

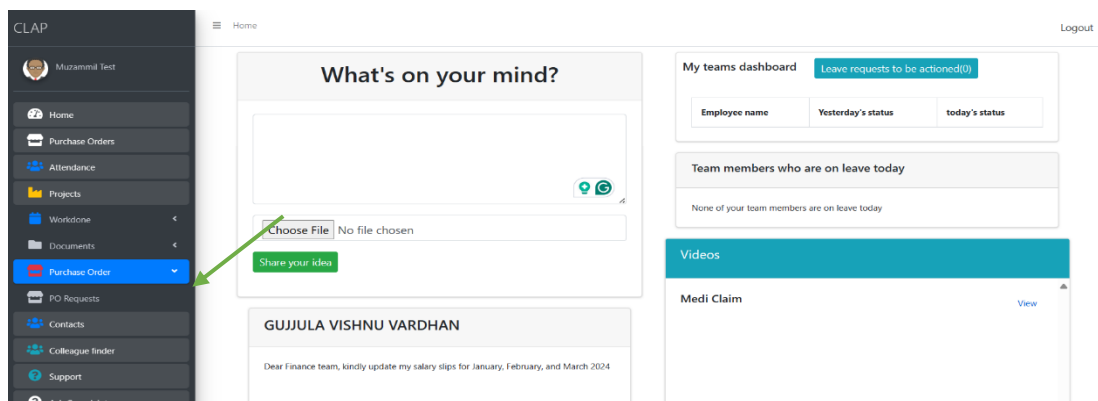
User Guide for Purchase Order Generation

- Purchase order generation has 4 Stages.
 - Stage 1: Request for an item.
 - Stage 2: Upload Quotation.
 - Stage 3: Generate PO.
 - Stage 0: Create/update the item list.
- Each stage and its steps are explained below with screenshots.

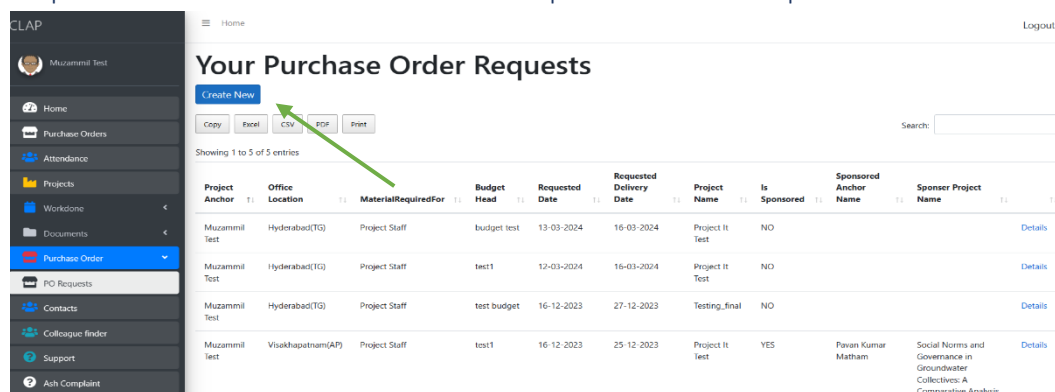
Stage 1: Request for an Item.

- *Request for an Item will be made by the Team Leader only.*

Step 1: Login into Clap and select “Purchase Orders>Po Request”.



Step 2: Tab “Create New” to create a new purchase order request.



Step 3: Fill/Select the required details and click on the “Save” Tab.

Home Logout

Back to List

Create Purchase order Request

Project Anchor Name: Muzammil Test To Whom the Material is Required: Project Staff By When the Material is Required: 19-04-2024 Project Location (Material to be delivered): Hyderabad(TG)

Project Name: Testing_final Budget Head: SFS

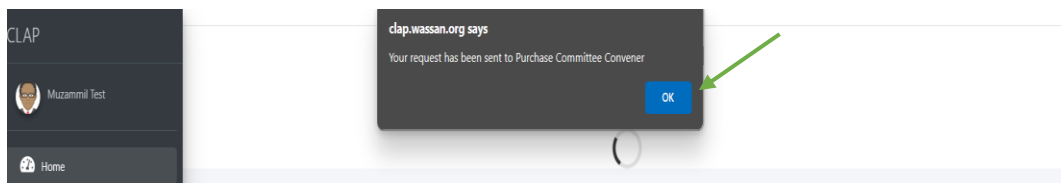
☐ Has No Budget Provision

Add Item: No of Items: 2

Category	Item Name	Quantity	Specifications
Electronics & Accessories	Laptop	1	None
Electronics & Accessories	Mouse	1	None

Save Cancel

Step 4: Click “Ok” for your Confirmation.



