Operating Lease Support System Phase-2 Project
for

DIPO STAR FINANCE
Solusi Kredit Otomotif Terpercaya

**To Be Design Document
Of
Procurement Process**

Revision 3.0

Prepared by PT. Berlian Sistem Informasi

PT BERLIAN SISTEM INFORMASI

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Operating Lease Support System Phase-2 Project

Table of Contents

1 Introduction

1.1 Purpose of Document

To-Be Design Document is defined as a one of deliverable document during requirement analysis and business process design of Operating Lease Business in Dipo Star Finance, PT (DSF). This document is also a confirmation tool for both Berlian Sistem Informasi, PT (BSI) and Dipo Star Finance, PT (DSF) regarding the blueprint module of the system development.

The document will simplify of business process that has been collected and/ or observed from the user (based on user requirement analysis workshop). Business process described by defining roles, objective of process including business rules that applied or valid in Dipo Star Finance, PT (DSF).

Once the document is signed by authorized people (defined in document approval, page 4), the the content of this document will be mutual consensus of both parties and thus is legally binding. If there any change requests after sign – off this document, will be considered as out of scope and would be applied up to get the next consensus.

The system (as explained in this document) does not cover any kind of integration with any kind of application currently running within Dipo Star Finance, PT (DSF).

1.2 Scope of Document

Total of Operating Lease scope for phase-2 includes 7 processes:
a. Visit Customer Survey Process
b. Board of Directors Decree/ Surat Keputusan Direksi (SKD) Process
c. Operating Lease Agreement Process
d. Procurement Management Process
e. Unit/ Vehicle Management Process
f. Unit/ Vehicle Maintenance Process
g. Billing Collection Process

This document only explains to be design of Procurement Management Process.

1.3 Target Reader

The target reader of this document are:
a. DSF project director
b. DSF project manager

c.   DSF key user or project team member
d.   DSF IT department representative
e.   BSI project director
f.   BSI project manager
g.   BSI key user or project team member
h.   BSI operation team member

1.4 Process flow Notation standards

Throughout the document certain standards related to flow diagram has been adhered to. The following template describes the detais of each symbol used in the process flow diagram. Author may choose one of the following process flow tables format which suit most to the process flow.
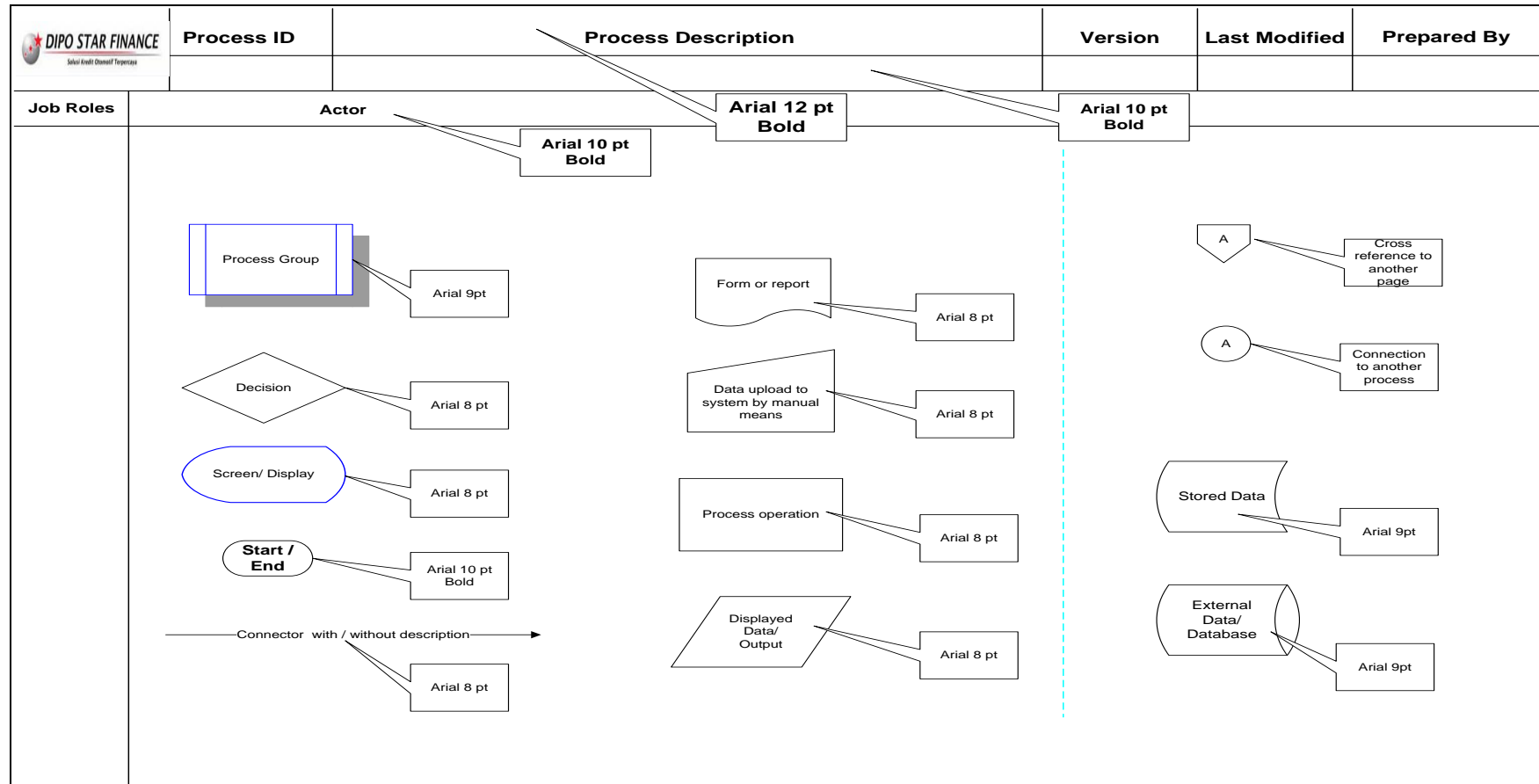

