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SOP for Purchase

1) PR

Path-Explorer->Day to day->Purchase->Indent

a) Line item list

Indent User: 21084 ASHOK KUMAR CHOUDARY

Doc No: PRPAV-2425000237 Doc Date: 23/12/2024 Employee: 21084 ASHOK KUMAR CHOUDARY

Loc: SC172

Narration: CPC V-PV-PV-MC573-00

Total Items: 11

Item	Description	Period	Due Date	P.O.	Quantity	Rate	Uom	Project No.
1 V03333	WGP TELESCOPING TUBE GREASE 100G - 208	267	23/12/2024		3.000000	35228.75	KGS	WOREN-2425-0058
2 V03181	VOLVOLINE GEAR OIL 80W90	274	30/12/2024		30.000000	.00	LTR	WOREN-2425-0058
3 V00821	COTTON WASTE	274	30/12/2024		10.000000	57.00	NOS	WOREN-2425-0058
4 V08619	ALITHEX EP2 GREASE	274	30/12/2024		20.000000	.00	KGS	WOREN-2425-0058
5 V01341	FUSE 10 AMP	274	30/12/2024		3.000000	.00	NOS	WOREN-2425-0058
6 V01343	FUSE 15 AMP	274	30/12/2024		3.000000	.00	NOS	WOREN-2425-0058
7 V01344	FUSE 20 AMP	274	30/12/2024		3.000000	.00	NOS	WOREN-2425-0058
8 V01352	FUSE 30 AMP	274	30/12/2024		3.000000	.00	NOS	WOREN-2425-0058
9 V00177	AIR FILTER AF251555	274	30/12/2024		2.000000	.00	NOS	WOREN-2425-0058
10 V00146	AIF FILTER AF2515600	274	30/12/2024		2.000000	.00	NOS	WOREN-2425-0058
11 V03087	TRACK SHOE WITH SCERW & NUTS 2372467	274	30/12/2024	POPAV2425000200	92.000000	.00	NOS	WOREN-2425-0058

Total Amt: 106256.25

Click c-hook to enter information

Web Access x HTML5 x +

Not secure https://vision.leverp.com/software/html5.html

Integrated Enterprise View VISION INFRA - LIVE Log on: SUPER Day-to-Day Transactions (15/01/2025,07:19:30 PM Build: 20160448)

PURCHASE REQUESTION - PAVER [Purchase-Request (0)] by User: 21084 ASHOK KUMAR CHOUDARY

Doc No: PRPAV-2425000322 Doc Date: 15/01/2025 Employee: 21084 ASHOK KUMAR CHOUDARY

Loc: SC079

Narration: CPC V-PV-PV-MC714-00

Total Items: 1

Item	Description	Period	Due Date	P.O.	Quantity	Rate	Uom	Project No.
1 V08874	COTTON WASTE	295	20/01/2025		5.000000	39.00	KGS	FREESTOCK

Asset Code: VISION/RPAV/714

Asset Type: PAVER

YOM: 2024

MAKE: APOLLO

Model: AP550

Chassis No: AIN16886JP3075056

Register No: NA

MRS NO:

MRS Date: 20/01/2025

To:

Name: VIESL

Address1: CIO SIPL SHUJANA MANDIR NEAR BY BADN

Address2:

Address3:

City: RATLAM **PIN:** 457441

State: MADHYA PRADI **Country:** INDIA

GSTIN NO:

Site Person Name: ANCHAL SINGH

Contact No: 80525 79926

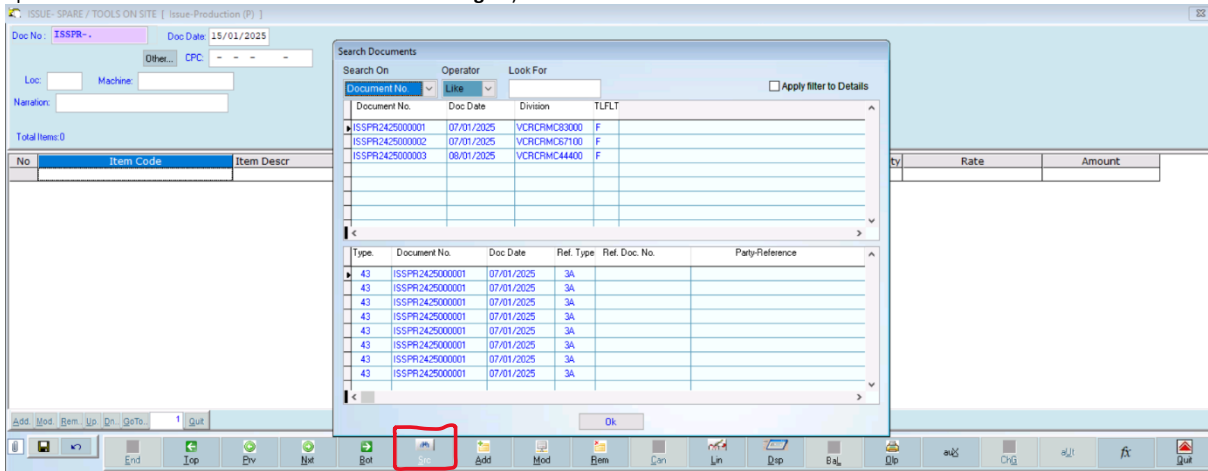
OK CANCEL

SOP for Purchase

b) PR modification

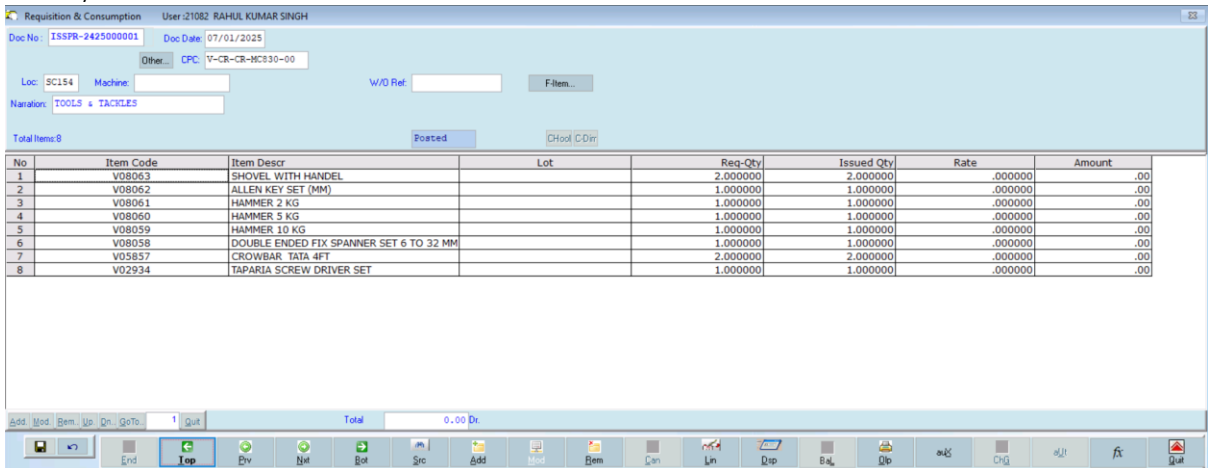
Step 1-

User must select search (Src Button) and then enter “dot+enter” then select document that you want to view or modify (Modification option is accessible to users who have **modification rights**)



Step 2-

After selecting of required document, the corresponding view will become accessible. Subsequent modification can be implemented as necessary



SOP for Purchase

c) Item stock information

While creating PR, right click menu option allows you to view the stock levels for all location after selecting an item code.

The screenshot displays the SAP Purchase Requisition (PR) creation interface. The main window shows the PR details for document number PRMIL-2425000208, dated 15/01/2025, created by employee VIJAY BHADUR SINGH. The item code V04195 is selected, with a description of 'CH MANUAL HANDSET AND EXT LEAD 65505796'. The stock status for this item is shown as 0.000000 On Hand and 0.000000 On Order.

A 'Details' dialog box is open, showing the item code V04195 and its description. The 'Stock Status' for this item is displayed as 0.000000 On Hand, 0.000000 On Order, and 0.000000 On PO. The 'Lead' is 0. The 'Rate' is 0.000000. The 'Due Date' is //, and the 'Period' is 0. The 'Qty' is 0.000000. The 'On Order' is 0.000000, 'On PO' is 0.000000, and 'EQD' is 0.000000. The 'MDQ' is 0.000000, 'Last PO No.' is //, and 'Last PO Dt.' is //.