Stage 2: Upload Quotations.

- Quotation upload Process is done by the Purchase Committee Convenor.

Step 1: Click On “Purchase Order Requests>Select Category>Merge Requests” to create a quotation.

Home Logout

Merge Items Upload Quotations Quotations Sent To Meeting

Merge Requests

Electronics & Accessories Merge Requests

Select	Category	Project Name	Project Anchor	Raised Date	ItemName
☒	Electronics & Accessories	Testing_final	Muzammil Test	19-04-2024	Keyboard
☒	Electronics & Accessories	Testing_final	Muzammil Test	19-04-2024	Keyboard
☐	Electronics & Accessories	Testing_final	Muzammil Test	16-12-2023	Laptop
☐	Electronics & Accessories	Testing_final	Muzammil Test	16-12-2023	Keyboard

Step 2: Click On “Upload Quotations”.

Home Logout

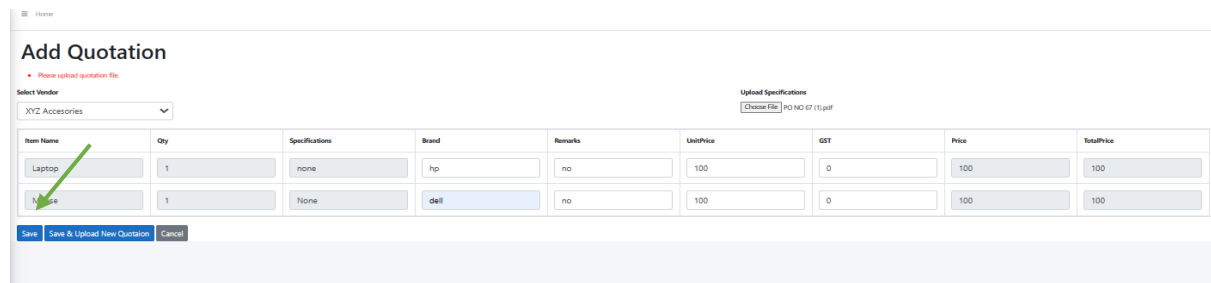
Merge Items Upload Quotations Quotations Sent To Meeting

Upload Quotations For Purchase Orders

Category	Items
Electronics & Accessories	Mouse,Laptop

Preview Upload Quotations(0) View Quotations(0) Invite PC for meeting

Step 3: Click On “Save” after selecting “Vendor>Upload Specifications” Quotation.



Add Quotation

Please upload quotation file.

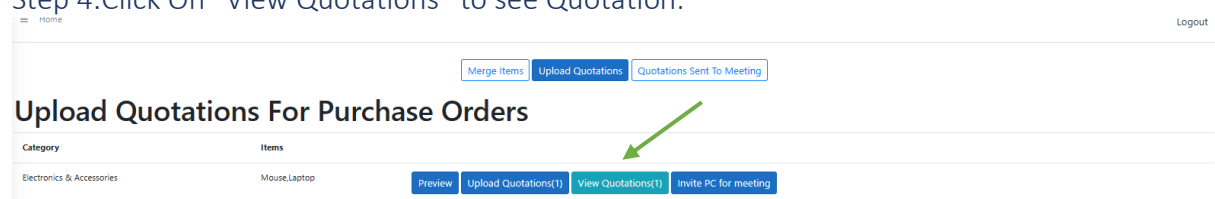
Select Vendor: XYZ Accessories

Upload Specifications: [Choose File](#) PO NO 07 (1).pdf

Item Name	Qty	Specifications	Brand	Remarks	UnitPrice	GST	Price	TotalPrice
Laptop	1	none	hp	no	100	0	100	100
Mouse	1	None	dell	no	100	0	100	100

[Save](#) [Save & Upload New Quotation](#) [Cancel](#)

Step 4: Click On “View Quotations” to see Quotation.



