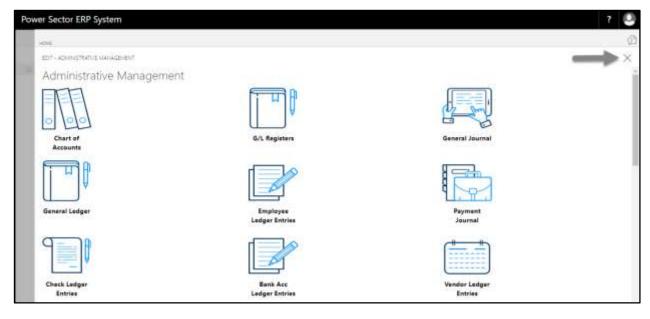
G. Choose the "**OK**" icon to save and close.



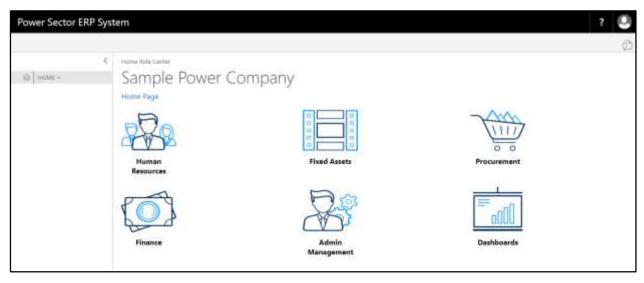
H. Select the \bowtie icon to back to the previous page.

more soluti secon			
Approx Matt Diago Con Connects Inter See			
VEW - REQUENTS TO APPROVE			II e ganta
Is Approve	O etails.	Compared	Services (D) State Date
		naw in this server	

I. Select the \fbox icon to back to the previous page.



ERP Landing Page, will be appeared as bellow.



Choose the "Procurement" Icon.

Power Sector ERP	System		? 🛄
			Q
∰ HOME ←	Sample Power C	ompany	
	Human Resources	Fixed Assets	Procurement
	Finance	Admin Management	Dashboards

PR Landing page will be appeared as bellow.



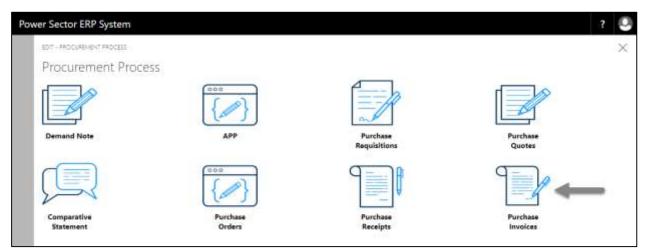
J. Choose the "Process Procurement" icon.



Power Sector ERP System D EDIT - FROCURENENT FROCESE × **Procurement Process** Purchase and Note Requisitions Ouotes Comparative Statement Purchase Purchase Purchase Orders Receipts Invoices

Process Procurement page will be appeared as bellow.

K. Choose the "Purchase Invoices".



The following screen will be appeared.

Power S	Sector	ERP	Syste	2m								1	?	D
	ia Ia	X	-		100	٥								Ø
1	Neise	16.502	Arrest .	Dan A	0.740	- The								
	W + 31257		CHÂSE H								H a	Р.	×	<
	Paratan Naj				i ni	a farm	Paritian April No	f litrar liane	head	Arount mindred VAT 8-	Terrahing Amount	-		
	PP(0000)	000		WV	(11)		/FR0000005	Uttorix Hoters	2,000.00	1475.00	8.00	Ym-		

L. Choose the "**Print**" to print purchase invoice.

er Sector ERP Sy	stem							
	a loss our ager							
Nanaja Ros VEW - POSTED FURCHAE						<u>10</u>	ρ	×
Parchase Institut Aug	mentar system Germ	Paritus Annial No	teraz tiare	Arnut	Arount reliable With	Terraining Amount	-	
#PH0000000	WY1E3	FFR0000005	Utorix Hotory	2,000.00	-1475.00	0.000	Yes-	

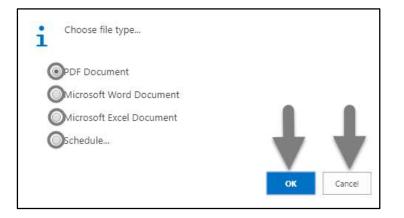
The following screen will be appeared.

Edit - Purcł	nase - Invoice					\swarrow
Options						
No. of Copie	15					0
Show Interna	al Information					
Log Interacti	ion					
Posted Pu	rchase Invoice					
Show results	а С					
Where:	No.	~	is:	PPI000000	3	
And:	Buy-from Vendor No.	~	is:			
And:	No. Printed	~	is:			
And:	Order No.	~	is:			
		Send	to	Print	Preview	Cancel

M. Provide below information to process successfully.

- 1. Provide **No. of Copies.**
 - No. of Copies: 1
- 2. Choose the **Buy-from Vendor No.** from the dropdown by clicking on button.
 - is: VEND000013

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 4. Choose **Print** to print the document.
- 5. Choose **Preview** to preview the document.
- 6. Choose **Cancel** to close this page.
- 7. Click on button to make it full page.

User Manual for Procurement Module, ERP System for Power Sector

Edit - Purcl	hase - Invoice				2
Saved Sett	tings				
Name		Last	used o	options and filters	
Options					
No. of Copie	es 1				1
Show Intern	al Information				
Log Interacti	ion				
Posted Pu	rchase Invoice				
Show results	8				
Where:	No.	~	is:	PPI0000003	
And:	Buy-from Vendor No.	~	is:	VEND000013 2	
And:	No. Printed	~	is:		
And:	Order No.	~	is:		
			3	4 5 6)
		Sen	d to	Print Preview Cance	el

The following Invoice will be appeared.

se - Invoice	urcha	P						
PP10000003								
VEND000013			Vendor No.	3	INV12		ce Serial	Vendor Invoid
Uttora Motors			Vendor Name	15	PPR000000		ceipt No.	Purchase Re
		Department		2	PR000001		prization No.	Vendor Autho
06-07-2020			Invoiced Date	8	P0000000		der No.	Purchase Orc
Released			Status	2			ote No.	Purchase Qu
Amount Inc. VAT & Al	AIT %	VAT %	Amount Exc. VAT & AIT	Unit Cost	Unit of Measure	QTY.	Description	Item No.
2875.0	0	15	2500	500	PCS.	5	Lower bearing shell 021.11.003	ITM000000 9
2500.00		T (BDT)	Total Exc. VAT & Al					
375.00		T (BDT)	Total VA					
3/5.0		TIDAT	T-t-I AI					
375.0		T (BDT)	Total Al					

PR-300 Generating Reports

Introduction

This section shows how to generate different reports related to Procurement functions. This section contains the following –

- PR-301 Purchase Quotes Report
- PR-302 Purchase Order Report
- PR-303 Purchase Invoices Report
- PR-304 Purchased Items Report
- PR-305 Purchase receipts Report
- PR-306 Purchase Requisition Report
- PR-307 Department Wise Costing Report
- PR-306 Item Wise Purchase report

Role

- Module User
- Module Admin

Prerequisite

• Module Admin credentials – username and password

Access to Report Tab

Follow the steps below.