A 'Stock Status For: CH MANUAL HANDSET AND EXT LEAD 65505796' dialog box is also open, showing a table of stock levels for various locations. The table has columns for 'Loc Type', 'Item Loc', 'Description', 'On Hand Qty', and 'QC Ok Qty'. The data is as follows:

Loc Type	Item Loc	Description	On Hand Qty	QC Ok Qty
w	SC002	MH/AIPL/DHULE/424	0.000000	0.000000
w	SC003	MH/AIPL/AALNA/587	0.000000	0.000000
w	SC004	KA/ABL/TUMKUR/202	0.000000	0.000000
w	SC005	WB/ABL/DURGAPUR/515	0.000000	0.000000
w	SC008	KA/ARPL/BIDAR/529	0.000000	0.000000
w	SC009	TS/ARPL/FEGBAR/597	0.000000	0.000000
w	SC013	OD/BICPL/SANKARI/596	0.000000	0.000000
w	SC014	UP/BICPL/ALGANI/481	0.000000	0.000000
w	SC018	MH/DHUPI/KARANJ/238	0.000000	0.000000

Accounting (financial) transactions involving General Ledger (non item) codes other options based on item codes

Integrated En... Applications

SOP for Purchase

2) Purchase enquiry

Path-Explorer->Day to day->Purchase->enquiry(RFQ)

Enquiry 1

PURCHASE ENQUIRY - DOMESTIC [Purchase Enquiry (1)]

Doc No: PED01-242500036 Doc Date 25/09/2024 Party: C A0001 ASCENT DIESEL & ELECTRICALS

Loc: STR01 CPC: V-NL-MM-00000-00

Rel. No:

Total Items: 2 Posted C/Mod C/D/Pr

No	Item Code	Description	Quantity
1	V02360	POWER SELECT MAX PLUS 15W40 506311	210.000000
2	V04717	PICK W6/22Z-2493524	10.000000

Add Mod Rem Up Dn GoTo Quit

Enquiry 2

PURCHASE ENQUIRY - DOMESTIC [Purchase Enquiry (1)]

Doc No: PED01-242500037 Doc Date 25/09/2024 Party: C A0002 A K BATTERIES

Loc: STR01 CPC: V-NL-MM-00000-00

Rel. No:

Total Items: 2 Posted C/Mod C/D/Pr

No	Item Code	Description	Quantity
1	V02360	POWER SELECT MAX PLUS 15W40 506311	210.000000
2	V04717	PICK W6/22Z-2493524	10.000000

Add Mod Rem Up Dn GoTo Quit

SOP for Purchase

3) Purchase quotation

(Path-Explorer->Day to day->Purchase->quotation)

Quotation 1

PURCHASE QUOTATION - DOMESTIC | Purch-Quotation (0) |, by User: SUPER

Doc No: PQD01-2425000025
 Doc Date: 25/09/2024 PO Type: Normal
 Party Code: A0001 Name: ASCENT DIESEL & ELECTRICALS
 Enquiry: PED012425000036 Loc.: STR01 VISION INFRA UNDRI YARD

No	Item Code	Lot	Item Description	Rate	Quantity UOM	Basic	Total	Extra
1	V02360		POWER SELECT MAX PLUS 15W40 50	250.000000	210.000000 LTR	52500.00	52500.00	POWER
2	V04717		PICK W6/222-2493524	450.000000	10.000000 PCS	4500.00	4500.00	PICK W

Total: 61370.33

GST Tax: 9361.58 Total: 61370.33

Quotation 2

PURCHASE QUOTATION - DOMESTIC | Purch-Quotation (0) |, by User: SUPER

Doc No: PQD01-2425000026
 Doc Date: 25/09/2024 PO Type: Normal
 Party Code: A0002 Name: A K BATTERIES
 Enquiry: PED012425000037 Loc.: STR01 VISION INFRA UNDRI YARD

No	Item Code	Lot	Item Description	Rate	Quantity UOM	Basic	Total	Extra
1	V02360		POWER SELECT MAX PLUS 15W40 50	350.000000	210.000000 LTR	73500.00	73500.00	POWER
2	V04717		PICK W6/222-2493524	850.000000	10.000000 PCS	8500.00	8500.00	PICK W

Total: 96258.50

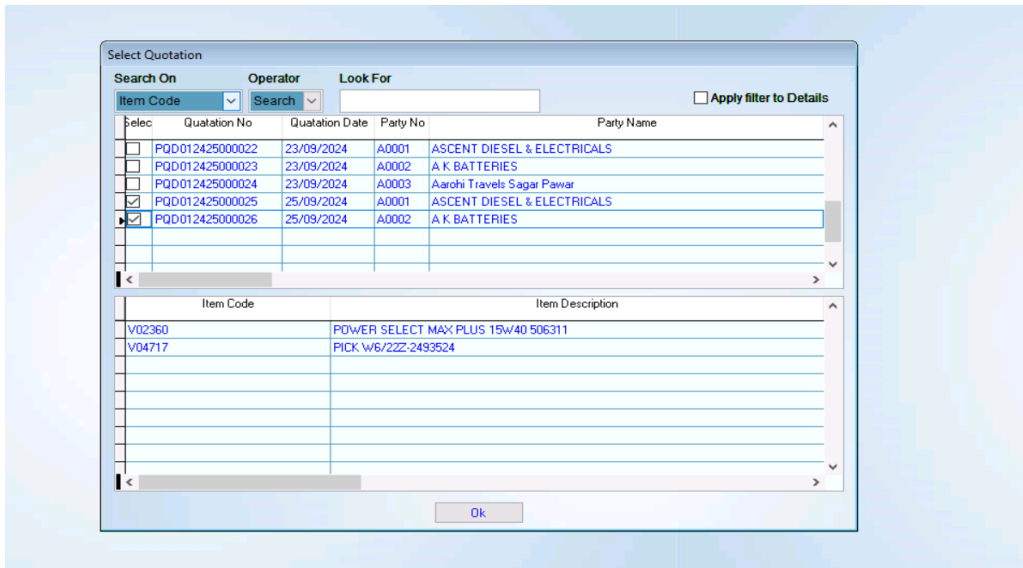
GST Tax: 14693.50 Total: 96258.50

SOP for Purchase

Purchase quotation comparison

Path-Reports->inventory->purchase->vendor quote comparison

Quotation Selection criteria-



Quotation Report

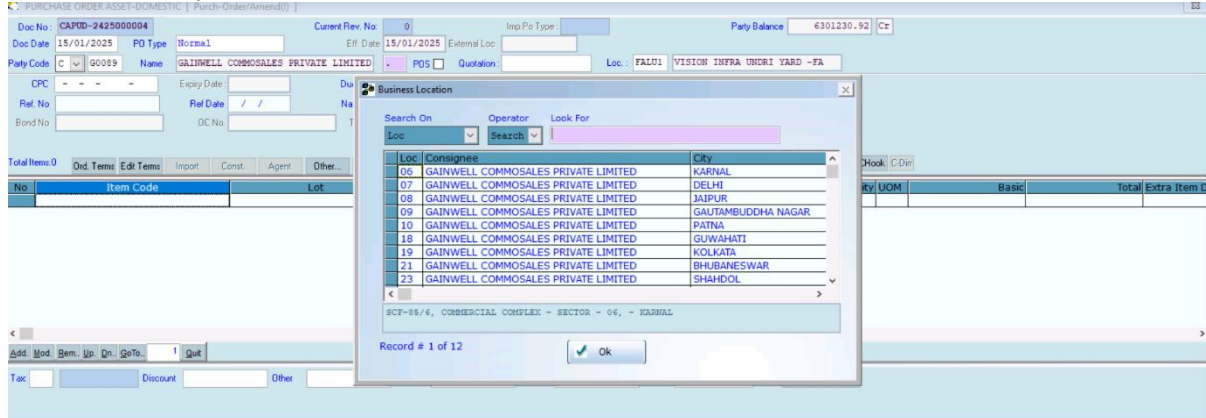
Vendor		ASCENT DIESEL & ELECTRICALS [30] -	A K BATTERIES [30] -
Item: V02360 - POWER SELECT MAX PLUS 15W/40 506311 UOM : LTR			
Quotation Number		PQQ01242500025	PQQ01242500026
Rate		250.00	350.00
Quantity		210.000000	210.000000
Basic		52500.00	73500.00
Discount		-5250.00	0.00
Packing		708.75	0.00
Freight		0.00	0.00
Insurance		0.00	0.00
Other		0.00	0.00
CGST		0.00	8615.00
SGST		0.00	8615.00
IGST		8632.58	0.00
CESS		0.00	0.00
Freight		0.00	0.00
Other		0.00	0.00
Cost		56591.33	86730.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
Auxiliary Cost		0.00	0.00
Landed Cost		228.38	350.00
Credit Period		30	30
PAYMENT		30 DAYS AGAINST GRN	30 DAYS AGAINST GRN
DELIVERY		AT ACTUAL	AT SITE DELIVERY
OTHER		-	-

