

## Standard Operating Procedure (SOP) for Placing Purchase Order (PO) for Indian Liquor wef 13<sup>th</sup> June 2018 Evening

The following are the steps for Corporation Vends, Private Vends, Departmental Stores, Hotels, Motels, Clubs and Restaurants to place Adhoc Purchase Order (PO) for Indian Liquor wef 13<sup>th</sup> June 2018 Evening:

1. Licensee to login into ESCIMS and go to: Purchase Order → Place Purchase Order - IL
2. Select the Liquor Category from Drop down menu, select the Brand Name from Drop down menu, and select the Size from Drop down menu.
3. System will show the available inventory of the selected Brand Name and Size. Licensee to enter required number of cases, enter the Captcha image and click 'Save'.

System will validate whether required no. of cases are available for PO or not.

4. On successful validation, system will allow user to proceed further.
5. Enter the Captcha image and click 'Request OTP'.

*Note: In case of any changes to be made in the application, Licensee can click 'Edit' and make the required changes at this point.*

6. Enter the OTP received on your Registered Mobile Number (RMN) and Captcha and click 'Submit'.

*Note: In case of any issue, OTP can be requested again for a maximum of 2 time by clicking on 'Resend OTP'. In case OTP is requested more than 3, a message will be displayed on Screen - " You have exhausted the limit of OTP generation. Please fill form again to apply for Purchase Order" and Licensee will have to the apply Purchase Order for IL again.*

7. On successful placing of PO, a PO request number will be generated and will be visible on the screen.

Please Note: For all Corporation Vends, Private Vends, Departmental Stores, Hotels, Motels, Clubs and Restaurants-

- **Single PO** for Liquor Type-'Indian Liquor' can be raised at a time. Till the time the applied PO of Indian Liquor is not approved / Rejected, no other Adhoc PO of Indian Liquor can be raised in system.
- The total quantity of cases of Liquor Type-'Indian Liquor', that can be ordered per SKU is 150 cases.
- No Licensee will be allowed to place PO between 9 AM – 11 AM for the Liquor Type-'Indian Liquor'.