 A. Login with your respective **Procurement credentials**. ERP Landing Page, as below, will be appeared on successful login.

User Manual for Procurement Module, ERP System for Power Sector

Power Sector ERP Sys	tem			?	0
				QĴ	Ø
(i) HOMES	Home Role Center Sample Power Cor Home Page Human Resources	npany	Procurement		
	Finance	Admin Management	Deshboards		

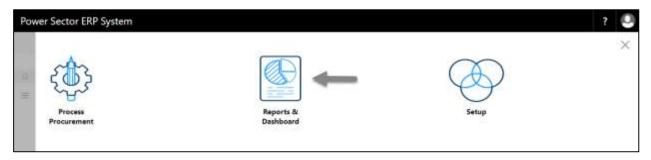
B. Choose the "Procurement" icon.

Power Sector ERP S	System		2 🕓
	-		0
की स्टाम्स ÷	Sample Power (Home Page Human Resources	Company Fixed Assets	Procurement
	Finance	Admin Management	Dashboards

Procurement Landing Page will be appeared as below



C. Choose the **"Reports & Dashboard"** in Procurement Landing Page.



The following **Procurement Reports & Dashboard landing** page will be appeared.

Power Sector ERP System		? 😃
	2	×
Reports	Dashboard	

D. Choose the **"Reports"** in Procurement Landing Page.

Power Sector ERP System		2 😃
Reports	Dashboard	×

The following **Procurement Reports landing** page will be appeared.

Pow	er Sector ER	P System							?	0
	HOHE)								rei	03
0	son-susons Reports		(i)			1	-		0	×
	Parchase Quotes	Purchase Orders	Parchase Invoices	Porchaned Roma Report	Purchase Receipts	Purchase Requestion	Department Wire Controg Report	Berns Wise Purchair Report		

PR-301 How To: Generate Purchase Quotes Reports

Introduction

This process demonstrates how to generate Purchase Quotes Reports.

PR-301 Purchase Quotes Report

To generate Purchase Quotes Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchase Quotes Report" from Procurement Report Page.

ver Sector ER	RP System					?
Hold (QL QL
1017-81F0813						
Reports						
-					1	

The following **Report Calling Page** will be appeared.

Report	\swarrow
Quote Date	~
07-01-20	
07-06-20	
3 PQ0000012	
4 5 6 Send to Print Previ	iew Cancel
	1 07-01-20 2 07-06-20 3 PQ0000012 4 5 6

- C. Choose the above Actions to view report successfully.
 - 1. Choose **Start Date** by clicking **on**
 - Start Date: 07-01-20
 - 2. Choose End Date by clicking on
 - End Date: 07-06-20 •
 - 3. Choose Quote No. by clicking on
 - Quote No: PQ000012
 - 4. Choose Send to take it on PDF, Excel And Word

Choose file type		
OPDF Document		
Microsoft Word Document		
Microsoft Excel Document		
OSchedule	- 1	
	ок	Cancel

- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 5. Choose **Print** to print the document.
- 6. Choose **Preview** to preview the document.
- 7. Choose **Cancel** to close this page.
- 8. Click on button to make it full page.

Page 148 of 197

button.



button.

The following Report will be appeared.

Triffe Yane Caupan		Date: 06-07-2020					
		Sam	ple Pow	/er Compan	ıy		
		Pu	irchase Qu	uotes Report			
						Purchas	se Quote - PQ0000012
Requisition No : Vendor Authorizat Vendor No : Vendor Name : Quote Date : IssuedBy : Department :	on No :	PR0000012 VAUTH0000012 VEND000013 Uttora Motors 06-07-2020				xc. VAT & AIT: VAT Amount: TAX Amount: nc. VAT & AIT:	330
Item	QTY.	Unit of Measure	Unit Cost	Amount Exc. VAT & AIT	VAT%	AIT%	Amount Inc. VAT & AIT
Lower bearing shell 021.11.003	5	PCS.	440	2,200	15	0	2,530

D. Report Action Bar will be appeared on the report as below initially -



- 11. Previous Page
- 12. Next Page
- 13. Zoom Out
- 14. Zoom In
- 15. Fit page to window width
- 16. Fit full page in window
- 17. Select Text
- 18. Pan the document
- 19. Download to file
- 20. Print

PR-302 How To: Generate Purchase Orders Reports

Introduction

This process demonstrates how to generate Purchase Orders Reports.

PR-302 Purchase Orders Report

To generate Purchase Order Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchase Order Report" from Procurement Report Page.

er Sector ER	P System							?
HOHE)								1
107-8150873								
Reports								
			·					
Purchase Quotes	Purchase Orders	Parchase Insocret	Porchased Items Report	Purchase Recepto	Purchase Requestors	Department Wice Conting Report	Berns Wite Purchase Report	

The following **Report Calling Page** will be appeared.

Edit - Purchase Order	rs Report
Date Filter	
Date Filter Category	Order Date ~
Start Date	7/1/2020
End Date	2 7/6/2020
Purchase Order	
No.	3 PO0000006
Department	
	4 5 6 7 Send to Print Preview Cancel

- C. Choose the above Actions to view report successfully.
 - 1. Choose **Start Date** by clicking **on button.**
 - Start Date: 07-01-20
 - 2. Choose **End Date** by clicking **on**
 - End Date: 07-06-20
 - 3. Choose **Purchase Order No.** by clicking **on ... button.**
 - No: P0000006
 - 4. Choose Send to take it on PDF, Excel And Word

Choose file type		
OPDF Document		
Microsoft Word Document		
Microsoft Excel Document		
OSchedule	- -	
	ОК	Cancel

- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 5. Choose **Print** to print the document.
- 6. Choose **Preview** to preview the document.
- 7. Choose **Cancel** to close this page.
- 8. Click on button to make it full page.