SOP for Purchase

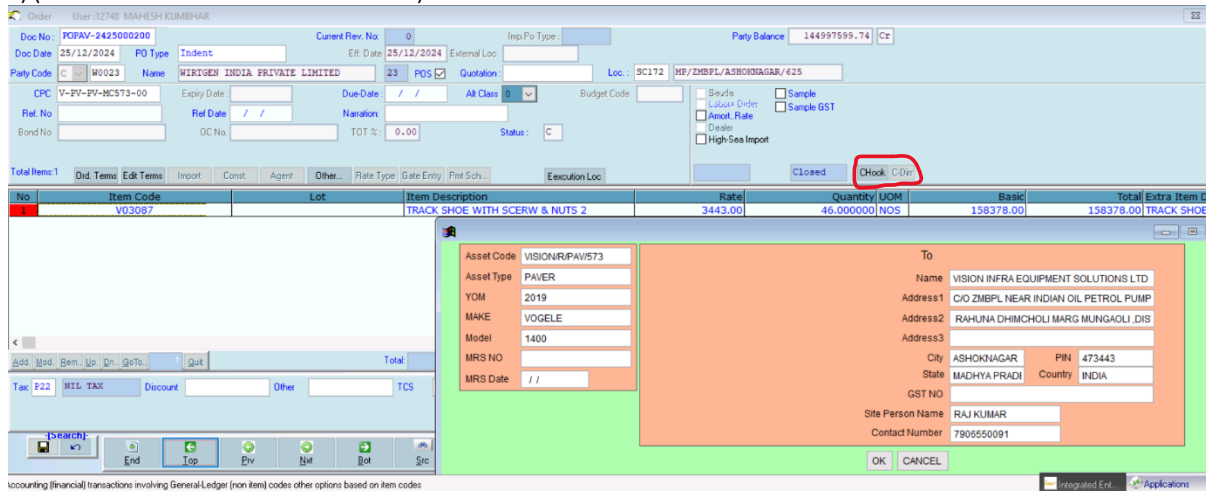
4)PO (Purchase Order)

Path-Explorer->Day to day->Purchase->Order

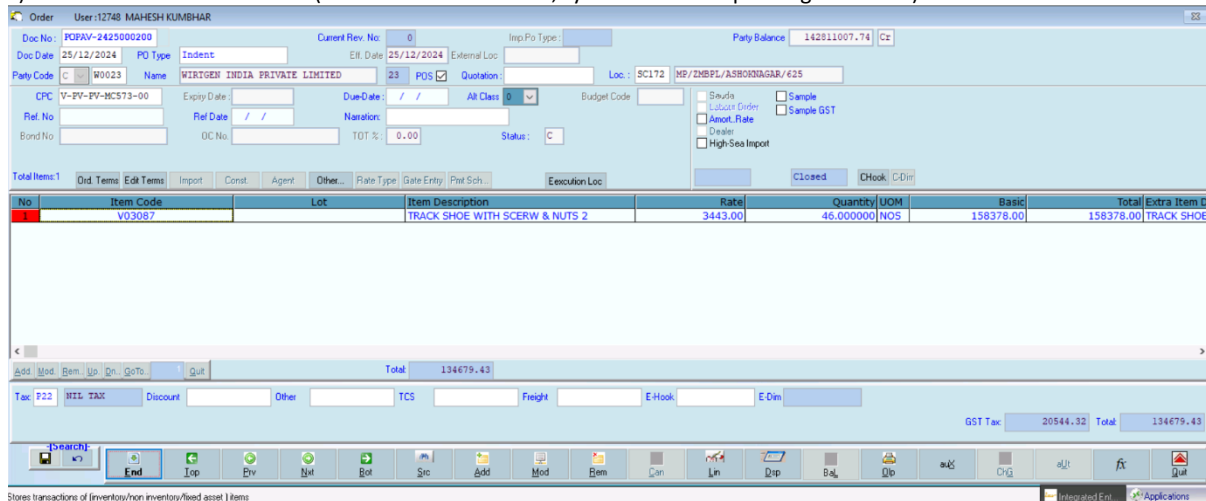
a) Select correct city at business location



b) (Click c-hook to enter asset information)

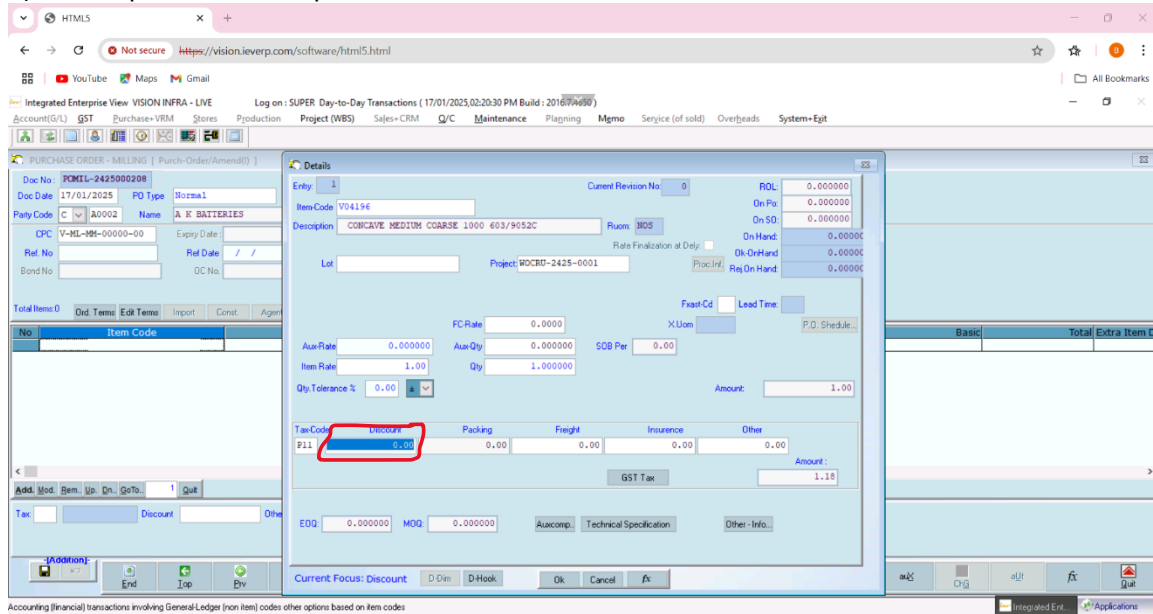


c) Select item code on line level (to select PR at line level, system will show pending PR details)



SOP for Purchase

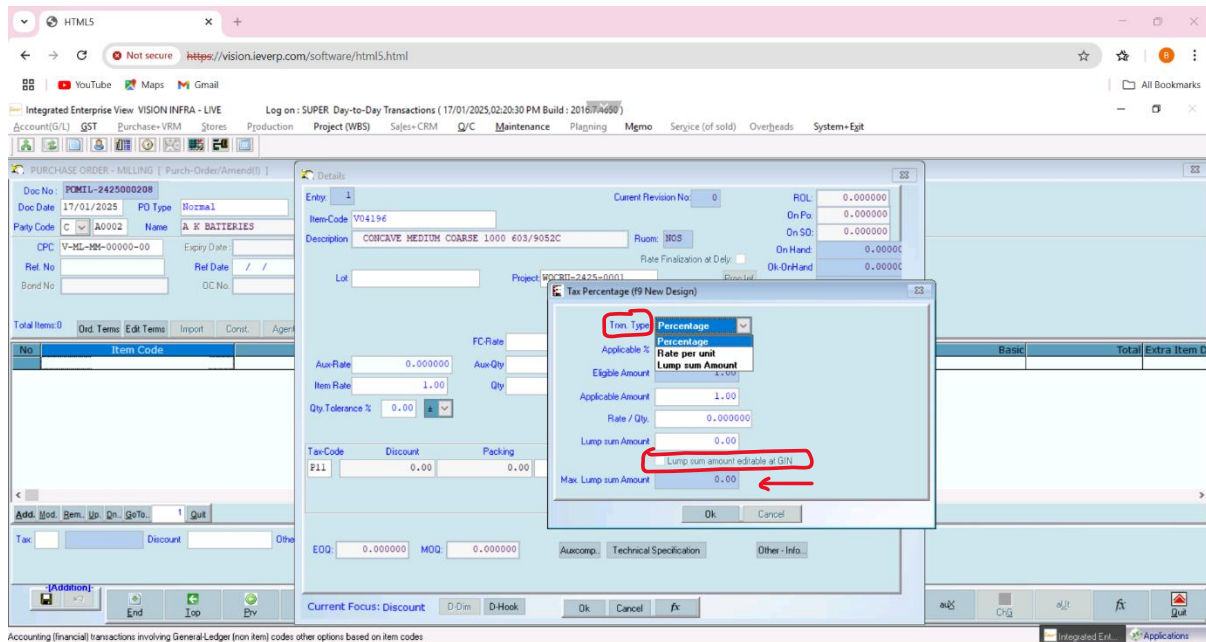
d) Tax component value inputs



After reaching the discount field, press “function +F9” or F9 to open Tax Percentage window.

