

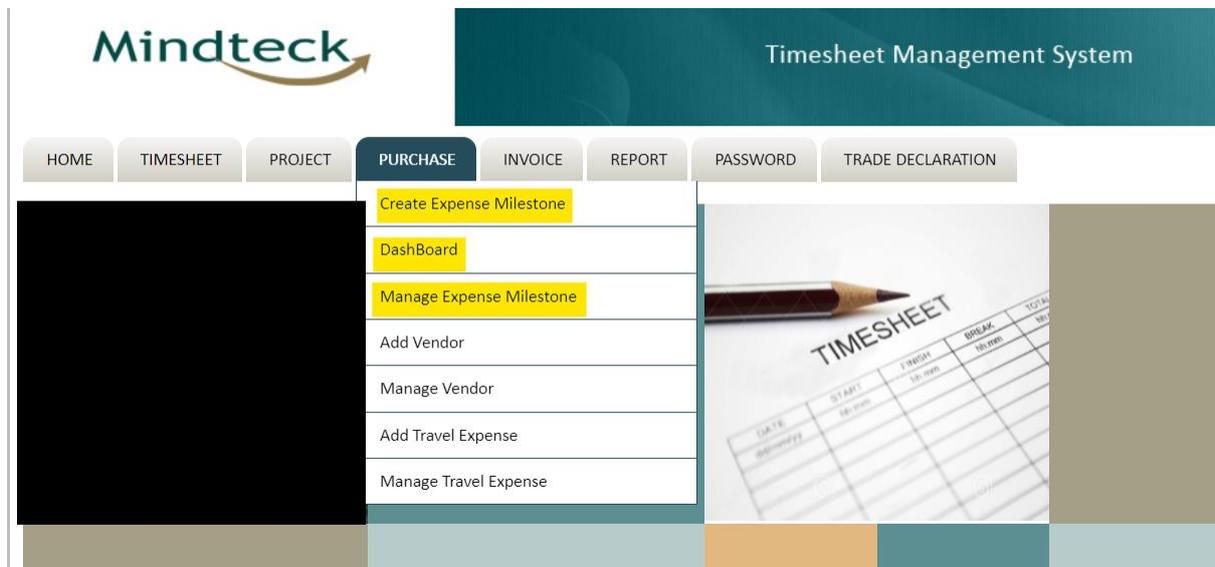
Purchase Module

Overview

TMS Purchase Module maintains the details about all the purchases of Mindteck. Admin team deals with the purchase related functionalities of TMS. All the purchases are being tracked under a project, Delivery team does the budgeting and approvals of the purchases.

TMS has the following features under Vendor Module.

1. Create Expense Milestone
2. Manage Expense Milestone
3. Dashboard



Following are major steps/workflows involved in making a purchase in TMS.

1. Purchase budget to be added (under "Material/Expense Details" section) and get approved under specific project in TMS.
2. Project Manager must create a Purchase Request and send it for Delivery Manager's approval.
3. Delivery Manager must Approve the Purchase Request.
 - a. DM can Reject the PR with proper comments.
 - b. The step No. 2 should be completed by PM.
4. Admin must Approve the Purchase Request
 - a. Admin can Reject the PR with proper comments.
 - b. The step No. 2 should be completed by PM.
5. Admin must create Purchase Order.

1 – Budget allocation under a project

For Step no 1, Project Manager of the project must allocate budget under required/corresponding project in TMS. These allocated budgets must be Approved by respecting DM or SBU Head.

This can be done under “**Material/Expense Details**” section of “**Project Details**” tab in Project details page (For Client Projects). Or under “**Budget**” tab (In case of Internal Projects)

Client Details
Project Details
Payment Details
Attachment
SGM
EGM
Task

Project Details

Resource Details

Material/Expense Details

Material(s):

