HEALTHCARE · HOSPITAL PROCUREMENT AND STORES

Indent to issue, every approval on record: procurement at a medical institute

How the procurement department of a renowned Indian medical institute put its multi-level indent approvals, store checks, purchase orders, GRNs and issues into Stock2Track, for faster approvals and clear visibility.

Illustration for this case study. It is not a photograph of the customer.

INDUSTRY **Medical institute, procurement department**	USERS **Units that indent, department heads, procurement, stores**	APPROVALS **Multi-level, on every unit indent**
DOCUMENTS **Indent, PO, GRN, store transfer, issue, closure**	PLATFORM **Stock2Track**	CUSTOM WORK **Indent approvals, store check, consolidation, PO, GRN, issue, closure**

The business

The customer is the procurement department of a renowned medical institute in India, the same institute whose PET scan centre is the subject of case study 06.

Every unit of the institute raises indents for its requirements. The procurement department checks its store for availability, consolidates what is not available with items the department itself feels need replenishing, and purchases them. Each step has its own approvals.

The challenge

- Indents from many units passed through a multi-level approval system, and approvals took time.
- For each indent, the store had to be checked first, and only the items not in stock purchased, along with planned replenishment.
- Purchase orders, goods receipt on arrival, the movement from reception to store, issue to the units and closure of the indent all needed to be captured, with the right approvals at each stage.
- Several of the department's processes were unique to the institute and did not fit a standard purchase module.

Illustration: purchase order, goods receipt, inspection, store and issue to the departments. It is not a photograph of the customer.

What CatchUs built

CatchUs fitted Stock2Track to the institute's own procurement process, including the parts that were unique to it, so that every indent moves from request to issue with its approvals on record.

01

Unit indents with multi-level approval

Each unit enters its indent, and it moves through the institute's approval levels in Stock2Track instead of on paper.

02

Store check and consolidation

Procurement checks the store. Items not available are consolidated with planned replenishment into one purchase list.

03

PO, GRN and reception to store

Purchase orders are generated, a GRN is created on arrival, and the flow from reception to store is captured, with approvals.

04

Issue and closure

Items are issued to the units against their indents, and the indents are closed.

How an indent travels now

STEP 1

Indent

A unit raises its indent, and it goes for approval.

STEP 2

Check

The store is checked; what is not available goes to purchase.

STEP 3

Buy

PO raised, GRN on receipt, items moved to store.

STEP 4

Issue

Items are issued to the unit and the indent is closed.

What changed

- The procurement department has visibility on what is being indented across the units.
- The approval process is faster, even with multiple approvers.
- Department heads see their approvals go through without delays.
- Processes unique to the institute were tailored into Stock2Track rather than forced into a standard module.

Does your approval process live on paper?

CatchUs has its own engineering team. We build Stock2Track around your indents, your approvers and your stores, including the steps that are unique to you.

+91 79954 67576
Call or WhatsApp
support@catchus.in
catchus.in