DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

User Manual – Procurement

Ver. 2.0.0

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EMETSOFT Private Limited

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OF BUSINESS EXCELLENCE

User Manual – Procurement Management

For

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

2

1. REVISION HISTORY

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Date        Version    Description                 Author
------------------------------------------------------------------------
--
08-03-2022  0.0.1 Initial version                  EMETSOFT IMP Team
26-04-2022  0.1.1 Modifications to the report      EMETSOFT IMP Team
28-04-2022  1.0.0 Final Release                    Project Manager
19-05-2022  2.0.0 Enhancements for the manual      Project Manager
```

2. TABLE OF CONTENTS

3. PROCUREMENT MANAGEMENT

3.1.   OVERVIEW

Procurement management module is reside in the purchasing horizontal lane of following workflow of the DMMC – ERP
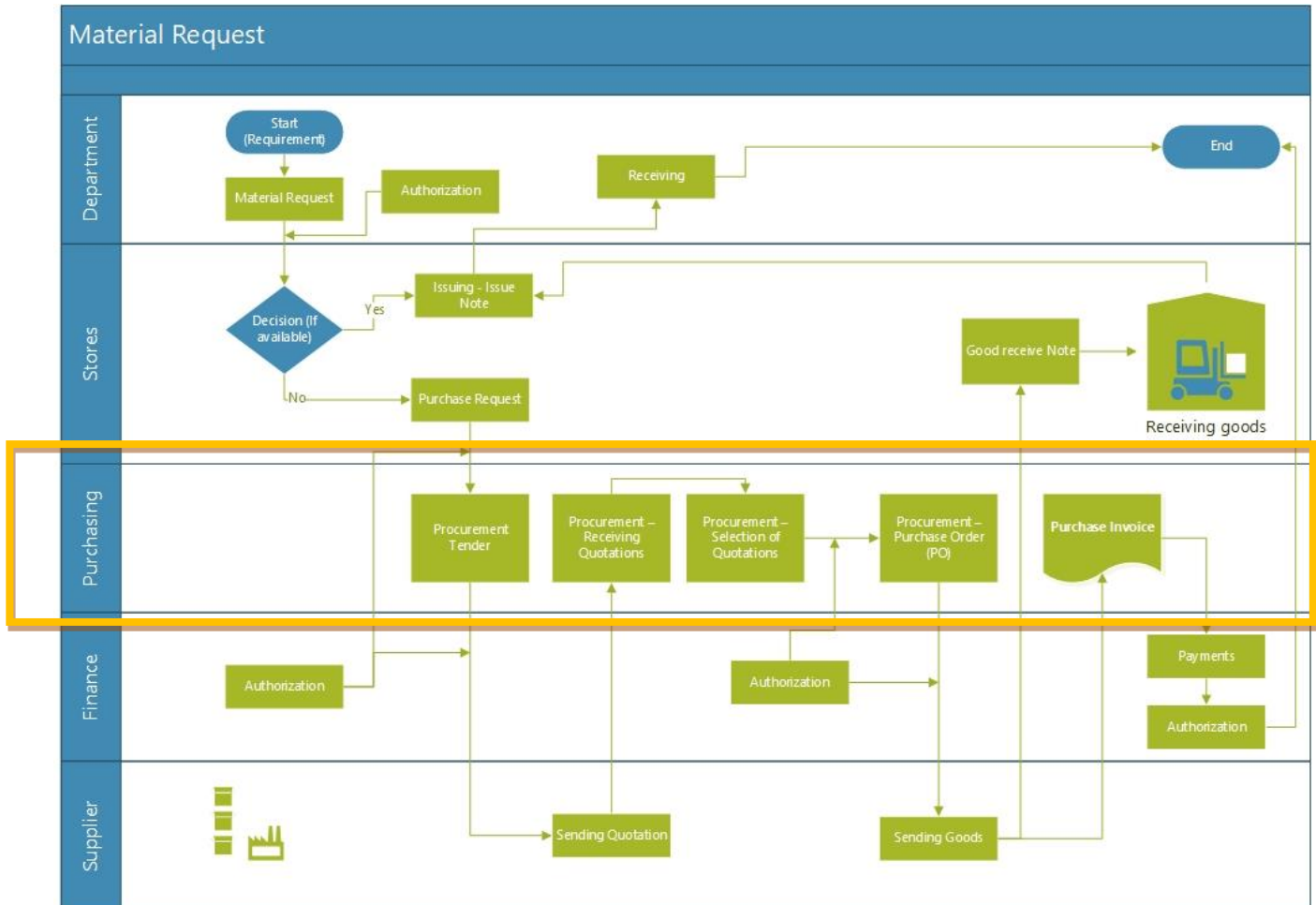
3.2.   Login to the system

Type the ERP URL in the address bar of any browser. Then you will get ERP Landing Page.
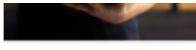
Scroll down to the module list and select procurement management module

1. Then user will see the above login page
2. Type the user name provided in the User Name box
3. Type the password given in the password box
4. Then click on the Login button

Then the user will land on the main menu of the system. Select Procurement menue.

3.3.   Features of the Procurement Module

User can navigate the features through the main menu in the left hand side or using the Icons

Purchase Invoice

Add	Edit	Authorize	Cancel

Manually Settle (Purchase)

Add	Edit	Authorize	Cancel

Purchase Invoice Return

Add	Edit	Authorize	Cancel

3.4. Tender Process

To use tender process there should be one or more Purchase Requests (PR) raised by a store. Starting a tender process without PR is not recommended for an ERP system. Raising a PR will be described in the user manual of Inventory module.