Item Type	Budgeted Cost In USD	Actual Cost In USD	Billability	Status	Edit	Delete
Software-OS/Others			Non-Billable	Modified	Edit	Delete
Others			Non-Billable	Added	Edit	Delete
Travel-International			Non-Billable	Approved	Edit	Delete
Laptops			Non-Billable	Approved	Edit	Delete
Hardware			Non-Billable	Approved	Edit	Delete
Training & Development			Non-Billable	Approved	Edit	Delete
Software Purchase/Maintenance			Non-Billable	Approved	Edit	Delete
Software License			Non-Billable	Approved	Edit	Delete
Software Li <input type="text"/>	<input type="text"/>		Billable <input type="text"/>		<input type="button" value="Insert"/>	

Material expense details updated successfully

Travel Expenses:

Item Type	Budgeted Cost In USD	Actual Cost In USD	Billability	Status	Edit	Delete
Ticket			Non-Billable	Approved	Edit	Delete
Ticket			Billable	Approved	Edit	Delete

Material / Travel budgets will be available for making a purchase only after the approval.

Status column in the grid displays the status of the approval.

As name indicates, the budgets with “**Approved**” state are approved. “**Added**” status represents the budgets that are added recently but not approved yet. The budgets that are modified but no approval is done are represented as “**Modified**”.

2 – Purchase Request Creation by Project Manager

For Step no 2, Project Manager of the project must do the following sequentially.

1. Create Expense Milestone
2. Create Pull Request
3. Send for Approval

Create Expense Milestone

User must select “**Create Expense Milestone**” under **PURCHASE** menu to for this process.

Later, following selections must be made.

- Project
- Expense Type (Material/Travel)
- Billability (Billable/Non-Billable)

System will display all the budgets under these combinations along with Budgeted Amount and Balance Amount

Material Name	Budgeted Amount	Balance Amount
Software License	8087	20
Software Purchase/Maintenance	900	0
Training & Development	500	0
Hardware	36	0
Laptops	495	36
Travel-International	320	0
Software-OS/Others	3600	8

Item Type	Description	Approximate Price	Quantity	Amount	Billability	Required On
-select-						

The Budget for “**Software License**” was made for USD 8087. Out of which USD 8067 has already been utilized. Hence the Balance Amount for this expense type is USD 20. Therefore, the PM can create an Expense Milestone under this Expense type for only 20 USD.

If at all there is a need to create an Expense Milestone for more than 20 USD, then the corresponding budget must be modified in Project Details and the same should be approved (Step 1).

Once the amount is sufficient for the current purchase, PM can fill the details in the Grid at the bottom and click on **“Insert”** button. Multiple items can be added into this Grid. Once all the line items are entered, PM must click on **“Generate PR”** button.

Item Type	Description	Approximate Price	Quantity	Amount	Billability	Required On		
Software License	Test1	12	1	12	Non-Billable	19-04-2021	Edit	
Laptops	Test2	20	1	20	Non-Billable	19-04-2021	Edit	
-Select- ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="button" value="Insert"/>	

At this moment, the user can go back, come after some time and resume creating the PR. If he/she chooses to do that, then they must select **“Manage Expense Milestone”** under **PURCHASE** menu at the next time. And use the Filter section to arrive at the expense milestone they created before and click on **“Select”** on corresponding expense to proceed.

Manage Expense Milestone

Home > Purchase > Manage Expense Milestone

Search Expense Milestone

Project: Status:

Expense Milestone Start Date

From: To:

Expense Type:

Expense Type	Project Name	Planned Amount	Status	Creation Date	Expense Milestone
Material	<input type="text" value=""/>	32	Expense Milestone Created By PM	7/04/2021	Select

Create Purchase Request

Once the user clicks on **“Generate PR”** on the expense milestone page, the items entered in the grid will be considered for creating PR and system will redirect the user to the PR generation page.

User must fill all mandatory details and click on **“Save”** button.

Once the details are saved, **“Send for Approval”** button will be available. User can click this to send the details to get the DM’s Approval.

