GEM Purchase Process

- Aprroval notesheet
- order letter

L1 screenshot of item

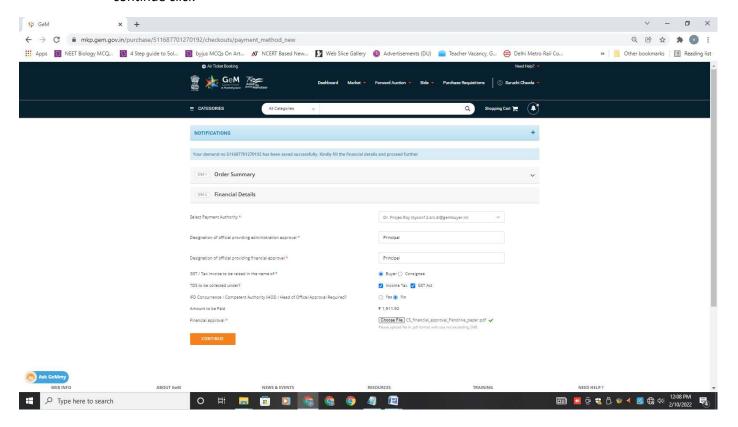
Add to cart

- Financial approval
- Upload the financial approval

Proceed to checkout click

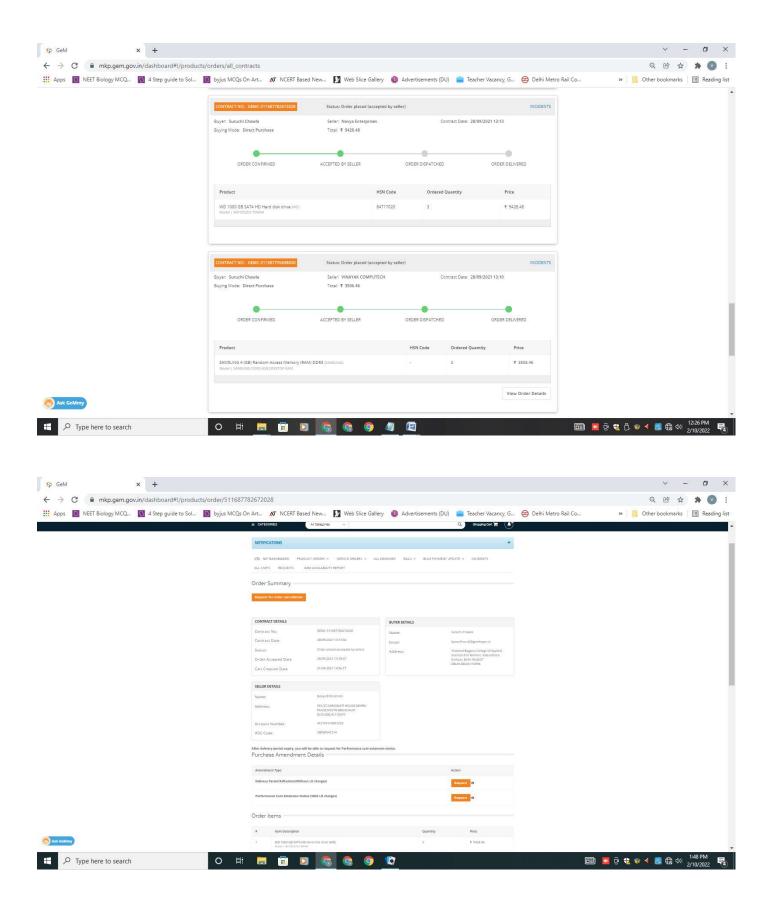
Direct purchase click

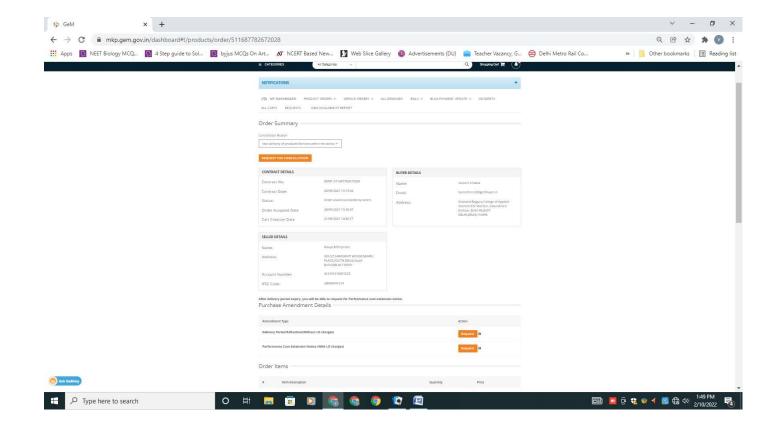
continue click

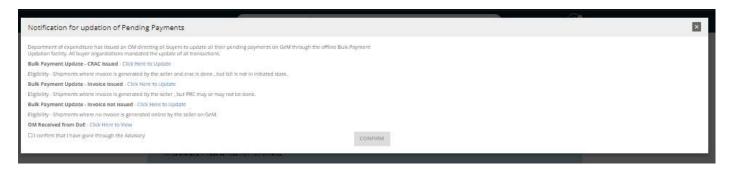


Upload the file

Enter the OTP







- Process order
- Take the printout of invoice
- Entry the bill in stock register

Process PRC

- o enter delivery date
- Goods Receipt Voucher No:
- o Goods Receipt Voucher date

0

- CRAC GENERATE
- Bill Process

reset filter

show bills

process bills

save draft bill

submit bill