Home Logout

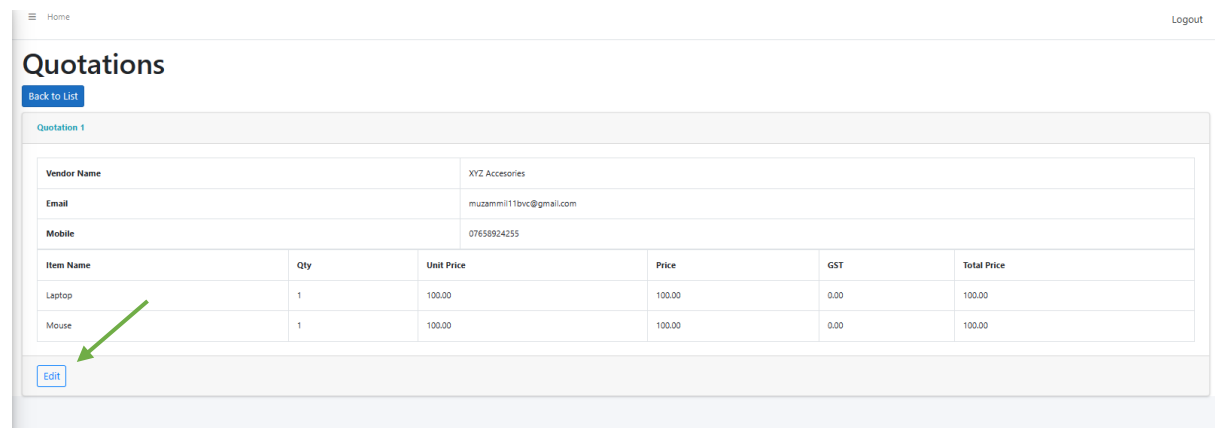
[Merge Items](#) [Upload Quotations](#) [Quotations Sent To Meeting](#)

Upload Quotations For Purchase Orders

Category	Items
Electronics & Accessories	Mouse,Laptop

[Preview](#) [Upload Quotations\(1\)](#) [View Quotations\(1\)](#) [Invite PC for meeting](#)

Step 5: Click on “Edit” if you want to update Quotation details or click on “Back to list”.



Home Logout

Quotations

[Back to List](#)

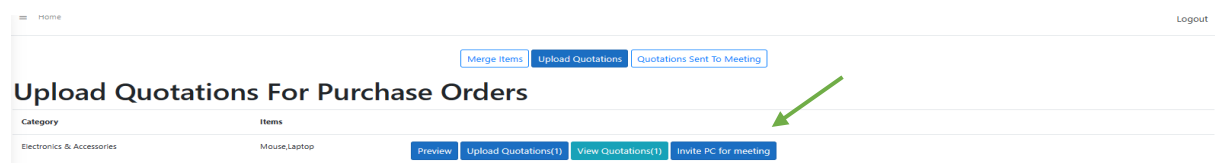
Quotation 1

Vendor Name	XYZ Accessories
Email	muzzammil11bvc@gmail.com
Mobile	07658924255

Item Name	Qty	Unit Price	Price	GST	Total Price
Laptop	1	100.00	100.00	0.00	100.00
Mouse	1	100.00	100.00	0.00	100.00

[Edit](#)

Step 6: Click On Invite “PC for Meeting” to finalize the Quotation.



Home Logout

[Merge Items](#) [Upload Quotations](#) [Quotations Sent To Meeting](#)

Upload Quotations For Purchase Orders

Category	Items
Electronics & Accessories	Mouse,Laptop

[Preview](#) [Upload Quotations\(1\)](#) [View Quotations\(1\)](#) [Invite PC for meeting](#)

Step 7: Click On “Submit” After filling online link and invitees, if it is an online meeting.

[Merge Items](#) [Upload Quotations](#) [Quotations Sent To Meeting](#)

Upload Quotations For Purchase Orders

Category: Electronics & Accessories

Items

Schedule Meeting

Meeting Date: 20-04-2024 11:00

Place of Meeting:

Online Link:

Mandatory

MOHAMMED MUZAMMIL MOHIUDDIN
Ayatasomayajula Sridevi

Invitees

☐ Andem Vijay
☐ Naresh Swargam
☐ Pavan Kumar Matham

[Close](#) [submit](#)

Step 8: Click On “OK” for confirmation

clap.wassan.org says
Meeting Schedule at 21-Apr-2024

[OK](#)

Upload Quotations For

Category: Electronics & Accessories

Items

Schedule Meeting

Meeting Date: 21-04-2024 11:00

Place of Meeting: Hyderabad

Online Link: fhuibsjhkykscf

Mandatory

MOHAMMED MUZAMMIL MOHIUDDIN
Ayatasomayajula Sridevi

Invitees

Please Select Minimum two Members

☒ Andem Vijay
☒ Naresh Swargam
☐ Pavan Kumar Matham

[Close](#) [submit](#)

Step 9: Click On “Quotations sent to Meeting” to see Quotations.

