

SRIC PURCHASE MODULE FOR PI/CO-PI

STEP 1:

Fund Booking for Mini Order for Purchase of Capital Asset

Menu Link : Login→SRIC→ Purchase→ 07. Mini Order for Purchase of Capital Asset

Fill all the details and save then Final
Submit from table to move on next step

STEP 2:

Preparation of Mini Purchase Order

Menu Link: Login→SRIC→ Purchase→ 02. Preparation of Purchase Order / Work Order / AMC/ Mini Purchase Order

Fill all the details step by step then Final
submit to move on next step

STEP 3:

Generation of GRN / Service Certificate

Menu Link : Login→SRIC→ Purchase→ 03. Generation of GRN/Service Certificate

Note:- If you have done any mistake then you can delete the fund booking and book another fund till Generation of GRN Certificate.

Fund Booking for Mini Order for Purchase of Capital Asset: -

- **Menu Link :** Login→SRIC→ Purchase→ 07. Mini Order for Purchase of Capital Asset

- This menu is to book fund having amount greater than or equal to INR 2000 and less than or equal to INR 25000.
- First you will have to select the project code from the dropdown for which you wish to book fund. Then select/fill all the fields as given in picture.
- Once you will save the entered details your fund will be booked and will be shown in the below table.
- Click on Final submit button to get the Institute Ref No and to move on next step i.e., Preparation of Order.

Fund Booking

Enter Booking Amount between 2000 and 25000

How to Use

Select Parent Head of Accounts

Give Description of Asset

Select Purchase Type

Note:- This page is to book the fund for the amount between INR 2000 and INR 25000.

01. Project*:

R/SRIC

02. Parent Head Of Accounts*:

EQUIPMENT EXPENDITURE

03. Child Head Of Accounts*:

COMP (COMPUTER AND PERIPHE

04. Purchase Type*:

Indian

05. Select Vendor*:

V/2020/513

06. Booked Amount(INR)* :

6500

07. Description of Asset* :

4 Nos of Pendrive

08. Is GEM Purchase? *:

No

09. Non-availability Certificate No. :

10. Approving Authority name :

Dean, SRIC

11. Approval Date :

19-10-2021

Effective Balance: 90074960

Budgeted Head Balance: 1988352266

**Budgeted head balance means:(Total budget head amount - Total paid amount of this selected head)*

Save

Select yes if procurement through GEM else NO and give other details either Certificate No. or Approving Authority Name and Date.

If Procurement not through GEM then Give Non Availability Certificate No.

If Procurement not through GEM then Give Approving Authority Name.

If Procurement not through GEM then Give Approval Date.

List of booked funds and the corresponding status

Project Code	SRIC PO/Booking Id	PO Date	Booked Amount	Vendor Name	Created By	Creation Date	Remarks	Institute Ref No.	Action
R/SRIC	9999/PO/R/SRIC/2021-2022/12621	2021-10-21	5600	PRESTIGE FURNITURE	Nihir Kumar	2021-10-21	2 No of CHairs		<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #0070c0; color: white; text-decoration: none;">Final Submit</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #ccc; text-decoration: none;">Cancel</div> </div>

Preparation of Mini Purchase Order: -

- Here You will get the list of Orders to prepare, click on the **POCEED NOW** for the project details you wish to continue.
- Once you click on proceed now, the details will be available in the next table. Click on **GET DETAILS** to prepare order.
- **Menu Link:** Login→SRIC→ Purchase→ 02. Preparation of Purchase Order / Work Order / AMC/ Mini Purchase Order

Order Preparation >

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#	PROJECT CODE	USER PROJECT CODE	PURCHASE ORDER NO	PURCHASE ODER DATE	VENDOR CODE	VENDOR NAME	INST REF NO	REMARKS	ACCESS AS	ACTION
1	3196	C/CAAS	768/IIT/SRIC/ANMC-16/CH/CAAS/CPRF-SB/2020	2021-03-31	V/2016/486	PERKIN ELMER (INDIA) PVT LTD	ORD/2020-2021/SRIC/6	BRONZE NON-COMPREHENSIVE COMBINED AMC	SRIC Admin	✓ PROCEED NOW
2	5731	C/APAM	9999/IIT/SRIC/SLEQ-58/DE/APAM/CPRF-SB/2021	2021-07-02	V/2016/46	Chakraborty Brothers	ORD/2021-2022/SRIC/1	Ubbelohde Viscometer	SRIC Admin	✓ PROCEED NOW
3	4615	C/FCMA	284/IIT/SRIC/COMP-109/CS/FCMA/CPRF-SB/2020	2020-10-09	V/2016/575	WIZERTECH INFORMATICS PVT LTD	ORD/2020-2021/SRIC/5	LAPTOP	SRIC Admin	✓ PROCEED NOW

Showing 1 to 3 of 3 rows

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#	FIN YEAR	ORDER ID	DESCRIPTION	COST CENTRE NAME	PROJECT NAME	ORDER ACCESS BY	ACTION
1	2020-2021	ORD/2020-2021/SRIC/6	BRONZE NON-COMPREHENSIVE COMBINED AMC	Not Applicable	Not Applicable	ACCOUNTS	GET DETAILS

- Once you will click on **GET DETAILS**, then you will get a page as shown below.

