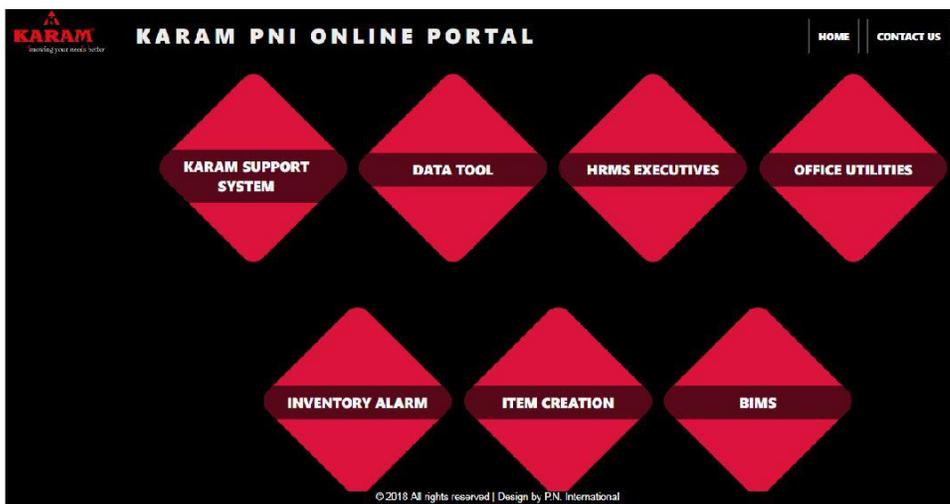


Item Creation

Item Creation is a system which is used to raise request for new item code creation

Process and Work Flow of Item Creation=>

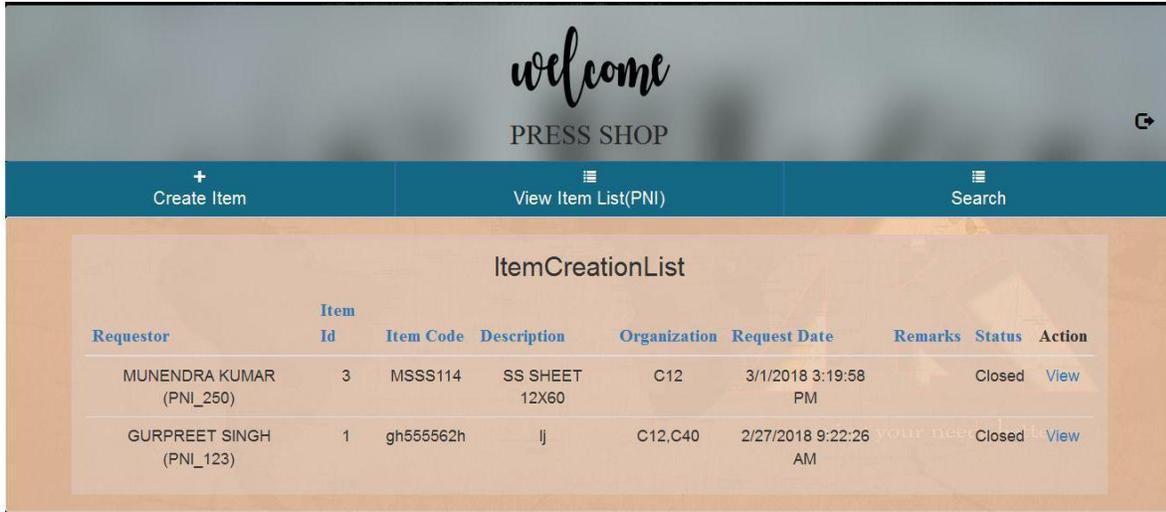
Step1=>Write the url: <http://172.20.0.3:8086>,You will see a window like below screen



Step2=>Click on item Creation and you will see a window like below screen



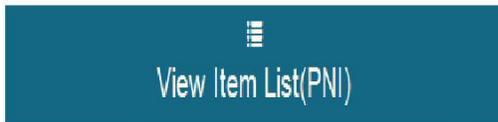
Step3=> Login with username and password. Kindly Ask Your username and password to software consultants. After login You will see a window like below screen.