a. Add a tender
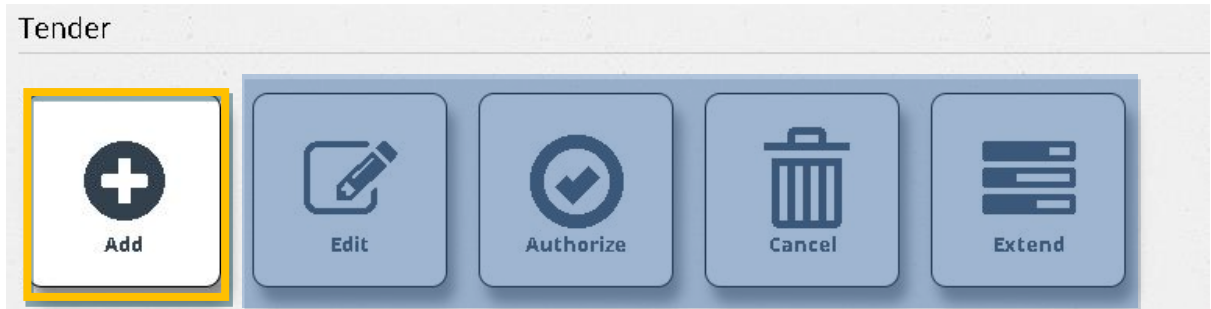
Click on the "ADD" button to add a tender, then user will see the following interface.

1. ID is a unique number generated automatically by the system to identify each transaction.
2. Tender Number is generated automatically but user can change it as required (should be maintained a unique number)
3. Start date of the tender and the closing date, which is End date, should be provided. End date must be same or higher date than start date.
4. Provide suitable description in description box
5. If the tender is required Bid Guarantee, enter the guarantee amount in the Bid Guarantee box
6. In the remarks box, any relevant comment can be added.
7. Then click in USE RN button to retrieve Purchase Requests raised by the stores.

Select	ID	Req.Note No	Date	Description	Item	Unit	Quantity
☐	1536	1	03/12/2021	PR 1:A4 70GSM Packet	ST/S/P/11	No OF	250
☐	1536	1	03/12/2021	PR 1:Dettol	MO/DM/D/01	No OF	1
☐	1536	1	03/12/2021	PR 1:Duplo Master Roll 5450 DD	ST/S/A/02/54	No OF	10
☐	1536	1	03/12/2021	PR 1:Duster	MO/DM/D/03	No OF	12
☐	1536	1	03/12/2021	PR 1:Fase Mask	MO/DM/F/01	No OF	300
☐	1536	1	03/12/2021	PR 1:Gum Bottle-Chemifix	ST/S/G/03	No OF	50
☐	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	1
☐	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	3
☐	1536	1	03/12/2021	PR 1:Soap	MO/DM/S/02	No OF	22

8. Then user will see a date and the search button
9. Once the user clicks on Search button, all the Purchase requests in the system which are not used for a tender process, will be displayed in a grid.

	1536	1	03/12/2021	PR 1:Duplo Master Roll 5450 DD	ST/S/A/02/54	No OF	10
☑	1536	1	03/12/2021	PR 1:Duster	MO/DM/D/03	No OF	12
☑	1536	1	03/12/2021	PR 1:Fase Mask	MO/DM/F/01	No OF	300
☑	1536	1	03/12/2021	PR 1:Gum Bottle-Chemifix	ST/S/G/03	No OF	50
☑	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	1
☐	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	3
☑	1536	1	03/12/2021	PR 1:Soap	MO/DM/S/02	No OF	22

Retrive   Cancel

10. Then select the items to be included or purchased from this tender.
11. Then click on Retrive button to add items to the Tender

	Line No	Item	Description	Unit	Quantity	PRN ID
Select	3	MO/DM/D/03 : Duster	PR 1:Duster		12.0	1536
Select	4	MO/DM/F/01 : Fase Mask	PR 1:Fase Mask		300.	1536
Select	5	ST/S/G/03 : Gum Bottle-	PR 1:Gum Bottle-Chemifix		50.0	1536
Select	6	MO/S/02/02 : Hand Sani	PR 1:Hand Sanitizer 500ml		1.00	1536
Select	8	MO/DM/S/02 : Soap	PR 1:Soap		22.0	1536

+   🗑

Invited Supplier ⓘ

Select	4800 : SALCO TRADING (PVT) LTD
Select	1711 : Nisha Rosha Industries
Select	4829 : Maga Timberland (pvt) Ltd
Select	2348 : Nishani Timber Stores

+   🗑

12. Include supplier from the supplier list to be sent invitation for this tender. Use [+] plus button to add more suppliers.
13. Finally click on the save button to save the tender

b. Edit a tender
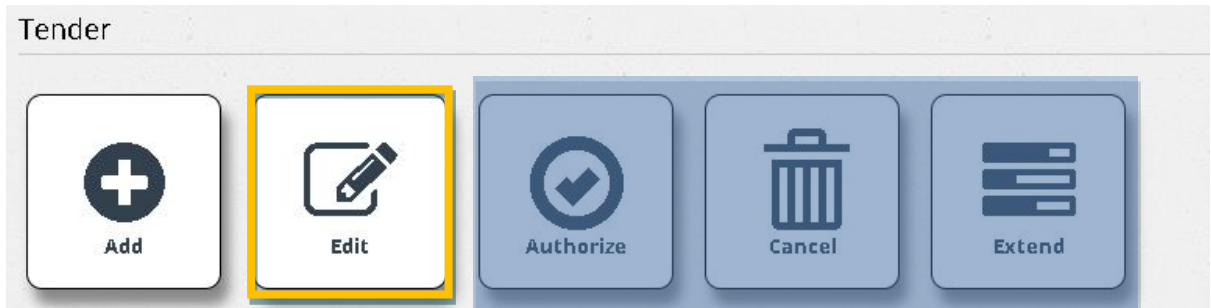
Click on the "Edit" button to edit a tender, then user will see the following interface.

