**PO Ref No.: PPO-o48565**

**BPMS Development Services**

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| **Process:** | | PO Order Cancellation | |
| **User Department:** | | Procurement | |
| **Description:** | | To ensure that all Purchase Order Cancellation should be processed through BPMS/System. This enhancement also provides online cancellation approval, visibility of budget utilization and reversal of budget from respective purchase order. | |
| **Activity Reference** | | Email Subject: Request Template | |
| **Dated** | | September 11, 2013 | |
| **Hours** | | 104 Hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | **Development of process with business rules in BPMS.**  **Development of Process Activities:**   * Initiator * Line Manager * Concerned Director * Director Procurement * Procurement Department   (Also includes designing of backend database, required data configuration, prototype approval) | | 72 hours | |  |
| 3 | **Email Notifications**   * On new cancellation request * On Approval Line Manager of Requesters * On Approval of Director Procurement * On completion of process | | 12 hours | |  |
| 4 | **Reports**   * User / Department * Status wise * Date wise | | 12 hours | |  |
| 5 | **Scenario Testing and Deployment**   * Process Deployment * Database Settings * User Training and Approval | | 8 hours | |  |

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| **Project Manager (Workplains)** | **Manager (IT Department)** | **End User** |
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