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

**BPMS Development Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Process:** | | Changes in PO Cancellation | |
| **User Department:** | | IT | |
| **Description:** | | Changes in forms, reports and email format | |
| **Activity Reference** | | Meeting with end user and email “PO Cancellation” | |
| **Dated** | | January 1, 2014 | |
| **Hours** | | 32 hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | * Minor Changes in Existing forms   + Total amount of PR appear in Bottom   + POP-Up for confirmation of PO cancellation   + Subject of Email should be : Request for Po cancellation   + Title of report : Purchase Order Status Report * Item wise PO Cancellation Report and Email Template   + Change report item wise and changes in the report header provided by end user   + Convert the PO in PDF and attach with Email   + Predefined Email message template | | 24 hours | |  |
| 2 | * Deployment and testing of scenario with end user   + Scenarios Testing   + User Testing and Acceptance | | 8 hours | |  |
|  | **Total** | | **32 hours** | |  |