CLAP

Home

[Merge Items](#) [Upload Quotations](#) [Quotations Sent To Meeting](#)

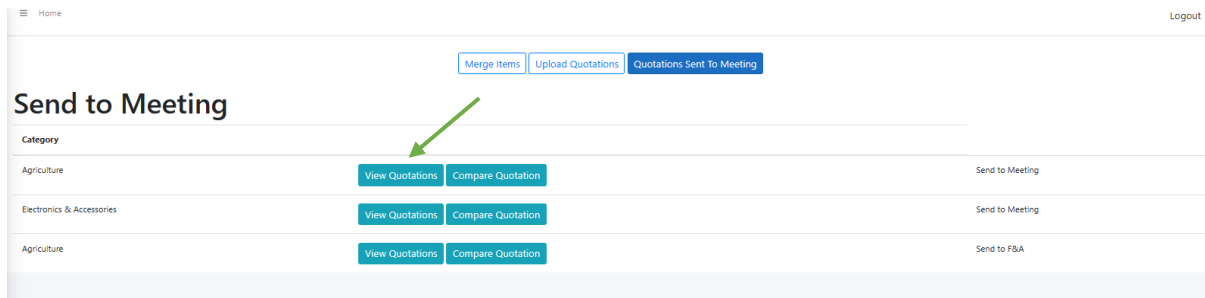
Upload Quotations For Purchase Orders

Category: Electronics & Accessories

Items

Step 10: Click On View Quotation>Compare Quotation to check and compare Quotations.

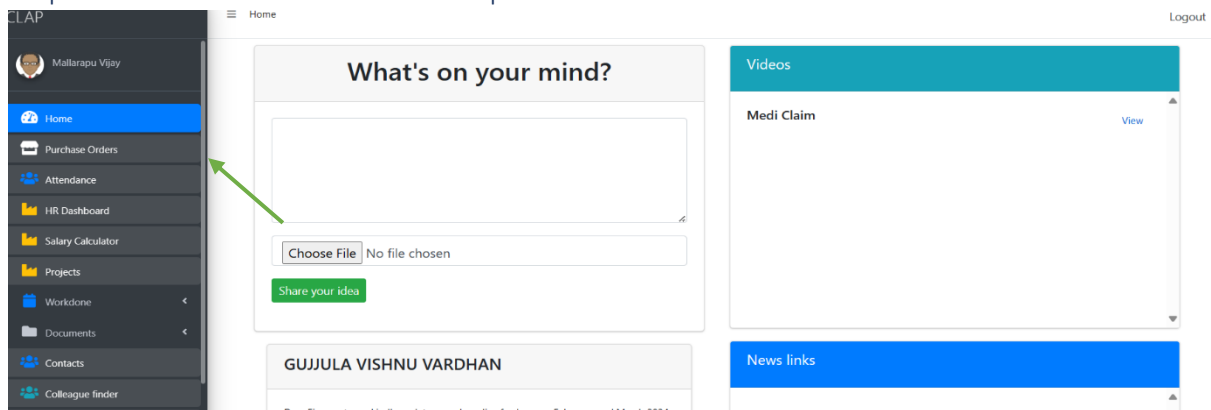
- Send to meeting indicating quotation yet to finalize.
- Send to F & A indicates Quotation sent to Finance.



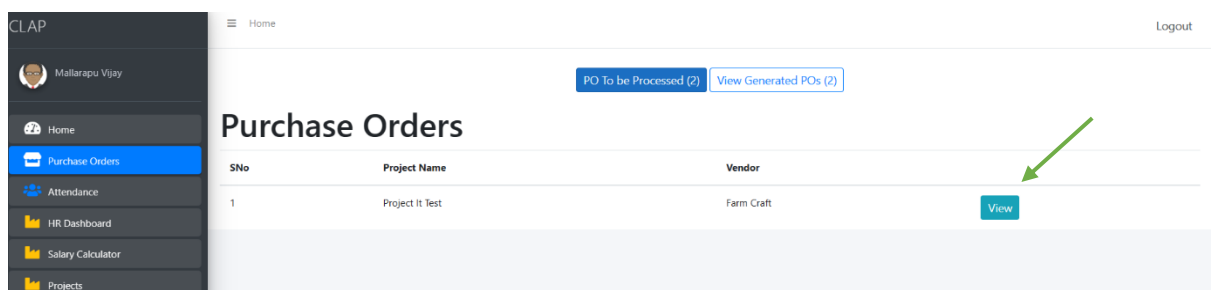
Stage 4: Generate PO

- Designated persons in finance have access to PO generation.

Step 1: Click on “Purchase Orders” to process Orders.



Step 2: Click On “View” to Generate and add terms and conditions.



Step 3: Click On “Terms and Conditions” to add details.

[Back](#)[Generate PO](#)[Terms and Conditions](#)

Purchase Order

To,
Farm Craft
Beside Growmore Store Check Post Centre 247 Palakonda
Andhra Pradesh
500037

Date : 19-04-2024
PO No. -1

Sub:
Ref:

Purchase Order for „dmfg„mdf„mg„m
hello typies

We are placing the order as per below mentioned quotation received as on data: from you through mail. we accepting Terms and Conditions as per conversation hadwith you.