TENDER DETAIL

Search By ❶

Tender ID

Search For

View	Tender No	Description	Start Date Time	End Date Time	Bid Guaranty
1	1	Paint Items	07/01/2021	07/03/2022	

Exit
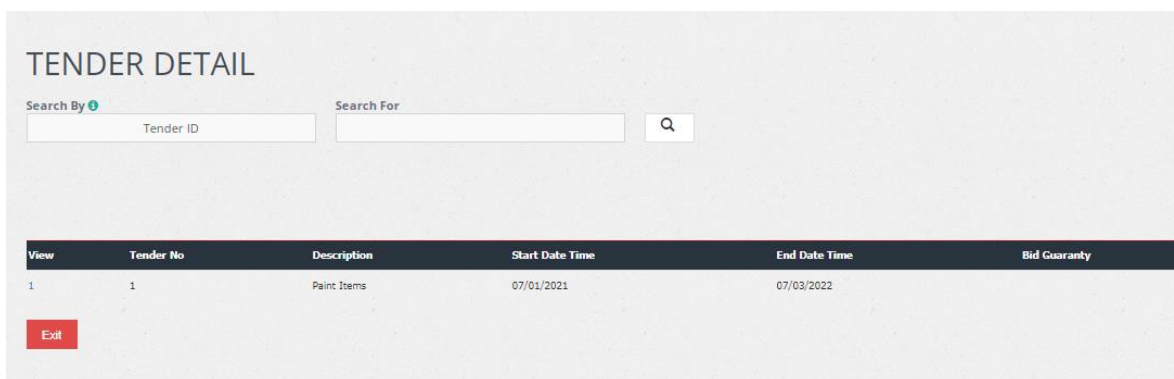
1. In the interface, there are facilities to filter the tenders
2. Click on the ID number in the View column to edit any existing tenders
3. Tenders can edit until the tender get authorized.

c. Authorize a tender
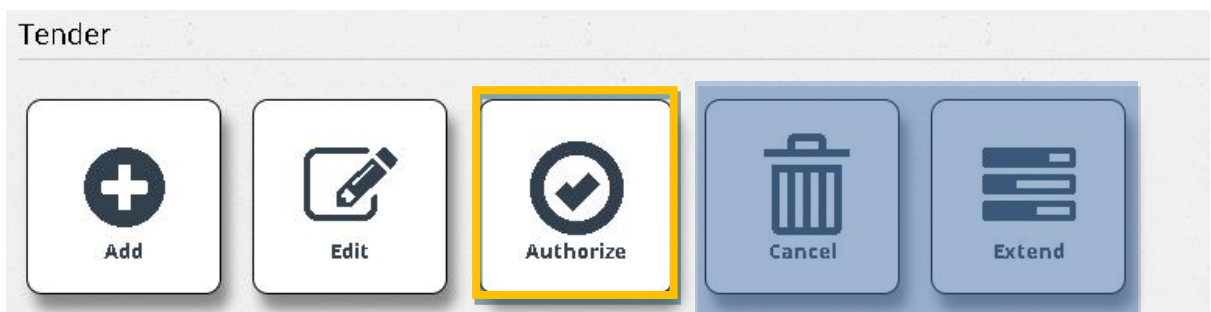
Click on the "Authorize" button to authorize a tender, then user will see the following interface.
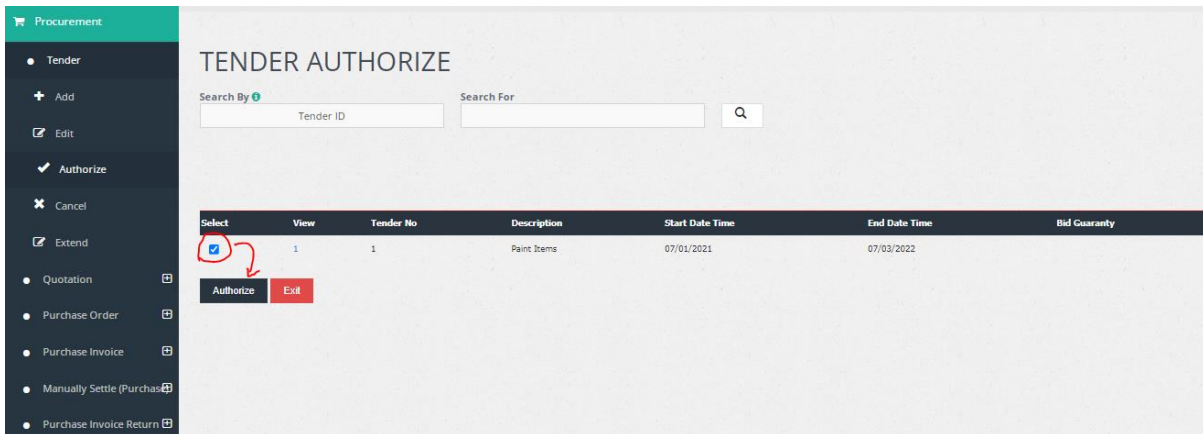
1. Tick on the Select box to authorize a tender
2. Then click on Authorize button to authorize it.
3. After authorization the tender is illegible for receiving Quotation from supplied

d. cancel a tender
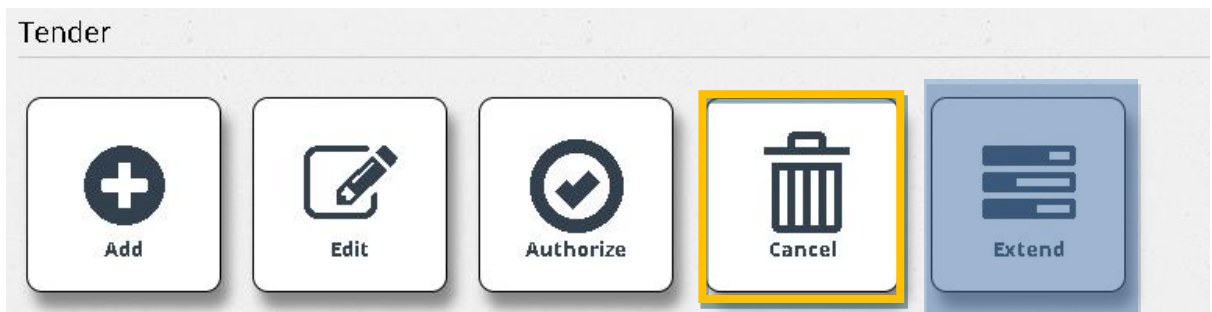
Click on the "cancel" button to cancel a tender, then user will see the following interface.