Figure 1 – Template or Standard of Business Process Flow Design

2   System Design View

2.1   General Description

This system is built to support operating lease business of Dipo Star Finance, PT (DSF). As the objective are expected to manage several process in Procurement Management Process such as purchase order creation and purchase order approval. One of the outcomes in the procurement process that will get benefit is that system shall manage creation, approval and expiration of purchase order document in the near future. And we develop this document based on user requirement that already defined on the Requirement Analysis activity.

As for this to be design for Phase-2, we can find the overall 7 processes of Operating Lease Phase-2 which is:

a.   Visit Customer Survey Process
b.   Board of Directors Decree/ Surat Keputusan Direksi (SKD) Process
c.   Operating Lease Agreement Process
d.   Procurement Management Process
e.   Unit/ Vehicle Management Process
f.   Unit/ Vehicle Maintenance Process
g.   Billing Collection Process

The to be design only covers Procurement Management Process.

2.2 Process Organization

A process organization is a group of processes to be executed and worked in order to achieve common objectives. Currently, there are eight block processes that has determined and acknowledged for the operating lease business.

At this part, the business process can be imagined as a high-level block diagram as shown on below.
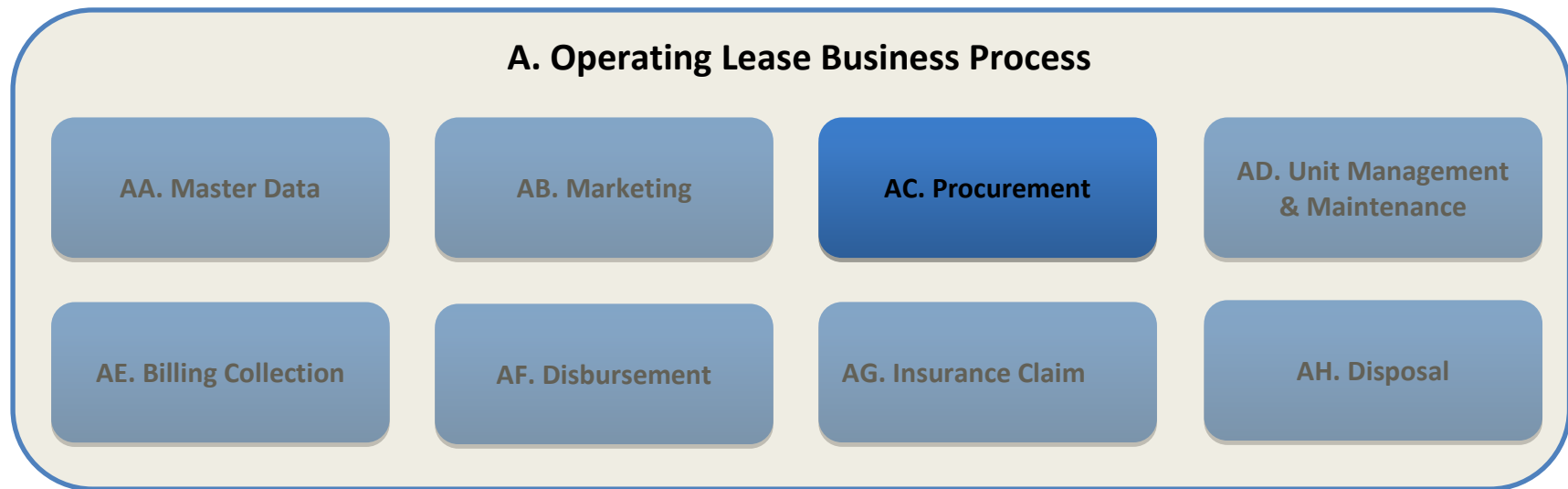

Figure 2 – Block diagram of Operating Lease business process (high level view)

At this part also, business process can be decomposed to breakdown of business area or functional area. The purpose is to show all the processes and identify relationships and dependencies among them. Note a decomposition doesn't drill into the how; it merely outlines the what. For the operating lease business a decomposition processes (that has been determined in the workshop) can be described on below:

Lv0	Lv1		Lv2		Lv3	
	ID	Process Name	ID	Sub-Process Name	ID	Sub-Process Name
Operating Lease	AC	Procurement Process	AC.1	Purchase Order Management Process	AC.1.1	Purchase Order Creation
					AC.1.2	Purchase Order Approval

Figure 3 – Business Process Decomposition of Procurement Management Process

As shown on above, there are several business areas that are describing about the Procurement process. This process explains the several business areas in order to manage procurement process such as purchase order creation, and purchase order approval.

Several of level 3 Sub-Process of the BPD (Business Process Decomposition) above will take place as the current development in Phase-2, several others (the Phase-1) which had been developed before, will be included in Change Request, and also several will not be included in development (out of scope).

Here are the list for the development Phase-2:

AC.1 Purchase Order Management Process

AC.1.1 Purchase Order Creation

AC.1.2 Purchase Order Approval

High Level of Purchase Order Management process will be described at point 3.1.1 and Detail Level of Purchase Order Management process will be described 3.2.1 – 3.2.2

3   Process Flow

3.1   High Level Process Flow

Overview of procurement process from view point of each of business area is explained on below:

- **AC.1 Purchase Order Management Process**

This step manage all of Purchase Order document, starts from creation process and ends at approval process by Supplier(s). There are four type of products which could be ordered; unit, carrosserie, accessories and maintenance. Each products normally provided by one Supplier, but there're Supplier that could provide more than one products. One Purchase Order document is created for one Supplier and one OPL agreement. One OPL Agreement could have several Purchase Order document if it needs more than one Supplier to provide items which stated on it. Approval from Supplier means that the Supplier is capable to deliver the items which ordered by DSF based on the OPL Agreement, no more than 60 days after Purchase Order document creation date.