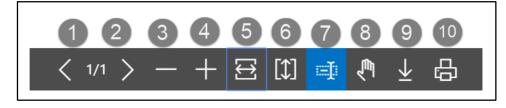
button.

Techvision

Date: 06-07-2020 লেখ হায়িনায় উদ্যোগ Sample Power Company Purchase Orders Report Purchase Order - PO0000006 PR0000012 Requisition No : Requisition Title: VAUTH0000012 Vendor Authoriaztion No : Quote No : Vendor No : Vendor Name : VEND000013 Uttora Motors Total Amount Exc. VAT & AIT: 2,500 VAT Amount: 375 Order Date : 06-07-2020 Issued By : Department : TAX Amount: 0 2,875 Total Amount Inc. VAT & AIT: Amount Exc. VAT & AIT Amount Inc. VAT & Item QTY. Unit of Measure Unit Cost VAT% AIT% AIT 0 Lower bearing 5 PCS. 500 2,500 15 0 2,875 shell 021.11.003

The following Report will be appeared.

D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-303 How To: Generate Purchase Invoice Reports

Introduction

This process demonstrates how to generate Purchase Invoice Reports.

PR-303 Purchase Invoice Report

To generate Purchase Invoice Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchase Invoice Report" from Procurement Report Page.

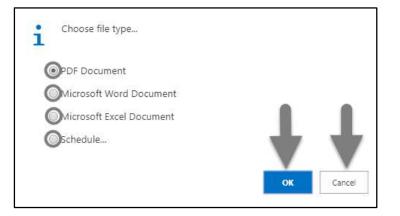
wors ports							
ports							
The state of the state of the							
	-					- 0	
tere Queters - 1	Purchase Orders	Purchase Insocret	Purchased Items	Purchase Receipts	Purchase	Department Wice	theres Wise Purchase Report
•	es Queires	us Queites Parchaus Orders	er Quelles Purchaire Ordens Purchaire Invasizes	ar Queles Purchase Orden Purchase Inscient Purchased liters	ur Quelles Perchaire Orden. Perchaire Innoisen Perchaire Innoisen Report	er Quotes Purchaire Orden. Purchaire Innocan Purchaire Terraphin Purchaire Terraphin Purchaire Terraphinis	es Qualites Purchaue Ordens Purchaue Invasione Purchaue Thomas Purchaue Receptor Purchaue Purchaue Conting Report

The following **Report Calling Page** will be appeared.

Edit - Purchase Invoid	ces Report	2
Date Filter		
Date Filter Category	1 Invoiced Date	~
Start Date	2 7/1/2020	
End Date	3 7/6/2020	
Purchase Invoice		
Invoice No.	4 PPI0000003	
Department		
	5 6 7 8 Send to Print Preview Cano	

C. Choose the above Actions to view report successfully.

- 1. Choose **Date Filter Category** by clicking **on button**.
 - Date Filter Category: Invoiced Date
- 2. Choose **Start Date** by clicking **on ... button.**
 - Start Date: 07-01-20
- 3. Choose **End Date** by clicking **on button**.
 - End Date: 07-06-20
- 4. Choose **Invoice No.** by clicking **on button**.
 - Invoice No: PPI000003
- 5. Choose **Send to** take it on PDF, Excel And Word



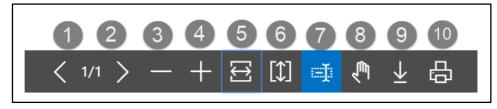
- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 6. Choose **Print** to print the document.
- 7. Choose **Preview** to preview the document.
- 8. Choose **Cancel** to close this page.
- 9. Click on button to make it full page.

(্রি জিলিমার মন্দ্র মন্দ্র মন্দ্র								
turale Tangen		Samp	le Powe	r Company	/				
		Purc	hase <mark>Invo</mark> i	ces Report					
						Pur <mark>cha</mark> se li	nvoice - PP10000003		
Requisition No : Guote No : Order No : Receipt No : Vendor No : Vendor Name : Vendor Order No ; Vendor Invoice No		PR0000012 PO0000008 PPR0000005 VEND000013 Uttora Motors							
Department : Invoiced Date : Posting Date : Due Date :	S.	06-07-2020 06-07-2020 06-07-2020				c. VAT & AIT: VAT Amount: TAX Amount: c. VAT & AIT:	375 0		
ltem	QTY.	Unit of Measure	Unit Cost	Amount Exc. VAT & AIT	VAT%	AIT%	Amount Inc. VAT &		
Lower bearing shell 021.11.003	5	PCS.	500	2,500	15	0	2,875		

The following Report will be appeared.

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D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-304 How To: Generate Purchased Items Reports

Introduction

This process demonstrates how to generate Purchased Items Reports.

PR-304 Purchased Items Report

To generate Purchased Items Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchased Items Report" from Procurement Report Page.

Hold						q
Reports						
		Purchased Items Taport	Purchase Receipts	Department Wise Conting Report	fams Wee Purchase Report	

Edit - Vend	lor/Item Purchases		2
Saved Set	tings		
Name	0	Last use	d options and filters
Options			
New Page p	er Vendor		
Vendor			
Show result	ts:		
Where:	No.	 ✓ is: 	VEND000013 2 _
And:	Search Name	 ✓ is: 	
And:	Vendor Posting Group	 ✓ is: 	_
Value Entr	-		
Show result	ts:		
Where:	Item No.	✓ is:	ІТМ0000009
And:	Inventory Posting Group	 ✓ is: 	PUMP SPARE PARTS 4 _
And:	Posting Date	 ✓ is: 	
		5 Send to.	6 7 8 Print Preview Cancel

The following Report Calling Page will be appeared.

- C. Choose the above Actions to view report successfully.
 - 1. Choose **Name** by clicking **on button.**
 - Name: Last Used options and filters.
 - 2. Choose **Vendor Information** by clicking **on button.**
 - Where: No.
 - Is: VEND000013
 - 3. Choose **Value Entry** by clicking **on ... button.**
 - Where: Item No.
 - Is: ITM0000009
 - 4. Choose Value Entry by clicking on ____ button.

- And: Inventory Posting Group
- Is: PUMP SPARE PARTS
- 5. Choose Send to take it on PDF, Excel And Word

Choose file type		
OPDF Document		
Microsoft Word Document		
Ovicrosoft Excel Document		
OSchedule	- -	
	ок	Cancel

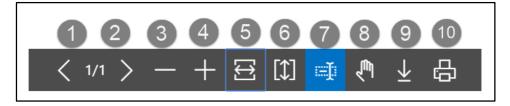
- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 6. Choose **Print** to print the document.
- 7. Choose **Preview** to preview the document.
- 8. Choose **Cancel** to close this page.
- 9. Click on Dutton to make it full page.

