

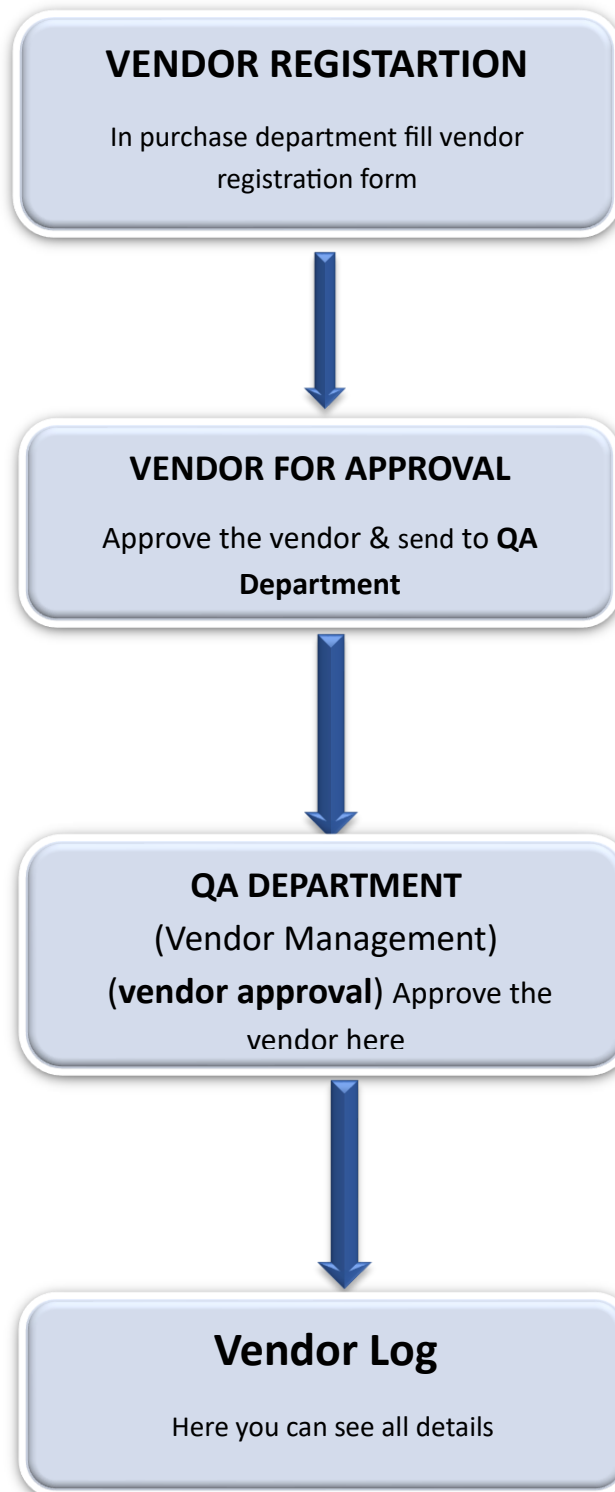
# Purchase Dept. Flow Chart of PGMP Software

## Vendor Registration:

Below is the Vendor Registration Flow Chart for the Purchase Department in PGMP Software

- First, register the new vendor through the Vendor Registration Form
- The form is automatically forwarded to the vendor for approval
- The approved form is then forwarded to the QA Department
- In the QA Department, two actions are available
  - 1) Send the vendor for the Qualification Questionnaire.
  - 2) If the questionnaire is not required, approve the vendor directly
- After the vendor is approved, the approval log becomes visible in the Purchase Department

## Purchase Dept. Flow Chart of PGMP Software



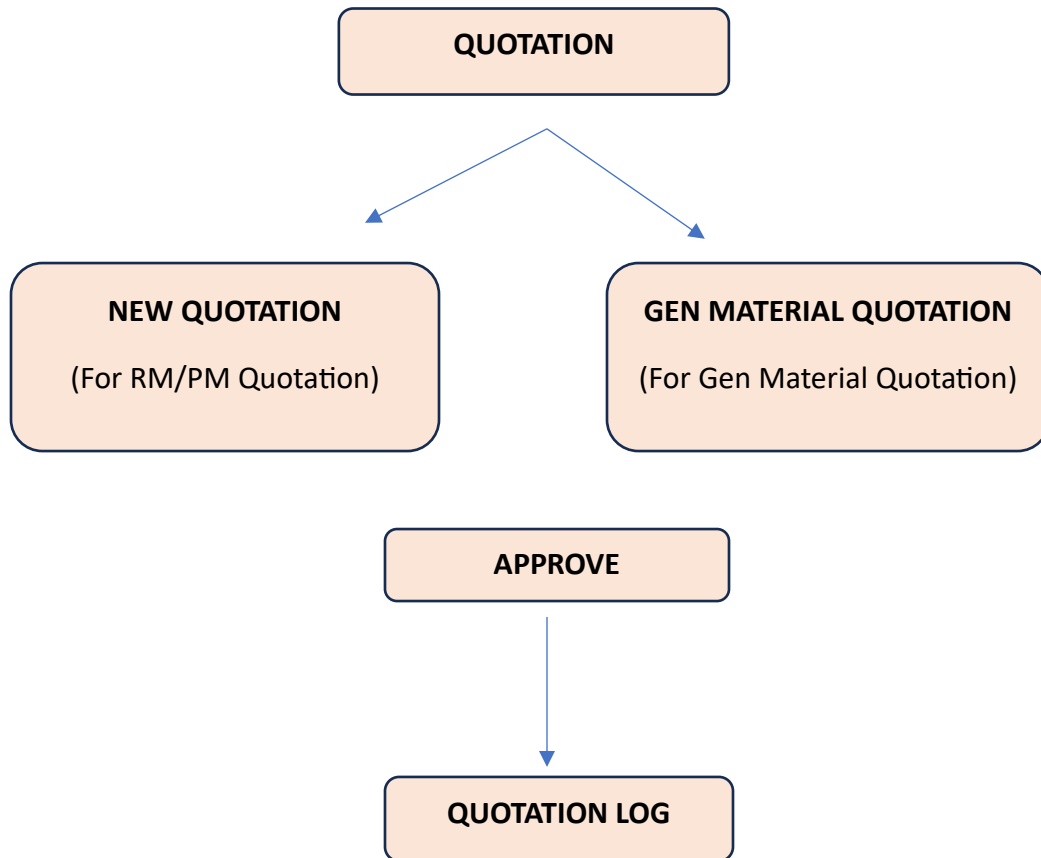
## Purchase Dept. Flow Chart of PGMP Software