3.1.1 AC. Purchase Order Management Process

DIPO STAR FINANCE	Process ID	Process Description		Version	Last Modified	Prepared By
Solusi Kredit Otomotif Terpercaya	AC.1	Purchase Order Management Process/ Proses Manajemen Purchase Order		3.0	11/4/2015	Bina
Roles	**Marketing Officer**	**PIC OPL HO/BRANCH**	**DSF Authorized Person**	**Supplier**	**PIC Asset Management HO/ Branch**
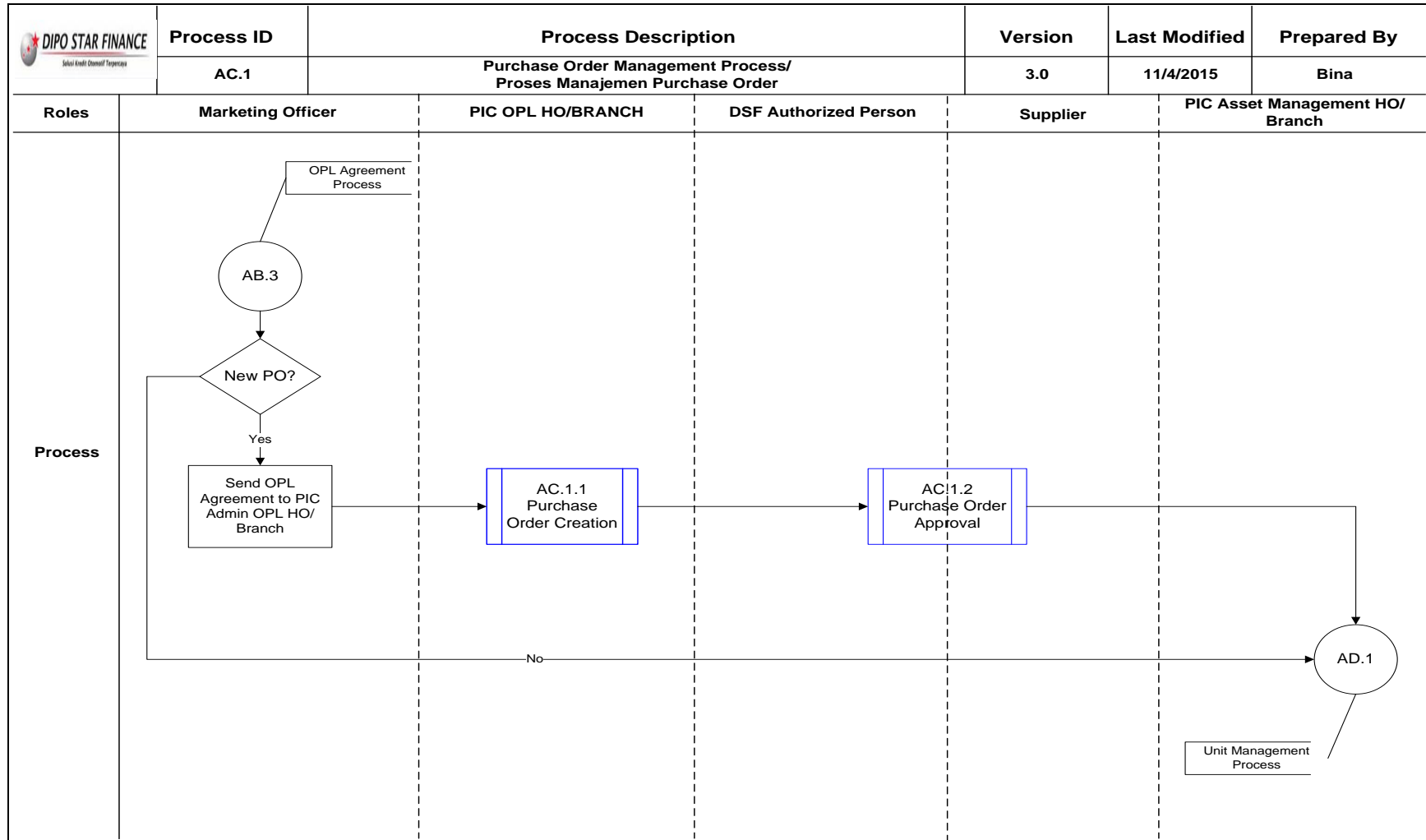
Figure 4 – High Level Process Diagram of Purchase Order Management Process

