

# Vidya International Charitable Trust (VICT)

Vast Campus, Thalakkottukara, Thrissur, Pin: 680501, Kerala, India

## **Vidya ERP: Purchase Procedure Manual**

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## **A. Introduction**

Purchases module of Vidya ERP system intends to automate all the purchases activities of Vidya Group of Companies. Currently **Vidya Academy of Science and Technology**, Thalakkottukara, Thrissur has successfully implemented this system commencing from April 1<sup>st</sup> 2014. The purchase process, right from the Purchase requisition to invoice payment is routed through the Vidya ERP system.

## **B. Steps involved in Purchases**

### **1. Purchases Request Initiation**

Here request initiator from a particular department performs the request for purchasing a product.

### **2. Approval of Purchase Requisition**

A higher level authority can approve a purchase requisition.

### **3. Purchases Department Processing and creation of Purchase Order**

Purchases department will take up the approved requisition by inviting quotations and based on the response, Purchase order will be generated

### **4. Delivery and verification of Products at the warehouse**

Warehouse Manager is entrusted to receive products and stock approver needs to verify the same.

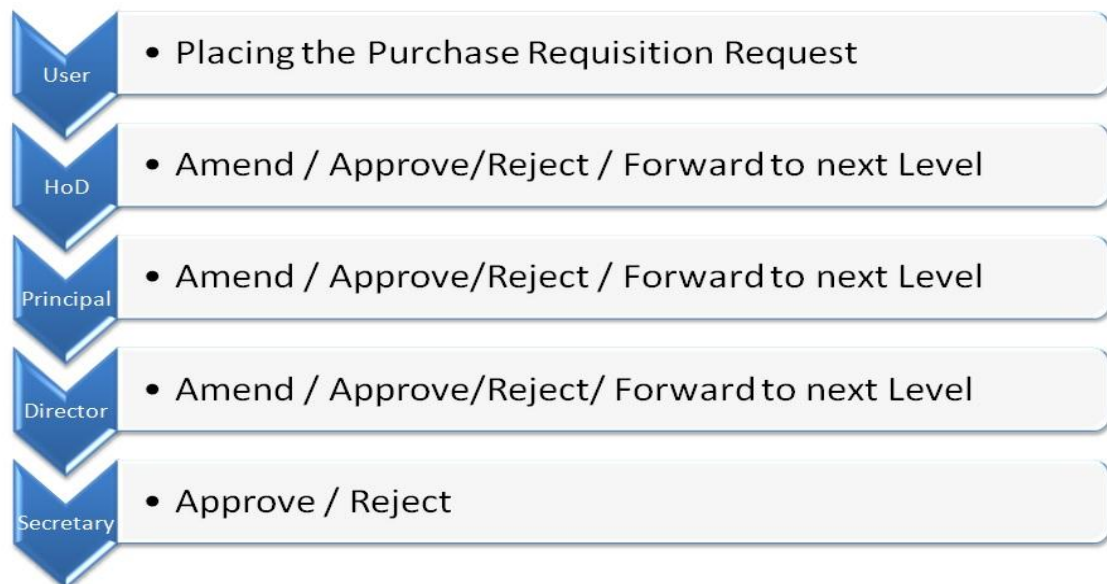
### **5. Payment against invoice at Accounts department.**

Accounts department makes payment against the Purchase Orders.

# Purchases Workflow



# Purchases Approval Chain



## **C. Purchases Requisition User Roles**

### **1. Request Initiator(RI)**

The Purchase Request initiator user role is the one who can create purchase requisition. The purchase requisition user is able to create requisitions and the same will be sending the request for approval to higher level users in the approval chain. The request initiator role is handled by assigned users of each department (Faculty, Lab staff).

### **2. Head of the Department (HOD)**

The HOD user role is the one who can create purchase requisition, approve purchase requisition within his/her limit and can amend requisition. The HOD is able to create requisitions and the same will be sending the request for approval to higher level users in the approval chain, depending on approval rights. This role is handled by Department Head of each department.