User can make use of **“View PR”** button to get the PDF version of the purchase request

Project [Redacted] **OCN Number** [Redacted] **Status** Expense Milestone Created By PM
Client Name [Redacted] **Client Contact** [Redacted]

Expense Type Material **Currency** USD **PR Number** [Redacted] **SBU** ITS **PR Date** 07-Apr-2021

Item Type	Description	Approximate Price	Quantity	Amount	Required On
Software License	Test1	12	1	12	19-04-2021
Laptops	Test2	20	1	20	19-04-2021

[Edit](#)

Can we invoice these expenses to End Client Yes No **Expense Type** Capex

Can we invoice these expenses to Mindteck Subsidiary Yes No **Budget Status** Budgeted

The above items are used at **-Select-**

PM [Redacted] **Date of Indentation** 07-Apr-2021

PM Comments [Redacted]

DM [Redacted] **DM Comments** [Redacted]

Procurement **-Select-** **Procurement Comments** [Redacted]

Date of Approval [Redacted]

[Save](#)

Once the details are sent for approval, no further changes will be allowed for this PR.

3 – Purchase Request Approval by Delivery Manager

For Step no 3, Delivery Manager of the project must provide an approval for the PR. To do that, DM must select “Dashboard” under PROJECT menu and navigate to Purchase Request tab of the resultant screen.

OCN Dashboard

Home > Project > Dashboard

Client Projects Internal Projects Purchase Request Purchase Order

Search Criteria

OCN Number PR Number Status Search

Action Items

OCN Number	PR Number	PR Date	Indented By	Status	Purchase Request
[Redacted]	BLR/PR/2017-18/1440	26-10-2017	[Redacted]	Purchase Request Approval Pending From DM	Select
	BLR/PR/2017-18/1441	26-10-2017		Purchase Request Approval Pending From DM	Select
	BLR/PR/2021-22/1922	07-04-2021		Purchase Request Approval Pending From DM	Select
	BLR/PR/2016-17/1044	23-02-2017		Purchase Request Approval Pending From DM	Select
	BLR/PR/2017-18/1701	29-03-2018		Purchase Request Approval Pending From DM	Select

Open Items

OCN Number	PR Number	PR Date	Indented By	Status	Purchase Request
[Redacted]	BLR/PR/2016-17/667	09-06-2016	[Redacted]	Purchase Order Created	Select
	BLR/PR/2016-17/696	07-07-2016		Purchase Order Created	Select
	BLR/PR/2016-17/727	04-08-2016		Purchase Order Created	Select
	BLR/PR/2016-17/755	26-08-2016		Purchase Order Created	Select
	BLR/PR/2016-17/809	28-09-2016		Purchase Order Created	Select

Search criteria can be used to filter the required PR. The screen displays all the related PRs in two sections.

- Action Items
 - PRs pending for current user’s action.
- Open Items
 - PRs which do not expect any action from current user.

User can click on “Select” option of corresponding PR. This will be redirected to the PR details screen. User can validate the details and take an action.

- Approve
 - Provide DM comments and Click on “Approve” button

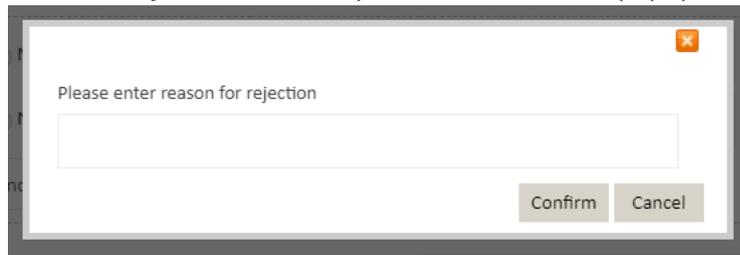
DM [Redacted] DM Comments

Procurement [Redacted] Procurement Comments

Date of Approval

Reject View PR Approve

- Reject
 - Click on “**Reject**” button and provide the reason in popup



Please enter reason for rejection

Confirm Cancel

Upon approval, PR will be under Admin’s bucket for creation of PO (Step 4)

Upon rejection, PR will be under PM’s bucket for making the required changes (Step 2).

4 – Purchase Request Approval by Admin

For Step no 4, the corresponding procurement person of the PR must provide an approval for the PR. To do that, Admin must select “**Dashboard**” under **PURCHASE** menu and navigate to **Purchase Request** tab.