- Click on **Prepare Order** to prepare a new order or you can update vendor by clicking on **UPDATE VENDOR** button.

You are in: [SRIC](#) / [Purchase](#) / **1. Preparation of Purchase Order / Work Order / AMC**

Order Preparation > Order List With Fund Booking > [Vendor Entry](#)

+ Add New Vendor

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#	ORDER ID	VENDOR SL NO	VENDOR CODE	VENDOR NAME	NEXT TO DO	ACTION
1	ORD/2019-2020/SRIC/8	1	V/2017/190	NETWEB TECHNOLOGIES INDIA PRIVATE LIMITED	Prepare Order	UPDATE VENDOR PREPARE ORDER DISCARD

Showing 1 to 1 of 1 rows

- Once you click on **Prepare Order** you will get a screen as shown below.

Order Preparation > Order List Without Fund Booking > Vendor Entry >

1. Add/Update Basic Details

2. Add Items For Order

3. Compose Order

4. Preview Order

5. Final Submit

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Basic Order Details

Order ID: ORD/2019-2020/SRIC/8

Sub Order ID: ORD/2019-2020/SRIC/8/1

Reference File No.:

Order Date:

Order Type:

Order Sub Type:

Cost Center: [NOTAVAILABLE] Not Applicable

Order Status: A

LC Opened(YES/NO): NO

Item Entry(YES/NO): NO

Order Composed: NO

Final Submit(YES/NO): NO

Amendment(YES/NO): NO

Remarks:

What Next?: **PLEASE ADD BASIC DETAILS**

Item Entry Details

- Click on **Add/Update Basic Details** then you will get a screen as shown below.
- Select Order Type as Invoice. Then, fill all the details as per your requirements and then save details.

Basic Order Details Entry ✕

Order Type <input type="text" value="-SELECT-"/>	Order Sub Category <input type="text" value="-SELECT-"/>	Order Compose Date <input type="text" value="dd-mm-yyyy"/>	Remarks <input type="text" value="Remarks"/>
Ref. File. No <input type="text" value="Ref. File. No"/>			

- Then Click on **Add Items For Order** and you will get a pop-up as shown below. Fill all the details as per your requirements.
- You can add multiple items against one order.

Create The Goods Description ×

Item Description:

No. of Unit(s): **Unit Cost:** **Measuring Unit:** **Currency:**

GST 0% GST 5% GST 12% GST 18% GST 28% Inc. GST

Discount In Rs.(-): **Freight In Rs.(+):** **Insurance In Rs.(+):**

Save

Close

- Once you done with adding all the items you will see the screen as shown below.
- Check all the details properly, if you want to edit item details click on update item and then save.
- Compose order by selecting the relevant type and fill all the details.
- Then click on **Final Submit**.

1. Add/Update Basic Details
2. Add Items For Order
3. Compose Order
4. Preview Order
5. Final Submit
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Basic Order Details

Order ID: ORD/2019-2020/SRIC/8	Sub Order ID: ORD/2019-2020/SRIC/8/1	Reference File No.: na			
Order Date: 28-07-2021	Order Type: Purchase Order	Order Sub Type: Domestic	Cost Center: [NOTAVAILABLE] Not Applicable		
Order Status: A	LC Opened(YES/NO): NO	Item Entry(YES/NO): YES	Order Composed: NO	Final Submit(YES/NO): NO	Amendment(YES/NO): NO
Remarks: Test2					
What Next?: YOU HAVE ALREADY ADDED SOME ITEMS IN ITEM DETAILS. YOU CAN ADD OTHER ITEMS OR YOU CAN COMPOSE THE ORDER					

Item Entry Details

#	DESCRIPTION	QTY	UNIT PRICE	CURRENCY	MEASURING UNIT	TAX	TAX DESC	FREIGHT	INSURANCE	DISCOUNT	TOTAL	ACTION
1	CPU	5.00	20000.00	INR	pcs	18.00	GST	200.00	300.00	1000.00	117410.00	✎ UPDATE ITEM ✖ DISCARD ITEM

Generation of GRN / Service Certificate: -

- **Menu Link** : Login→SRIC→ Purchase→ 03. Generation of GRN/Service Certificate
- Here, You will get the list of Orders to generate GRN certificate, click on the **POCEED NOW** button for the details you wish to continue.
- Once you click on proceed now, the details of the selected order will be available in another table at the bottom. Scroll down the window to get the detailed table, now click on **GET ORDER ITEMS**.