### **3. Principal**

The Principal user role is the one who can create purchase requisition, approve purchase requisition within his/her limit and can amend requisition. The Principal is able to create requisitions and the same will be sending the request for approval to higher level users in the approval chain, depending on approval rights.

### **4. Director**

The Director user role is the one who can create purchase requisition, approve purchase requisition within his limit and can amend requisition. This user is able to create requisitions and the same will be sending the request for approval to higher level users in the approval chain, depending on approval rights. This role is handled by a Director from Vidya International Charitable Trust (VICT).

### **5. Secretary**

The Secretary user role is currently the top level user in approval chain. This user is able to create requisitions and the same can approved by the user. This role is handled by Secretary from Vidya International Charitable Trust (VICT).

### **6. Warehouse Manager**

The Warehouse Manager user role can receive the products once purchase order is confirmed and the delivery of goods is made by the

vendor. Presently this role is handled by persons assigned by HoD (Faculty, Trade Instructor, admin staff).

#### **7. Stock Approval User**

Stock approval user role needs to approve the product received by the Warehouse Manager. Presently this role is handled by Head of the Department.

#### **8. Purchase Officer**

The role of Purchase officer is to: Enter Request for Quotation Response, Create Draft Purchase Order (PO). Purchase Officer sends Draft PO to Purchase Manager for approval. If the PO amount is above certain level the same needs to be also approved by High Purchase Approver or Third Level Approver

#### **9. Purchase Manager**

The Purchase manager role is entrusted with the following responsibilities, approving the purchase order, amending purchase order. Purchase Manager needs to send to approval for High Purchase Approver if the PO is above a certain limit.

#### **10. High Purchase Approver**

If we set force two levels of approvals limit, then it require a second approval from High Purchase Approver. The limit amount can be specified in the field provided. In such cases, the Draft PO is recommended by Purchase Manager to High Purchase Approver for approval. This role is handled by a Director from Vidya International Charitable Trust (VICT).

#### **11. Third Level Approver**

If we set force three levels of approvals limit, then it require a third approval from Third level Approver. The limit amount can be specified in the field provided. In such cases, the Draft PO is recommended by High Purchase Approver to Third level approver for approval. This role is handled by a Secretary from Vidya International Charitable Trust (VICT).

#### **12. Finance Manager**

The Finance manager role is entrusted with the following responsibilities, payment against invoice, confirming the product as asset, depreciation calculation etc.

## D. Purchase Requisition Work flow

### Step1. Purchase Request Initiation

1. Login as purchase user of a particular department.
2. Go to Purchases --> Purchase-- > Purchase Requisition and click 'Create'
3. Enter the department drop down ( the department to which the purchase user belongs will be displayed)
4. Enter the warehouse and add the product lines.
5. Enter the Product by clicking 'Add an item', When product is entered, the respective brand, which belongs to the product, will be available in 'Brand' drop down. Once brand is selected the respective models belonging to that brand will be available in 'Model' drop down. Select the required model.

Product Type	Product	Brand	Model	Quantity	Stock Location	Product Unit of Measure	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate	Remarks
Stocked	Laptop	DELL	Lapto	1.000	instruction	NUMBER	101.00				Construction I		<input checked="" type="checkbox"/>	

6. Enter the Quantity, Stock location and Analytic Distribution. Unit price of the product will automatically list if the product price already set in the system.
7. Check the 'Allow Alternate' check box if the product requested can be of any 'Brand' or 'Model'. If there is necessary that the product's 'Model' and 'Brand' should be same as given in the requisition, the Allow alternate button should not be checked.
8. Any more details related to the product to Purchase can be entered in the Remarks field provided.