Dashboard

Home > Purchase > DashBoard

Purchase Request

Purchase Order

Search Criteria

OCN Number	<input type="text"/>	PR Number	<input type="text"/>
Project Type	<input type="text" value="-Select-"/>	Project	<input type="text"/>
From	<input type="text"/>	To	<input type="text"/>
Status	<input type="text" value="-Select-"/>	<input type="button" value="Search"/>	

Search criteria can be used to filter the required PR. The screen displays all the related PRs in two sections.

- Action Items
 - PRs pending for current user’s action.

Action Items

OCN Number	PR Number	PR Date	Indented By	Status
	BLR/PR/2021-22/1922	07-04-2021		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1919	24-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1914	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1913	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1912	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1911	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1910	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1909	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1908	17-09-2018		Purchase Request Approved, Pending From Admin
	BLR/PR/2018-19/1900	12-09-2018		Purchase Request Approved, Pending From Admin

1 2 3 4 5 6 7 8 9 10 ... Last

- Open Items
 - PRs which do not expect any action from current user.

Open Items

OCN Number	PR Number	PR Date	Indented By	Status
[Redacted]	MT/PR/NP/2018-19/52561	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52560	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52559	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52558	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52557	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52556	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52555	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52554	25-09-2018	[Redacted]	Purchase Order Created
[Redacted]	MT/PR/NP/2018-19/52553	24-09-2018	[Redacted]	Purchase Order Created
PE 018	BLR/PR/2018-19/1921	24-09-2018	[Redacted]	Purchase Order Created

1 2 3 4 5 6 7 8 9 10 ... Last

User can click on corresponding PR number. This will be redirected to the PR details screen. User can validate the details and take an action.

- Reject
 - Click on “**Reject**” button and provide the reason in popup.

- Generate Purchase Order
 - (Step 5 of the process)

Upon rejection, PR will be under PM’s bucket for making the required changes (Step 2).

5 – Purchase Order Creation by Admin

For Step no 5, the corresponding procurement person of the PR has different options for creating the PO. User must follow navigation methods given in Step 4 to arrive to the screen.

Purchase Request

Home > Project > Purchase Request

Project [Redacted] **OCN Number** [Redacted] **Status** Purchase Request Approved, Pending From Admin
Client Name [Redacted] **Client Contact** [Redacted]

Expense Type Material **Currency** USD **PR Number** BLR/PR/2021-22/1922 **SBU** ITS **PR Date** 07/04/2021

Item Type	Description	Approximate Price	Quantity	Amount	Required On	Select
Software License	Test1	12	1	12	19-04-2021	<input type="checkbox"/>
Laptops	Test2	20	1	20	19-04-2021	<input type="checkbox"/>

Generate PO

Can we invoice these expenses to End Client Yes No Expense Type Capex

Can we invoice these expenses to Mindteck Subsidiary Yes No Budget Status Budgeted

The above items are used at Mindteck (India) Limited

PM [Redacted] Date of Indentation 07/04/2021

PM Comments Test

Approved By [Redacted] DM Comments

Admin has the following options to create Purchase Order.

- Single PO for all line items
 - Provided the vendor for these purchases is same
- Different PO for different line items

He/she can do so by checking single or multiple checkboxes in the line items grid. Once selected, “Generate PO” button should be clicked. User will be redirected to the PO details page.

Purchase Order

Home > Purchase > Purchase Order

PO Number MT/PO/BLR/2021-22/3046 **PR Number** BLR/PR/2021-22/1922

Expense Type Material **Project Currency** USD **PO Currency** USD

Item Type	Description	Unit Price (USD)	Quantity	Total Amount (USD)	Planned Amount (USD)	Actual Amount (USD)
Software License	Test1	12	1	12	12	0

OCN Number [Redacted] PO Date 07/04/2021

GST Number [Redacted] CIN Number [Redacted]

Vendor Name -Select- Delivery At -Select-

Payment Terms Delivery Type

Other Terms Tax Details

Save Back

Admin can select the required currency, update the unit value to the exact value of the material, choose corresponding vendor, enter all mandatory details and click on “Save” button.

Once Saved, PO gets generated, and an email will be triggered to the related stakeholders.

