

# MOM

## CLIENT NAME: - BIOWEAVE

APPL/19 NOV 2025/01

<b>Meeting Title</b>	Training of Purchase Department – PGMP Software		
<b>Date of Meeting</b>	19 Nov 2025	<b>Time</b>	3 PM - 4:15 PM
<b>Meeting Mode</b>	Online		
<b>Meeting Called by</b>	Bioweave Team	<b>Meeting Location</b>	Google Meet
<b>Meeting With</b>	GMP Team Miss Piyusha Shinde Miss. Mayuri Choudhari Miss. Meri Sonawane	<b>Meeting Attended by</b>	Bioweave Team Miss.Shailja Mr. Ajay Kumar

Sr.No.	Department	Discussion Points	Remarks
1.	Purchase	<b>Vendor Log -</b> Need a Provision of <b>Status Change Remark</b> in Vendor Status Change Form.	Noted
2.		<b>Vendor Approval</b> If We Do any Changes in Vendor After Approval, its Will Again go to Purchase Department Head for Approval.	Noted
3.		<b>Vendor Registration Form</b> Need a Tab to Upload Multiple Documents. Also want Provision to add Valid till Date of the Documents which has been uploaded & need to generate calendar for the same.	Noted
4.		<b>Map Material Log</b> Need One More Column for Material Code	Not Possible
5.		<b>Quotation -</b> Show Comparative Tab before Approving the Quotation in new Quotation.	We have Gave you Provision to Compare Quotation which u have Received from Different Vendor at the Time of Final Indent Approval (PO Processing Stage) Please Confirm U Really need the Same in Quotation Approval or Not.
6.		<b>New Indent -</b> After Uploading Quotation Need to Auto Reflect all Required details of Material.	Not Possible

# MOM

## CLIENT NAME: - BIOWEAVE

APPL/19 NOV 2025/01

7.		<b>Correction -</b> Approval of Correction Quotation goes for purchase head for Approval.	Approval System Is Fully Based on User Rights So Whoever Will be the Concern Person Who have the Rights of Approval According to User Rights they will be able to Approve the Form.  (User Rights Provision We Have Provided to HR Dept & All Dept Head Person)
8.		<b>Store -</b> Merge Same, Indent, Prepare PO, Correction this all tabs Integrate to Purchase Dept	Noted
9.		<b>Purchase -</b> Remove Indent Raised Option from Purchase department.	Noted
10.		<b>For all forms for Approval -</b> Remove the Approved Tabs Wherever given in form, all Approved, should be given by dept Head (Purchase).	Approval System Is Fully Based on User Rights So Whoever Will be the Concern Person Who have the Rights of Approval According to User Rights they will be able to Approve the Form.
11.		<b>Purchase -</b> After Raising Indent First, it goes to the dept. Head of store for Approval & afterward Purchase Head Person Approve the indent.	Noted
12.		<b>Purchase Order -</b> Change the form Name from Purchase Order For Approval to PO for Review.	Noted
13.		PO Amount < 5 Lakh – Plant Head PO Amount > 5 Lakh – MD Approval	Noted