9. Click 'Save'. ( A corresponding Requisition reference and requisition date will be generated)

The screenshot shows a web application interface for purchasing. A modal dialog box titled "Send to Approval" is open, asking "Are you sure you want to continue?" with "Yes" and "No" buttons. In the background, a requisition form is visible with the following details:

Requisition Reference	PR00086	Requisition Date	04/07/2014
Source Document		Warehouse	VAST Thalakkottukara Warehouse
Department	Construction	Target Date for Approval	
Approval Level	Request Initiator		

Below the form, there is a table with columns: Product Type, Product, Brand, Model, Quantity, Stock Location, Product Unit of Measure, Unit Price, Purchase Unit of Measure, Purchase Unit Price, Purchase Quantity, Analytic Distribution, Subtotal, Allow Alternate, and Remarks. The table contains one row for a "Stockable Product" (Laptop, DELL, Laptop-DELL-L501) with a quantity of 1,000 and a unit price of 101.00. The subtotal is 101.00.

10. Click Send to approval button.
11. The requisition will be now forwarded to HOD of the corresponding department.
12. In the 'Approval Details' tab the status shown will be waiting for approval from HOD.

## Step 2. Approval of Purchase Requisition

13. Login as HOD of particular department
14. Go to Purchases --> Purchase --> Purchase Requisition and select the particular requisition created by the purchase requisition user.
15. The HOD may be able to:
  - Approve the requisition by clicking the 'Approve Request' button. The requisition gets approved and can be added in RFQ (Request for Quotation)
  - Send to approval for further higher level member of approval chain
  - 'Reject' the requisition with proper reason mentioned, or
  - Amend the purchase requisition.



Purchase R... / PR00086

Edit Create More

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Send to Approval Approve Request Reject New Sent to Approval Approved Edit

Request Initiator Head of Department Principal Director Secretary

Requisition Reference PR00086 Requisition Date 04/07/2014  
Source Document Warehouse VAST Thalakkottukara Warehouse  
Department Construction Target Date for Approval 09/07/2014  
Approval Level Head of Department

Total Amount : 202.00

Products Approval Details Notes Product Category Limits Log

Product Type	Product	Brand	Model	Quantity	Stock Location	Product Unit of Measure	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate	Remarks
Stockable Product	Laptop	DELL	Laptop-DELL-L501	2.000	Physical Locations / VAST Thalakkottukara Thrissur / Construction	NUMBER	101.00	NUMBER	101.00	2.000	Construction Deptament	202.00	<input checked="" type="checkbox"/>	

**16.** Similarly Principal, Director or Secretary can perform the above steps.

## **E. Approval of Purchase Requisition**

Approval of purchase requisition will be done by higher level members in the approval chain. Once purchase requisition is approved, an alert is send to the Purchase officer, where he/she would select the request and initiate the purchase process.

## **F. Send to Approval for higher level user**

The requisition is send to approval for higher level users when the current user is not able to approve the requisition or when there is necessity of higher level user to confirm the approval. When the approval limit of a particular user is less it cannot be approved by the user, in such cases the requisition will be send for approval to higher level member in the approval chain.

## **G. Rejecting Purchase Requisition**

When the requisition created by a particular user cannot be accepted or approved, the requisition can be rejected by the next level user in the approval chain with proper comments stating reasons for rejection. Rejecting purchase requisition can be done by clicking 'Reject' button.

## H. Re-Initiating Purchase Requisition

When the requisition created by a particular user cannot be accepted or approved, the requisition can be rejected by the next level user of approval chain, the same requisition can be Re-Initiated. The Re-initiation of requisition can only be done by the user who created the requisition. Once reject button is clicked 'Re-initiate Request' button will be visible.

