**PO Ref No.: \_\_\_\_\_\_\_\_**

**BPMS Development Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Process:** | | PR Process – Auto Cancellation | |
| **User Department:** | | IT | |
| **Description:** | | Enhancements | |
| **Activity Reference** | | Email subject PR Enhancement | |
| **Dated** | | July 20, 2013 | |
| **Hours** | | 83 hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | PR line split & Return option | | 15 hours | |  |
| 2 | PR Auto cancellation   * Management of Partially cancelled items * Auto cancellation Service (after 30 days of initiation) * Notifications Service   + Reminder notifications (25th to 29th day)   + Send mail to initiator after cancellation.   + Log all operations * Reports   + Report of Cancelled PRs * Update following activities to manage cancellation at any stage of the process   + Line Manager Activity, Budget Holder Activity, CEO Activity, Discuss Activity, Discuss Budget Holder Activity, EMT Activity, Procurement Committee Activity, PR View Activity, FA Activity * Deployment and testing of scenario with end user   + Scenarios Testing   + User Testing and Acceptance | | 68 hours | |  |
|  | **Total** | | **83 hours** | |  |

*\* Detail of each activity attached in annexure*

**PO Ref No.: \_\_\_\_\_\_\_\_**

**BPMS Development Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | | 97 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) | | 65 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 | |  |
|  | **Total** | | **97 hours** | |  |

**PO Ref No.: \_\_\_\_\_\_\_\_**

**BPMS Development Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description:** | | Data management forms | |
| **Activity Reference** | | BPMS Enhancements | |
| **Dated** | | October 10, 2013 | |
| **Hours** | | 32 Hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | **Leave Application**  Leave adjustment management form  **TAF** Hotel Management  Cities Management  City to city distance  management | | 32 hours | |  |
|  | **Total** | | **32 hours** | |  |

***Annexure***

# PR line split & Return option

1. This option is required at procurement level.
2. Currently procurement team cannot make any change at PR line level so issue the PO to different vendors
3. Procurement team can only split the line within the limitation of approved amount only and they will not be authorized to increase the PR/PO amount
4. Currently if a PO is issued against any PR procurement team cannot sent this PR back to initiator
5. Option should be there to send back any PR for any pending line
6. Currently If send back to initiator, it can be both be forwarded to procurement or can be terminated
7. On termination it should go to budget holder for confirmation and once the budget holder confirm then PR should be terminated.

# PR Auto cancelation

1. All pending PRs after 30 days of initiation and before the activity of procurement team should automatically cancelled
2. Email notification should be sent to initiator from 25th to 29th day
3. On cancellation again an email notification should be sent to initiator with the reason that this is automatically terminated by system