**SCT and PO Automation**

Requirement Document

Version 1.0

Revision History

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# Introduction

## Purpose

[Specify the purpose of this collection of Requirements.]

Currently, orders from retail stores come in and are manually processed for placing Supply Chain Transfers (SCT) and Purchase Orders (PO). The business can use a process to automate the creation of SCTs and POs.

## Scope

[A brief description of the scope of this collection of **Requirements**; what Project(s) they are associated with and anything else that is affected or influenced by this document.]

This automation will be for Retail Sales Orders (300 Branches).

## Contributors

[This subsection provides the list of resources and their initials used to create the information for **Requirements**.]

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Title** |
| Ben Erickson | MIS | VP of MIS |
| Shawn Feely | Operations | Director of Retail Operations |

## Definitions, Acronyms and Abbreviations

[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Requirements**.]

|  |  |
| --- | --- |
| **Term** | **Definition** |
| SCT | Supply Chain Transfer |
| PO | Purchase Order |
| Syspro | Enterprise Resource Planning system used by Gabriella White |
| ERP | Enterprise Resource Planning system |

# Overview

[This subsection describes what the rest of the **Requirement Document** contains and explains how the document is organized.]

## Current State

[This subsection describes the current functionality of the existing process or application for enhancements.]

The business must process orders through Backorder review and setup the SCTs and POs for items that are on back order. During the Backorder review process the following is done:

* Items that are in a different warehouse, a SCT is created for the item.
* Items that are purchased from a different vendor, a PO is created.

## Future State Request

[This subsection describes the requester enhancements/change they would like to have changed for the process or application; these requests will be evaluated and added to the Functional Requirement section if feasible. This section will also list new requirements for non-existing processes or applications]

Once a Sales Order has been released, a process will pick up and process the order for each line item:

* If the line item is order from another warehouse, create a SCT for the item from the default warehouse of the item.
* If the line item is to be special order from another vendor, create a PO.

# Understanding the User Environment

* Who are the users?
* Which additional applications do you use that we need to interface with?

Syspro

* What are your expectations for usability of the product?
* What are your expectations for training time?

None

* What kinds of hard copy and online documentation do you need?

# Assessing the Opportunity

* Who needs this application in your organization?
* How many of these types of users would use the application?

None

* How would you value a successful solution?

No longer need users to go through the Backorder review process for items that can be automatically processed.

# Assessing Reliability, Performance, and Support Needs

* What are your expectations for reliability?
* What are your expectations for performance?
* Do you have special needs for support? What about maintenance and service access?
* What are the security requirements?

# Functional Requirements

[This subsection describes the deliverables needed to complete the request. General Requirements will define a list of deliverables that will not be detailed out in the other sections. User Interfaces will define any deliverables visible to the end user (reports, screens, etc.). Software Interfaces will define the deliverables not visible to the end user (tables layouts, system integration coding, etc.). Hardware Interfaces will define any deliverables for the infrastructure needed to complete the request]

## General Requirements

## User Interfaces

## Software Interfaces

## Hardware Interfaces

# Error Handling

# Questions and Issues

# Risks and Assumptions

# Signoff

Sign-off Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_