Purchase R... / PR/TL/2014/00238

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Re-initiate Request

Request Initiator: Head of Department (Principal), Director, Secretary

Requisition Reference: PR/TL/2014/00238  
Source Document: PR/TL/2014/00238  
Department: Electronics & Communication Engineering  
Approval Level: Principal

Requisition Date: 20/06/2014  
Warehouse: VAST Thalakkottukara Warehouse  
Target Date for Approval: 01/07/2014

Total Amount: 3114.00

Product Type	Product	Brand	Model	Quantity	Stock Location	Product Unit of Measure	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate	Remarks
Consumable	CAMEL CORRECTION PEN	CAMEL	[ST00041] PEN	4.000	Physical Locations / VAST Thalakkottukara Thrissur / Main Block / MB-0-002	Number	23.00	Number	23.00	4.000	Stationery - EC	92.00	<input type="checkbox"/>	
Consumable	FL FLAIR GEL	FLAIR	[ST00091] PEN	1.000	Physical Locations / VAST Thalakkottukara Thrissur / Main Block /	Number	5.00	Number	5.00	1.000	Stationery - EC	5.00	<input type="checkbox"/>	

Once a requisition is Re-initiated source document column will become a read only field with previous requisition reference shown in it.

## I. Amendment of Purchase requisition

Amendment can be done by higher level user in approval chain. Amendment can be done by: Clicking the second 'Edit' button available and further clicking the 'Edit' button on top available. (Please see screen shot below).

Purchase R... / PR00086

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Send to Approval, Approve Request, Reject

Request Initiator: Head of Department (Principal), Director, Secretary

Requisition Reference: PR00086  
Source Document: PR00086  
Department: Construction  
Approval Level: Head of Department

Requisition Date: 04/07/2014  
Warehouse: VAST Thalakkottukara Warehouse  
Target Date for Approval: 09/07/2014

Total Amount: 202.00

Product Type	Product	Brand	Model	Quantity	Stock Location	Product Unit of Measure	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate	Remarks
Stockable Product	Laptop	DELL	Laptop-DELL-L501	2.000	Physical Locations / VAST Thalakkottukara Thrissur / Construction	NUMBER	101.00	NUMBER	101.00	2.000	Construction Depatment	202.00	<input checked="" type="checkbox"/>	

Amendment is done when there is a necessity of further addition or editing of product lines.

## **J. Processing Approved Purchase requisition at Purchases Department (Centralized)**

### **Step 3. Purchases Department Processing and creation of Purchase Order**

- 1) Purchase officer invites quotation for the requested products.
- 2) Purchase officer performs quotation tabulation with vendor response.
- 3) Purchase Officer creates a draft Purchase order and sends it to next level i.e. Purchase Manager.
- 4) If the Purchase order is within the limits of Purchase Manager to approve, he/she approves the order else forward it to the next level i.e. High Purchase Approver.
- 5) After getting approval from High Purchase Approver, Purchase Manager confirms the order and sends it to the selected supplier.

## **K. Reception by Warehouse Manager**

### **Step 4. Delivery and verification of Products at the warehouse**

- 1) Login as Warehouse Manager of corresponding department and go to Receive Stock -->Receive/Deliver by Orders --> Location wise Incoming Shipment and click to corresponding incoming shipment. (When Type of purchase order is given as: Direct Delivery to Department with single PO)
- 2) Click 'Receive' button and Click create and edit option in Serial Number in 'Receive Products' pop up.

aging Construction Dept Us...

Location wi... / IN/00029

Edit Create Print Move

Receive Cancel Draft Ready to Receive Received

### IN/00029

Supplier: Abhilash Borewell- Tommy

Type of purchase order: Direct Delivery to Department and with single PO/Multiple Incoming Shipment

Department: Construction

Department Stock Location: Physical Locations / VAST Thalakkottukara Thrissur / Construction

Purchase Order: PO00015

Creation Date: 04/07/2014 05:30:00

Scheduled Time: 04/07/2014 05:30:00

Source Document: PO00015:RFQ000022

Products Stock Move Products Additional Info

Product	Department	Purchase Requisition	Department Stock Location	Goods Receipt Note	Quantity	Unit of Measure	Destination Location	Status
Laptop-DELL-L501	Construction	PR00086	Physical Locations / VAST Thalakkottukara Thrissur / Construction		2.000	NUMBER	Physical Locations / VAST Thalakkottukara Thrissur / Construction	Available

- Click 'Create and Edit' option from the Serial Number drop down box.

