## **Payment Process**

Department Expenses

• Every Department prepares Expesse details and supportive with regards to their expenses and Forward to Finance and Acouunting Department.

Approval with AM

 On the basis of Expenses detail and Supportive documents shared by the Verious departments, Assitant mangers of Finance and accounting Department i.e. Mr. Rahul and Kishor perpares an consolidated expense detail of all department expenses and forward to GM(paras)

Approval Of GM

 On the basis of Consolidated Expense detail shared by the Assitant managers, GM(Paras) reviews the Expenses and approve the same however in case of any query he can as for more supportive document. thereafter GM forwards the expense details and fund availability report with the CIRP team

Review and Approval of Payments By CIRP team

• On the basis of report share by the GM(paras)to CIRP team. Team Disscuss the priorty with Respective departments and Release the Payments, Moreover if any supportive documents is required by the team, they ask the same.

## **Purchase Process**

Prepartion of Martial Requirment Planing •On the basis Of Master Demand Schedule along with existing Inventory, Martyial Requirment Plan is prepared and same has been Approved as per DOA.

Creation of
Purchase
Requisition (PR)

•On the basis of Approved Martial Requirment Planing, Purchase requisition will raised by PPC department.

vendor idenfication

purchase Department conduct background verification of vendor and minimum 3
 Quotes are invited from the approval list of vendor

Vendor Creation in

•User Departments submits request to AP ( Oracle )Team with Revent documents for Vendor Creation and same details on sample basis Ap team share with CIRP team for the Review

Creation of Purchase Orde (P.O)

- P.O. is credted by the plant and send to H.O. detail of P.O. is auto picked by the PR.
- P.O. of Rs higher than Rs 10 lacs will approved by the CIRP Team
- P.O of Rs lower than Rs 10 lacs will be reviwed by the CIRP Team

Receipts of Materia

•On the Receipt of Material Normal process of Invoice booking is follows which includes GE - GRN and then PV Booking this process is also revirew by the CIRP Team though the supportive documents.

## **Sale Process**

Price Approval

- •On the basis of previous month price are analyzed and market scenarios Product price is updated on the 1st day of every month for domestic Sale Nandan singh is Approved the prices and for the Export sale GBD head Harpreet and CEO approved the prices.
- •Moreover All prices edited in oracle is also Approved by the CIRP team.

Scheme
Approval and

- •Any Scheme of discount offer is approved by the CEO at the Month/Qtr starting and same will be communicate to vendor and same is also taken in consiration while creation of Sale order, moreover in case of Export products GBD Head harpreet approval is also taken in considration
- •Futher scheme is also reviwed by the CIRP team before release to distributors.

Anddintion of Customer in Customer

•Branch Manager and regional manger along with the relvent KYC with refering to P.O. Received by the customer will create a New customer in oracle moreover same should also approved by the CIRP Team

Creation of Order

•On the Basis or Previous Process and considering stock availability a Sale order is genrated and forwarded to the respective department

Billing and

- •In case of Export sale S.O. is refered for Invoice Creation.
- •In case of domestic sale S.O sent to Godown for the bar code details after, receipts of bar core detail Status of order is changed to "Move Order" and bar code detail are inserted. after filling all information in move order sheet order status is changed to "shipped" and invoices is genrated in the system
- •Moreover the same is also reviewed by the CIRP team on sample basis

Sale Return

- •In to case Invoice Cencellation: In this case erroneusly invoice is created and the same is reversed so no movement of stock has been made
- Defective Products:In case of full rejection of the Stock by the vendor SRN is created and same stock will send for quality approval and GRN is Performed further efect of the same should be made in the inventory after the approval of regional accountent,CEO and National sale head,Moreover in case of Partial Return Process is same for the return goods and for the damage transported will be debited and vendor will get Credited to Adjustmenst entries
- •All SRN is approved By the CIRP team On the real time Basis

Collection

•Commercial Team follows up with RM/BM and they follow up with the Customer for collection all this will also regular reviewed by the Commercial head and CEO for outstanding Balances and same is also reviwed by the CIRP Team on weekly basis