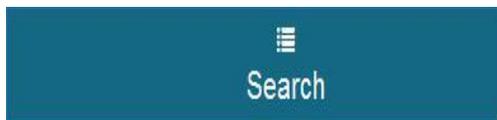
Menu Description =>



To request a new Item Code



View all Requested Item



Search Requested Item code

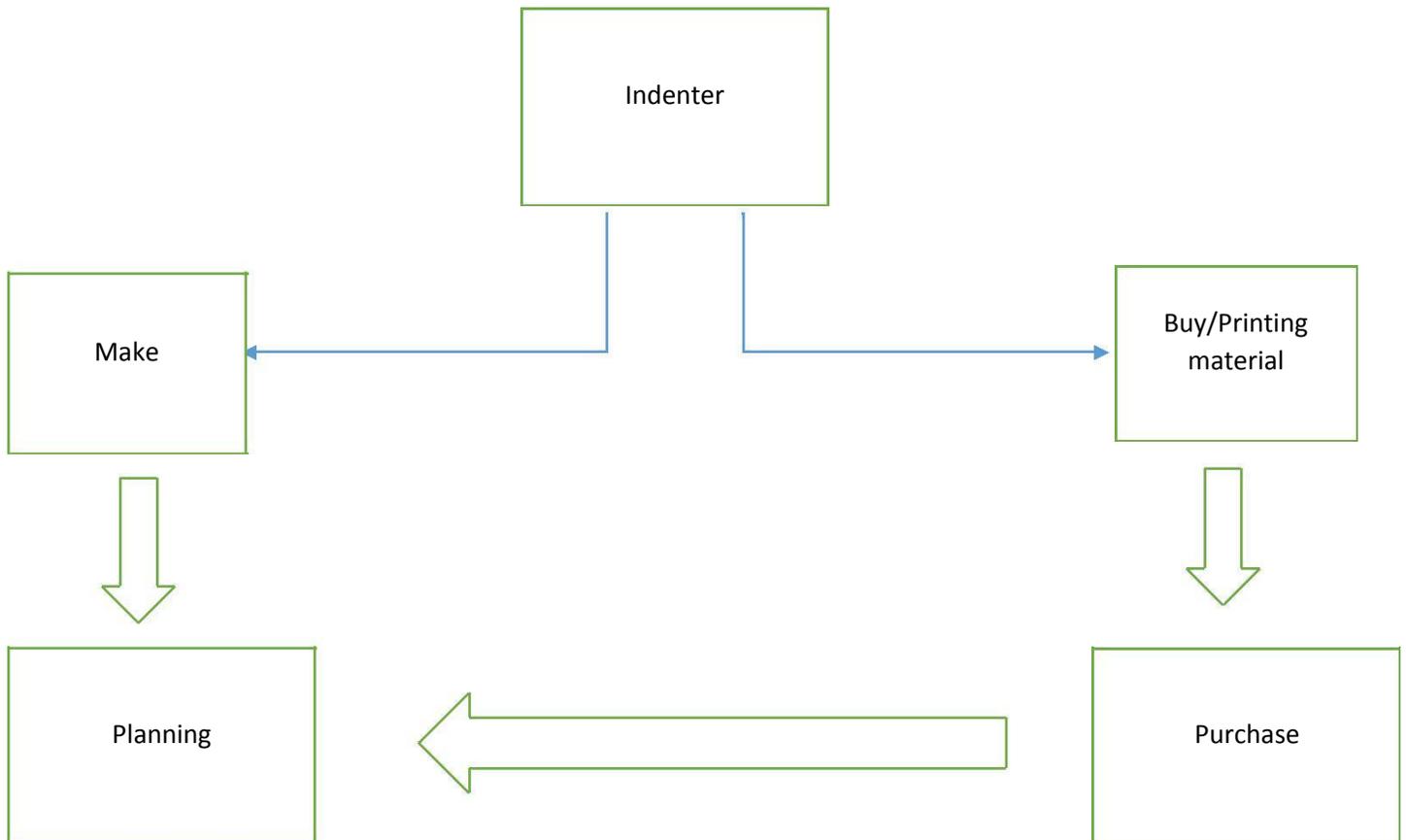


Logout

Type of user of Item Creation

- Indenter (Any department)
- Purchase
- Planning

Workflow of Item Creation

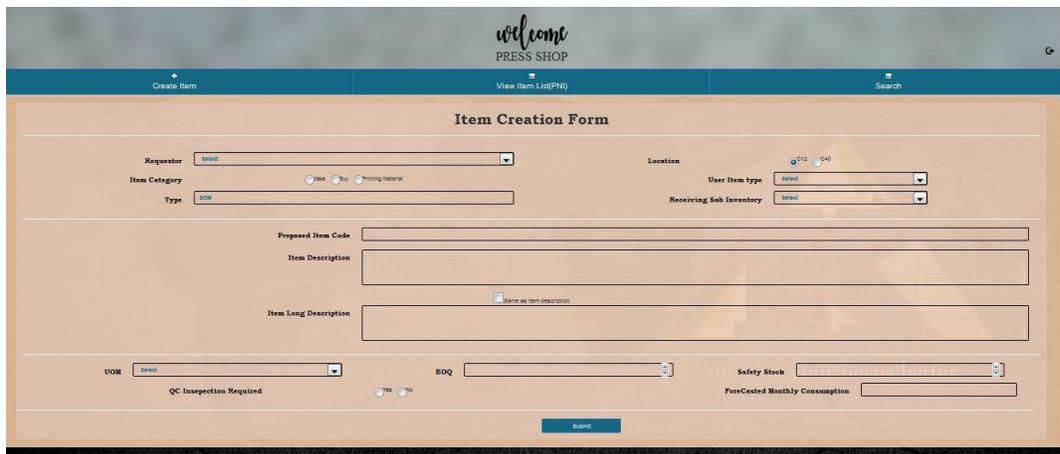


Guide for Indenter

1.How to Raise Item Creation request?

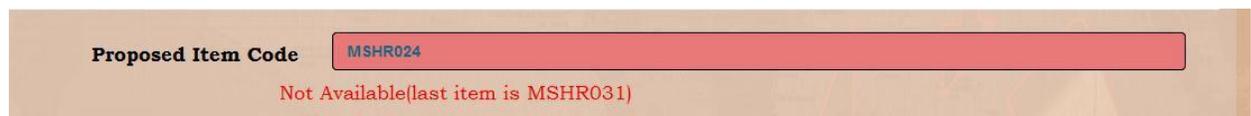
Go to Create Item

It will show a window like below screen



Description of form:

- Visibility of the field is according to the requirement.
- One organization should be checked every time when you raise a request
- Visibility of form is accordance to user.
- Don't give the code which is already created



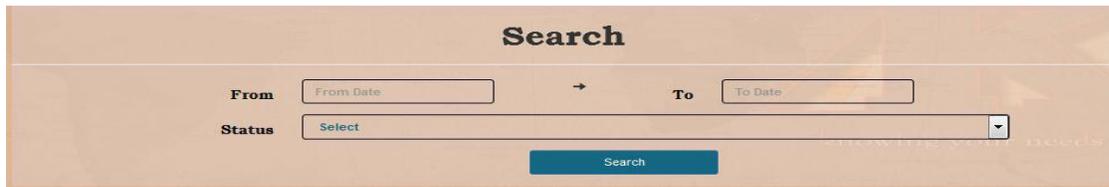
- UOM and EOQ can be changed by Purchase.

2.How to Search Item Request?

=>Go to Search



=>After Clicking the Search, you will see below screen

A screenshot of the search form. It has a title "Search" at the top. Below the title, there are two input fields: "From" with a "From Date" placeholder and "To" with a "To Date" placeholder, separated by a right-pointing arrow. Below these is a "Status" dropdown menu with "Select" as the current selection. At the bottom center is a blue "Search" button.