Notes: -

- Transaction Type: Select the correct transaction type from the available options.
- Lum Sum Amount: If selecting Lum- sum Amount option its compulsory to tick/check the ‘lump sum amount edible at GIN’ and ensure max Lumpsum Amt shall be entered.
- please ensure that other than Discount component do not use Percentage Type, use only Rate per unit or Lumpsum Amount



SOP for Purchase

e) System will calculate GST automatically

The screenshot displays the SAP Purchase Order entry interface. The main window shows the 'Details' tab for item V03087, with a description 'TRACK SHOE WITH SCREW & NUTS 2372467'. A 'GST Tax Details (Party GST Registered)' dialog box is open, showing the following tax calculation:

HSN / SAC	Taxable	(%)	ITC For Goods
73181500	114135.11	18.000	Yes
IGST	20544.32		
CGST	0.00		
(S/U) GST	0.00		
Cess	0.00		
Tax	20544.32		
ITC	20544.32		
GST Tax	134679.43		

The dialog also shows a total GST tax of 20544.32 and a total amount of 134679.43. The main window shows a total item value of 46.000000.

f) Po Amendment

Path-Explorer->Day to day->Purchase->order->amendment->normal

To Amend information , you must first select 'ADD' button. You can proceed to make the desired changes. If you select 'Search' button first , you will only able to view information and will not have the option to amend

Notes-

- 1 Rate and quantity can be amended, however if PO is raised against PR then qty amendment is restricted to PR qty
- 2 User can also select close item option if he wants to close any item from PO
- 3 Provision to add line item in PO is also available through amendment **Path-Explorer->Day to day->Purchase->order->amendment->normal(add item)**

The screenshot shows the 'P.O. AMENDMENT' screen. The 'Amendment For' section is active, with 'Rate' selected. The 'Amend Ref. No.' and 'Rel. Dt.' fields are visible. The 'Total Items' table is empty, indicating no items have been added or modified yet.

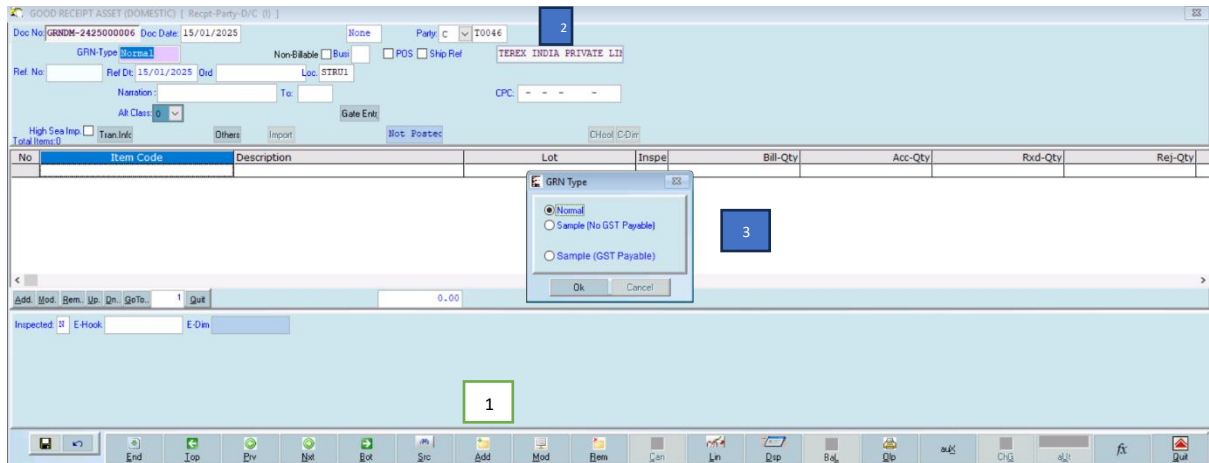
No	Item Code	Description	Old Value	New value

SOP for Purchase

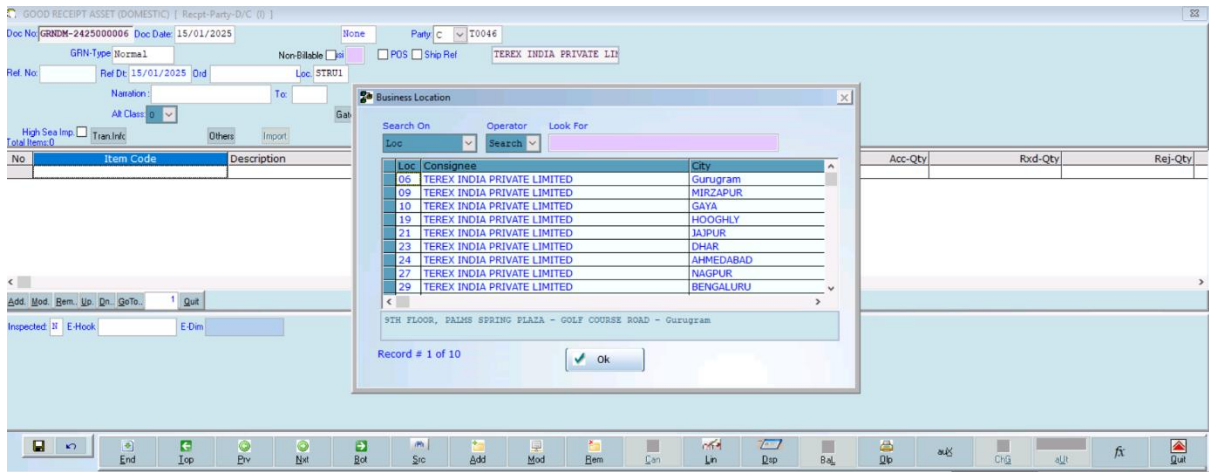
5)GRN

Path-Explorer->Day to day->store+Q/c->receipt->party DC->GRN/MRN

- 1)First select add button
- 2)Select 'c' in party to enter code and desired party will be available(or you can select other option like select 'p' direct party option)
- 3)There are 3 GRN type :-
 - a)normal for regular GRN
 - b)sample(no GST payable) for FOC material
 - c)not to be used

