Softcore Software Value Proposition –The Store Manager

Overview

Software Product Engineering @SSPL

Softcore Software Pvt. Ltd. *is an emerging leader in the field of IT Services. Our approach focuses on new ways of business, combining IT innovations and adoption while also leveraging an organization's currents assets. Our software answer strategic business questions which no one else can, enabling you to control cost, drive revenue, achieve capital efficiency and lead with confidence. We are ready to take unique challenges, ready to deliver quality results, on time, within budget, project after project. We are ready to deliver beyond all expectations and above all we are ready for the future. We are quick to respond to changing needs of our customers which is the key factor for the dramatic growth of the company over the short span of 4 years. We have served over 250 clients.*

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INTRODUCTION

The scientific management of Storehouse is an essential part of the Organization s operations. The stores management function assumes special significance in Construction Industry where identity of the materials, then handling, proper storage and accuracy in accounting during issue are of paramount importance in the efficient operation of the Store House.

The task of stores management relates to safe custody and preservation of the materials stocked and their receipt, issue and accounting. The objective is to efficiently and economically provide the right material at the time when it is required and in the serviceable condition in which it is required.

Efficiency in the store starts with precise forecasting and planning of the necessity for materials, and this presupposes that the need itself has been forecast with a considerable degree of accuracy. The forecast also must be subjected to periodic review. The art of stores management is largely that of optimizing the use of resources to meet actual needs in an efficient manner.

The relative function of the stores management function depends upon the natureand size of the organisation or activity concerned, and in all cases it has to bedesigned to suit the particular need of the organization it serves. There is, therefore, no standard system which can be universally recommended or applied, but in the course of time, certain principles and practices of general application have been evolved. The understanding of these principles is essential for efficiently practicing the art of Stores Management.

DEFINITION:

Storehouse refers to a building or room or place where materials are kept. It can also be defined as the Management of the following operations:-
1 Receipt of materials.
2 Efficient Storage.
3 Safe custody.
4 Timely issue.
5 Stock Accounting.

Scrap Management.

Storage is an essential part of the economic cycle and Stores Management is today a specialized function which can contribute significantly to the over all efficiency and cost effectiveness of the materials management.

OBJECTIVES AND RESPONSIBILITIES

The objective of this is to ensure scientific and efficient management of receipts, storage and issues of materials

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keeping in view the economics, security of stock as well as safety requirements. To define the Organization s policy and scope for managing a Storehouse. To establish a procedure to facilitate speedy handling and accounting of receipts, storage and issue of materials.

The major responsibilities of Storehouse are listed below:-

Identification of all materials stored.
Receipt of incoming materials.
Inspection of all receipts from suppliers.
Storage and Preservation.
Materials Handling.
Issue of materials to users within the organization.
Maintenance of Stock Records.
Stores Accounting.
Inventory control.
Stock-Taking.
Submission of Management Information Reports.

SCOPE

This SOP covers all aspects of receipts, storage, issues, handling, status reports as well as
safety and security requirements for:-
1 Cost Center, Indent , SRV, Issue, Return.
2 Production Materials. (Expendables and Non Expendables).
3 Workshop Machinery.
4 Operating / Miscellaneous supplies for Building Maintenance and Administrative Services.
.5 Tradesmen Tool Kits.
6 Uniforms & Safety Equipment.
7 Office Equipment & Stationery.
8 House Keeping Stores
9 Rejected materials.
10 Scrap of all types.