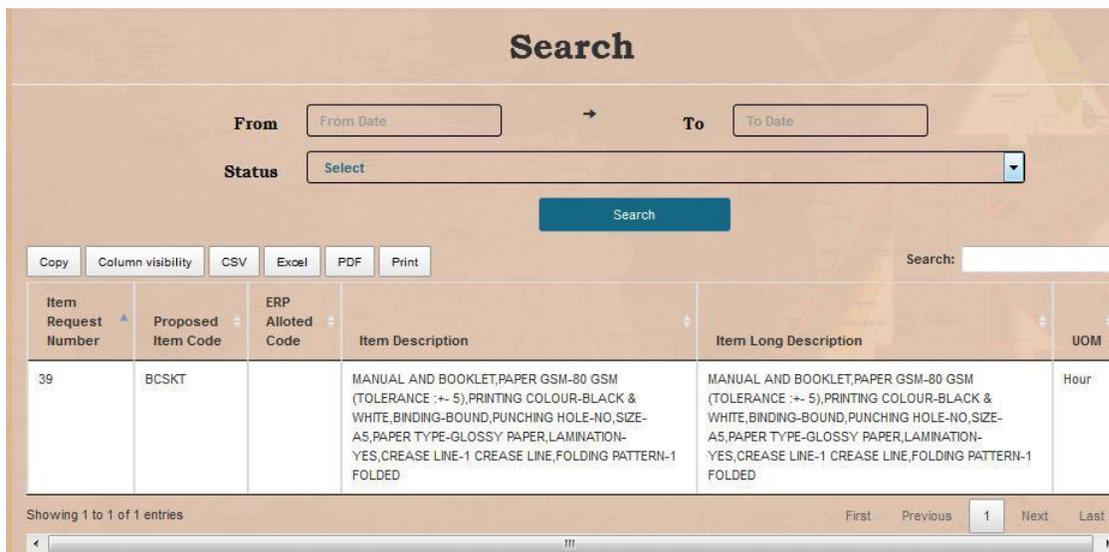
Menu Description

From- From Creation Date

To-To Creation Date

Status-Open (When Intended by Department), In process (When Purchase comments are added) and Closed (When the code is created by the Planning)

After Filling the desired Field, the result will show like below window

A screenshot of the search results page. It shows the same search form as above, but with a table of results below. The table has columns for Item Request Number, Proposed Item Code, ERP Alloted Code, Item Description, Item Long Description, and UOM. There is one row of data. Below the table, it says "Showing 1 to 1 of 1 entries" and has navigation buttons: First, Previous, 1, Next, Last. There are also buttons for Copy, Column visibility, CSV, Excel, PDF, and Print at the top left of the results area, and a search input field at the top right.