3.2 Detail Level Process Flow

AC.1.1 Purchase Order Creation

DIPO STAR FINANCE	Process ID	Process Description	Version	Last Modified	Prepared By
	AC.1.1	Purchase Order Creation	3.0	11/4/2015	Bina
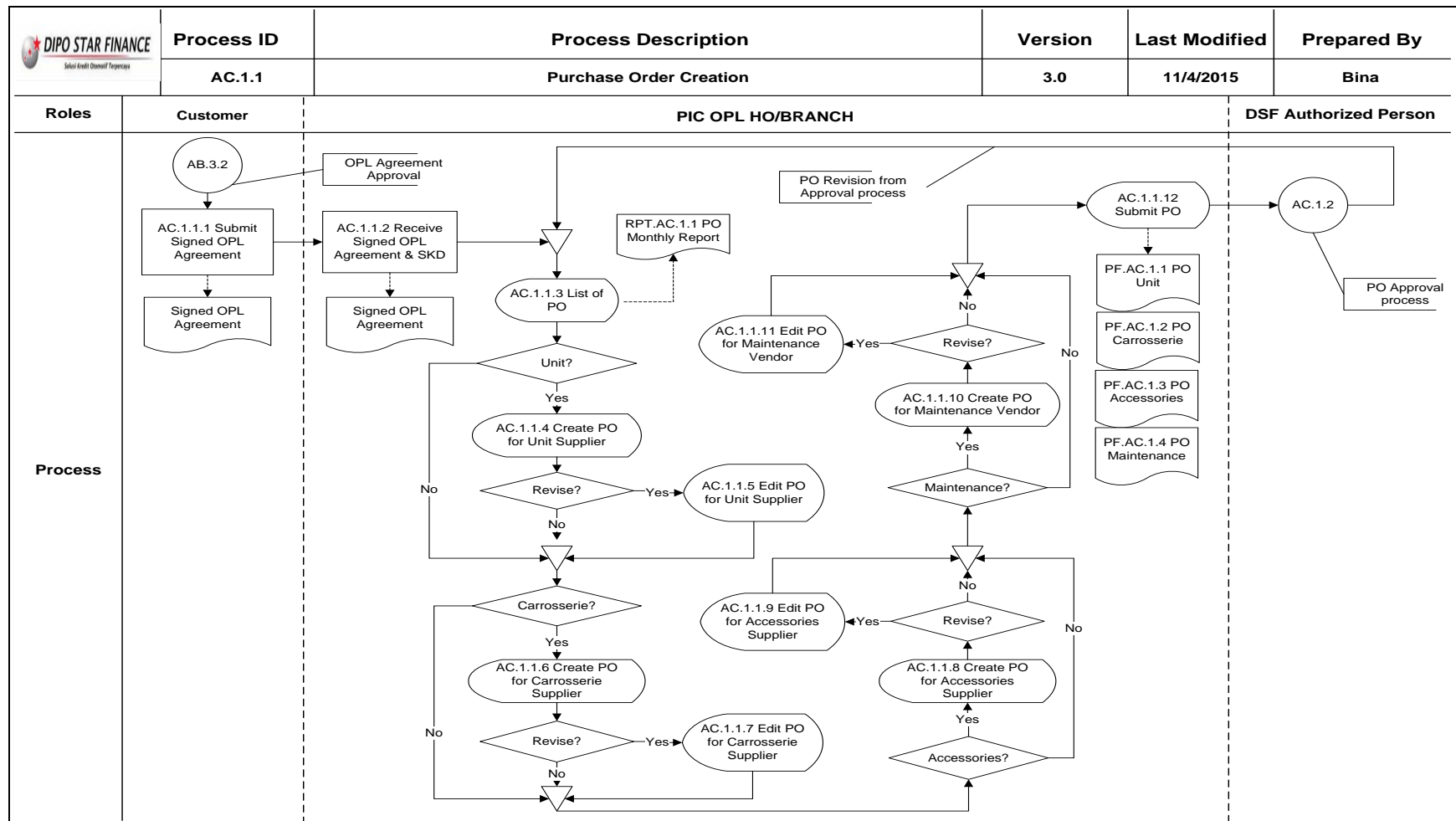
Figure 5 – Detail Level Process Diagram of Purchase Order Creation