GRN / Service Certificate Preparation >



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PROJECT CODE	PURCHASE ORDER NO	PURCHASE ORDER DATE	VENDOR CODE	VENDOR NAME	INST REF NO	REMARKS	ACCESS AS	ACTION
C/CAAS	768/IIT/SRIC/ANMC-16/CH/CAAS/CPRF-SB/2020	2021-03-31	V/2016/486	PERKIN ELMER (INDIA) PVT LTD	ORD/2020-2021/SRIC/6	BRONZE NON-COMPREHENSIVE COMBINED AMC	SRIC Admin	✓ PROCEED NOW
C/APAM	9999/IIT/SRIC/SLEQ-58/DE/APAM/CPRF-SB/2021	2021-07-02	V/2016/46	Chakraborty Brothers	ORD/2021-2022/SRIC/1	Ubbelohde Viscometer	SRIC Admin	✓ PROCEED NOW
C/FCMA	284/IIT/SRIC/COMP-109/CS/FCMA/CPRF-SB/2020	2020-10-09	V/2016/575	WIZERTECH INFORMATICS PVT LTD	ORD/2020-2021/SRIC/5	LAPTOP	SRIC Admin	✓ PROCEED NOW

Showing 1 to 3 of 3 rows



#	ORDER ID	FUND BOOKING	SUB ORDER ID	ORDER AMOUNT	ORDER TYPE	ITEM COUNT	ACTION
1	ORD/2021-2022/SRIC/1	YES	ORD/2021-2022/SRIC/1/1	221015.00	Purchase Order	1) Ordered Item / Proposed Service Count: 5 2) No of Item Group / Completion Service Group: 2 3) Receive Item Count / Completion Service Measure: 2 4) Partial Count Of Service Completion: 0	GET ORDER ITEMS

- Once you will click on **GET ORDER ITEMS**, then you will get a page as shown below.
- Click on **RECEIVE ITEMS**.

GRN / Service Certificate Preparation > Search Orders For Asset / Work / AMC Details Entry >

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#	STATUS AND DESCRIPTION	ITEM COST FACTOR	ITEM GROUP WISE COUNT	ACTION
1	1) order type: Purchase Order 2) status: No Item or Service Entered yet 3) description: CPU	1) mesuring unit: pcs 2) unit price: 20000.00 3) currency: INR	1) Item / Service Group wise count: 5 2) Receive Item / Full Service Completion: 0 3) Partial Service Completion: 0	RECEIVE ITEMS

- Fill all the fields as per your receiving details and Click on **Get Possible Entries**.

Asset Entry Form For Group Item Entry Against Purchase Order



Asset Group

Measuring Unit

Value Of Total Item

Warranty

Current Location

Quantity

Depreciation Start date

Initial Po Wo Oo Ref

Asset Status

foreign cost

Estimated Life in Day(s)

Asset Description

Placed In Service

foreign currency

Insurance Coverage

Get Possible Entry

Close

*** All the fields are mandatory. If any field not apply to you then please fill 0 or NA.

- Once you fill all the receiving details and click on **Get Possible Entries** you will get a screen as shown below.
- Check all the details properly and click on **Save the Entered Details**.

GRN / Service Certificate Preparation > Search Orders For Asset / Work / AMC Details Entry > **Receive Item / Give Service Completion Against Order**

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[✔ Save The Entered Items](#)

Search



#	PURCHASE ORDER AND ASSET IDS	ASSET LOCTIONS	ASSET GROUP AND DESCRIPTION	ASSET DATES AND COSTS	ASSET OTHER MEASURES
1	1) financial year: 2021-2022 2) sub order id: ORD/2019-2020/SRIC/8/1 3) item id: ORD/2019-2020/SRIC/8/1/1	1) organization: 2) cost centre: Not Applicable 3) project: Not Applicable 4) current location: Enterprise Resource Planning	1) asset status: Received in Good Condition 2) asset group: Computer and Peripherals 3) description: CPU	1) placed in service: 29-07-2021 2) depreciation start date: 29-07-2021 3) foreign cost: 0 4) foreign currency: NA 5) INR. cost: 120000	1) service type: Group Wise Item Receive 2) service unit: pcs 3) ref.: na 4) insurance: 200 5) warranty: 5 6) Entry By(EC): 18009

- Once you save the details you will get a screen as shown below and now you have to do final submission by clicking on **Final Submit** Button against the details you have saved. Now you will get a new pop-up as shown in next Screenshot.

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#	STATUS AND DESCRIPTION	ITEM COST FACTOR	ITEM GROUP WISE COUNT	ACTION
1	1) order type: Purchase Order 2) status: All Item Received or service completed 3) description: CPU	1) mesuring unit: pcs 2) unit price: 20000.00 3) currency: INR	1) Item / Service Group wise count: 5 2) Receive Item / Full Service Completion: 5 3) Partial Service Completion: 0	VIEW ENTRIES / UPDATE RECEIVED ITEMS PRINT GRN FINAL SUBMIT

- Here you have to select the date from dropdown and click on **Get Entries** button then click on **Final Submit The Selected Items** button. Now, the generation of GRN certificate is complete. You can take the print-out.

Final Submit Of Received Item / Service Completed

Select Entry Dates:

--SELECT OPTION--

Get Entries

Final Submit The Selected Items

Close