### Quotation:

Below is Quotation Flow Chart for the Purchase Department in PGMP Software

- In the Purchase Department, under the Quotation Module, add a new quotation for RM/PM materials.
- Enter the required details and submit the quotation for approval.
- Approve the quotation
- You can view the quotation details in the Quotation Log

## Purchase Dept. Flow Chart of PGMP Software



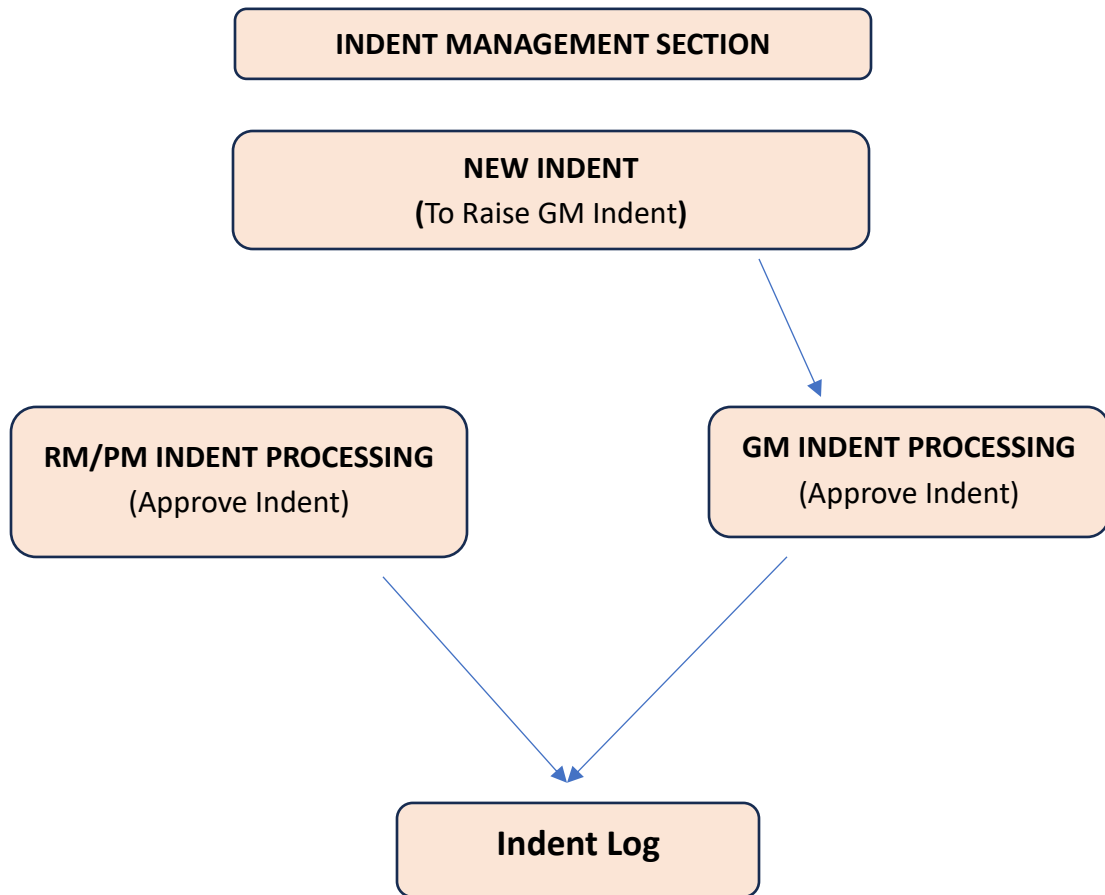
## Purchase Dept. Flow Chart of PGMP Software

### Indent Management:

Below is the Indent Management Flow Chart of the Purchase Department in PGMP Software

- **New Indent** – To Raise the Indent of General Material.
- In the **RM/PM Indent Processing section**, approve the indent received from the Store Department
- In the **GM Indent Processing Section**, approve the General Material indent. (Here General Material Indent Will Reflect for Final Approval & also Note\* Each Department have Rights to Raise General Material Indent)
- After approving the indent, you can review it in the **Indent Log** and also download the approved indent

## Purchase Dept. Flow Chart of PGMP Software



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## Purchase Management:

Below is the Purchase order Flow Chart for the Purchase Department in PGMP Software

- In the Purchase Department's Purchase Order Module, you can Create the Purchase Order
- After submitting the Purchase Order, it is forwarded for PO review
- Review the Purchase Order and forward it to the Plant Head for approval
- In the Plant Head's Department Purchase Module, there are two options
  - 1)Send for Director Approval
  - 2)Approve
- In the PO Log, you can download the Purchase Order, edit the PO, or add the landing price

## Purchase Dept. Flow Chart of PGMP Software

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