### Receive Products

Product	Quantity	Unit of Measure	Serial Number
[LC00011] Ammonia Alum	1.000	Number	

Add an item

Create and Edit...

Receive or Cancel

- Enter an Internal reference and click save the corresponding Serial Number will be displayed in Receive products pop up.

**Create: Serial Number**

Serial Number: 0000093

Product: [LC00011] Ammonia Alum

Prefix:

Internal Reference:

Asset:

Revisions | Stock Moves

Revision Number	Author	Revision Date	Revision Name
<a href="#">Add an item</a>			

[Save](#) or [Discard](#)

5) Click 'Receive' button

**Receive Products**

Product	Quantity	Unit of Measure	Serial Number
[LC00011] Ammonia Alum	1.000	Number	0000093 [IR]
<a href="#">Add an item</a>			

[Receive](#) or [Cancel](#)

- 6) Then the HoD ('Stock Approval User') of corresponding department logs in and corresponding goods verification will be obtained from Purchases --> Purchase --> Goods Verification.
- 7) Then the particular goods can be approved or rejected by 'Stock Approval User'.

## **L. Stock approval by Stock Approval user - HoD**

After the warehouse manager confirms the product reception. Login as Stock Approval user belongs to corresponding department.

- 1) Login as Stock Approval user belonging to corresponding department.

- 2) Go to purchases > Purchase > Goods Verification (select corresponding purchase order)
- 3) Click on 'Edit' option in order to approve the stock.

Goods Verifi... / PR00087

Request Initiator: Head of Department **Principal** Director Secretary

Requisition Reference: PR00087  
 Source Document: Construction  
 Department: Principal  
 Approval Level: Principal

Requisition Date: 04/07/2014  
 Warehouse: VAST Thalakkottukara Warehouse

Total Amount: 202.00

Incoming Products | Received Details | Rejected Details | Requested Products | Approval Details | Notes

Source	Reference	Product	Quantity	Unit of Measure	Source Location	Destination Location	Status	Receiver Comments	Products Received
PO00016:RFQ000023	IN/00032	Laptop-DELL-L501	1.000	NUMBER	Partner Locations / Suppliers	Physical Locations / VAST Thalakkottukara Warehouse	Done		0.00

- 4) On clicking the 'Approve' option after editing the quantity in 'Products Received' field. The product line will turn green. The same can be now found under the Received Details tab.

Goods Verifi... / PR00087

Request Initiator: Head of Department **Principal** Director Secretary

Requisition Reference: PR00087  
 Source Document: Construction  
 Department: Principal  
 Approval Level: Principal

Requisition Date: 04/07/2014  
 Warehouse: VAST Thalakkottukara Warehouse

Total Amount: 202.00

Incoming Products | **Received Details** | Rejected Details | Requested Products | Approval Details | Notes

Source	Reference	Product	Products Received	Unit of Measure	Source Location	Destination Location	Status	Receiver Comments	Stock Verified	Stock Received
PO00016:RFQ000023	IN/00032	Laptop-DELL-L501	1.00	NUMBER	Partner Locations / Suppliers	Physical Locations / VAST Thalakkottukara Warehouse	Done		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 5) The corresponding received products can be found in Product Received Details
- 6) Similarly when a product is not received in 'Products Received' field it will be rejected. The same can be found under the Purchases > Purchase > Goods Received as GRN.