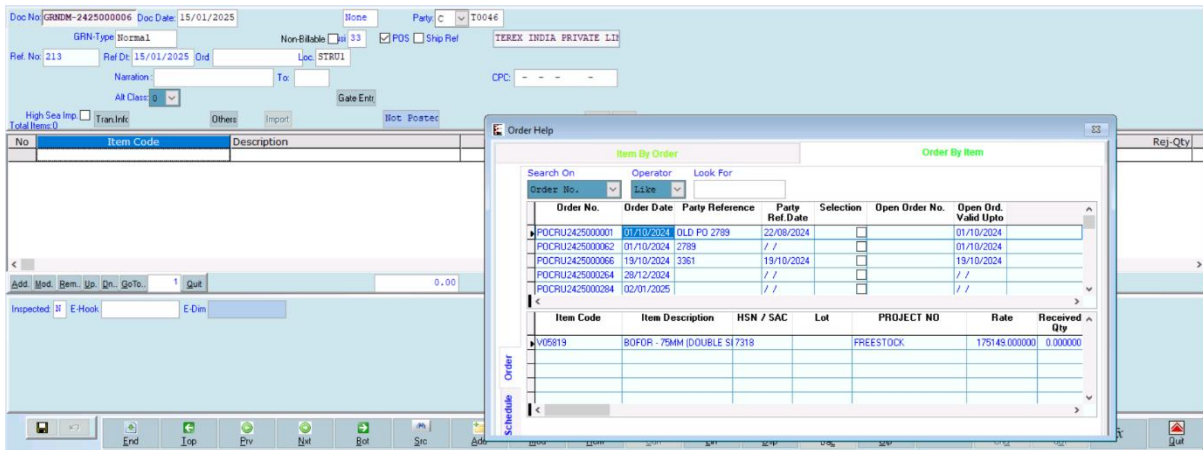


- b)Select correct city at business location

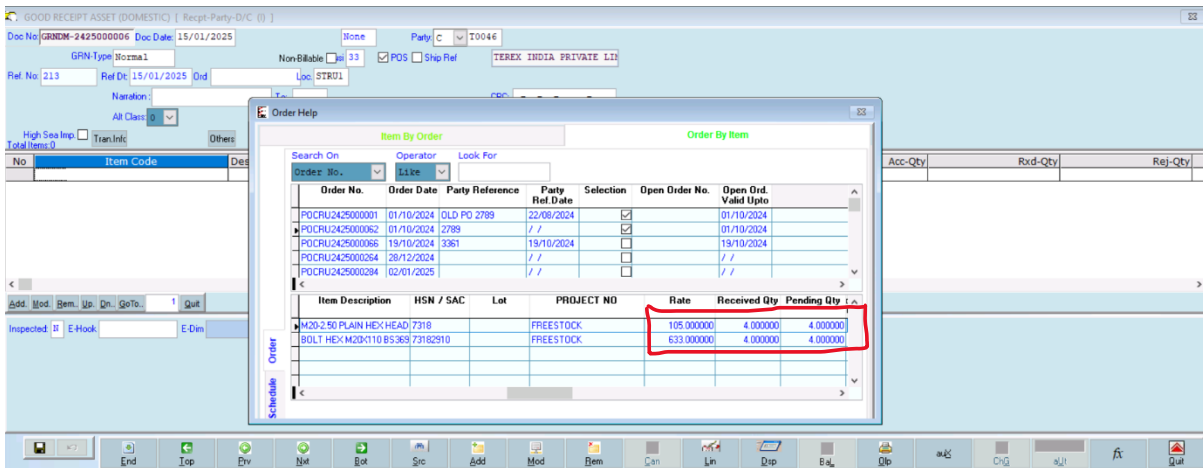


SOP for Purchase

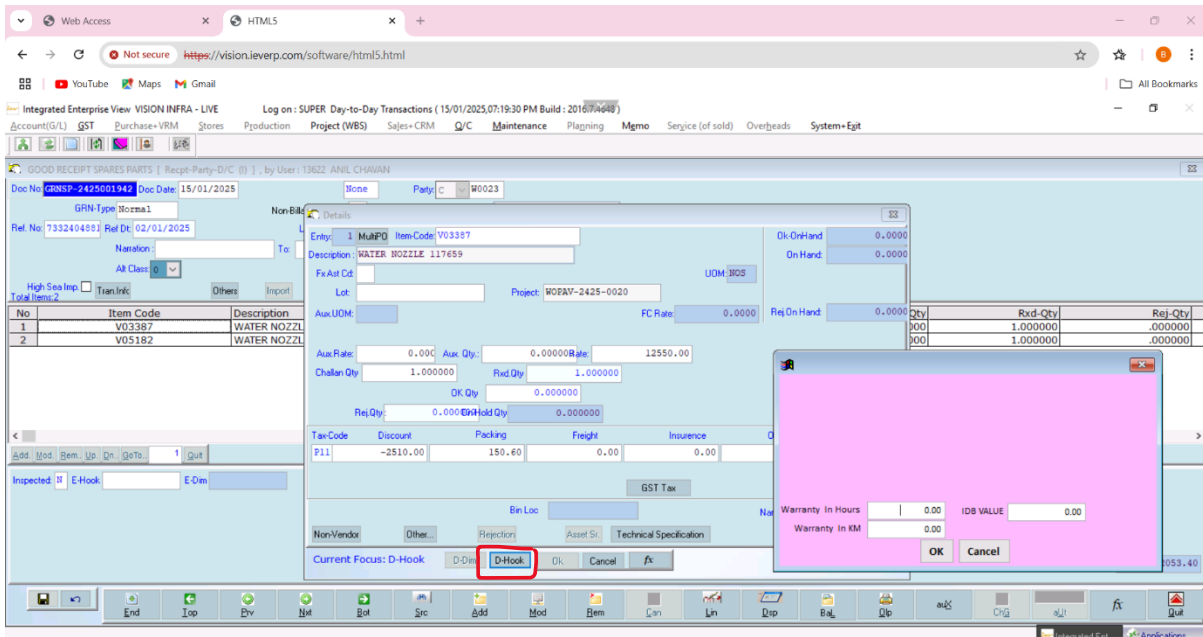
c) After selecting /supplier on Ord field system will pop-up pending order for selected supplier, user has to select proper order



d) After selecting PO user can put itemwise receipt qty.



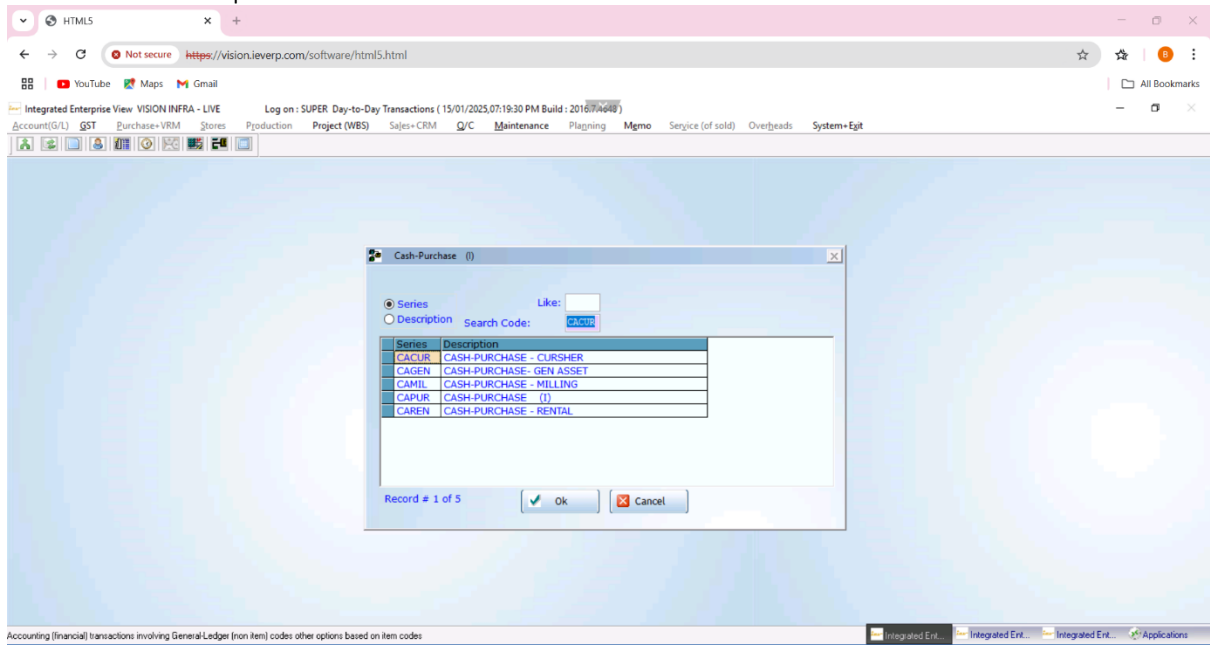
D-hook to enter asset information



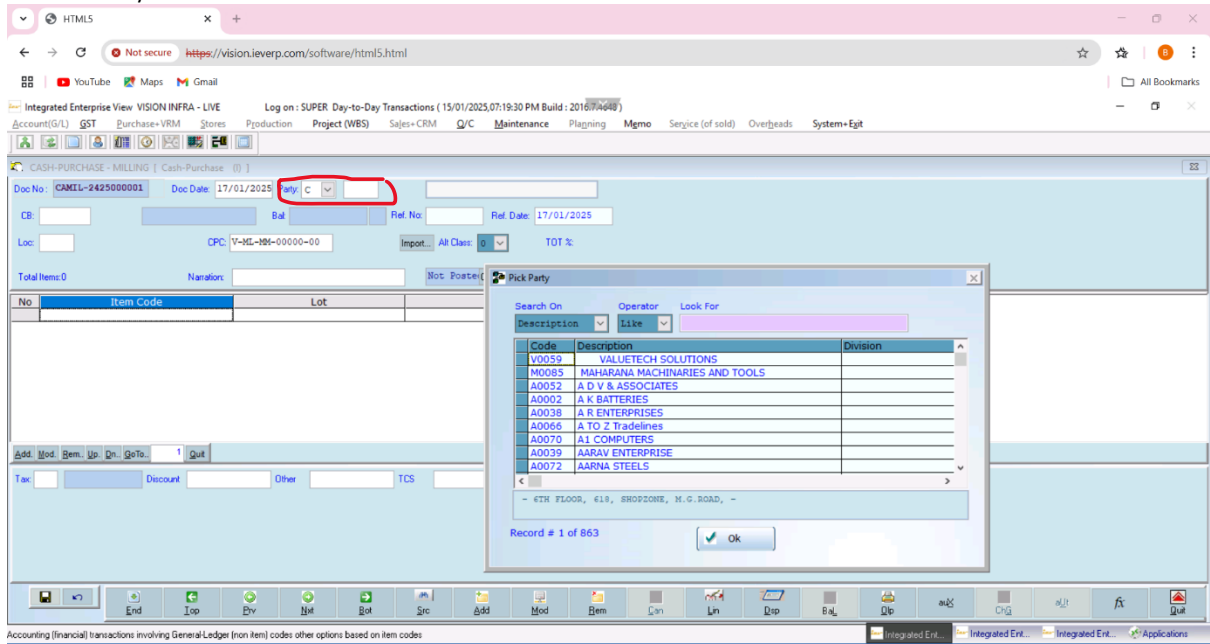
SOP for Purchase

7)Cash Purchases (DCR)

