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

**BPMS Development Services**

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| --- | --- | --- | --- |
| **Process:** | | BPMS Regional Changes in PR Process | |
| **User Department:** | | IT | |
| **Description:** | | To enhance the BPMS portal to accommodate the changes required for regional empowerment. | |
| **Activity Reference** | | BPMS Regional Changes document | |
| **Dated** | | December 13, 2013 | |
| **Hours** | | 40 hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | * Changes in Approval Authority based on Region Definition for RD   + Rule implementation   + Interface design | | 24 hours | |  |
| 2 | * Rules implementation   + Procurement committee composition   + PC meeting checks   + Procurement committee approval checks | | 8 hours | |  |
| 3 | * Deployment and testing of scenario with end user   + Scenarios Testing   + User Testing and Acceptance | | 8 hours | |  |
|  | **Total** | | **40 hours** | |  |

*\* Detail of each activity attached in annexure*

**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*

***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