The following Report will be appeared.

Langle Pauer Company		ি পেখ হামিনার উদ্যোগ যথে যথে বিশ্বুগ			Date: 06-07-2020
	Sam	ple Power Comp	any		
	Pu	irchase Items Repor	t		
	Description	Unit of Measure			
VEND000013	Uttora Motors Phone No.				
ITM0000009	Lower bearing shell 021.11.003	5 PCS.	2,500.00	0.00	
	Uttora Motors		2,500.00	0.00	
Total			2,500.00	0.00	

Г

D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-305 How To: Generate Purchase Receipts Reports

Introduction

This process demonstrates how to generate Purchase Receipts Reports.

PR-305 Purchase Receipts Report

To generate Purchase Receipts Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchase Receipts Report" from Procurement Report Page.

HOHE				
50/7 - REFORTS				
Reports				

Edit - Purchase Receip	ots Report	2
Date Filter		
Date Filter Category	Received Date	~
Start Date	7/1/2020	
End Date	2 7/6/2020	
Purchase Receipt		
Receipt No.	3 PPR0000005	
Department		
	4567Send toPrintPreviewCancel	el

The following **Report Calling Page** will be appeared.

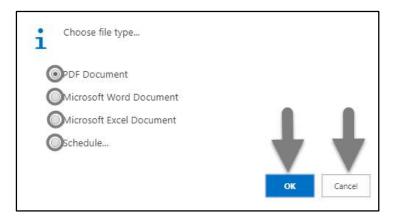
C. Choose the above Actions to view report successfully.

1.	Choose Start Date by clicking on	 button.

button.

....

- Start Date: 7/1/2020
- 2. Choose **End Date** by clicking **on ... button.**
 - End Date: 7/6/2020
- 3. Choose **Receipt No.** by clicking **on**
 - Receipt No.: PPR0000005
- 4. Choose Send to take it on PDF, Excel And Word

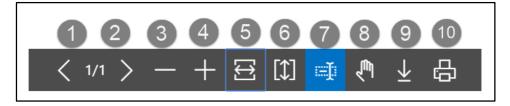


- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 5. Choose **Print** to print the document.
- 6. Choose **Preview** to preview the document.
- 7. Choose **Cancel** to close this page.
- 8. Click on button to make it full page.

The following Report will be appeared.

Langle Pour Campany		2	ি পথ হার্টি উদ্দেয় ময়ে ঘ্রয়ে	มิศญ ก 1 (ชีวิชีวิชี			Date: 06-07-202
		Samp	le Powe	er Company	Y		
		Purcl	nase Rece	eipts Report			
						Purchase F	Receipt - PPR000000
Requisition Title : Vendor Authoriza Purchase Quote I Purchase Order Vendor Invoice S Vendor No : Vendor Name : Received Date : Department :	tion No : No : No : No : No :	VAUTH0000012 PO0000008 PPI0000003 INV123 VEND000013 Uttora Motors 06-07-2020				c. VAT & AIT: VAT Amount: TAX Amount: c. VAT & AIT:	#Error #Error
Vendor Authoriza Purchase Quote I Purchase Order N Purchase Invoice Vendor Invoice S Vendor No : Vendor Name : Received Date :	tion No : No : No : No : No :	PO0000008 PPI0000003 INV123 VEND000013 Uttora Motors	Unit Cost			VAT Amount: TAX Amount:	#Error #Error
Vendor Authoriza Purchase Quote I Purchase Order N Purchase Invoice Vendor Invoice S Vendor No : Vendor Name : Received Date : Department :	tion No : No : No : erial :	PO0000008 PPI0000003 INV123 VEND000013 Uttora Motors 06-07-2020	Unit Cost	Tot	al Amount in	VAT Amount: TAX Amount: c. VAT & AIT:	#Error #Error #Error Amount Inc. VAT &

D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-306 How To: Generate Purchase Requisition Reports

Introduction

This process demonstrates how to generate Purchase Requisition Reports.

PR-306 Purchase Requisition Report

To generate Purchase Requisition Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Purchase Requisition Report" from Procurement Report Page.

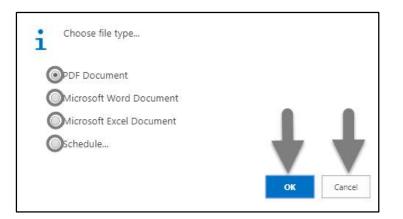
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	ster. Purchase Ordern-	Parchase Invoices	Purchased Remo	Purchase Receipts	Purchase Respection	Department Wese Costing Report	theres Wise Purchaiz Report		

Edit - Purchase Requis	itions		2
Date Filter			
Date Filter Category		Requisition Date	~
Start Date	1	7/1/2020	
End Date	2	7/6/2020	
Requisition			
Requisition No.	3	PR0000012	
Department			
Estimate	4	Unbudgeted	~
Status	5	Released	~
	6	7 8 9)
	Send to	o Print Preview Cano	el

The following **Report Calling Page** will be appeared.

C. Choose the above Actions to view report successfully.

1.	Choose Start Date by clicking on button.
	• Start Date: 7/1/2020
2.	Choose End Date by clicking on button.
	• End Date: 7/6/2020
3.	Choose Requisition No. by clicking on button.
	Receipt No.: PR0000012
4.	Choose Estimate by clicking on button.
	Estimate: Unbudgeted
5.	Choose Status by clicking on button.
	Status: Released
c	Chapped Condito take it on DDE Event And Ward

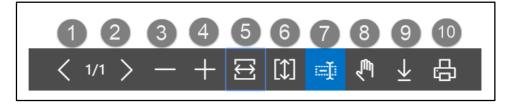


- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 7. Choose **Print** to print the document.
- 8. Choose **Preview** to preview the document.
- 9. Choose **Cancel** to close this page.
- 10. Click on Dutton to make it full page.

The following Report will be appeared.

Q			े जिल्ला था। उपने पहुं की	धिनाथ ग्रेम द्वायमा			Date: 06-07-202(
				er Compai isition Repo	010512		
Requisition No.	Department	Status	Estimate	Requisition Date	item	QTY.	Unit of Measure
PR0000012		Released	Unbudgeted	07-07-2020	Lower bearing shell 021.11.003	5	PCS.

D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-307 How To: Generate Department Wise Costing Reports

Introduction

This process demonstrates how to generate Department Wise Costing Reports.

PR-307 Department Wise Costing Report

To generate Department Wise Costing Report, please follow the steps below

- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Department Wise Costing Report" from Procurement Report Page.