Select correct series to proceed

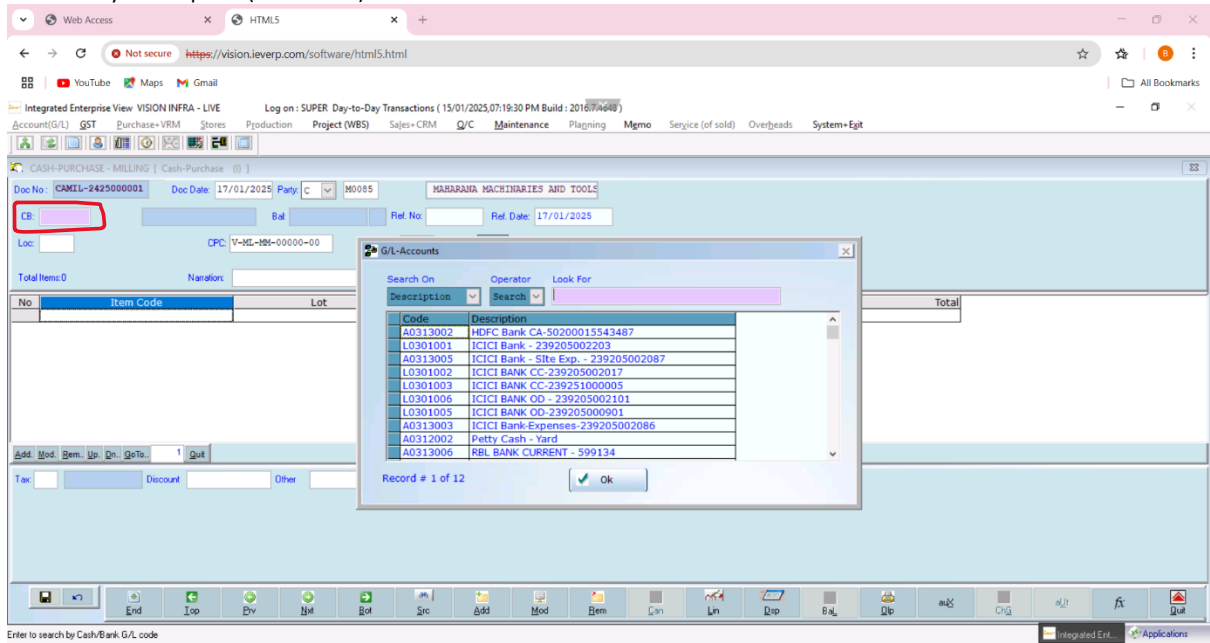


-Select a party by entering dot +enter in the blank colour in front of the party. The party names should be selected from the 'Pick Party' table

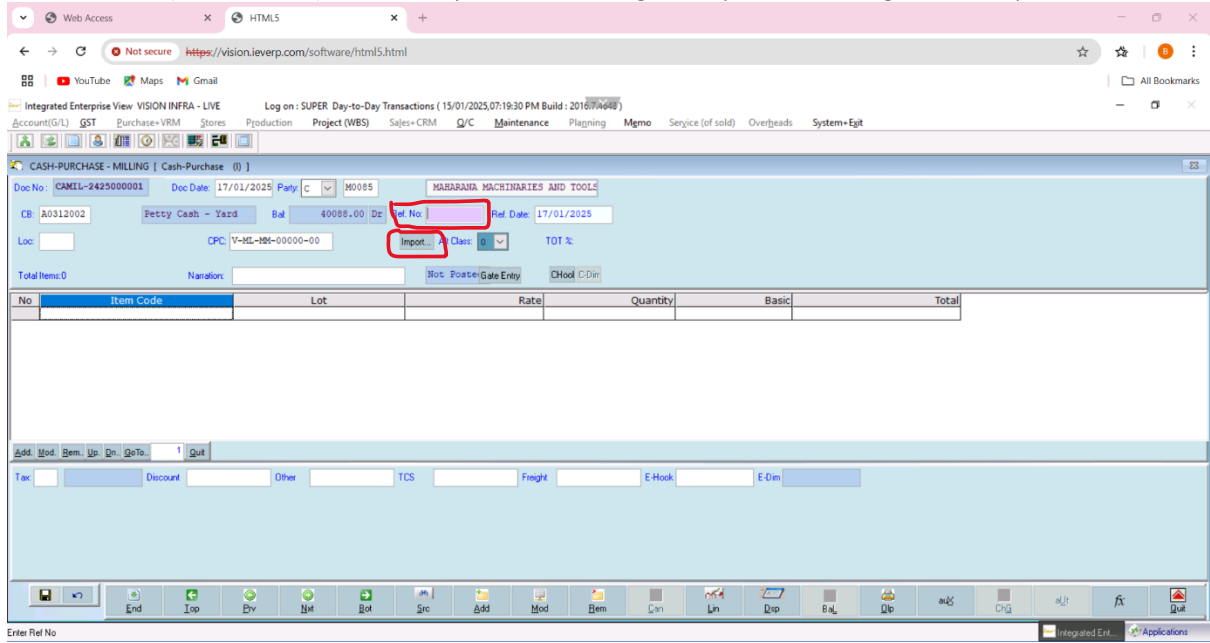


SOP for Purchase

Select Petty Cash option (CB colour)

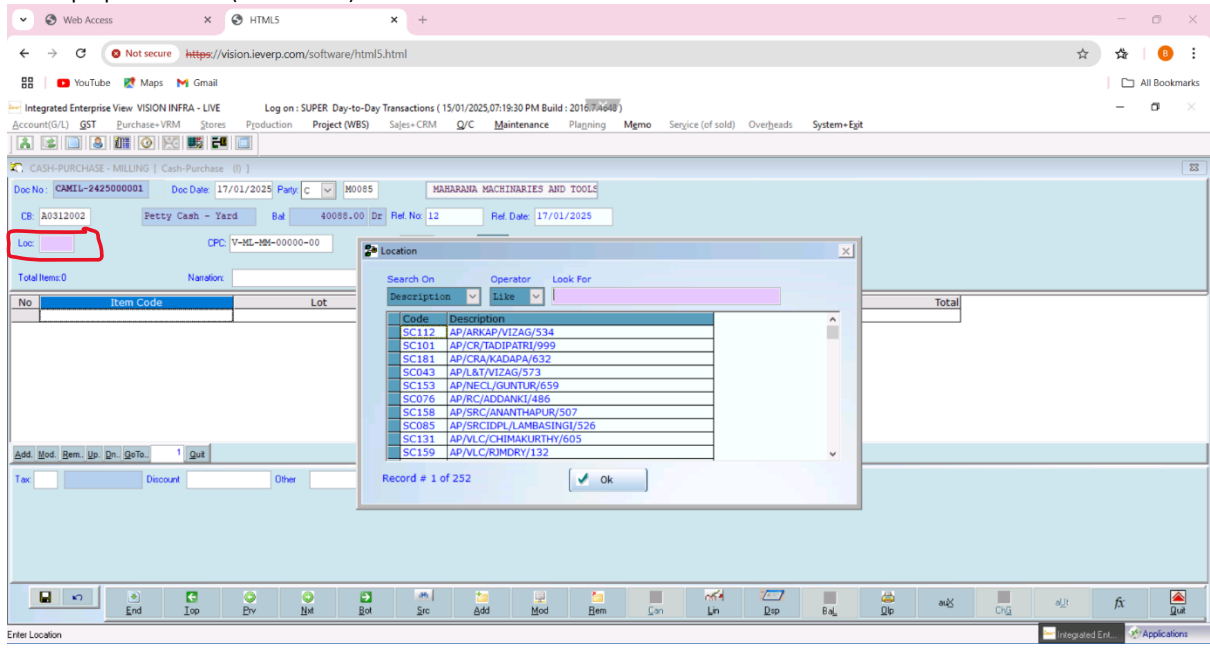


Give reference no(Ref no colour) its mandatory and click ok and ignore import button and go to next step