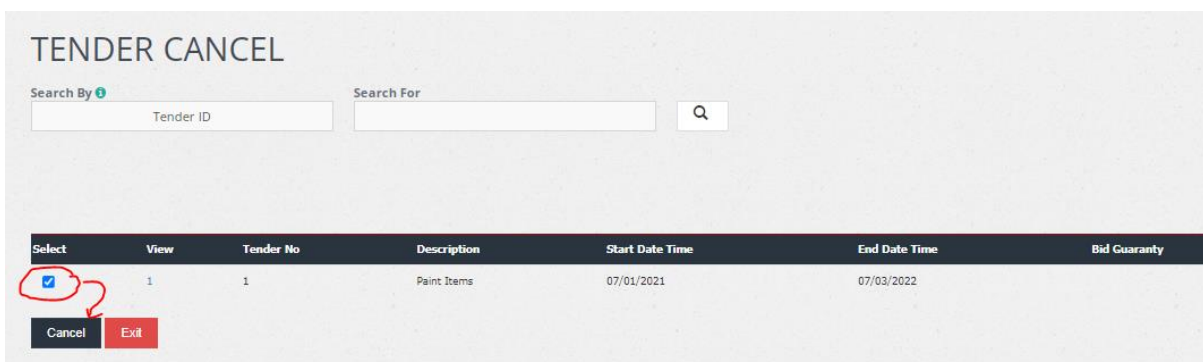
1. All authorized tenders will display here
2. Select the tender to be canceled.
3. Then click on cancel button to cancel the tender.

e. Extend a tender
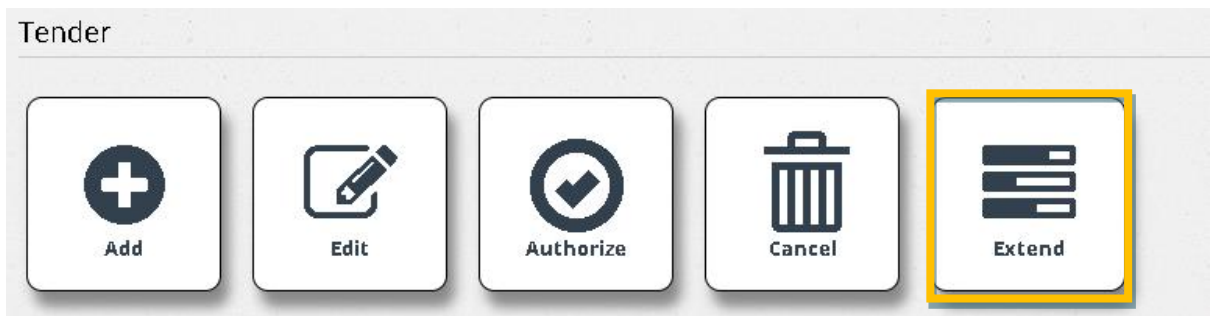
Tender

Click on the "Extend" button to extend a tender, then user will see the following interface.