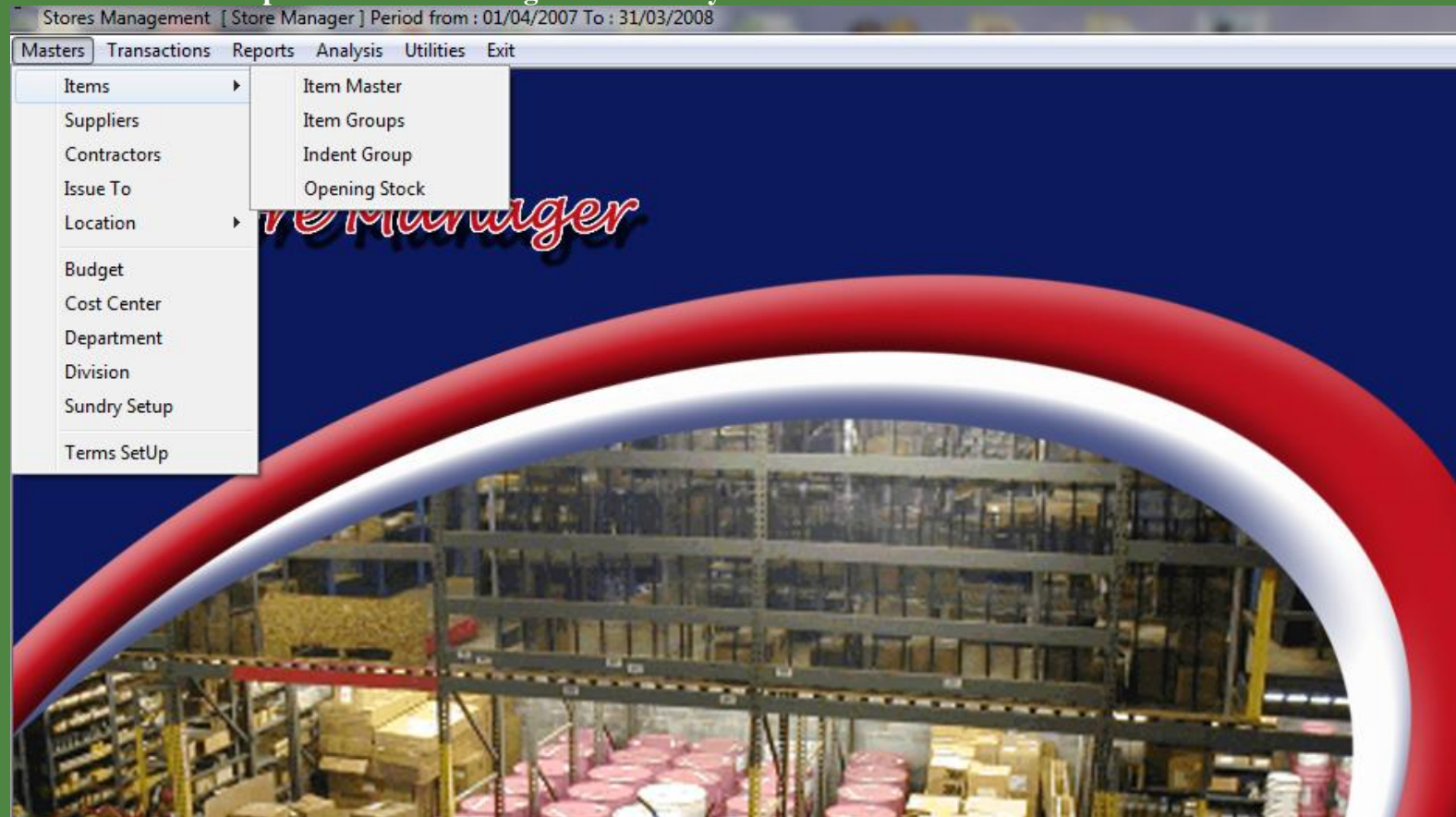## POLICY

Only authorized persons shall have access to the Store House.
Store house shall not be kept open unattended during working hours.
All materials will be issued on First-in-First Out (FIFO) basis/Cost Center basis.
All materials will be received at the store house and person / department
concerned will be notified promptly on receipt.
All materials should be stacked properly.
All materials approved after inspection shall be stored in the designated locations.
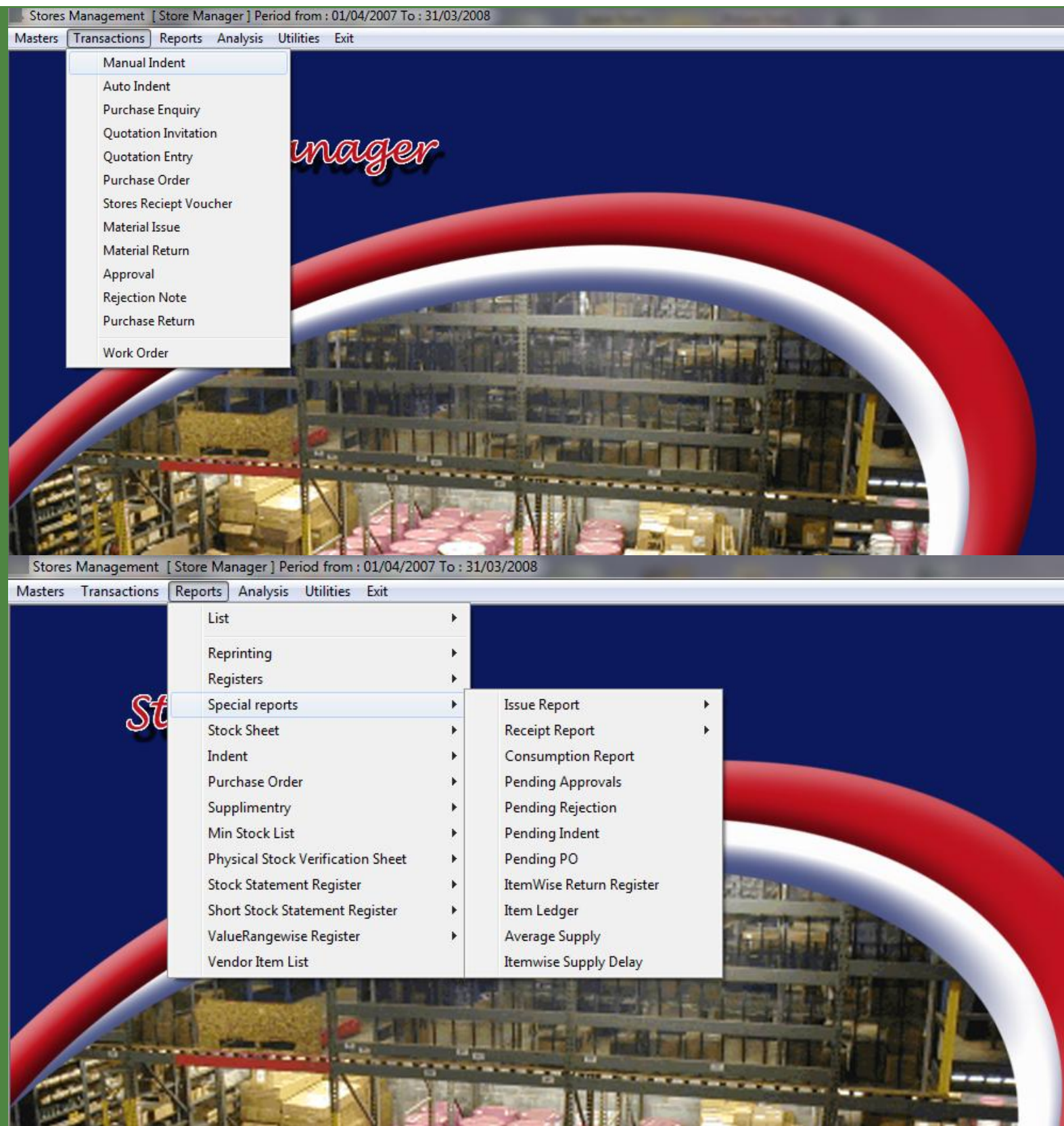
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Hazardous materials are to be stored separately.