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Reports								
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Purchase Quotes	Purchase Orders	Purchase Inscises	Porchased Items Report:	Purchase Recepts	Purchase Requestion	Department Wite Costing Report	Purchase Report	

The following **Report Calling Page** will be appeared.

Edit - Costing Report	t Dept. Wise	2
Date Filter		
Date Filter Category	Order Date	~
Start Date	7/1/2020	
End Date	2 7/6/2020	
Requisition		
Department		
	3 4 5 6	
	Send to Print Preview Can	cel

- C. Choose the above Actions to view report successfully.
 - 1. Choose **Start Date** by clicking on **button.**
 - Start Date: 7/1/2020
 - 2. Choose **End Date** by clicking on
 - End Date: 7/6/2020

Note
Here we can generate specific department wise report.

button.

....

3. Choose **Send to** take it on PDF, Excel And Word

Choose file type		
OPDF Document		
Microsoft Word Document		
Microsoft Excel Document		
Oschedule		
	ок	Cancel

- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 4. Choose **Print** to print the document.
- 5. Choose **Preview** to preview the document.
- 6. Choose **Cancel** to close this page.
- 7. Click on button to make it full page.

The following Report will be appeared.

Q			শেশ হার্মিনার্থ উল্লোগ বটে বটে বিস্তা			Date: 06-07-2020
			ble Power Co			
		Departn	nent Wise Costin	g Report		
Department	Total Cost	Invoice No.	Requisition No.	Order No.	Order Date	Amount Including VAT & AIT

D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-308 How To: Item Wise Purchase Reports

Introduction

This process demonstrates how to generate Item Wise Purchase Reports.

PR-308 Item Wise Purchase Report

To generate Item Wise Purchase Report, please follow the steps below

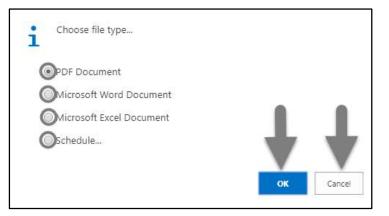
- A. Open "Procurement Report Landing Page" through "Access to Report Tab"
- B. Choose "Item Wise Purchase Report" from Procurement Report Page.

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Reports	1.							
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Parchase Quette	E Purchase Orders	Parchase Invoices	Purchased Items Report	Purchase Receipts	Purchase	Department Weie Costing Report	Berns Wise Purchase Report	

The following **Report Calling Page** will be appeared.

Edit - ItemsWiseP	urchaseCount	Report		2
Oltem Purchased	Date Filter			
Date From	1	7/1/2019		
Date To	2	7/6/2020		
	_			
	3	4	5	6
	Send to	o Print	Preview	Cancel

- C. Choose the above Actions to view report successfully.
 - 1. Choose **Start Date** by clicking **on button.**
 - Start Date: 7/1/2020
 - 2. Choose **End Date** by clicking **on ... button.**
 - End Date: 7/6/2020
 - 3. Choose Send to take it on PDF, Excel And Word

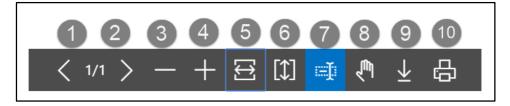


- Click "OK" after select an option.
- Click "Cancel" to cancel this page
- 4. Choose **Print** to print the document.
- 5. Choose **Preview** to preview the document.
- 6. Choose **Cancel** to close this page.
- 7. Click on button to make it full page.

The following Report will be appeared.



D. Report Action Bar will be appeared on the report as below initially -



- 1. Previous Page
- 2. Next Page
- 3. Zoom Out
- 4. Zoom In
- 5. Fit page to window width
- 6. Fit full page in window
- 7. Select Text
- 8. Pan the document
- 9. Download to file
- 10. Print

PR-400 Dashboard

Introduction

This process demonstrates how to view Procurement Dashboards which can assist top management in decision making. The operational dashboard is divided into 6 sections -

- PR-401 Purchase Requisition Dashboard
- PR-402 Purchase Quotes Dashboard
- PR-403 Purchase Orders Dashboard
- PR-404 Purchase Receipts Dashboard
- PR-405 Purchase Invoices Dashboard
- PR-406 Others Dashboard

Roles

• Module Admin

Prerequisites

• PR Operational live data in the system

PR-401 How to: View Purchase Requisition Dashboard

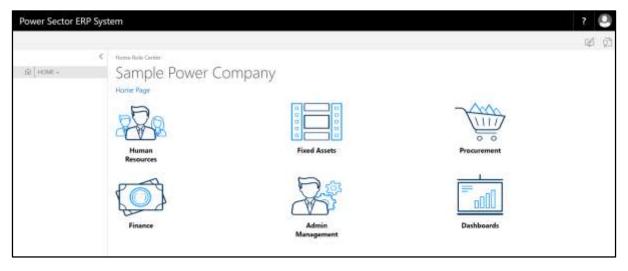
Introduction

Purchase Requisition Dashboard shows graphs on selected purchase requisition functions.

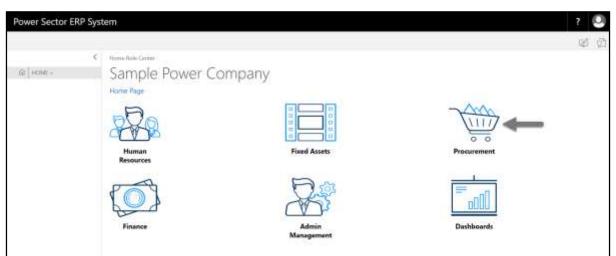
Purchase Requisition Dashboard

To view Purchase Requisition Dashboard, follow the steps below -

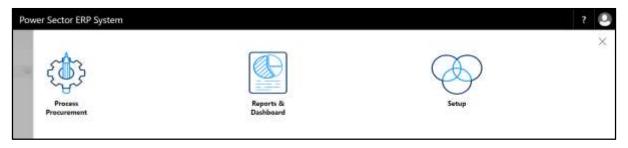
A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



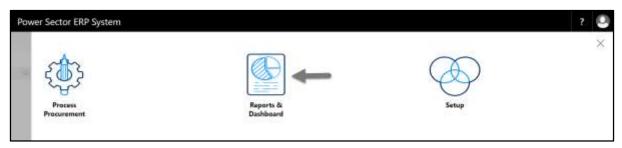
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below



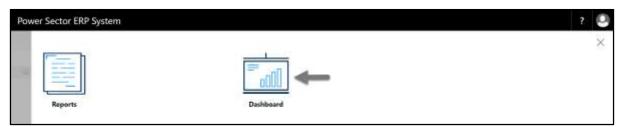
C. Choose the **"Reports & Dashboard"** in PR Landing Page.