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AB.3.2	Operating Lease Agreement Approval	Anytime	To approve Agreement that has been created.	DSF Authorized Person	1.3.2	OPL Agreement & SKD	Approved OPL Agreement & SKD
	Business Rules: - In this stage, DSF should confirm the avaibility of the Customer`s order at the Supplier manually. If the agreement states that Customer needs 10 units, but only 2 units available at the Supplier(s). The SKD should be divided into several agreements based on the remaining unit (a new agreement which stated 2 units of OPL Unit will be created). - The previous agreement (an agreement which stated 10 units of OPL Unit) will be terminated, but the SKD will not be changed, since it's used as a base to creates the new agreement.							
AC.1.1.1	Submit Signed OPL Agreement	Anytime	To initiate Procurement process	Customer	1.3.2	Approved OPL Agreement & SKD	Signed OPL Agreement
	Business Rules: - Customer signed the OPL agreement to initiate the Procurement process. The approved SKD will active for two months, starts from SKD approval date, SKD's active period calculation is based on calendar date. - If DSF can`t find a Supplier who can provide SKD`s request by that period, then DSF should re-negotiate with the Customer (terminating the previous SKD and agreement and creates new agreement and SKD). - If DSF find a Supplier who can provide SKD`s request a couple days after that period, DSF could re-active the SKD. But to re-activate the SKD, MO OPL must submit a memo which need to be approved by DSF Authorized Person. After the memo is approved by DSF Authorized Person, the SKD will be re-activated for another 2 months.							