Sl.no.	Product Details	Quantity	Unit Price	Sub Total	GST Rate (%)	Total
1	Paddy Reaper , 7 hp power	3	45982.00	137946.00	12.00	154499.52
Grand Total						154499.52

Step 4: Click On “Save” after giving the terms and conditions.

Enter Details

Subject
„dmfg„mdf„mg„m

Ref
hello typies

Taxes
including

Delivery Period & Point
8-10 Working days

Tranport Charges

Insurance Coverage

[Close](#)[Save](#)

[Terms and Conditions](#)

Date : 19-04-2024
PO No. -1

„dmfg„mdf„mg„m
typies
as per conversation hadwith yc

Sl.no.	Product Details	Quantity	Unit Price	Sub Total	GST Rate (%)	Total
1	Paddy Reaper , 7 hp power	3	45982.00	137946.00	12.00	154499.52
Grand Total						154499.52

Step 5: Click on “Generate PO” for billing

[Back](#)[Generate PO](#)[Terms and Conditions](#)

Purchase Order

To,
Farm Craft
Beside Growmore Store Check Post Centre 247 Palakonda
Andhra Pradesh
500037

Date : 19-04-2024
PO No. -1

Sub:
Ref:

Purchase Order for „dmfg„mdf„mg„m
hello typies

We are placing the order as per below mentioned quotation received as on data: from you through mail. we accepting Terms and Conditions as per conversation hadwith you.

Sl.no.	Product Details	Quantity	Unit Price	Sub Total	GST Rate (%)	Total
1	Paddy Reaper , 7 hp power	3	45982.00	137946.00	12.00	154499.52
Grand Total						154499.52

Step 6: Click On “View Generated Pos” to see Purchase Orders.

The screenshot shows the 'Purchase Orders' page in the LAPS system. On the left is a sidebar menu with options like Home, Attendance, HR Dashboard, Salary Calculator, Projects, Workzone, Documents, Contacts, and Colleague finder. The main header area includes a 'Home' link, user information for Mallarapu Vijay, and two status buttons: 'PO To be Processed (2)' and 'View Generated PO's (2)'. A green arrow points from the 'View Generated PO's (2)' button down to the first row of the table. Below the header is a search bar and a table listing purchase orders.

SNo	Project Name	Vendor	
1	Project IT Test	Precision Weigh Scales	<button>Download PO No: 67</button>
2	Testing_final	Vishwakarma Engineering Works	<button>Download PO No: 66</button>

At the bottom right of the table are navigation links: Previous, 1 (selected), Next.

Step 7: Click On “Download POno” to download your order.

Step 7: Click on "Download POs" to download your order.



The screenshot shows the 'Purchase Orders' page. At the top, there are buttons for 'PO To be Processed (2)' and 'View Generated POs (2)'. Below the header, there are filters for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. A search bar is on the right. The table lists two purchase orders:

SNo	Project Name	Vendor	Action
1	Project It Test	Precision Weigh Scales	Download PO No. 67
2	Testing_final	Vishwakarma Engineering Works	Download PO No. 66

Step 8: Purchase order will be downloaded in pdf format click to view.

Purchase Order

To Precision Weigh Scales #387 PLN Reddy Buildings Near Muthyala Reddy Milk Dairy Kamala Nagar Anantapuram - 515001(AP)	Date :13-03-2024 PO NO : 67
--	--------------------------------

We are placing the order as per below mentioned quotation received as on date from you through email.

Sub	Purchase Order for Purchase Order for Digital Moisture Meter					
Ref	hello					
Sl.no.	Product Details	Quantity	Unit Price	Price	GST Rate (%)	Total Price
1	Digital Moisture Meter model:dmm commodities:groundnut,redgra m,muize,bajra,horsegram	13	5889.80	76567.40	18.00	90349.53
GRAND TOTAL						90349.53

Rupees in Words: Ninety Thousand Three Hundred And Forty-Nine Rupees Only

Watershed Support Services And Activities Network is registered under public charitable Trust Act , the purchase made for project purpose, not for sale i.e., end user.