Goods Verifi... / PR00086

Save or Discard

New Sent to Approval Approved

Request Initiator Head of Department **Principal** Director Secretary

Requisition Reference PR00086 Requisition Date 04/07/2014  
Source Document Warehouse Warehouse  
Department Construction VAST Thalakkottukara Warehouse  
Approval Level Principal

Total Amount : 202.00

Incoming Products Received Details **Rejected Details** Requested Products Approval Details Notes

Source	Reference	Product	Quantity	Unit of Measure	Source Location	Destination Location	Status	Stock Verified	Receiver Comments	Stock Rejected
PO00015:RFQ000022	INT/00003- IN/00029-return	Laptop- DELL-L501	1.000	NUMBER	Physical Locations / VAST Thalakkottukara Thirissur / Construction	Partner Locations / Suppliers	Done	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

## **M. Processing of Payment at Accounts Department (Centralized)**

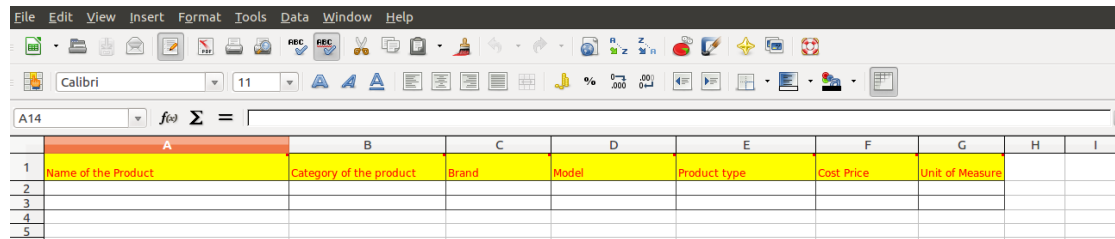
### **Step5. Payment against invoice at Accounts department**

Once goods are received by the Warehouse Manager and confirmed by the HoD, the next step would be is to create the draft invoice, for generating payment. The steps followed are as follows:

1. Accounts department receives the Draft Invoice corresponding to the Purchase Order generated from the Purchases department.
2. Accountant makes payment to the supplier against the invoice.
3. If the received product is and asset, then confirms it as a fixed asset.

## N.FAQ

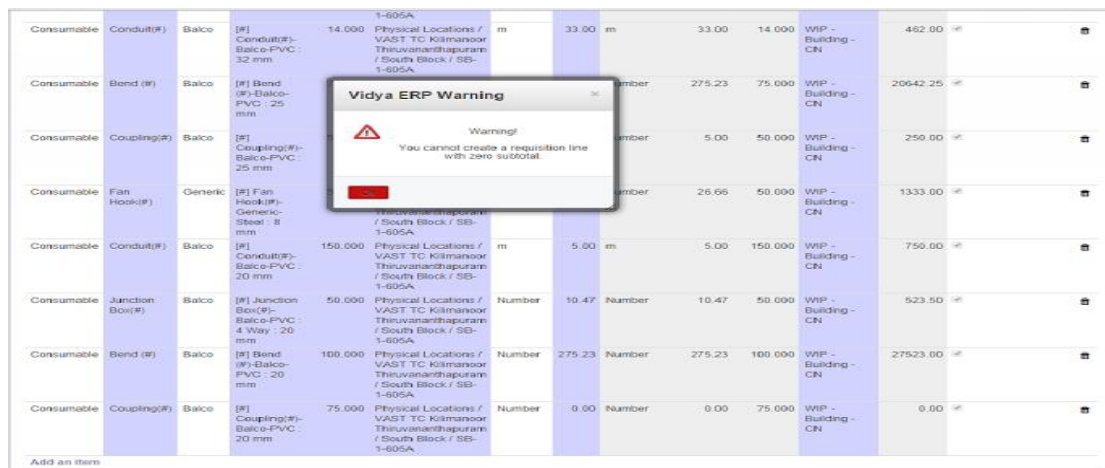
### • Product Not Found



	A	B	C	D	E	F	G	H	I
1	Name of the Product	Category of the product	Brand	Model	Product type	Cost Price	Unit of Measure		
2									
3									
4									
5									