Home > Purchase > Purchase Order

Saved Purchase Order Successfully

PO Number MT/PO/BLR/2021-22/3046 PR Number BLR/PR/2021-22/1922

Expense Type Material Project Currency USD PO Currency USD

Item Type	Description	Unit Price (USD)	Quantity	Total Amount (USD)	Planned Amount (USD)	Actual Amount (USD)
Software License	Test1	12	1	12	12	0

OCN Number [Redacted] PO Date 07/04/2021

GST Number [Redacted] CIN Number [Redacted]

Vendor Name [Redacted] Delivery At Mindteck, Inc.

Payment Terms Test Delivery Type Test

Other Terms [Empty] Tax Details [Empty]

Enclosure Description [Empty] PO Header Purchase Order

File [Choose File] No file chosen [Upload File]

View PO Save Send For Approval Back

Admin can do the changes to the PO is required in this screen and click on “Save” button.

To view the PO’s PDF version, “View PO” button can be used.

In the example above, PO for one out of two line items was created. The corresponding PR view under admin dashboard will be as shown below.

Purchase Request

Home > Project > Purchase Request

Project [Redacted] OCN Number [Redacted] Status Purchase Order Inprogress

Client Name [Redacted] Client Contact [Redacted]

Expense Type Material Currency USD PR Number BLR/PR/2021-22/1922 SBU ITS PR Date 07/04/2021

Item Type	Description	Approximate Price	Quantity	Amount	Required On	Select
Software License	Test1	12	1	12	19-04-2021	PO
Laptops	Test2	20	1	20	19-04-2021	[Green Box]

Generate PO

PO for the remaining line item can be created by selecting the line item and clicking the “Generate PO” button.

Once the PO for all the line items is created, only View PO option will be available for the user.

Purchase Request

Home > Project > Purchase Request

Project [REDACTED] OCN Number [REDACTED] Status Purchase Order Created
 Client Name [REDACTED] Client Contact [REDACTED]

Expense Type Material Currency USD PR Number BLR/PR/2021-22/1922 SBU ITS PR Date 07/04/2021

Item Type	Description	Approximate Price	Quantity	Amount	Required On	Select
Software License	Test1	12	1	12	19-04-2021	PO
Laptops	Test2	20	1	20	19-04-2021	PO



Admin can view all the created POs by selecting “**Dashboard**” under **PURCHASE** menu and navigating to “**Purchase Order**” tab.

Following are the actual status message displayed in the TMS for tracking the PR/PO.

1. Expense Milestone Created By PM
 - a. Expense milestone created but PR is not yet created.
2. Purchase Request Created By PM
 - a. PR is created but not yet sent for approval.
3. Purchase Request Approval Pending From DM
 - a. PR is pending for DM’s approval. DM ha not taken any action.
4. Purchase Request Rejected From DM
 - a. DM has rejected the PR for some reason.
5. Purchase Request Approved, Pending From Admin
 - a. DM has approved the PR, its now pending with Admin.
6. Purchase Request Rejected By Admin
 - a. Admin has rejected the PR for some reason.
7. Purchase Order Inprogress
 - a. Admin has approved and created PO for few of the line items.
8. Purchase Order Created
 - a. POs for the line items are created by the Admin.

Technical Details

Code Details

Related ASPX pages

- Mindteck.TMS\Purchase\ExpenseMilestone.aspx
- Mindteck.TMS\Purchase\ManageExpenseMilestone.aspx
- Mindteck.TMS\Purchase\PurchaseDashBoard.aspx
- Mindteck.TMS\Purchase\PurchaseRequest.aspx
- Mindteck.TMS\Purchase\PurchaseOrder.aspx
- Mindteck.TMS\OCN\CreateApproveIP.aspx
- Mindteck.TMS\OCN\OCNApproval.aspx

Database Details

Related DB Tables

- tsms_materialmaster
- tsms_projectmaterials
- tsms_projecttravelexpenses
- tsms_travelexpencemaster
- tsms_materials
- tsms_expensemilestonestatus
- tsms_expensemilestone
- tsms_purchaserequest
- tsms_purchaserequestfiles
- tsms_purchaseorder
- tsms_purchaseorderfiles
- tsms_purchaseorderdocuments