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AC.1.1.2	Receive Signed OPL Agreement & SKD	Anytime	To receive Signed OPL Agreement & SKD	PIC OPL HO/Branch	1.3.2	Signed OPL Agreement	
	Business Rules: - The information from OPL agreement is used as a base for creating the PO document. PIC OPL HO/Branch will check the information from OPL agreement regarding which supplier that need to be contacted, such as Unit Supplier, Carrosserie Supplier, Accessories Supplier and Maintenance Vendor. Which means that each agreement could have multiple PO documents for different Suppliers.						
AC.1.1.3	List of PO	Anytime	To monitor PO documents by view list of PO documents which have been created and its status	PIC OPL HO/Branch	1.4.1		
	Business Rules: - PIC OPL HO/Branch can view list of PO documents, its status, its created date, and download list of PO document's report, RPT.AC.1.1 PO Monthly Report, based on its status and its created date.						
AC.1.1.4	Create PO for Unit Supplier	Anytime	To create new Purchase Order document for Unit Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Unit Supplier
	Business Rules: - PIC OPL HO/Branch will create PO document for Supplier(s) which will be approved by DSF Authorized Person. In this stage, PIC OPL HO/Branch should check the information regarding the unit request from OPL Agreement.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Such as the type of the unit, the quantity of the unit, the color of the unit, and the unit's price. Price which inputed at PO document should be a price which included PPN and PPH. The total price of the items which ordered should be stated at PO document.						
	- To create multiple PO for different Unit Supplier, PIC OPL HO/Branch should check that all of the Supplier would be able to deliver the ordered unit at the decided date. Because the system can only create one PO document for one Supplier at one time, to create multiple PO for different Unit Supplier, PIC OPL HO/Branch must create PO document as much as the total Supplier.						
	- For an Agreement which stated using a used car as an operating lease unit, there will be two type of Supplier. The first Supplier is Used Unit Supplier, the second is the DSF itself. For PO document which its Supplier is DSF as a Supplier name, it will be called as internal PO because the one who approved the PO is internal DSF itself.						
AC.1.1.5	Edit PO for Unit Supplier	Anytime	To edit Purchase Order document for Unit Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Unit Supplier
	Business Rules: - PIC OPL HO/Branch will edit PO document for Unit Supplier based on the revision from DSF Authorized Person.						
AC.1.1.6	Create PO for Carrosserie Supplier	Anytime	To create new Purchase Order document for Carrosserie Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Carrosserie Supplier
	Business Rules: - PIC OPL HO/Branch will create PO document for Carrosserie Supplier to be approved by DSF Authorized Person. In this stage, PIC OPL HO/Branch should check the information regarding carrosserie request from OPL Agreement. Such as the type and description of carrosserie, the quantity of carrosserie and its price. Price which inputed at PO document should be a price which included PPN and PPH. The total price of the items which ordered should be stated at PO document.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	- To create multiple PO for different Carrosserie Supplier, PIC OPL HO/Branch should check that all of the Supplier would be able to deliver the ordered carrosserie at the decided date. Because the system can only create one PO document for one Supplier at one time, to create multiple PO for different Carrosserie Supplier, PIC OPL HO/Branch must create PO document as much as the total Supplier.						