Solution: If the product is not available in the system then fill the details in the product template and send it to ERP Support Team ([ersupport@vidyaacademy.ac.in](mailto:ersupport@vidyaacademy.ac.in))

### • Zero Sub Total



Consumable	Conduit(#)	Balco	[#] Conduit(#)-Balco-PVC : 32 mm	14.000	Physical Locations / VAST TC Kilmanoor Thiruvananthapuram / South Block / SB-1-605A	m	33.00	m	33.00	14.000	WIP - Building - CN	462.00	
Consumable	Bend (#)	Balco	[#] Bend (#)-Balco-PVC : 25 mm					Number	275.23	75.000	WIP - Building - CN	20642.25	
Consumable	Coupling(#)	Balco	[#] Coupling(#)-Balco-PVC : 25 mm					Number	5.00	50.000	WIP - Building - CN	250.00	
Consumable	Fan Hook(#)	Generic	[#] Fan Hook(#)-Generic-Steel : 8 mm					Number	26.66	50.000	WIP - Building - CN	1333.00	
Consumable	Conduit(#)	Balco	[#] Conduit(#)-Balco-PVC : 20 mm	150.000	Physical Locations / VAST TC Kilmanoor Thiruvananthapuram / South Block / SB-1-605A	m	5.00	m	5.00	150.000	WIP - Building - CN	750.00	
Consumable	Junction Box(#)	Balco	[#] Junction Box(#)-Balco-PVC : 4 Way : 20 mm	50.000	Physical Locations / VAST TC Kilmanoor Thiruvananthapuram / South Block / SB-1-605A	Number	10.47	Number	10.47	50.000	WIP - Building - CN	523.50	
Consumable	Bend (#)	Balco	[#] Bend (#)-Balco-PVC : 20 mm	100.000	Physical Locations / VAST TC Kilmanoor Thiruvananthapuram / South Block / SB-1-605A	Number	275.23	Number	275.23	100.000	WIP - Building - CN	27523.00	
Consumable	Coupling(#)	Balco	[#] Coupling(#)-Balco-PVC : 20 mm	75.000	Physical Locations / VAST TC Kilmanoor Thiruvananthapuram / South Block / SB-1-605A	Number	0.00	Number	0.00	75.000	WIP - Building - CN	0.00	

Solution: Contact ERP

Contact Support Team with details  
[ersupport@vidyaacademy.ac.in](mailto:ersupport@vidyaacademy.ac.in)



- **No Expense Account**

The screenshot shows a requisition form in the Vidya ERP system. A warning dialog box is displayed in the center, stating: "No Expense Account! Please configure expense account of Ammeter(#)-Meco-DC Portable Moving Coil : (0-2.5-5) A at product form". The dialog box has an "OK" button. In the background, the requisition form is visible, showing details like "Request Initiator: Head of Department", "Requisition Reference: PR/VICT-HO/2014/00023", "Requisition Date: 06/11/2014", and a table of items. The table includes columns for Product Type, Product, Brand, Model, Quantity, Stock Location, Product Unit of Measure, Unit Price, Purchase Unit of Measure, Purchase Unit Price, Purchase Quantity, Analytic Distribution, Subtotal, Allow Alternate, and Remark. The total amount is 1240.00.

Solution: Contact ERP Support Team with details  
[ersupport@vidyaacademy.ac.in](mailto:ersupport@vidyaacademy.ac.in)

- **Budget is not available**

The screenshot shows a requisition form in the Vidya ERP system. A warning dialog box is displayed in the center, stating: "Budget is not available as per requisition date". The dialog box has an "Ok" button. In the background, the requisition form is visible, showing details like "Request Initiator: Head of Department", "Requisition Reference: PR/ITD/2014/00009", "Requisition Date: 19/06/2014", and a table of items. The table includes columns for Product Type, Product, Brand, Model, Quantity, Stock Location, Product Unit of Measure, Unit Price, Purchase Unit of Measure, Purchase Unit Price, Purchase Quantity, Analytic Distribution, Subtotal, Allow Alternate, and Remark. The total amount is 175.00.