All materials rejected shall be kept at a designated place and arrangements for their disposal made on the advice of concern purchasing official. Expensive and attractive articles should be stored in steel cupboards and always locked up. Items issued on loan should be periodically verified with loan records. Capital items must be periodically checked with capital inventory. A Gate pass should be made for taking out materials. These should be signed only by authorized persons. Uniforms to the trainees will be issued at the time of enrolment on returnable /non returnable basis as per instructions of Director. Tool kits will be issued to all trainees on non returnable basis after successful completion of the training as certified by Director .

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Stores Management [Store Manager] Period from : 01/04/2007 To : 31/03/2008

Masters | Transactions | Reports | Analysis | Utilities | Exit

- Manual Indent
- Auto Indent
- Purchase Enquiry
- Quotation Invitation
- Quotation Entry
- Purchase Order
- Stores Reciept Voucher
- Material Issue
- Material Return
- Approval
- Rejection Note
- Purchase Return
- Work Order

Stores Management [Store Manager] Period from : 01/04/2007 To : 31/03/2008

Masters | Transactions | Reports | Analysis | Utilities | Exit

- List ▶
- Reprinting ▶
- Registers ▶
- Special reports ▶
  - Issue Report ▶
  - Receipt Report ▶
  - Consumption Report
  - Pending Approvals
  - Pending Rejection
  - Pending Indent
  - Pending PO
  - ItemWise Return Register
  - Item Ledger
  - Average Supply
  - Itemwise Supply Delay
- Stock Sheet ▶
- Indent ▶
- Purchase Order ▶
- Supplimentry ▶
- Min Stock List ▶
- Physical Stock Verification Sheet ▶
- Stock Statement Register ▶
- Short Stock Statement Register ▶
- ValueRangewise Register ▶
- Vendor Item List

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Purchase Indent

Indent No	1	Manual No	0	Date	02/00/2016 ▼	Division		▼
Department			▼			Capital Revenue		▼
						CostCenter		▼

S.No	ItemCode	Description	ReqdQty	QtyInStores	QtyToPruchase	Unit	ApproxValue	Purpose

Indentor

| ▼ |

Total Items in Indent [ ]
Approx value of Indent [ ]

Edit Bar

Auto Indenting	Save	Cancel	Delete	List	Exit	Clear

F2 >> Purchase Order List   F3>>Previous Indent List

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Stores Reciept Voucher

S.R.V. No [1] [ ]   Supplier [▼]   Division [▼]

S.R.V. Date [02/00/2016 ▼]   Address [ ]   Capital Rev [▼]

Mode [Credit ▼]   CostCenter [▼]

Department [▼]   Lorry No [ ]

Transport [ ]

S.No.	PO.No	ItemCode	Item	IndentNo	Ch.No	Ch.Date	Ch.Qty	Recd.Qty	Sht/Exc	Unit

Value Of Goods   0

Remarks [ ]

Edit Bar

Save   Cancel   Delete   List   Exit   Clear

Issue Slip

Issue No [1] [ ]   Issue Type [▼]   Issue Date [02/00/2016 ▼]

Department [▼]

Contractor [▼]   Division [▼]

Issue To [▼]   Buget Center [▼]

Cost Center [▼]

SNo	ItemCode	Item	Reqd	Issued	Shortage	Stock	Unit	Rate	Value	Purpose

Total Issues   0

Total Value   lblTotValue

Remarks [ ]

Edit Bar

Save   Cancel   Delete   List   Exit   Clear

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