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

**BPMS Development Services**

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| **Process:** | | PR Process | |
| **User Department:** | | IT | |
| **Description:** | | Enhancements | |
| **Activity Reference** | | Email subject PR Enhancement | |
| **Dated** | | July 20, 2013 | |
| **Hours** | | 122 hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | PO Line auto updation | | 8 hours | | Invoice # 128 |
| 2 | PO visibility to FA team | | 8 hours | | Invoice submitted for 10 hours (Invoice No. 0126 dated 24.7.13) against old PO in which our 10 hours were balance |
| 3 | PR line split & Return option | | 15 hours | |  |
| 4 | PO Print option | | 15 hours | |  |
| 5 | 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 | |  |
| 6 | Confirmation windows | | 8 hours | | Invoice # 128 |

*\* Detail of each activity attached in annexure*

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

***Annexure***

# 1.       PO Line auto updation

1. Currently the procurement team needs to visit each single line in SUN system
2. Payable amount is not automatically updated by BPMS system
3. It only gets updated once procurement team check each single line in SUN system

# 2.       PO visibility to FA team

1. For all CAPEX PRs just after initiation it should be routed to fixed asset team for verification
2. FA team will have two options:
   1. If everything is ok, send it to next level for approval
   2. If content or any code is not correct PR will be terminated by FA team
3. On Termination a comprehensive email with detailed termination reason is to be sent to initiator

# 3.       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.

# 4.       PO Print option

1. Currently procurement team do the printings of PO from SUN systems
2. It is proposed to have the print option at PR level
3. Reason of purchase should be added in the PO print option

# 5.       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

# 6.       Confirmation windows

1. Comprehensive warning/confirmations messages boxes should be there on every activity