Terms and Conditions:

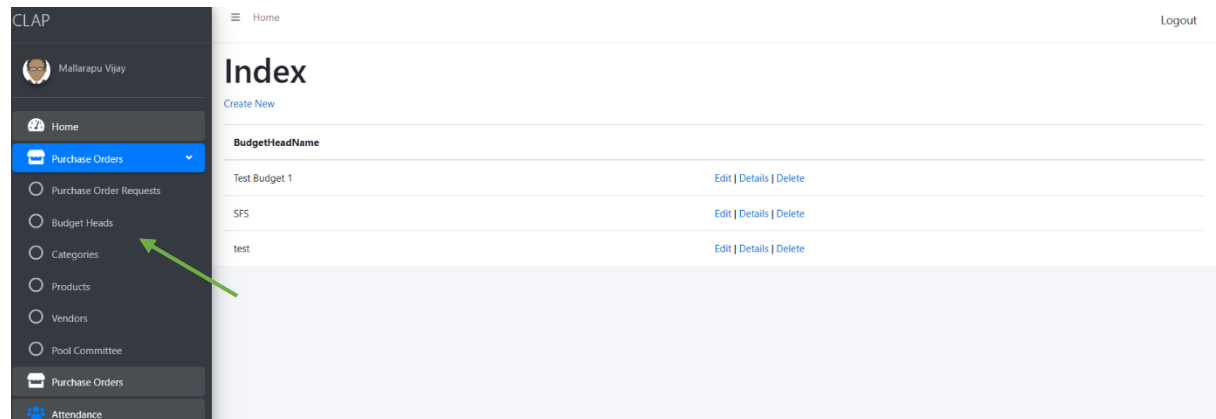
- Taxes : including
- Delivery Period & Point : Against Payment
- Transport Charges: NA
- Insurance Coverage: NA
- Quotation Validity: 1 week
- Training / Installation: NA
- Payment Terms : 100 % against PO

Stage 0: Create / Update the Items List.

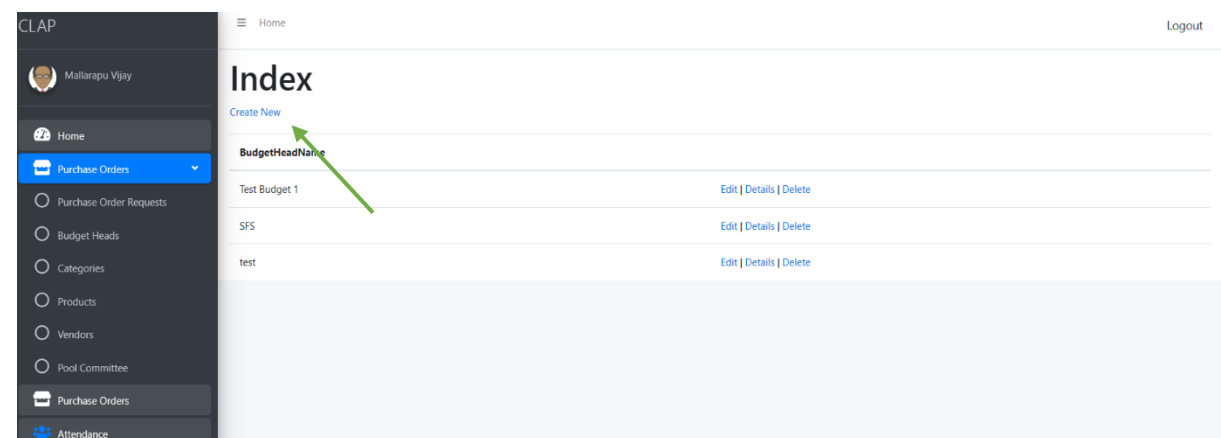
Only the Purchase Committee convenor has access to Create and update the item list.

Update/Create budget head

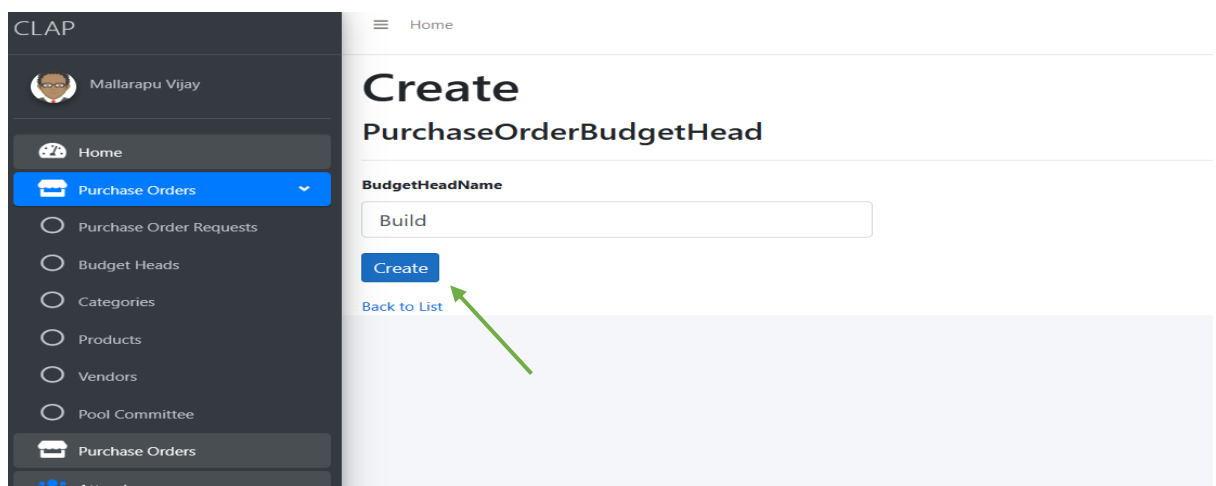
Step 1: Click On “Purchase Orders>Budget Heads” to add, Edit, and Delete BudgetHeadName.