Reports & Dashboard Page will be appeared as below

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D. Choose the "Dashboard" in Reports & Dashboard page.



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 Purchase Dashboard Items
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 Purchase Requisitions
 Purchase Quotes

 Purchase Requisitions
 Purchase Orders

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 Purchase Requisitions
 Purchase Orders

 Purchase Requisitions
 Image: Constrained Statement

 Purchase Receipts
 Purchase Statement

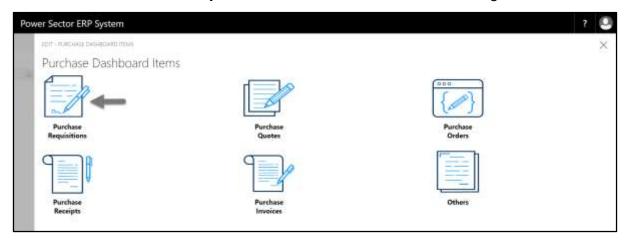
 Purchase Receipts
 Purchase Statement

 Purchase Receipts
 Purchase Statement

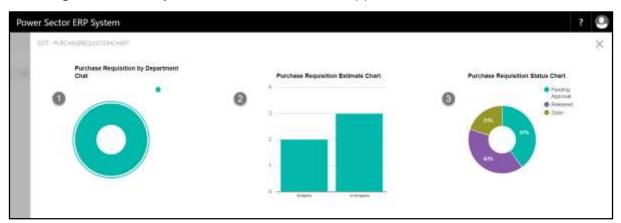
 Purchase Receipts
 Purchase Statement

Purchase Dashboard Items Page will be appeared as below

E. Choose the "Purchase Requisitions" in Purchase Dashboard Items Page.



Following Purchase Requisitions dashboard will be appeared.



The Purchase Requisition dashboard contains 3 graphs of respective organization -

- Purchase Requisition by Department Chart: This pie chart showing the value of "Purchase Requisition by Department Chart."
- 2. **Purchase Requisition Estimate Chart**: This bar chart showing the ratio of budgeted and unbudgeted status of purchase requisition.
- 3. **Purchase Requisition Status Chart**: This pie chart showing the status ratio of purchase requisition, among open status, pending approval status or released status.

PR-402 How to: View Purchase Quotes Dashboard

Introduction

Purchase Quotes Dashboard shows graphs on selected purchase quotation functions, which are received from the user from respective department in the organization.

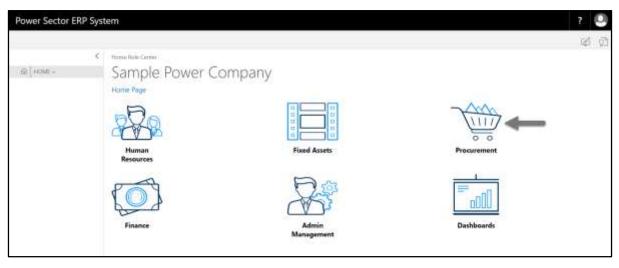
Purchase Quotes Dashboard

To view Purchase Quotes Dashboard, follow the steps below -

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



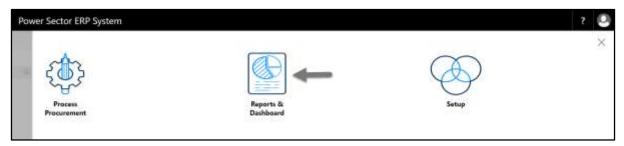
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below



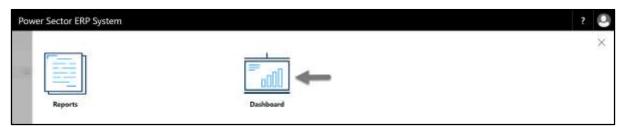
C. Choose the **"Reports & Dashboard"** in PR Landing Page.



Reports & Dashboard Page will be appeared as below

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D. Choose the "Dashboard" in Reports & Dashboard page.



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 Purchase Requisitions
 Purchase Orders

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 Image: Constrained Statement

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 Purchase Orders

 Purchase Requisitions
 Image: Constrained Statement

 Purchase Receipts
 Purchase Statement

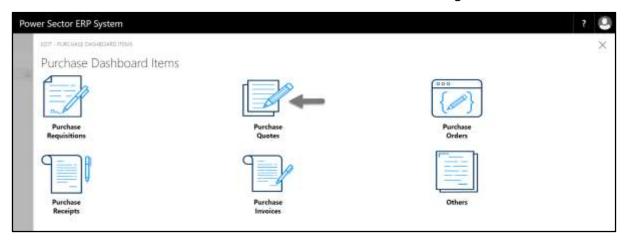
 Purchase Receipts
 Purchase Statement

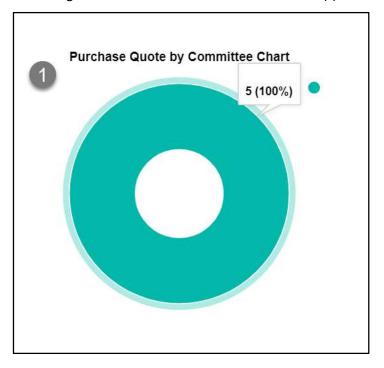
 Purchase Receipts
 Purchase Statement

 Purchase Receipts
 Purchase Statement

Purchase Dashboard Items Page will be appeared as below

E. Choose the "Purchase Quotes" in Purchase Dashboard Items Page.





Following **Purchase Quotes** dashboard will be appeared.

The Purchase Quote dashboard contains 1 graphs of respective organization -

 Purchase Quote by Committee Chart: This pie chart showing the value of "Purchase Quote by Committee Chart."

PR-403 How to: View Purchase Orders Dashboard

Introduction

Purchase Orders Dashboard shows graphs on selected purchase orders functions, which are getting validate and approved by the procurement admin.

