**Action Aid Issues – 16-02-2017**

**Procurement Module**

1. Users must be listed with their surnames

2. Bids are not being listed…seems a small bug in the grid.

3. On validations...there should be someone to authorize less than 3 bids so that it goes through.

4. VAT processing...reports must state whether VAT was applied or not if applied how much...Lesly to come up with something solid…can be done on upgrade.

5. Double check on the Order ...Order picked all the 3 suppliers, instead of one....Clive to filter by winner.

6. Once you say generate Order it must go or appear to the person to sign the order....Clive says its okay, as is it becoz order is generated by a person authorized to generate it.

**7. The bid must go through all processes before generating the order….Nigel to do a write-up process.....see notes below.**

8. Create possible categories of suppliers in the DB…Client to do that.

9. To capture contact person and email on capturing suppliers.

**10. After the Order...GRV should close the process...to get format of GRV…..see notes below**

**Inventory Module**

1. System still saying cannot allocate more than what’s in stock even after putting less than what’s it’s in stock.

2. System should notify somewhere levels of stock so that a user is prompted of restocking...

**Fleet Management Module**

1. When a user is within Harare...the field for fuel shouldn’t be mandatory.....projects are charged based on milleage...its okay as it is.

2. A page to authorize travels outside area of operation not showing….Clive says it’s there already.

3. At what stage is a vehicle returned from use...client needs this to be automatic.

5. As long as mileage on return is not completed or put in system...then the vehicle remains unallocated.

6. Change "accidents" to "incidents"

**NOTES**

**Process Flows:**

To be generated by people who are authorized bids

To be generated who are permitted to generate orderd bids

To be authorized by people who are authorized to authorize bids bids

To be cleared by people who are authorized to clear bids

To be approved by people who are authorized to approve bids

Validation of Bid Analysis

Approval of Bid Analysis

Clearing of Bid Analysis

Authorization to generate order from bid analysis

Order Generation

GRV