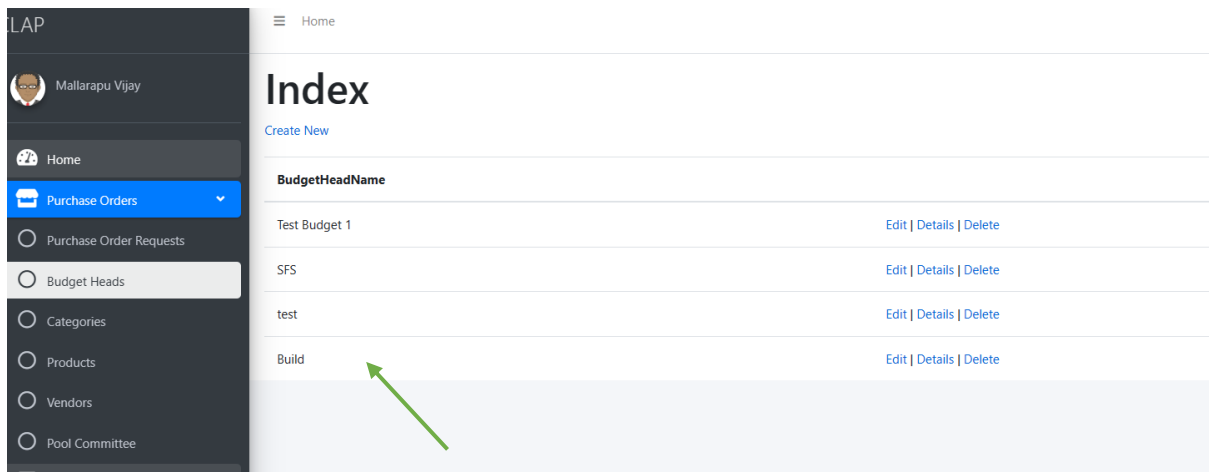
Step 2: Click On “Create New” to add a new BudgetHeadName.



Step 3: Click On “Create” after giving budget head name.

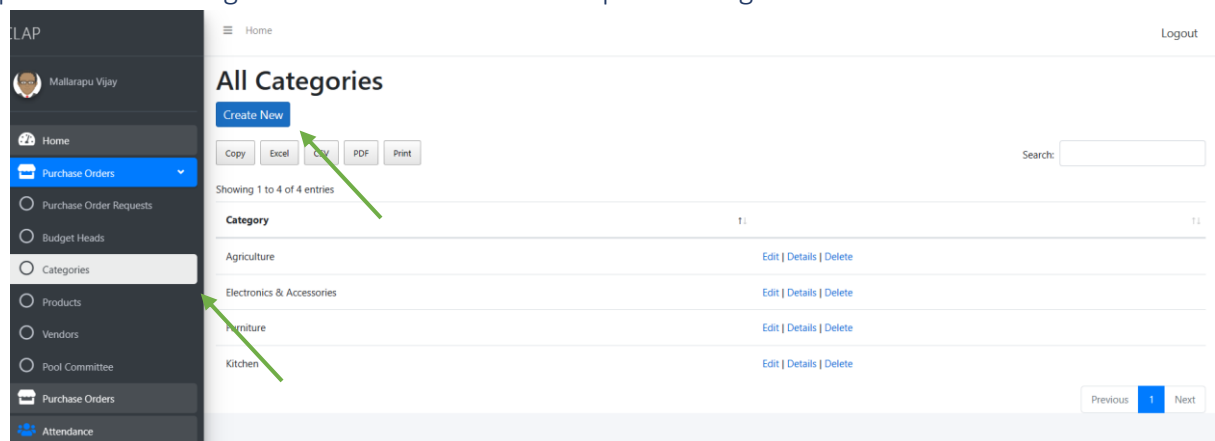


Step 4: Created Budget head name is shown in the list.

