**1. You have stated that you would like a logo. Can we have your current logo or a colour pallet you would like us to work with.**

Certainly, I will send that to you.

**2. What things would you like the logo based around?**

On our business, maybe seasonal or garden.

**3. What is your current data?  Is it an SQL?**

We have an SQL server database, we have got an SQL Server database but it's no good, we need to improve it because of the structure of the data, we can't get off it what we want, you know to be able to place our orders efficiently for example, we want to be able to choose the best suppler for our products and we certainly can't do that very easily.

**4. Do you require any backwards compatibility?**

No, you have a free reign as to what to implement.

**5. What’s your preferred implementation format? Would you prefer a web based system? A standalone program?**

Totally down to you.

**6. What features do you need including?**

What we want is to be able to order from our suppliers in a efficient way, by efficient we mean to be able to select depending on our need. The one that maybe delivers the quickest. if we have a low stock and we all of a sudden have a large order from a customer, then we are going to need a fast delivery from the supplier. Or alternatively if we are not in a rush for the delivery, we would want to choose the cheapest supplier for that product. So depending on what the need is it needs to be selected on whether we want to have a look for the cheapest or the quickest.

At the moment the ordering system, the orders themselves are paper paper based. We need the whole system to be computerised, at the moment we have a sort of partial computerisation.  The rest manual and there's the usual problem we have with manual filing and mistakes with handwritten and untidiness and things going missing. we recently had an audit and it was very costly for us because we couldn't find the documentation very easily and a lot of staff spent a lot of time. we have senior purchase assistants and they are responsible for certain categories and they have to draw up the orders in a timely way so what we want is for each product to have a reorder level so they’re responsible for maintaining that and making sure that orders are placed when it goes below that level of stock.

**8. Are there any features you don't want in the system?**

We are not interested in at this point dealing with the sales side of the products, it’s just the buying in / purchasing of the product, so we are the customer for our suppliers.

**9. Are there any particular issues that might crop up?**

A log in would be required to access the system. There is no sensitive data there as such but we don't want everybody to be able to place orders. With a personal log in they would be able to control access to that because what we also want is, when a purchase assistant raises an order, that it doesn't just go directly to the supplier. They are responsible for raising the order but I need to authorise it first. And I need to know when there are orders waiting for me to authorise. So they are not just sitting there and especially it would be nice to have a differentiation if they needed to be done urgently. For example if we are choosing the fastest delivery we don't want it sitting there waiting for authorisation, I need to be doing it straight away. Also the orders once they are authorised then are going to be fed back to the PA so they can see that they have got to send them those out. Also if I have a problem authorising them, then I will mark them as such and the PA will have to come and see me. So they need to be marked as queries or something like that, so there are going to be different sort of stages to the order before it goes out. William will also need to be able to see some summary type report perhaps on a weekly or a monthly basis of what orders are actually being sent out, how much we're spending, that sort of thing.

**10. What in particular did not work with the last system.**

Well, what we are really looking at is this correct supplier, choosing the correct supplier for the order and with the system we have at the moment, it’s just impossible. We're having to look at the supplier and there price for certain products and then we have to look through a whole load of records to try and see what there delivery time is as well, it’s not coming up to us in one place ad cross reference and by the time we've done that it’s a lot of time and we may need the order that day.  And as were paper based not being able to find things when you want it so fully automated system would be fabulous.

**11. What are the current system specifications and network capabilities of your business.**

That is a question for William.