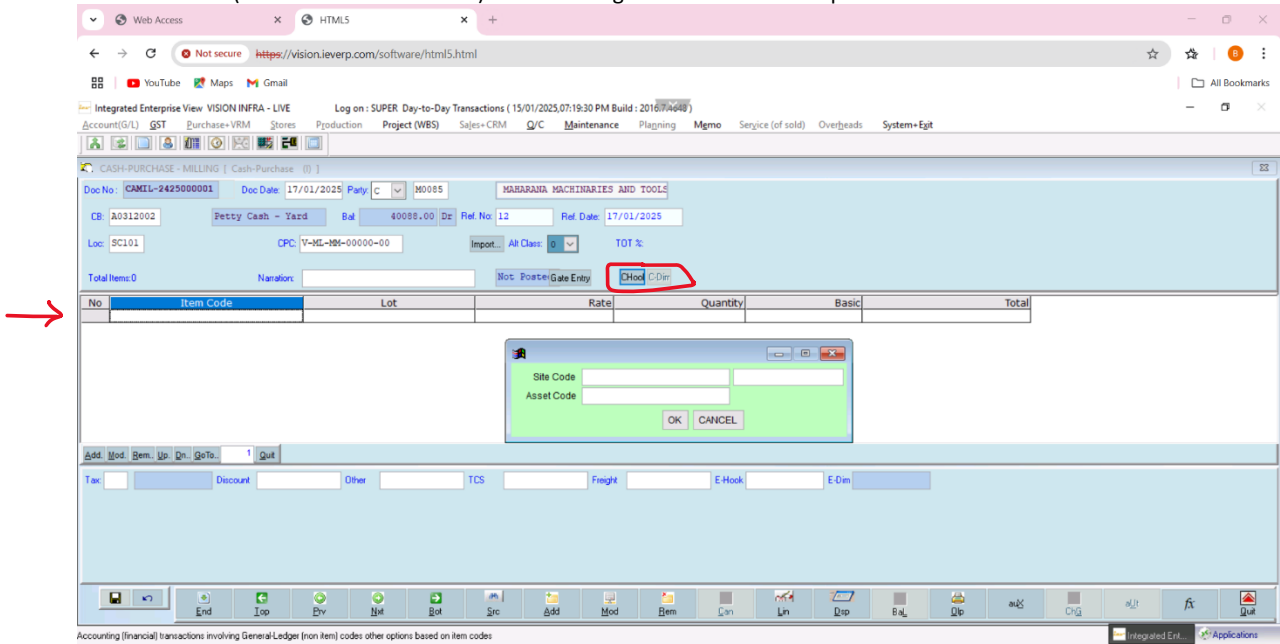


SOP for Purchase

Select proper Location (Loc colour)



Fill correct data (site code and asset code) after selecting C-hook and fill all required data in line colour



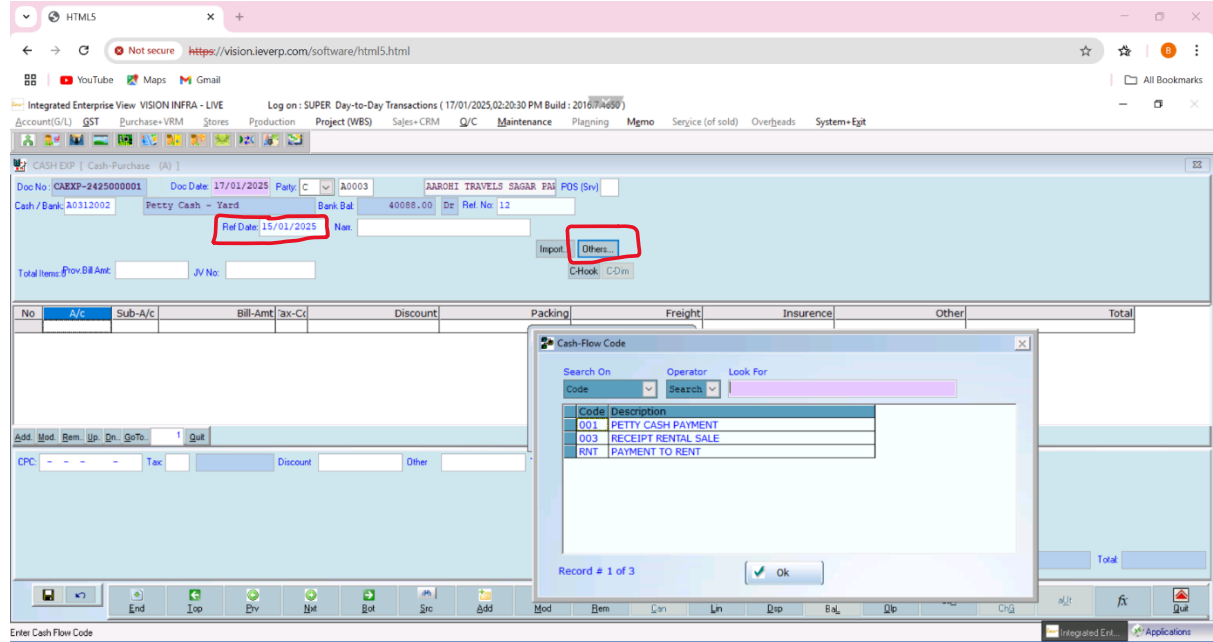
SOP for Purchase

8) Cash Purchase

Follow standard steps of cash purchase (DCR) and proceed with following additionally steps

-Add Ref date

-Select proper code after advancing to other option



SOP for Purchase

9) Issue

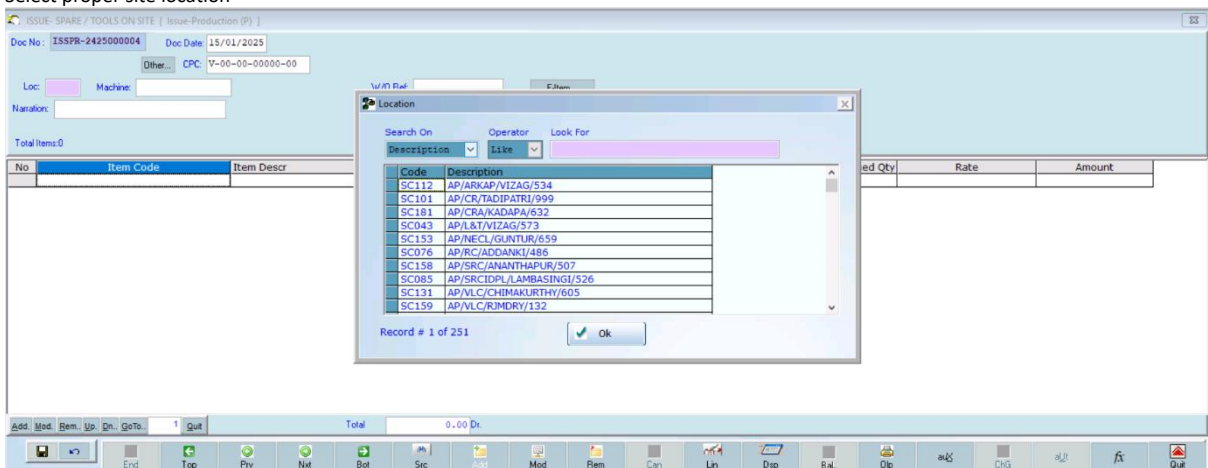
Path-Explorer->Day to day->store + Q/c->issue->production->warehouse->requisition & consumption

