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**To**

**Vodafone Egypt**

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***Contact Details***

All inquiries in connection with this document, or requests for further information, should be addressed in the first instance to the following:

**Mourad Mohamed**

**Senior Software/Business Analysis & Quality Engineer**

[Mourad.mohamed@truemega.com](mailto:Mourad.mohamed@truemega.com)

Tel. & Fax: +202 2516 4288

Mobile: +20 100 572 6399

**Mohamed Gamal**

**Head Of Products & Services Department**

Mohamed.Gamal@truemega.com

Tel. & Fax: +202 2516 4288

Mobile: +20 106 277 5050

**Ahmed El-Khazendar**

**Commercial Director**

Ahmed.el-khazendar@truemega.com

Tel. & Fax: +202 2516 4288

Mobile: +20 100 1100 049

Glossary

Section Description:

In this section we can find list of un-explained terms or abbreviations used by the business stakeholders, with well-defined explanation& description.

|  |  |
| --- | --- |
| Term | Description |
| **Travel Agent** | The Company or person, who externally manages all Vodafone Domestic or international travels, travel prices, travel offers and travel extras. |
| **Vodafone Travel Team** | The team that is responsible for managing the relation between the Travel Agent and Vodafone, in which they handle all negotiation tasks plus the invoices that sent from the Travel Agent with the ability to accept or reject any of it. |
| **Rates** | Prices |
| **Medical Insurance** | Every individual who travel need a medical insurance certificate for the country that will host that individual , every certificate have different price depend on the country and the period of time that this individual is going to settle in that country |

System Overview

**Section Description:**

In this section we can find what the solution that the system gives is, and what the need behind the system,

In addition to overall information about what can the proposed system deliver?

The system is created to handle the business travel process in Vodafone, including accommodations, transportation & their prices.

The **Travel Agent** negotiates the rates with **Vodafone Travel Team** then add the rates to the system.

**Travel agent** will upload to the system the invoice of each travel done.

**Vodafone Travel Team** can check and review the uploaded invoices, accepting an invoice will finish the process for this particular one.

If the invoice was rejected it will be stored in the system for future auditing, and a copy of the invoice will be sent back to the **Travel agent** edit it and send it again.

Abbreviation Definitions:

**Travel Agent:**

The Company or person, who externally manages all Vodafone Domestic or international travels, travel prices, travel offers and travel extras.

**Vodafone Travel Team:**

The team that is responsible for managing the relation between the Travel Agent and Vodafone, in which they handle all negotiation tasks plus the invoices that sent from the Travel Agent with the ability to accept or reject any of it.

System Workflow – Business Process Model

**Section Description:**

In this section we can find the Business processes and the workflows the system provide if available,

The business processes is extracted from the workflows inside the business.

Start

Reject

Not Accepted

Invoice

Accept

Accepted?

Accepted

Invoice

Invoice

End

Vodafone Travel Team

Travel Agent

Functional Requirements

**Section Description:**

In this section we can find everything regarding the functionality of the system, highlighting the entities & fields with more detailed explanation, in addition to listing all business rules &validations that the system covers.

**Rates:**

* System will keep comparing prices by using the pre-negotiated rates(if there is a difference in rates than what was started with).
* If the price of hotel reservation was higher than the pre negotiated rate, notification will be sent to Vodafone Travel Team.

**Vodafone Travel Team:**

* Vodafone Travel Team must have the (Invoices-Travels-Hotels) compared automatically by the system.

**Rejected Invoices:**

* System should store rejected invoices for future auditing and reference by the user.

**Airplane Ticket:**

* Ability to enter minimum and maximum price for airplane ticket.
* If price is higher than maximum notify Vodafone Travel Team.
* If price is lower than minimum notify Vodafone Travel Team.
* Maximum and Minimum is for all.
* Maximum and Minimum can be per Destination in the setup.

**Visa:**

* Ability to enter maximum period for Visa.
* If period is higher than maximum notify Vodafone Travel Team.

**Medical Insurance:**

* Ability to enter maximum period for Visa.
* If period is higher than maximum notify Vodafone Travel Team.

**Data:**

* Data need to be cloned for next year usage by the system.
* Vodafone Travel Team should be able to edit in the cloned data if needed.
* If the Cloning data feature is not used by the user, then data have to be entered from scratch.

**Pre-Negotiated Rates:**

* Any changes done in the pre-negotiated rates (Hotel, Travel, etc.), within the year, the new rates will be applied for all the year in addition to the history (it will compare according to the last entered rates).

**Invoice Upload:**

* If the Service Type is Air Ticket then the Routing Cell and From/To Cells in the Sheet is Mandatory.
* Sheet Upload is only once per month.
* Upload is Periodic, of one month period (26 to 25).
* Upload is Mandatory from 27 of the current month till the 5th of the next month, a notification will be sent to Vodafone Travel Team and Travel Agent if the Invoice was not uploaded within this period.

**Attachment:**

* Ability to upload attachments alongside the invoice.
* Ability to search in the attached files after upload is done.

**Service Types:**

* Service types are already defined in the system with the ability to add products under each service type.

**Product Types:**

* Ability to add the product types.
* Ability to assign product types under certain Service types.
* Ability to define the product type service definition which will affect in the notification.
* Normal service
* Medical Insurance service
* Visa service
* Airline ticket service

**Supplier Setup:**

* Ability to add the suppliers in the system.

**Product Suppliers:**

* Ability to add the relation between the suppliers and the products.