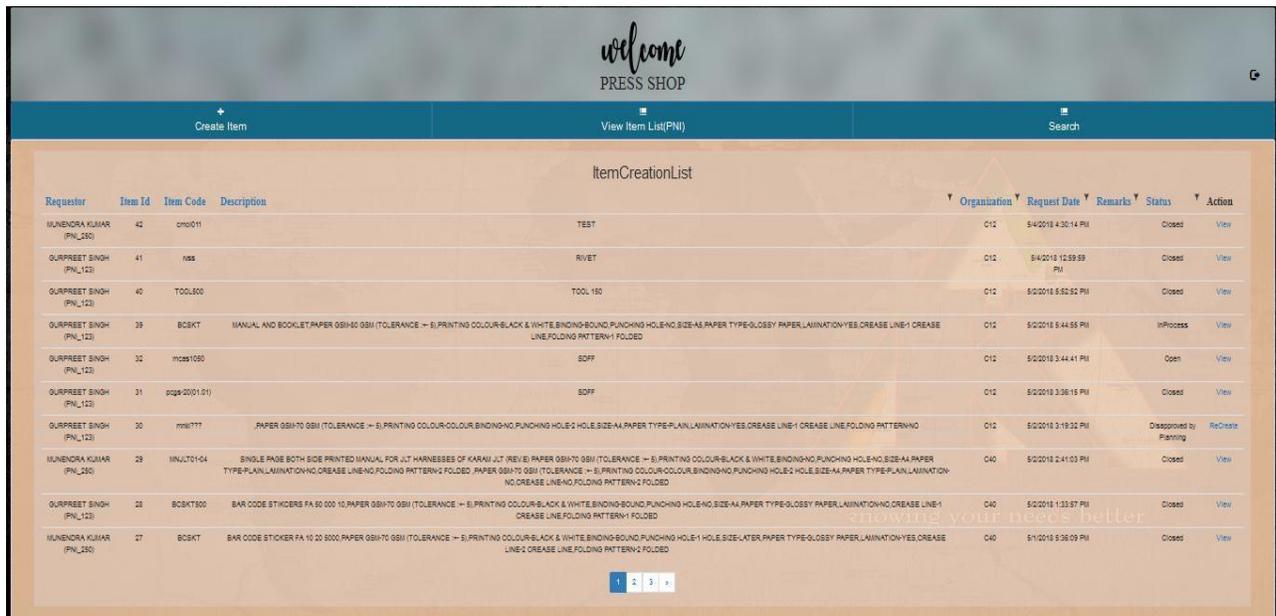
Item Request Number	Proposed Item Code	ERP Alloted Code	Item Description	Item Long Description	UOM
39	BCSKT		MANUAL AND BOOKLET,PAPER GSM-80 GSM (TOLERANCE :+- 5),PRINTING COLOUR-BLACK & WHITE,BINDING-BOUND,PUNCHING HOLE-NO,SIZE-A5,PAPER TYPE-GLOSSY PAPER,LAMINATION-YES,CREASE LINE-1 CREASE LINE,FOLDING PATTERN-1 FOLDED	MANUAL AND BOOKLET,PAPER GSM-80 GSM (TOLERANCE :+- 5),PRINTING COLOUR-BLACK & WHITE,BINDING-BOUND,PUNCHING HOLE-NO,SIZE-A5,PAPER TYPE-GLOSSY PAPER,LAMINATION-YES,CREASE LINE-1 CREASE LINE,FOLDING PATTERN-1 FOLDED	Hour

Here you can Copy, export or print your Output came from search.

3.How to View all Item Request?

=>Go to View Item List(PNI)