Solution: Contact VICT Accounts Team  
[accounts@vidyaacademy.ac.in](mailto:accounts@vidyaacademy.ac.in)

- **Unit Price Mismatch while trying to send to next level**

**Purchase R...** / PR/KMR/2014 /00217

Request Initiator: Head of Department

Requisition Reference: PR/KMR/2014 /00217

Source Document: Administrative Office - Kilimanjaro

Department: Head of Department

Approval Level: Head of Department

Requisition Date: 23/09/2014

Warehouse: VAST TC Kilimanjaro Warehouse

Target Date for Approval: 23/09/2014

**Vidya ERP Warning**

Warning

You are not permitted to send this purchase request. The unit price is 2838500.0 for the product Bus(#)-Eicher-Starline 11.12 K 4650 mm LPO WB : 50+1 Seater

Ok

Product Type	Product	Brand	Model	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal
Stockable Product	Bus(#)	Eicher	[#] Bus(#)-Eicher-Starline 11.12 K 4650 mm LPO WB : 50+1 Seater	2838500.00	Number	1750000.00	1.000	Assets - Vehicles(Heavy) - AD	1750000.00

Total Amount: 1750000.00

Solution: Contact ERP Support Team with details  
[ersupport@vidyaacademy.ac.in](mailto:ersupport@vidyaacademy.ac.in)

- **Unit Price Mismatch while trying to Approve**

**Purchase R...** / PR/KMR/2014 /00251

Request Initiator: Head of Department

Requisition Reference: PR/KMR/2014 /00251

Source Document: Electrical & Electronics

Department: Request Initiator

Approval Level: Request Initiator

Requisition Date: 29/10/2014

Warehouse: VAST TC Kilimanjaro Warehouse

Target Date for Approval: 29/10/2014

**Vidya ERP Warning**

Warning

You are not permitted to approve this purchase request. Approved unit price is 3090.61 for the product Multimeter-Meco-Digital : 603

Ok

Product Type	Product	Brand	Model	Quantity	Stock Location	Unit of Measure	Unit Price	Purchase Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate
Stockable Product	Tacho Meter(#)	Systems	[#] Tacho Meter(#)-Systems-Digital Contact : HTM 590	1.000	Physical Locations / VAST TC Kilimanjaro Thiruvananthapuram / Workshop / WS-1-409	Number	1650.00	Number	1650.00	1.000	Lab Equip - DC Machines Lab - EE	1650.00	✓
Stockable	POWER	ADD	Power	1.000	Physical Locations /	Number	4230.00	Number	4230.00	1.000	Lab Equip -	4230.00	✓

Total Amount: 1650.00

Solution: Contact ERP Support Team with details  
[ersupport@vidyaacademy.ac.in](mailto:ersupport@vidyaacademy.ac.in)

- **Approval Limit Exceeded Request**

**Request Initiator** > Head of Department > Director > Secretary

**Requisition Reference**: PR/VICT-HO/2014/...

**Source Document**: VICT Office

**Department**: Head of Department

**Approval Level**: Head of Department

**Warning**

You are not permitted to approve this purchase request. Your approval limit is 1000.0 .

**Products** | **Approval Details** | **Notes**

Product Type	Product	Brand	Model	Quantity	Location	Unit of Measure	Price	Unit of Measure	Purchase Unit Price	Purchase Quantity	Analytic Distribution	Subtotal	Allow Alternate	Remark
Stockable Product	Ammeter(#)	Meco	[#] Ammeter(#)- Meco-DC Portable Moving Coil : (0-2.5-5) A	1.000	Physical Locations / VICT- HO / MB- 2-215	Number	1240.00	Number	1240.00	1.000	Stationery - VI	1240.00	<input checked="" type="checkbox"/>	
												1240.00		

**Total Amount** : 1240.00

Solution: Send Request to next level for approval