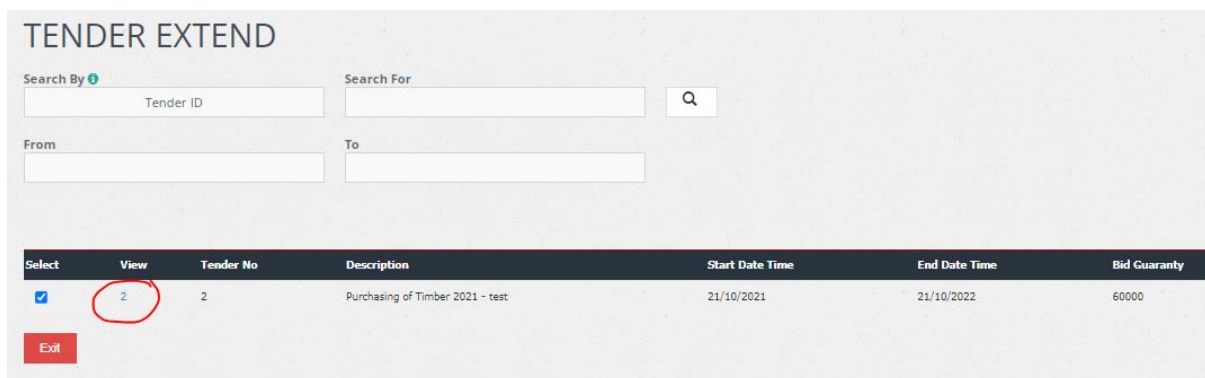
1. Click on the ID in the view column to extend the tender.
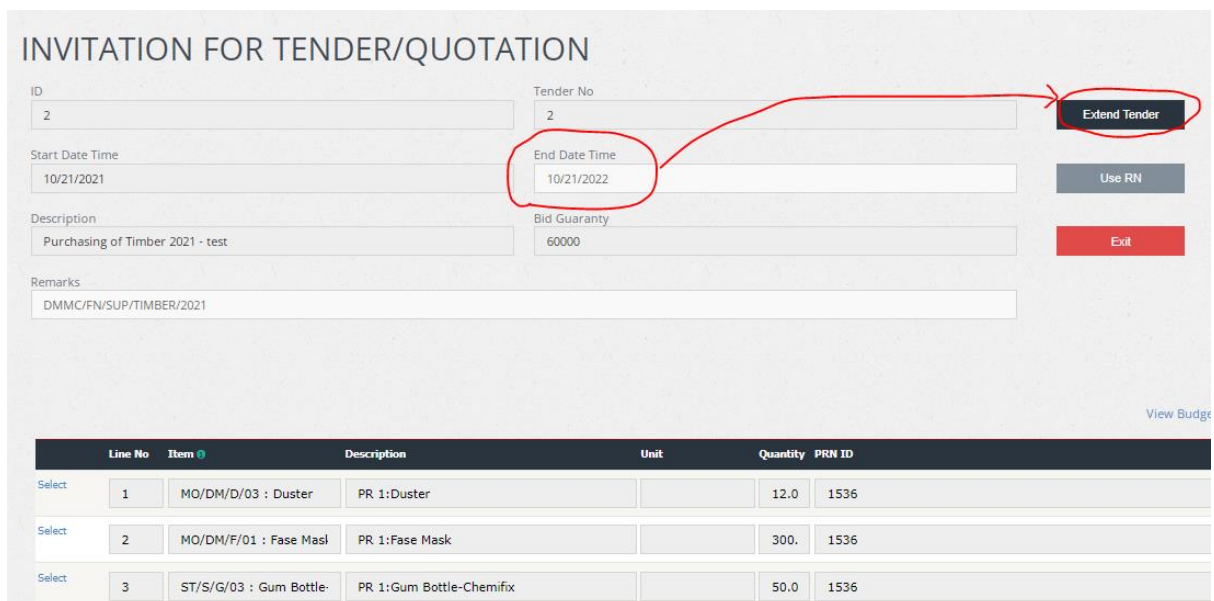
2. This tender cannot be edited but user will be able to change the end date.
3. Change the End date to future date and click on Extend Tender button to extend

3.5. Quotation Process

To use quotation process there should be one or more active tenders in the system. Opening a tender process is described in the previous section. All the quotations received from suppliers for the tender should be added using this interface.

a. Add a quotation
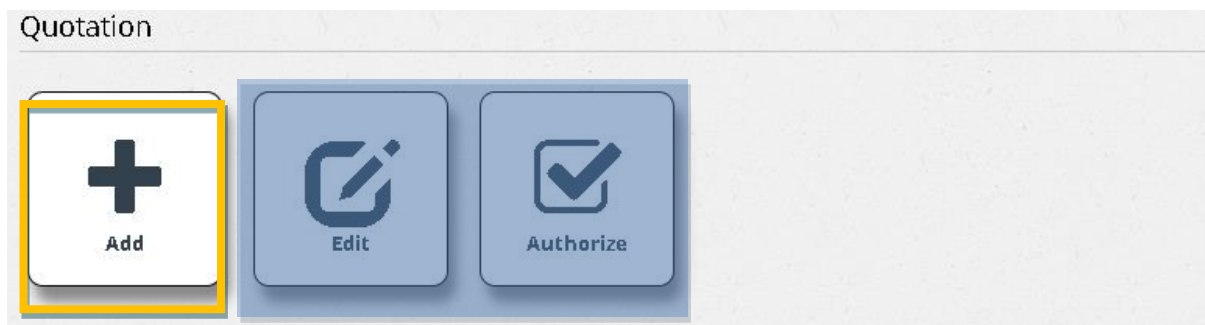
1. Go to Procurement menu or Icon set and then select Add icon
2. Then the following interface will be appeared.

1. Select the date quotation have received to the institute from the supplier
2. Select the due date
3. Select the supplier name from the list
4. Select correct Vote ledger from department list
5. Then select Tender related to this quotation
6. Then the all items tendered will be retrieved to the quotation. If the supplier not quote for certain items, user have to remove those items from the quotation.
7. Quoted value by the supplier should be entered in to the Amount field

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8. Then click save button to save the quotation. Like this all the quotations received from suppliers for the selected tender must be added to the system in order to do the selection process (next step)

b. Edit a quotation
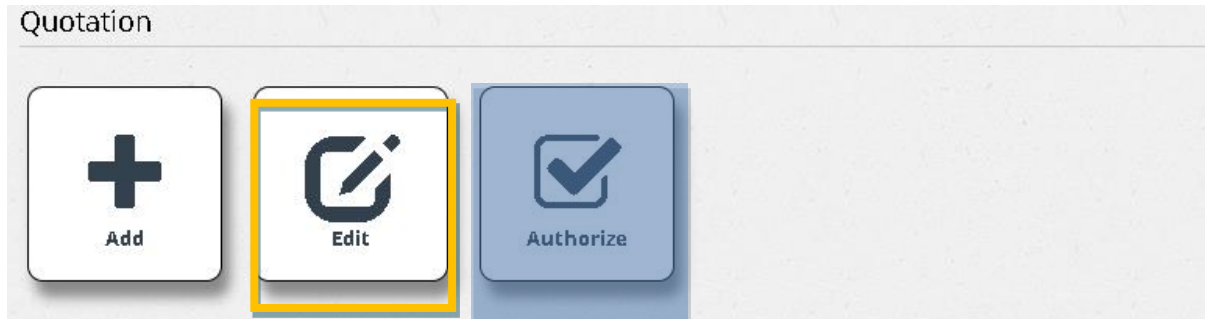
Quotation

1. By clicking on Edit button, previously entered quotations can be edited for changes
2. Select the quotation to be edited

- 1,2) In a list user can search for quotation by giving invoice ID, number or date range
- 3) Then click on search button to filter the list
- 4) User will see the filtered list of quotations not yet authorized and which can be edited.