**Room Type Setup:**

* The ability to add all room types to the system.

**Airline Setup:**

* The ability to add all airlines to the system.

**Rates Setup:**

* The ability to add all the rates per product per supplier name in the system.
* If the service type chosen is Hotel a field will appear to choose the room type.
* If the service type chosen is Air a field will appear to choose the Airline.

**Invoice Number:**

* Invoice number is unique from upload to another.
* Invoice number is not unique in the same upload sheet.

**The Field Total in the uploaded sheet:**

* The system will validate that the field Total in the invoices sheet is equal to Net + Operation Fees.
* If it is not equal the whole sheet will be rejected from the system in the upload phase.

**Travel Form Number:**

* This field is string accepts both alphabets and numbers.

Non-Functional Requirements

Section Description:

In this section we can find all required information regarding

System Performance

System Stability

System UX

System UI/GUI

Reports

**Section Description:**

In this section we can find list of all reports needed in the system

Section Description:

In this section we can find list of all reports needed in the system

Name:

Description:

Search Criteria:

Criteria Relation: And - OR

Result Fields:

Sorted by:

Report View: HTML – Excel.

Type: Form - Tabular – Graph – Payslip – Invoice.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Description | Search Criteria | Criteria Relation | Result Fields | Sorted by | Report View |
| Invoice Report | List of all invoices with their details (according to the Excel Sheet that was sent) |  | ☒And  ☐OR |  |  | ☐HTML  ☐Excel |
| Invoices Comparison Report | Choose between certain invoices to compare between them | Suppler,prodcut,service | ☒And  ☐OR |  |  |  |
| Product Comparison Report | Compare between Product |  | ☒And  ☐OR |  |  | Asdoh el supllier beto3 el setup |
| Rates Comparison Report | Rates Comparison |  | ☒And  ☐OR |  |  |  |
| Rejected Invoices Report | List of all rejected Invoices |  | ☒And  ☐OR |  |  |  |
| Annual Rate Comparison Report | Comparison between pre-negotiated agreed annual Rates |  | ☒And  ☐OR |  |  | Rates based on year |

Description of Report table fields:

|  |  |
| --- | --- |
| Field | Description |
| Name | Report name |
| Description | What does the report do in details |
| Search Criteria | Fields that is used to filter certain data before running the report |
| Criteria Relation | The Relation between the search criteria fields:   * **AND :** to filter data combined by different field filtration * **OR :** to filter data by using what that data found in any filtration field |
| Result Fields | Fields that actually displayed in the report after running the report |
| Sorted by | The sorting of result fields depend on a certain field in the report |
| Report View | **Web:** General Content like forms or data  **Excel:** Table Content like excel |
| Report Type | **Form:** a form of data aligned  **Tabular:** Results Aligned in a table  **Graph:** Results output in graph  **Payslip:** Results output in payslip form  **Invoice:** Results output in invoice form  **Note:** some forms need to be sent by the system user in order to make sure it validates the business rules. |

Notifications – Reminders

**Section Description:**

In this section we can find the Notifications & Reminders required in the system

Please list in the templates below the Notifications & Reminders required

Note: any information related to Notifications & Reminders mentioned outside this section will not be included in the development; therefore it will not be available in the system

**Notifications:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Trigger | Sender | Receiver | CC | Subject | Body | Attachment |
|  | Plane ticket Price is higher than Maximum | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Plane ticket Price is lower than Minimum | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Visa Period is Higher than Maximum | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Medical Insurance Period is Higher than Maximum | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Invoice is Accepted by Vodafone Travel Team | Travel Management System | Travel Agent |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Invoice is Uploaded | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Summary Table with Above or below pre-negotiated Hotel Rates | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Hotel Rate is Above Pre-Negotiated Rates | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Reservation was on an Unknown Hotel | Travel Management System | Vodafone Travel Team |  | To be Provided by Vodafone | To be Provided by Vodafone |  |
|  | Invoice was not Uploaded within the period of 27th of current month to the 5th next month | Travel Management System | Vodafone Travel Team  Travel Agent |  | To be Provided by Vodafone | To be Provided by Vodafone |  |

Description of Notification Table Fields:

|  |  |
| --- | --- |
| Field | Description |
| Name | Name of the notification |
| Trigger | The Action that happen to trigger the notification |
| Sender | Who appears in the from tab in the notification e-mail ( from whom this notification is sent ) |
| Receiver | Who receives the notification e-mail |
| CC | Who in the CC of the notification e-mail |
| Subject | The subject in the notification e-mail |
| Body | Notification e-mail Body , what is written in the notification body |
| Attachment | What is attached to the notification e-mail |

Security (Authentication – Authorization – Privileges)

**Section Description:**

In this section we can find the list of user roles,authorization, privileges and the type of authentication needed in the system

Please fill the below figure with the required information in the system

|  |  |  |  |
| --- | --- | --- | --- |
| Authorization | Privileges | Authentication Type | Defined By (Optional) |
| Vodafone Travel Team | All System Except uploading the invoice upload | User Name  Password | System |
| Travel Agent | Invoice Upload  View Rates  Products Setup  Suppliers Setup  Room Types Setup  Airlines Setup  Product Suppliers Setup | User Name  Password | Vodafone Travel Team |

Mock-Ups

**Section Description:**

In this section we can find Mock-ups on how the pages & screens will look like and how the fields are sorted&aligned, in addition to the fields type.