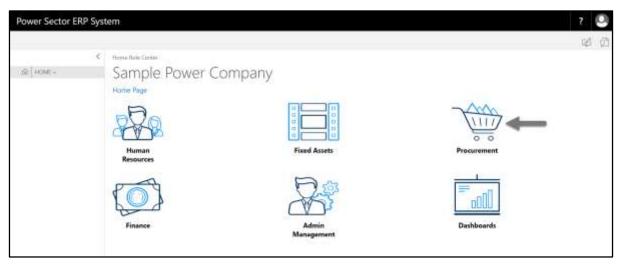
Purchase Orders Dashboard

To view Purchase Orders Dashboard, follow the steps below -

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



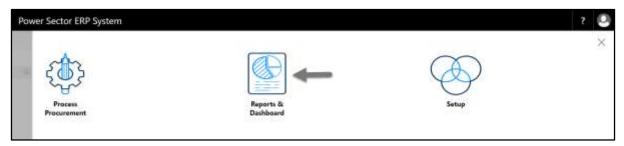
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below



C. Choose the **"Reports & Dashboard"** in PR Landing Page.



Reports & Dashboard Page will be appeared as below

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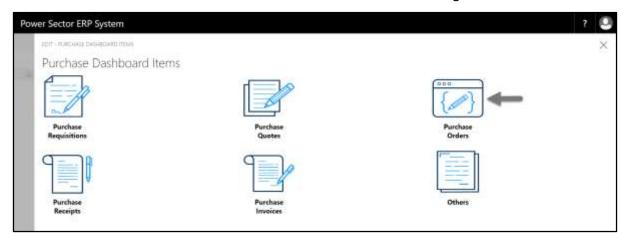
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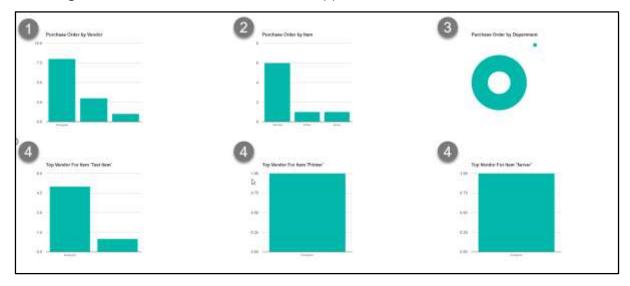
 Purchase Receipes
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Purchase Dashboard Items Page will be appeared as below

E. Choose the "Purchase Orders" in Purchase Dashboard Items Page.



Following **Purchase Orders** dashboard will be appeared.



The Purchase Orders dashboard contains 3 graphs of respective organization -

- Purchase Order by Vendor: This line graph showing the value of "Purchase Order by Vendor."
- 2. Purchase Order by Item: This line graph showing the value of "Purchase Order by Item."
- Purchase Order by Department: This pie chart showing the value of "Purchase Order by Department."
- 4. Top Vendor (Item wise): These line graph shows top vendor by the item.

PR-404 How to: View Purchase Receipts Dashboard

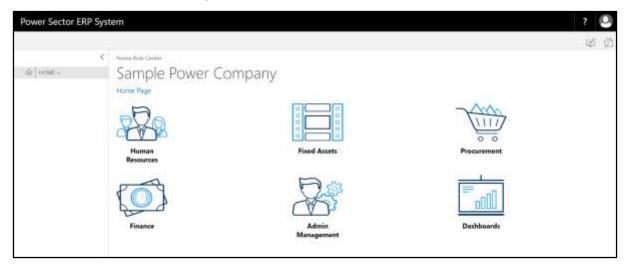
Introduction

Purchase Receipts Dashboard shows graphs on selected purchase receipts functions.

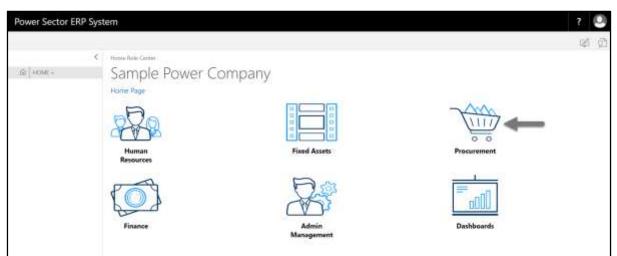
Purchase Receipts Dashboard

To view Purchase Receipts Dashboard, follow the steps below -

A. Login with your respective **PR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



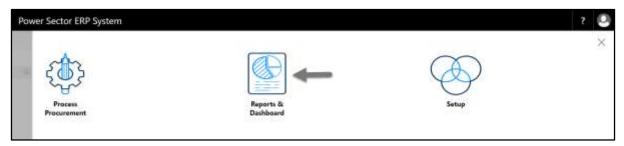
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below



C. Choose the **"Reports & Dashboard"** in PR Landing Page.



Reports & Dashboard Page will be appeared as below

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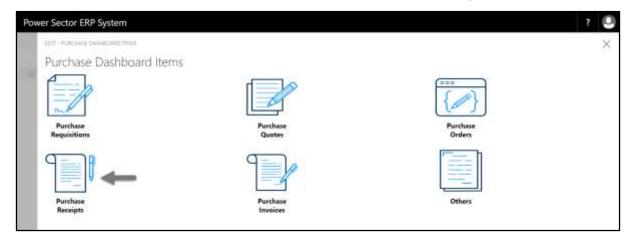
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Purchase Dashboard Items Page will be appeared as below

E. Choose the "Purchase Receipts" in Purchase Dashboard Items Page.



Following **Purchase Receipts** dashboard will be appeared.

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Purchase Receipts Dashboard					
Resigns Chiefs	0	Items received this week '06/07/2020 to 66/07/2020'	0	flems to receive this week '06/07/2020 to 06/07/2020'	
		nd .		1	
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		34			
		15	4	8	

The Purchase Receipts dashboard contains 2 graphs of respective organization which shows date range wise received of item.

PR-405 How to: View Purchase Invoices Dashboard

Introduction

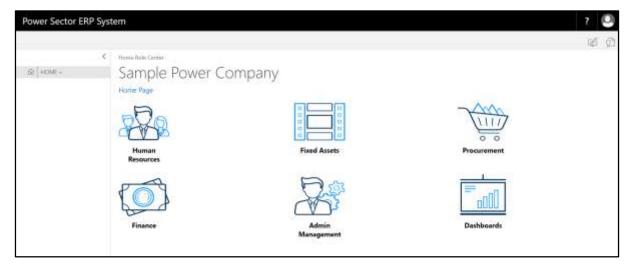
Purchase Invoices Dashboard shows graphs on selected purchase invoices status in the organization.

Purchase Invoices Dashboard

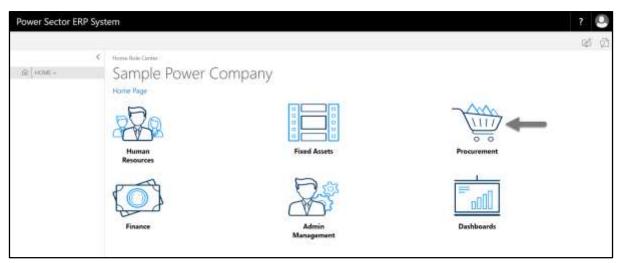
To view Purchase Invoices Dashboard, follow the steps below -

A. Login with your respective PR Admin credentials. ERP Landing Page, as below, will be

appeared on successful login.



