LC Document Checklist

Module Guide: LC Document Checklist

Module Location

Settings > Purchase > LC Document Checklist

Module Purpose

The **LC Document Checklist** module is used to create master data for all documents required in the purchasing process using a **Letter of Credit (LC)**. The purpose is to create a standard checklist of documents (e.g., `Negotiation Document`, `Document Proposal`) and associate them with the relevant LC purchasing stages. This ensures that all necessary documents are prepared and verified at each step of the process.

1. Main View (LC Document Checklist List)

The main page displays all document items that have been defined for the LC purchasing process.

View Explanation

- **Search Filter**: Allows for a quick search based on the **Document Code**.
- **List Table**:
  - **No.**: Serial number.

   - **Document Code**: A unique code for each document item (e.g., `DC01`, `DC02`).
   - **Document Name**: A descriptive name of the document (e.g., `Follow Up Document`).
   - **Purchase Stage**: Indicates the purchasing stage at which this document is required or checked.
   - **Description**: Additional notes or explanations regarding the document.
- **Action Buttons**:
   - **Add Document Checklist**: Opens the form to define a new document item.
   - **Delete**: Deletes the selected document items.

2. Add Document Checklist Page

This form is used to define a new document item and associate it with one or more LC purchase stages.

View Explanation

- **Document Code**: A field to enter the unique document code (required).
- **Document Name**: A field to enter the name of the document (required).

- **LC-Purchase Stage**: A multi-select box to choose one or more stages from the **LC Purchase Steps Module** where this document is relevant.

- **Description**: An optional field to provide additional details or instructions related to the document.

- **Buttons**:

  - **Save**: To save the new document data.

  - **Cancel**: To cancel the process.

3. Steps to Add a New Document

1. From the main page, click the **Add Document Checklist** button.

2. Fill in the **Document Code** and **Document Name** (e.g., `INV01` and `Commercial Invoice`).

3. In the **LC-Purchase Stage** box, select one or more stages where this document is required. You can select multiple stages by holding down the **Ctrl** key while clicking.

4. Add a **Description** if necessary.

5. Click the **Save** button.

4. Integrated Workflow & Business Process

- **Building a Dynamic Checklist**: This module is directly connected to the **LC Purchase Steps** module. When the purchasing team processes an import PO, the system will use this configuration to display a checklist of documents that must be prepared at each stage.

- **Risk Mitigation**: With a standardized document checklist, the risk of missing documents—which could delay customs clearance or negotiations with the bank—is minimized.

- **Process Transparency**: All involved teams (purchasing, finance, logistics) can see which documents are ready and which are still pending for each shipment, improving inter-departmental coordination.

- **Audit Trail**: Serves as the basis for an audit trail of document completeness in every import purchase transaction.

5. Tips & Important Notes

- It is very important to link a document to the correct **Purchase Stage**. Errors in this mapping can cause confusion in the operational process.

- Document names and codes should follow standard international trade terminology (e.g., `Bill of Lading`, `Certificate of Origin`, `Packing List`) to facilitate understanding.

- Periodically review and update this document list, especially if there are changes in import regulations from the government or new requirements from the bank.

Revision #1
Created 23 October 2025 13:39:27 by Muhammad Ali Akbar
Updated 23 October 2025 13:41:17 by Muhammad Ali Akbar