=>After Clicking the , you will see below screen



Requester	Item Id	Item Code	Description	Organization	Request Date	Remarks	Status	Action
HUNENDRA KUMAR (PNL_250)	42	cm0011	TEST	C12	5/4/2018 4:30:14 PM		Closed	View
OURPREET SINGH (PNL_123)	41	ms	RIVET	C12	5/4/2018 12:59:59 PM		Closed	View
OURPREET SINGH (PNL_123)	40	TOOL500	TOOL 100	C12	5/2/2018 5:52:52 PM		Closed	View
OURPREET SINGH (PNL_123)	39	BOOKT	MANUAL AND BOOKLET PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-BLACK & WHITE BINDING-BOUND PUNCHING HOLE-NO.SIZE-A4 PAPER TYPE-GLOSSY PAPER LAMINATION-YES CREASE LINE-1 CREASE LINE FOLDING PATTERN-1 FOLDED	C12	5/2/2018 5:44:58 PM		InProcess	View
OURPREET SINGH (PNL_123)	32	ms01050	SOFF	C12	5/2/2018 3:44:41 PM		Open	View
OURPREET SINGH (PNL_123)	31	ppp20(01 01)	SOFF	C12	5/2/2018 3:36:15 PM		Closed	View
OURPREET SINGH (PNL_123)	30	ms0777	PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-COLOUR BINDING-BOUND PUNCHING HOLE-2 HOLE SIZE-A4 PAPER TYPE-PLAIN LAMINATION-YES CREASE LINE-1 CREASE LINE FOLDING PATTERN-NO	C12	5/2/2018 3:19:32 PM		Disapproved by Printing	ReCreate
HUNENDRA KUMAR (PNL_250)	29	MANU01-04	SINGLE PNOSE BOTH SIDE PRINTED MANUAL FOR ALT HANNESSES OF KARAWI LT (REV) E1 PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-BLACK & WHITE BINDING-BOUND PUNCHING HOLE-NO.SIZE-A4 PAPER TYPE-PLAIN LAMINATION-NO CREASE LINE-NO FOLDING PATTERN-2 FOLDED PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-COLOUR BINDING-BOUND PUNCHING HOLE-2 HOLE SIZE-A4 PAPER TYPE-PLAIN LAMINATION-NO CREASE LINE-NO FOLDING PATTERN-2 FOLDED	C40	5/2/2018 2:41:03 PM		Closed	View
OURPREET SINGH (PNL_123)	28	BOOKT500	BAR CODE STICKERS PA 50 000 10 PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-BLACK & WHITE BINDING-BOUND PUNCHING HOLE-NO.SIZE-A4 PAPER TYPE-GLOSSY PAPER LAMINATION-NO CREASE LINE-1 CREASE LINE FOLDING PATTERN-1 FOLDED	C40	5/2/2018 1:33:57 PM		Closed	View
HUNENDRA KUMAR (PNL_250)	27	BOOKT	BAR CODE STICKER PA 10 20 5000 PAPER 08H/70 08H (TOLERANCE -- S) PRINTING COLOUR-BLACK & WHITE BINDING-BOUND PUNCHING HOLE-1 HOLE SIZE-LATER PAPER TYPE-GLOSSY PAPER LAMINATION-YES CREASE LINE-2 CREASE LINE FOLDING PATTERN-2 FOLDED	C40	5/1/2018 9:26:09 PM		Closed	View

Notes

Here you can see all the requested Item Code raised by your Department.

Here you will get some filter option to sort the list according to your requirement

Guide for Purchase

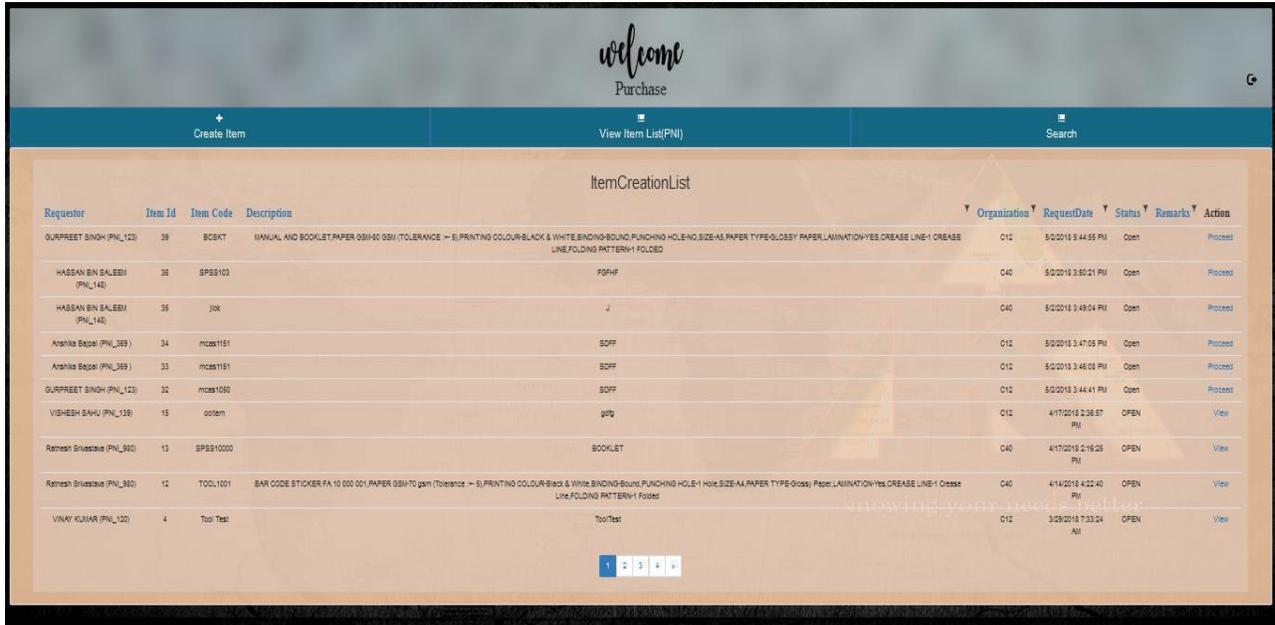
1.How to Action Item Request?

