**CDPP- Sourcing / Expense Management Portal**

**Objective:**

To have an end-to-end traceability of Material cost and expenses from at a project level

**Context**

CDPP as a product Design cum development team has to deal with an eco system of component suppliers, vendors, Freight providers etc. In a given project, we have various stages like PCB Design, Component procurement, Assembly, Enclosure Design, Testing and certification from 3rd party labs etc. All these stake holders work on different commercials / Fees, which are expenses to the project.

What we want to achieve the following tasks

1. Provide a view to capture all types of expenses in a per project basis
2. Able to create multiple projects and the respective project team (2 levels - Member, Approver)
3. Able to define expense category
4. Creation of specific requests to Finance for PO creation or payment
5. Report generation for expenses per project, payments per vendor and Amount spent per Expense category

**REQ 1:**

**Add Project:**

Cancel

Add

**Trimble**

**Customer**

**DESI**

**Project**

**Project Manager**

**Ganesan Anaiapppan**

**e-Mail**

**ganaiappan@innominds.com**

**REQ 2:**

**Add Project Team:**

**DESI**

**Role**

**Project**

**Member / Approver**

**Alok Verma**

**e-Mail 2**

**Mahesh Malyam Anaiappan**

**mmalyam@innominds.com**

**e-Mail 2**

**Ganesan Anaiappan**

**e-Mail 1**

**ganaiappan@innominds.com**

**Member 1**

**Member / Approver**

**Member 2**

**Member / Approver**

**averma @innominds.com**

**Member 3**

Cancel

Cancel

Add

**REQ 3:**

**Add Project Expense Category:**

**DESI**

**Project**

**Components**

**Category**

Cancel

Add

**REQ 4:**

**Add Project Expense Sub-Category:**

**DESI**

**Project**

**Digikey**

**Sub-Category**

Add

Cancel

**REQ 5:**

**Add Vendor – Vendor is an independent list and that can be associated with any project**

**Vendor Name**

**DHL Express Ltd**

**DHL**

**Vendor Key**

Cancel

Add

After creating the above UI framework and the databases, here are the uses cases to be developed.

**Request Types**

1. **Create project**
2. **Create vendor**
3. **Add project expense**
4. **Create service request for Finance**
   * **PO Creation request**
   * **Payment request**
   * **Request for Quote**
   * **Invoice creation request**

**Main Menu**

Trimble DESI

**PROJECT < Dropdown to select Projects populated by Admin>**

Create Service request

Add Project Expenses

**Use case 1 (Update Project expenses)**

**Project: Trimble DESI**

Date Vendor Currency Expense Type Expense Sub-Type Payment status Due Date Remarks

Milestone m1 payment

<Text>

16/Feb/19

NRE

Bang ID

INR

**Use case 2 (Create Service Request)**

**Project: Trimble DESI SERVICE REQUEST**

REQ Type Vendor Currency Expense Type Expense Sub-Type Status Assignee Due Date Attachments Remarks

Created

**PO Creationonon**

Plastics

NRE

INR

Bang ID

Added Files

16/Feb/19

Sanjay

<Text>

**Status of “Requests”**

* **Created**
* **Approved – Engg. Approved (This is for phase 2)**
* **Resolved – When Finance closes the request**
* **Need info – Need additional info (Primarily Finance can ask for more data, by adding remarks**

**Expectation from the Tools**

* Displays requests per project
* Project can be selected from Drop down
* Sends mail to Finance Prime when create request is done by sourcing prime, with sourcing and admin in CC
* Sends mail to Sourcing prime when finance prime sets the status to resolved
* Have credentials for 3 roles, Sourcing prime, Finance Prime and Admin

**Work Flow of Service Request**

Originator:

Create Request

Assignee sets the request to resolved with closing comments and attachment if any

Assignee:

Process Request

Need Info – opens a text box to capture what is needed

Resolved or Need Info