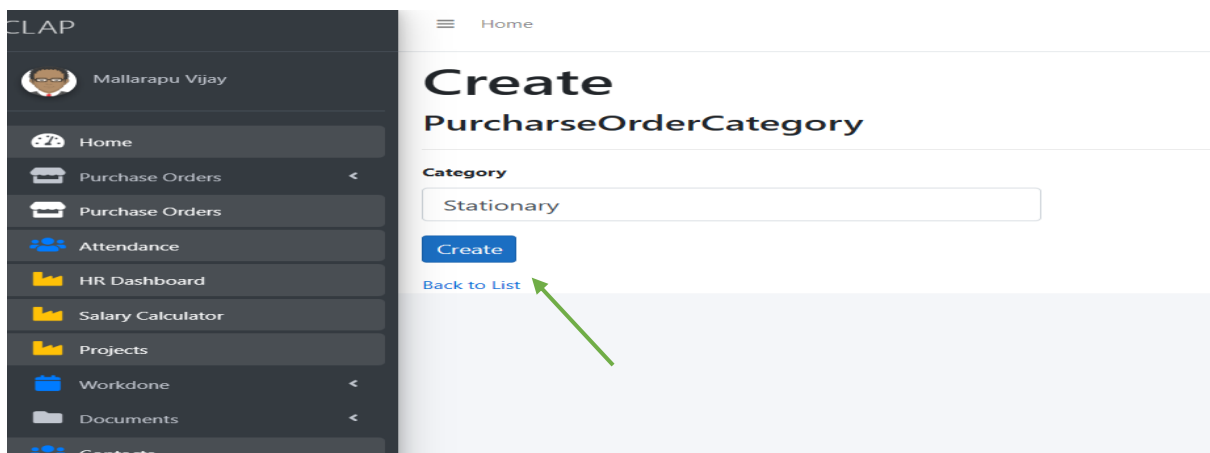


Update/Create Category

Step 5: Click On Categories>Create New to add required categories.



Step 6: Click On "Create" after giving the Category name.



Update/create Products

Step 7: Click On “Products>Create New” to add the required products.

CLAP

Mallarapu Vijay

Home

Purchase Orders

Purchase Order Requests

Budget Heads

Categories

Products

Vendors

Pool Committee

Purchase Orders

Home

List of Products

Create New

Copy Excel CSV PDF Print

Showing 1 to 10 of 13 entries

Category	Products	
Agriculture	Cycle Weeder	Edit Details Delete
Agriculture	PVC Pipes	Edit Details Delete
Agriculture	Dal Mills	Edit Details Delete
Agriculture	Paddy Reaper	Edit Details Delete

Step 8: Click On “Create” after giving the Product Name.

CLAP

Mallarapu Vijay

Home

Purchase Orders

Purchase Order Requests

Budget Heads

Categories

Products

Vendors

Pool Committee

Purchase Orders

Attendance

Create

PurchaseOrderProduct

Category

Electronics & Accessories

Products

Bluetooth

Create

[Back to List](#)

Update/create Vendors

Step 9: Click on “Vendors> Create New” to add vendor and details.

CLAP

Mallarapu Vijay

Home

Purchase Orders

Purchase Order Requests

Budget Heads

Categories

Products

Vendors

Pool Committee

Purchase Orders

Home

List of Purchase Order Vendors

Create New

Copy Excel CSV PDF Print

Showing 1 to 10 of 24 entries

Name	Address (Use commas to separate the address lines)	Email	Mobile	Category	Deals in	
ABC Accessories	D.no 5-7-989,Hyderabad,T.S.	abc@gmail.com	987654321	Electronics & Accessories		Edit Details Delete
ADITYA CC CAMERA SOLUTIONS	FLAT NO-4004 EMERALD HOUSE PARADISE, SECUNDERABAD	muzammil11bvc@gmail.com	7658924255	Electronics & Accessories	Electronics and Accessories	Edit Details Delete
AGRI SOLUTIONS	Survey No. 224,Shed No 7 Somnath Industrial Area 3,	muzammil11bvc@gmail.com	7658924255	Agriculture	Agriculture & Land equipment	Edit

Step 10: Click On "Save" to add PO Vendor details to the list.

Mallarapu Vijay

Home

Purchase Orders

Purchase Orders

Attendance

HR Dashboard

Salary Calculator

Projects

Workdone

Documents

Contacts

Colleague finder

Support

Ash Complaint

Ash Complaint box

Edit

POVendors

Name

vijay

Address (Use commas to separate the address lines)

1-2, hyd

Email

a@gmail.com

Mobile

9898985656

Category

Electronics & Accessories

Dealsin

ghd

Save

Bank Details

AccountHolderName

8888888555444

AccountNumber

4444441557

BankName

88888

Branch

ghfhdh

IFSCCode

ffafga