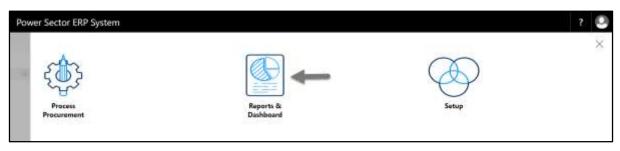
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below

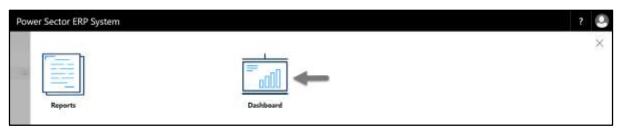


C. Choose the **"Reports & Dashboard"** in PR Landing Page.



Reports & Dashboard Page will be appeared as below

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 Purchase Dashboard Items
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 Purchase Statement

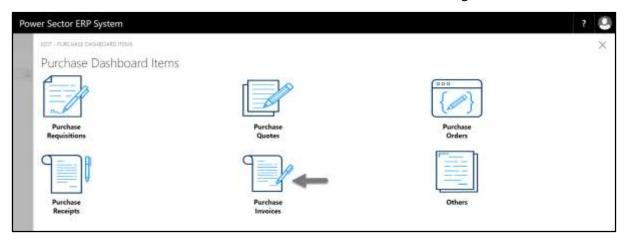
 Purchase Receipts
 Purchase Statement

 Purchase Receipts
 Purchase Statement

 Purchase Receipts
 Purchase Statement

Purchase Dashboard Items Page will be appeared as below

E. Choose the "Purchase Invoices" in Purchase Dashboard Items Page.





Following **Purchase Invoices** dashboard will be appeared.

The Purchase Invoice dashboard contains 7 graphs of respective organization -

- 1. PI Payment Status: This pie chart shows the ratio of PI Payment Status.
- Purchase Invoice Status: This column graph represent all the Purchase Invoice Status of vendor.
- **3. Purchase Received Status:** This column graph represent the Purchase Received Status of vendor.
- **4. Posted Invoice Count (Last 10 Days):** This line graph represent all the Posted Invoice Count based on last ten days.
- **5. Posted Invoice Count (Last 3 Months):** This line graph represent all the Posted Invoice Count based on last three months.
- **6. VAT Paid/Unpaid Invoice Chart:** This pie chart represent the ratio between VAT Paid/Unpaid Invoice Chart.
- AIT Paid/Unpaid Invoice Chart: This pie chart represent the ratio between AIT Paid/Unpaid Invoice Chart.

PR-406 How to: View Other Dashboard

Introduction

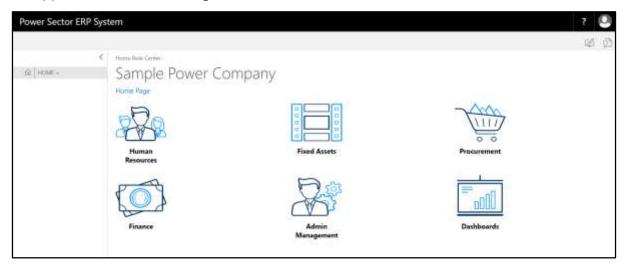
Other Dashboard shows graphs on selected criteria functions, like, Method wise Procurement, Requisition Status, Top Items etc.

Purchase Invoices Dashboard

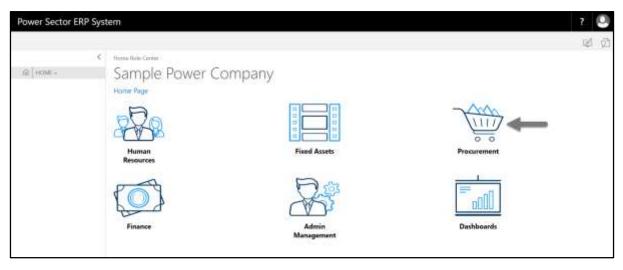
To view Purchase Invoices Dashboard, follow the steps below -

A. Login with your respective PR Admin credentials. ERP Landing Page, as below, will be

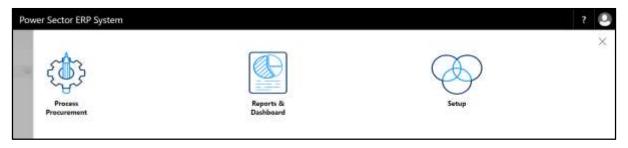
appeared on successful login.



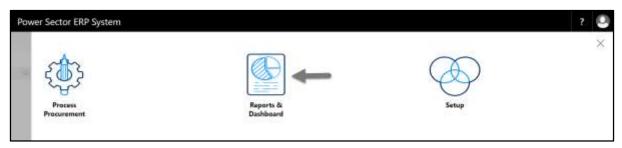
B. Choose the "Procurement" icon.



PR Landing Page will be appeared as below



C. Choose the **"Reports & Dashboard"** in PR Landing Page.



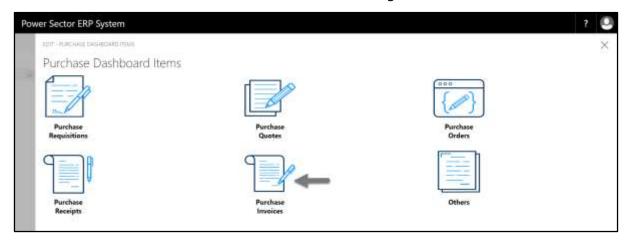
Reports & Dashboard Page will be appeared as below

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Reports	Dashboard	



Purchase Dashboard Items Page will be appeared as below

E. Choose the "Others" in Purchase Dashboard Items Page.



Following **others** dashboard will be appeared.





The others dashboard contains 5 graphs of respective organization -

- **1. Method wise Procurement:** This column graph represent the ratio among methods used in procurement process, like, e-GP, OTM, LTM etc.
- 2. Requisition Status: This pie chart shows the ratio of the requisition status.
- 3. Top Items: This column graph shows item wise comparison of the top value of item.
- **4. Procurement Trend:** This column graph represent the procurement trend based on year.
- **5. Procurement Status:** This pie chart showing the ratio of procurement status, like, Completed or Not Initiated.