=>Go to View Item

View Item List(PNI)

It

will show a window like below screen



The screenshot displays the 'welcome Purchase' application interface. At the top, there is a navigation bar with three buttons: 'Create Item', 'View Item List(PNI)', and 'Search'. Below the navigation bar, the main content area is titled 'ItemCreationList' and contains a table with the following data:

Requestor	Item Id	Item Code	Description	Organization	RequestDate	Status	Remarks	Action
GURPREET SINGH (PNI_123)	38	BOBKT	MANUAL AND BOOKLET PAPER GSM 90 GSM (TOLERANCE +/- 5), PRINTING COLOUR: BLACK & WHITE, BINDING: ROUND, PUNCHING HOLE: NO, SIZE: A5, PAPER TYPE: OLSBY PAPER, LAMINATION: YES, CREASE LINE: 1, CREASE LINE FOLDING PATTERN: 1, FOLDED	C12	5/2/2018 3:44:55 PM	Open		Proceed
HASSAN BIN SALEEBI (PNI_148)	38	SPB8103	POPUP	C40	5/2/2018 3:50:21 PM	Open		Proceed
HASSAN BIN SALEEBI (PNI_148)	38	JJK	J	C40	5/2/2018 3:49:04 PM	Open		Proceed
Ashika Bajpai (PNI_389)	34	mcs81151	SOFF	C12	5/2/2018 3:47:09 PM	Open		Proceed
Ashika Bajpai (PNI_389)	33	mcs81151	SOFF	C12	5/2/2018 3:46:08 PM	Open		Proceed
GURPREET SINGH (PNI_123)	32	mcs81050	SOFF	C12	5/2/2018 3:44:41 PM	Open		Proceed
VISHESH BAHU (PNI_138)	16	oolam	gqg	C12	4/17/2018 2:35:57 PM	OPEN		View
Ramesh Sivasava (PNI_360)	13	SPB81000	BOOKLET	C40	4/17/2018 2:16:25 PM	OPEN		View
Ramesh Sivasava (PNI_360)	12	TOOL1001	BAR CODE STICKER FA 10 000 001 PAPER GSM 70 gsm (Tolerance +/- 5), PRINTING COLOUR: Black & White, BINDING: Round, PUNCHING HOLE: 1 Hole, SIZE: A4, PAPER TYPE: Gloss, Paper LAMINATION: Yes, CREASE LINE: 1, Crease Line FOLDING PATTERN: 1, Folded	C40	4/14/2018 4:22:40 PM	OPEN		View
VINAY KUMAR (PNI_120)	4	Tool Test	Tool Test	C12	3/28/2018 7:33:24 AM	OPEN		View

=>Click on Proceed

Proceed

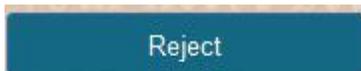
=>After clicking proceed. A window will open like below screen