- 5) click on the ID in front of the quotation to edit
3. Do the changes and save it by clicking on Save button

c. Quotation Authorize process
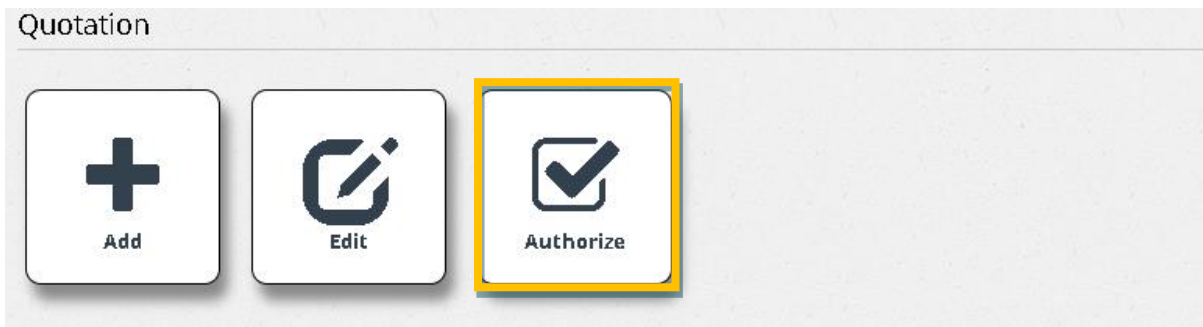
Quotation

1. In the Quotation menu, select Authorize icon
2. This will take user to the following interface

3. User will see the list of quotations to be authorized.
4. If the user need to filter the list, there are facilities like filtering by quotation numbers, and date ranges.
5. Select (tick) the quotation (s) required to be authorized and click in Save button

6. Selected quotations will be authorized and they are no longer be available for changes.

3.6.   *Quotation Selection Process*

Quotation selection process is to select one or more quotation submitted by suppliers to proceed to the next level of Tender/Quotation process. To use quotation selection required quotations must be

authorized in the process. These selected quotation and prices will be available for the Purchase Ordering process.

a. Quotation Selection – Add

1. Select the tender from the tender list (shows only the active tenders)
2. Then click on search
3. User will be able to see the quotations saved under the selected tender.

Qua.No	Supplier	Line No	Item	Quantity	Description	Unit Price	Tax	Amount	Is Selected	Qtd_ID
1	Narah Stationers	1	A4 70GSM Packet	4	Request for office materials:A4 70GSM Packet	1500.0000	0.0000	6000.0000	☑	1
1	Narah Stationers	2	Duster	25	Request for office materials:Duster	250.0000	0.0000	6250.0000	☐	2
1	Narah Stationers	3	Envelop-Print 9x4 (DMMC PRINT)	500	Request for office materials:Envelop-Print 9x4	2.0000	0.0000	1000.0000	☑	3
1	Narah Stationers	4	Hand Sanitizer 500ml	2	Request for office materials:Hand Sanitizer 500ml	350.0000	0.0000	700.0000	☑	4
1	Narah Stationers	5	Leave Application	50	Request for office materials:Leave Application	1.0000	0.0000	50.0000	☑	5
1	Narah Stationers	6	Lexmark Toner 310/312	1	Request for office materials:Lexmark Toner 310/312	3500.0000	0.0000	3500.0000	☐	6
1	Narah Stationers	7	Surgical Mask	150	Request for office materials:Surgical Mask	80.0000	0.0000	12000.0000	☑	7
2	Dial Stationers	1	A4 70GSM Packet	4	Request for office materials:A4 70GSM Packet	1700.0000	0.0000	6800.0000	☐	8
2	Dial Stationers	2	Duster	25	Request for office materials:Duster	250.0000	0.0000	6250.0000	☑	9
2	Dial Stationers	3	Lexmark Toner 310/312	1	Request for office materials:Lexmark Toner 310/312	4800.0000	0.0000	4800.0000	☑	10
2	Dial Stationers	4	Surgical Mask	150	Request for office materials:Surgical Mask	60.0000	0.0000	9000.0000	☑	11

4. Supplier, item quoted, unit price quoted, etc., like details can be found in the interface for selection
5. Tick on the selected items and click on the Save button to complete the selection process
6. Selected quotations and suppliers will be visible for Purchase Order process.

b. Quotation Selection – Edit

Selections can be edited until the process is over.

3.7.   Purchase Order

Purchase Orders (PO) can be raised for the selected suppliers for purchasing goods. Multiple items can be included in a single PO.
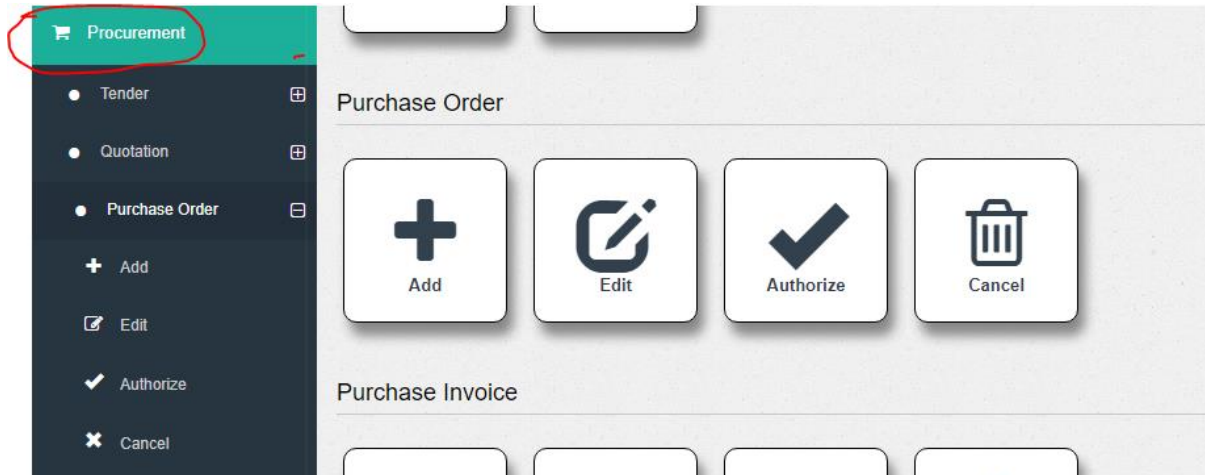
a. Purchase Order– Add

