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Project Title : Procurement of Educational Institutions

Responsible manager(s) :

Date of creation : 01.03.2022

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Introduction

Background Information / Context : Procurement is the process of purchasing goods or services and is usually in reference to business spending. Procurement includes a range of activities involved in obtaining goods and services, including sourcing, negotiating terms, making purchases, tracking when supplies are received and maintaining records.

Users needs: Unified platform: Information about order requests, approvals, and order status should be the same for all. Everyone looks at the same thing.Data only needs to be entered into the system once and it is changed throughout. This is a huge time saver that eliminates discrepancies and improves insight.With a supplier portal in place, suppliers can update information and product catalogues on their own, which saves them time, saves you time, and results in accurate data.

Spend insights and reports: The most relevant, most reliable, most accessible information is the most valuable since it simplifies decision making and improves predictability.Platform shows data in useful form that can help organisations to analyse data.

Objectives

Vision : Building a Procurement software for educational institution

Goals : Electronic Procurement reduces cost and administrative overhead by automating and tracking procurement processes.

1. Maximise Visibility
2. Control
3. Automation
4. Budgeting
5. Easy vendor management
6. Increase Transaction speed
7. Reduce error

Product Description: Procurement Software Provide a supply catalogue, online purchase facility, real time invoice generation , generate reports.

Problem to solve :

- Procurement is the act of identifying, acquiring, and managing resources and suppliers that are essential to the operations of an organisation.It includes the purchase of physical goods, information, services, and any other necessary resources that enable a company to continue operating and growing.
- The main goals of Electronics Procurement are cost control, the efficient allocation of resources, risk management, and the effective gathering of information for business decisions.

Target Audience: Educational Institutes can be Schools, Coaching Classes, Colleges, Universities, etc.

Product Scope

Scope of work Procurement software allows an organisation to automate the processes of purchasing materials and maintaining an inventory of goods. Procurement software can generate purchase orders, execute the ordering process online, match invoices to materials received, and pay all bills electronically.

Main flow

Steps in the Procurement Process:-

Sourcing stage
1. Identify which goods and services a department needs.
2. Submit purchase request.
3. Assess and select vendors.

Purchasing stage
4. Negotiate price and terms.
5. Create a purchase order.
6. Receive and inspect the delivered goods.

Payment stage
7. Conduct three-way matching. (Accounts payable should conduct three-way matching by comparing the purchase order, order receipt or packing list and invoice.)
8. Approve the invoice and arrange payment.
9. Recordkeeping.

Roles Description

Roles	Description
Request generator	Identify which goods and services are needed.Submit purchase request to HoD. Feedback of goods received and rating to vendors.
Request Approver (HoD)	Verify needs and approve Purchase requests to the Procurement manager. Should be able to track the orders. Confirm back to the Procurement manager if goods are received.
Sourcing manager	Assess and select vendors, Negotiate price and terms. Admin right for sourcing softwares and generates RfX.
Bid Evaluator	Evaluates bids on quantitative and qualitative parameters.
Supplier/Vendor	Provide goods, tracking of orders, invoice and payment slips.
Contract Manager	Handles contracting and compliances
Purchase Manager	Triple handshake, receiving delivery of goods

Quality Assurance	Tests the quality of goods received
Accountant	Approve the invoice and arrange payment, Recordkeeping.

Design Input Requirements

Roles	Features
Request Generator	Submit details like item name, quantity, reason, use, remaining quantity, date of requirement (max.)
HoD	Should verify the request (approve/ reject/ suggest change/enquire more) and submit it to the Procurement manager.
Sourcing manager	Find a vendor in the database. if not exists, find on other sources and update in record. Send RfX to the selected vendor. Negotiate price and terms. Can request for information & request for proposal.
Bid Evaluator	Can select or reject selected vendor by Sourcing manager with reason and background check of that vendor.
Purchase Manager	Verify Purchase order details and accept delivery.
Supplier	Update the status on the tracking system, update receipt and slips on the portal.
Requestor feedback	Feedback & rating to vendor and Product received.
Accountant	Check invoice (match with request by HoD, invoice by Vendor, invoice by Procurement Manager) and approve. Make payment via choosed mode of payment.

Timeline