Item Creation

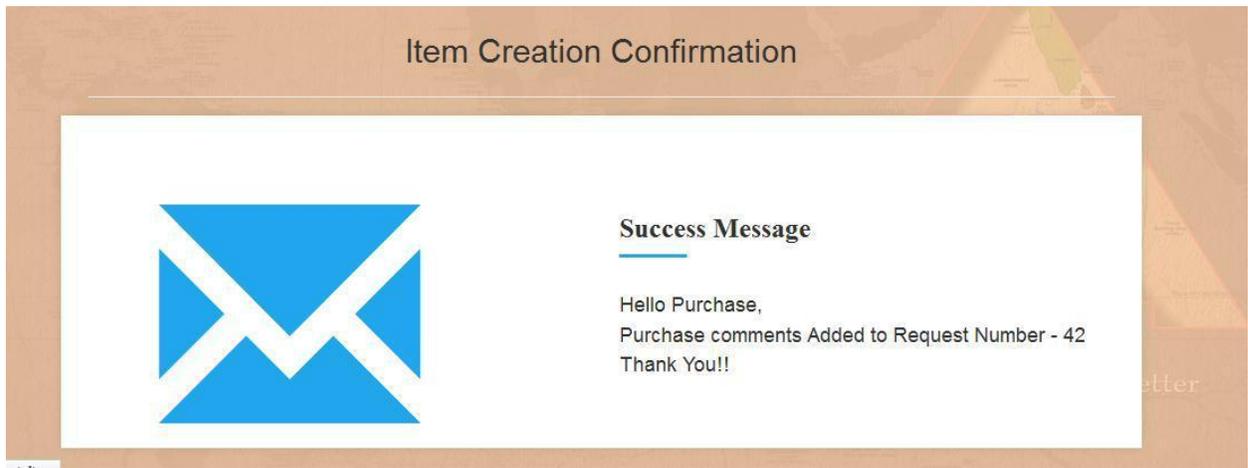
Intender	Purchase
Intender: <input type="text" value="PRESS SHOP"/>	UOM: <input type="text" value="Select"/>
Requestor: <input type="text" value="GURPREET SINGH (PNL_123)"/>	ListPrice(for Purchased items): <input type="text"/>
Location: <input type="text" value="C12"/>	Default Buyer: <input type="text" value="Select"/>
Receiving Sub Inventory: <input type="text" value="PRM STR_2"/>	Approved supplier(Y/N): <input checked="" type="radio"/> Yes <input type="radio"/> No
Item Category: <input type="text" value="Printing Material"/>	Lead Time: <input type="text"/>
User Item type: <input type="text" value="Pooking Items"/>	
Type: <input type="text" value="BOM"/>	
Proposed Item Code: <input type="text" value="BC BKT"/>	
Item Description: <input type="text" value="MANUAL AND BOOKLETPAPER GSM-80 GSM (TOLERANCE : +/- 6)PRINTING COLOUR-BLACK & WHITE BINDING-BOUND,PUNCHING"/>	GST INDIA(HSN CODES AND TAX CLASSIFICATION)
Item Long Description: <input type="text" value="MANUAL AND BOOKLETPAPER GSM-80 GSM (TOLERANCE : +/- 6)PRINTING COLOUR-BLACK & WHITE BINDING-BOUND,PUNCHING"/>	HSN CODE: <input type="text"/>
UOM: <input type="text" value="Number"/>	GST Item Classification: <input type="text" value="Select"/>
Min(Mol): <input type="text"/>	Tax Regime Name: <input type="text" value="GST India"/>
EOQ(EOQ Batch Size): <input type="text"/>	Recoverable: <input checked="" type="radio"/> Yes <input type="radio"/> No
SafetyStock: <input type="text"/>	Tax Determination: <input type="text" value="Select"/>
QC Insepection Required: <input type="text" value="Yes"/>	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
ForeCasted Monthly Consumption: <input type="text"/>	

Description of form:

- GST information is optional
- EOQ and Receiving sub inventory should be checked before approval
- UOM, receiving sub inventory and EOQ can be changed by Purchase.
- If the information is not appropriate, Purchase can reject that item creation request by clicking Reject button



- **After approval a confirmation message will show like below**



After the approval of purchase the request is sent to Planning for further Action.

Note: -

Once the Item code is created by the Planning, the Indenter will be informed by auto generated mail.