**PROCUREMENT TEAM**

**Issues on Low Value Process**

* Include Vendor list search feature on Procurement Officer profile
* New Low Value Job creation should include Enyo (It currently has only AP and A&C)
* Procurement officer profile should capture start date and end date of job (NOT requester profile.)
* Job should be sorted by timing (newest job should be at the top of the page)
* Include time stamp for vendor submission
* After Procurement Manager accepts, it should move to “pending notification” on vendor profile. After acceptance by vendor, the low value number should move to “invoicing” on vendor profile.
* Include a PO-like document (job award that carries details of the job) to sign off after job completion
* “Select Job Category” should be moved from requester profile to Procurement Officer profile.
* There should be a Report tab to show status of all Low Value jobs.
* After Rejection by Procurement Manager, job is nowhere to be found.

General Issues on the E-procurement Portal.

* Email notifications not getting to vendors (all notifications- password rest, job notifications etc)
* Vendor’s rating not saving.
* Unable to run reports eg awarded jobs without Pos, elapsed bids.
* Disappearing of vendors documents on the portal. Inability to see uploaded documents.
* Jobs not saving when it is initiated by the procurement manager.
* Vendor’s invoices not showing on the cue of the finance team.

**FINANCE OPERATIONS TEAM**

1. We are unable to see pending low value invoices at a glance.
2. The Portal is very slow (It is very difficult to check for old invoices)
3. You can’t open E-procurement on different tabs on google chrome. For example, when procurement team sends different invoice numbers and you want to check them using different tabs in order to save time, the tabs always give errors.
4. Other Teams are unable to access the status of invoices submitted.