a) Select series properly



b) Site code selection

Select proper site location



SOP for Purchase

c) Machine code selection

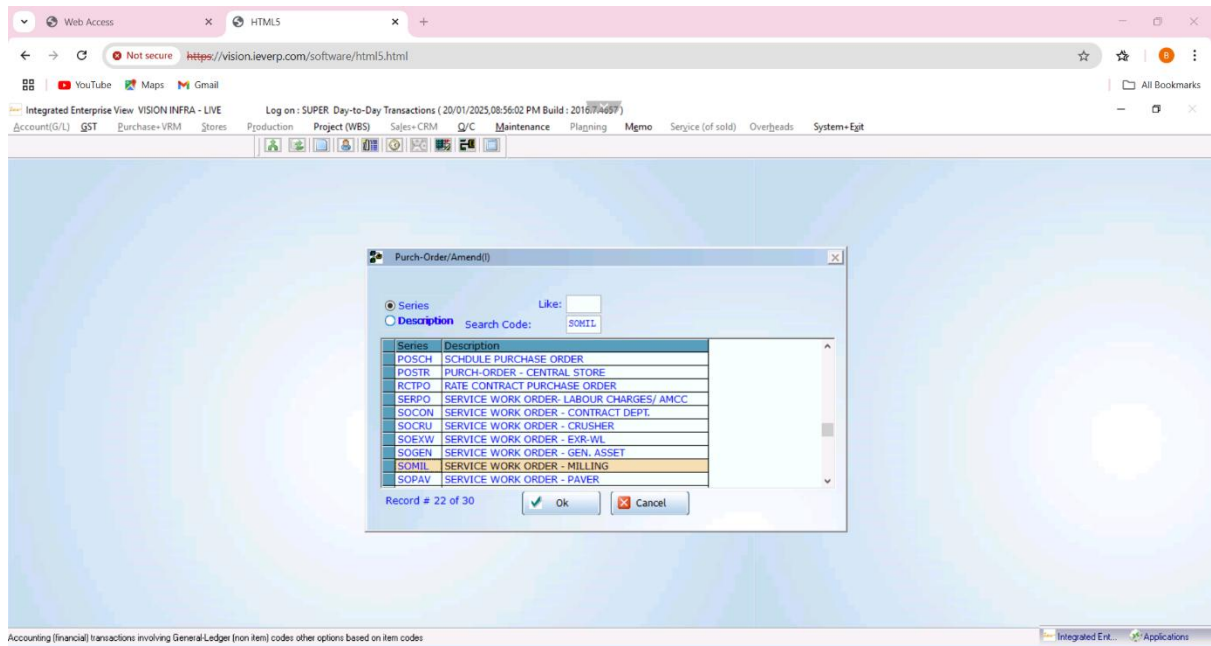
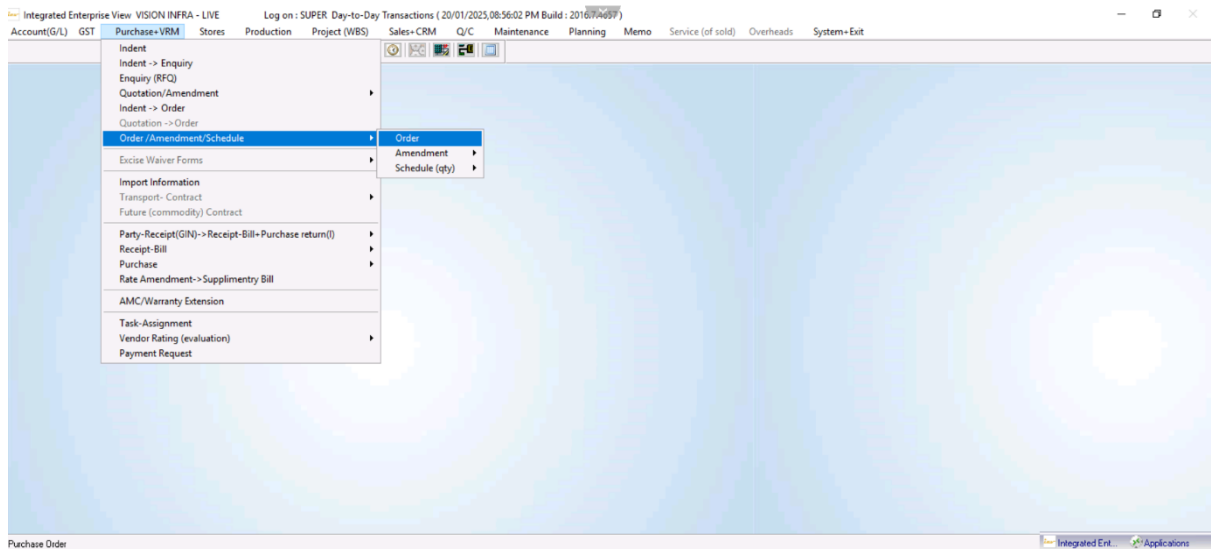
The screenshot displays a software interface for machine code selection. The main window is titled "RUNNING WITH REPAIR ISSUE ORDER" and shows document details: Doc No: IS-M4-2425000029, Doc Date: 15/01/2025, and CPC: Y-00-00-00000-00. The location is SC112. A search window is open, showing a list of items with columns for Code and Description. The list includes items like "30 KVA SILENT DG SET", "323D3 Medium Excavator", and "ABC PANEL FOR DG APFC 452 KVA#VISION/R/P". The search window also shows "Record # 1 of 1405" and an "Ok" button.

Code	Description
VISION/R/DG/235	30 KVA SILENT DG SET
VISION/R/EX/259	323D3 Medium Excavator
VISION/R/PNL/582	ABC PANEL FOR DG APFC 452 KVA#VISION/R/P
VISION/R/PNL/581	ABC PANEL FOR DG LOCAL 1500 AMP#VISION/R/P
GENERATOR/P160	AC GENERATOR SET 8.75 KVA, GP6784
VISION/R/CRU/274	AIR CLASSIFICATION SIROCCO CDE-W100#VIS
V/R/COMP/253	AIR COMPRESSOR 7.5 HP V/R/COMP/253
FUR-F114	Air Conditioner-New Office
FUR-F117	Air Conditioner-New Office

SOP for Purchase

10) Service Order

Path->



SOP for Purchase

Line item

-Select Indent in Po Type

-Select correct location

-Select correct Party code

-Fill C-hook details properly

The screenshot displays the SAP 'SERVICE WORK ORDER - MILLING' interface. A 'PO Types' dialog box is open, showing a list of radio button options: Normal, Schedule, Rate/Open/Blanket, Indent (selected), Rate-Indent, and Contract. The 'Indent' option is selected with a radio button. The dialog box has 'Ok' and 'Cancel' buttons at the bottom.

The background interface shows the following details:

- Doc No: **SOMIL-2501000002**
- Doc Date: **22/01/2025**
- PO Type: **TYPE**
- Current Rev. No: **0**
- ER Date: **22/01/2025**
- Party Code: **C**
- Item Code: **CPC**
- Item Description: **V-HL-004-00000-00**
- Rate: **0.00**
- Quantity: **0.00**
- UOM:
- Basic: **0.00**
- Total: **0.00**

The interface also includes a menu bar with options like 'Account(G/L)', 'GST', 'Purchase+VRM', 'Stores', 'Production', 'Project (WBS)', 'Sales+CRM', 'Q/C', 'Maintenance', 'Planning', 'Mgmo', 'Service (of sold)', 'Overheads', and 'System+Exit'. A toolbar at the bottom contains icons for 'End', 'Loop', 'Erv', 'Hnt', 'Bot', 'Zrc', 'Add', 'Mod', 'Item', 'Len', 'Lin', 'Dtp', 'Bal', 'Dtp', 'au', 'Chg', 'alt', 'F4', and 'Quit'.

SOP for Purchase

11)Purchase bill passing

Path-Explorer->Day to day->purchase->receipt bill->process

b) Purchase bill account posting

No	Item	Description
1	V01099	FILTER CARTRIDGE 286966
2	V01102	FILTER CARTRIDGE FUEL 24
3	V01103	FILTER CARTRIDGE FUEL 24
4	V01607	HYDRAUIC FILTER 1296396
5	V02214	OIL FILTER DZ114256
6	V02551	SAFETY FILTER CARTRIDGE
7	V03329	WGP ENGINE OIL PLUS 50

A/C Code	Division	Debit Amount	Credit Amount	Currency Code	Exchange Rate	Foreign Currency Amt.	A/C Description
L0307601v0023		0.00	14864.00		.0000	.000	WIRGEN INDIA PRIVATE
E0100019	VRLLPMLC82200	12596.96	0.00		.0000	.000	Purchase Local
L0306252		2267.46	0.00		.0000	.000	Supply In Challan Ac
E04093021	VRLLPMLC82200	0.00	0.42		.0000	.000	ROUND OFF

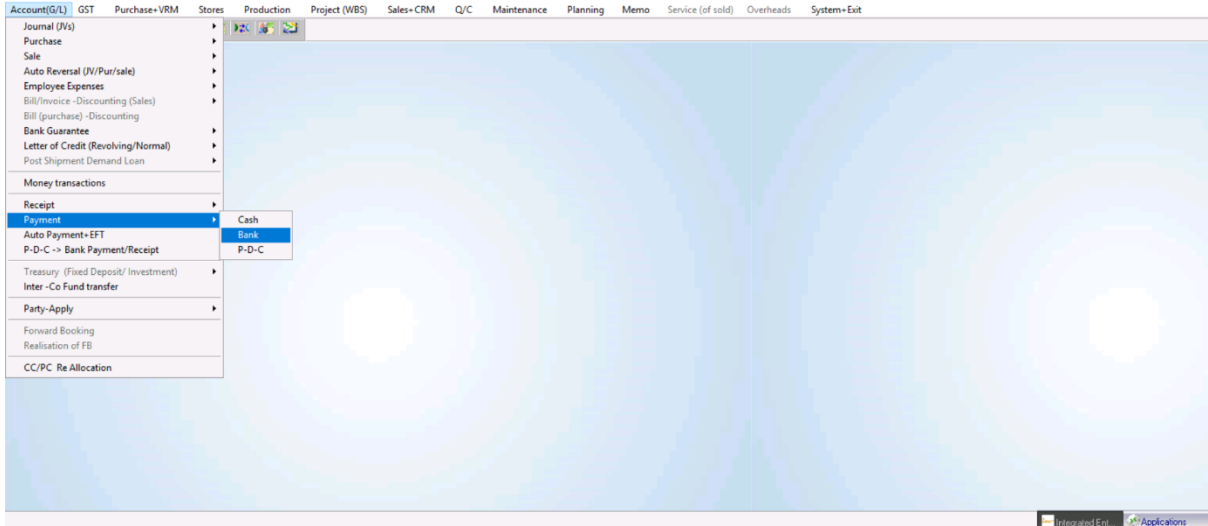
Acc-Qty	Basic
1.000000	713.00
2.000000	2642.00
2.000000	1390.00
1.000000	3011.00
2.000000	2038.00
1.000000	375.00
1.000000	4835.00

Account Description	Debit	Credit
WIRGEN INDIA PRIVATE LIMITED	14864.42	14864.42

GST Tax: 2267.46 Total: 14864.00

SOP for Purchase

12) Bank payment to vendor



SOP for Purchase