1. Go to the Procurement menu and then select Purchase Order menu.
2. Then select Add icon

3. In the interface select Transaction date correctly, then select Supplier name from the supplier list
4. Then enter Description for the Quotation
5. Then click on the User Quotation Button to get the selected quotation details for the selected supplier
6. Then user will get following interface

PURCHASE ORDER

ID	Number
105	105

EnterDate	TransDate
1/5/2022	12/31/2021

USE Quotation

Supplier Name Add	DueDate
Narah Stationers	12/31/2021

Exit

Description	Quotation No.	Exchange Rate

☐ Select All   [11/30/2021]   Search

Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	DetailID
☐	1	1	04/01/2022	MO/DM/D/03	Request for office materials:Duster	25	250.0000	0.0000	2
☐	1	1	04/01/2022	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500	2.0000	0.0000	3
☐	1	1	04/01/2022	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1	3500.0000	0.0000	6
☐	1	1	04/01/2022	MO/DM/F/01/1	Request for office materials:Surgical Mask	150	80.0000	0.0000	7

Retrive   Cancel

Details   View Budget

7. Select Items you want to include in this Purchase Order
8. Then click on Retrieve button
9. Data will be retrieved to the Purchase Order as below

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PURCHASE ORDER

	ID	Number
	105	105

	EnterDate	TransDate
	1/5/2022	12/31/2021

	Supplier Name Add	DueDate
	Narah Stationers	12/31/2021

	Description	Quotation No.	Exchange Rate
		1,	

Save

Print and Save

USE Quotation

Use RN

Exit

Details   View Budget

	LineNo	Item ⓘ	Description	Unit	Quantity	Unit Price	Tax	Cal Tax	Amount
Select	0	MO/DM/D/03 : Duster	Request for office materi	No (	25	250.00	0.00	Cal Tax	6250.00
Select	0	ST/S/E/02 : Envelop-Pri	Request for office materi	No (	500	2.00	0.00	Cal Tax	1000.00
Select	0	ST/S/A/02/28 : Lexmar	Request for office materi	No (	1	3500.00	0.00	Cal Tax	3500.00
Select	0	MO/DM/F/01/1 : Surgic	Request for office materi	No (	150	80.00	0.00	Cal Tax	12000.00

+   **🗑**   **Total Price**

Printing Formats

Format_PO.rpt
Format_PO_Agreement_CBS.rpt
Format_PO_CBS - USD.rpt
Format_PO_CBS.rpt

10. Then select appropriate PO format from the list (2) and click on Print an Save Button if required to get a print or just click on Save button to save the quotation for next process.

b. Purchase Order– Edit / Authorize / cancel

For Purchase Order, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the required function.

3.8.   Purchase Invoice (supplier Invoice)

Purchase invoice is the similar entry entering to the system to capture Supplier Invoice details. In the system by using the purchase invoice, a creditor's account will be maintained (Creditor list). So the creditor account must be defined and configured in this stage.
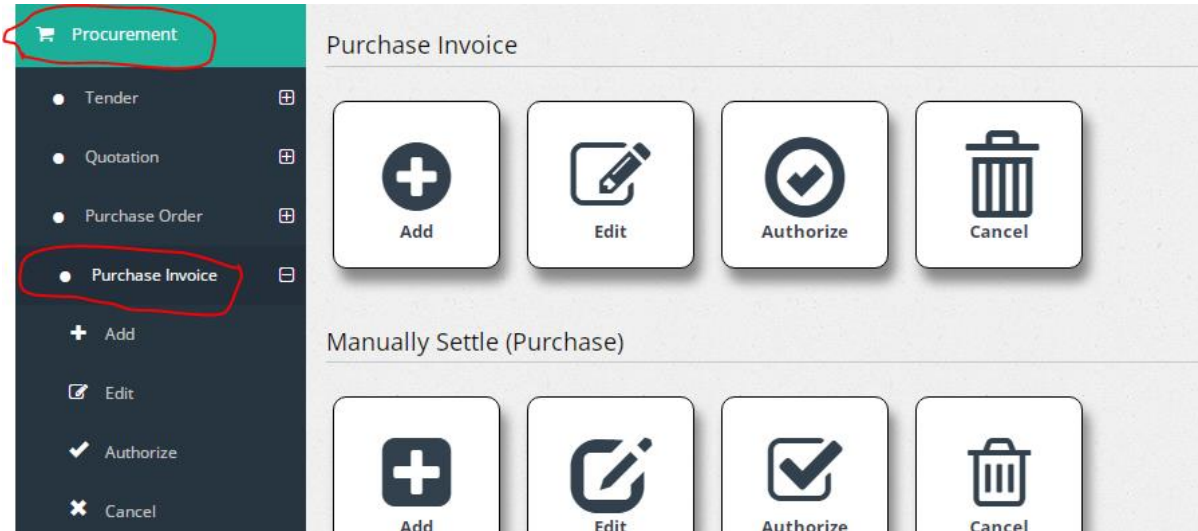
1. To enter Purchase Invoice, go to Procurement menu and then select Purchase Invoice menu.

c. Purchase Invoice– Add

2. Click on Add icon to add a purchase invoice
3. Select relevant department code from the list
4. Then select the supplier
5. Then click on the USE PO button
6. Then you will get the item list from the Purchase Order raised for the supplier
7. Then select what items the supplier has been sent us.
8. Then click on retrieve button to fill the Purchase Invoice.
9. Then the Purchase invoice can be saved using

Invoice Date		Invoice Amount		

Invoice Date
12/31/2021

Invoice Amount

Purchase Invoice No.
1

Invoice Tax   Total Discount

USE PO

Invoice Serial No
1

Sales By ☐ Show All Add Sales Person

Exit

Department Code ❶
Programme - 2 - Helth Services : 20

Invoice Total Amount

Remarks
Office Purchase

Due Date   SVAT   Exchange Rate
☐   1

Remarks 2

Supplier Name Add Supplier
Narah Stationers

Use Sales Orders

☐ Select All   11/30/2021   Search

| Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	BatchID	Cost Price	Discount
☐	105	105	31/12/2021	MO/DM/D/03	Request for office materials:Duster	25 / 25	250.0000	0.0000	0	0	0
☐	105	105	31/12/2021	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500 / 500	2.0000	0.0000	0	0	0
☐	105	105	31/12/2021	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1 / 1	3500.0000	0.0000	0	0	0
☐	105	105	31/12/2021	MO/DM/F/01/1	Request for office materials:Surgical Mask	150 / 150	80.0000	0.0000	0	0	0

Retrive   Cancel

d. Purchase Invoice– Edit / Authorize / Cancel

For Purchase invoice also, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the require function.

3.9. Manual settlement (purchasing)

Manual Settlement Purchasing the process where user may need to settle purchase invoices manually without creating payment for the invoice. To do that go to Procurement menu and then go to Manual Settlement (purchasing) menu

e. Manual Settlement (Purchasing)– Add

1. Select Invoice from the list (purchase invoice must be authorized before use the invoice here)
2. Set the settlement date
3. Set the settlement Amount
4. Set remarks
5. Then click on Save button.

f. Manual Settlement (Purchasing)– Edit / Authorize / Cancel

For Purchase invoice manual settlement also, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the require function.

3.10.   Purchase Invoice Return

Purchase return is used to retune Purchases. This will reverse the purchases.

g. Purchase Invoice Return – Add

1. Go to Procurement menu and then go to Purchase Invoice Return menue
2. Then fill required fields
3. Then click on Retrieve Invoice button (1)

Invoice Date		Invoice Amount			
12/31/2021		0.00			Print and Save

Debit Note No. | **Invoice Tax** | **Total Discount** | Refer Invoice
1 | 0.00 | 0 |

Invoice Serial No | **Sales By** ☐ Show All Add Sales Person | Exit
1 | | 🔍

Department Code ⓘ | **Invoice Total Amount**
<-Select-> | 0.00

Remarks | **Due Date** | **SVAT** ☐ | **Exchange Rate**
| | | 0

Remarks 2

Supplier Name Add Customer
Narah Stationers

Use Sales Orders

☐ Select All   11/30/2021   Invoice No.   Search

Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	BatchID	Cost Price	Discount
☑	24681	1	31/12/2021	MO/DM/D/03	Request for office materials:Duster	25 / 25	250.0000	0.0000		0	0
☐	24681	1	31/12/2021	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500 / 500	2.0000	0.0000		0	0
☑	24681	1	31/12/2021	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1 / 1	3500.0000	0.0000		0	0
☐	24681	1	31/12/2021	MO/DM/F/01/1	Request for office materials:Surgical Mask	150 / 150	80.0000	0.0000		0	0

Retrive   Cancel

4. Then (2) the system will show the relevant invoices and items inside the invoice where the user will be able to even return a single item inside an invoice.
5. Select item or multiple items to be returned (3)
6. Then click on Retrieve button (4)

3.11. *Reports*

Various reports are available in the ERP system related to Procurement process. Go to the Reports menu and select Procurement Reports.

Then user will get the following report listing categorised into several functional levels

For various reports there are parameters which can be used to further filtering of the selected report. After setting all that click on View Report (6) button to get the report. Reports are displayed in separate popup window. If the window is not appearing, please allow POPUP windows in browser settings.

Sample reports:

Municipal Council
Dehiwala
Tender Repoprt

Tender No :   3

Description :   Purchase of office materials

Start Date :   01-Jan-2022

End Date :   22-Jan-2022

Item	Item Description	Description	Quantity
ST/S/P/11	A4 70GSM Packet	Request for office materials:A4 70GSM Packet	4.00
MO/DM/D/03	Duster	Request for office materials:Duster	25.00
ST/S/E/02	Envelop-Print 9x4 (DMMC PRINT)	Request for office materials:Envelop-Print 9x4	500.00
MO/S/02/02	Hand Sanitizer 500ml	Request for office materials:Hand Sanitizer 500ml	2.00
ST/P/F/02	Leave Application	Request for office materials:Leave Application	50.00
ST/S/A/02/28	Lexmark Toner 310/312	Request for office materials:Lexmark Toner 310/312	1.00
MO/DM/F/01/1	Surgical Mask	Request for office materials:Surgical Mask	150.00

Municipal Council
Dehiwala
Item Quoted by Suppliers Report

From Date :   1/5/2022

To Date :   1/5/2022

Item :   All

Supplier	Created Date	Quotation No	Quotation Date	GRN No	GRN Date	PO No	PO Date	Purchased Value	Registered	Approved	Black Listed
Item Code : MO/DM/D/03					**Item Description :** Duster						
Narah Stationers	01/05/2022	1	1/4/2022 12:(			105	12/31/2021	250.00	Not Registered	Rejected	Accepted
Item Code : MO/DM/F/01/1					**Item Description :** Surgical Mask						
Narah Stationers	01/05/2022	1	1/4/2022 12:(			105	12/31/2021	80.00	Not Registered	Rejected	Accepted
Item Code : ST/S/A/02/28					**Item Description :** Lexmark Toner 310/312						
Narah Stationers	01/05/2022	1	1/4/2022 12:(			105	12/31/2021	3,500.00	Not Registered	Rejected	Accepted
Item Code : ST/S/E/02					**Item Description :** Envelop-Print 9x4 (DMMC PRINT)						
Narah Stationers	01/05/2022	1	1/4/2022 12:(			105	12/31/2021	2.00	Not Registered	Rejected	Accepted