AC.1.1.7	Edit PO for Carrosserie Supplier	Anytime	To Edit Purchase Order document for Carrosserie Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Carrosserie Supplier
	Business Rules: - PIC OPL HO/Branch will edit PO document for Carrosserie Supplier based on the revision from DSF Authorized Person.						
AC.1.1.8	Create PO for Accessories Supplier	Anytime	To create new Purchase Order document for Accessories Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Accessories Supplier
	Business Rules: - PIC OPL HO/Branch will create PO document for Accessories Supplier to be approved by DSF Authorized Person. In this stage, PIC OPL HO/Branch should check the information regarding accessories request from OPL Agreement. Such as the type and description of the accessories, the quantity of the accessories, and its price. Price which inputed at PO document should be a price which included PPN and PPH. The total price of the items which ordered should be stated at PO document. - To create multiple PO for different Accessories Supplier, PIC OPL HO/Branch should check that all of the Supplier would be able to deliver the ordered accessories at the decided date. Because the system can only create one PO document for one Supplier at one time, to create multiple PO for different Accessories Supplier, PIC OPL HO/Branch must create PO document as much as the total Supplier.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AC.1.1.9	Edit PO for Accessories Supplier	Anytime	To edit Purchase Order document for Accessories Supplier.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Accessories Supplier
Business Rules:							
- PIC OPL HO/Branch will edit PO document for Accessories Supplier based on the revision from DSF Authorized Person.							
AC.1.1.10	Create PO for Maintenance Vendor	Anytime	To create new Purchase Order document for Maintenance Vendor.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Maintenance Vendor
Business Rules:							
- PIC OPL HO/Branch will create PO document for Maintenance Vendor to be approved by DSF Authorized Person. In this stage, PIC OPL HO/Branch should check the information regarding unit maintenance request from OPL Agreement. Such as the scope of maintenance; full or CSD, the quantity of item that needs maintenance, the period of maintenance, the maintenance price for each unit. Price which inputed at PO document should be a price which haven't included PPN and PPH yet. The total price of the items which ordered should be stated at PO document. - Because the system can only create one PO document for one Maintenance Vendor at one time, to create multiple PO for different Maintenance Vendor, PIC OPL HO/Branch must create PO document as much as the total Maintenance Vendor.							
AC.1.1.11	Edit PO for Maintenance Vendor	Anytime	To edit Purchase Order document for Maintenance Vendor.	PIC OPL HO/Branch	1.4.1	Signed OPL Agreement	Document PO for Maintenance Vendor

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Business Rules: - PIC OPL HO/Branch will edit PO document for Maintenance Vendor based on the revision from DSF Authorized Person.						
AC.1.1.12	Submit PO	Anytime	To initiate PO Approval process	PIC OPL HO/Branch	1.4.1	PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor

	Business Rules:
	
	 - System will generate a Purchase Order Number whenever PIC OPL HO/Branch creates a new PO document. One PO document only has one Supplier.
	
	 - When the PO document is submitted, it will be shown at the List page of PO documents and its status is [submitted]. But PIC OPL HO/Branch can make a draft of PO document, and its status will is [draft]. When PO document status is already [submitted], PO documents can not edit the data again. PIC OPL HO/Branch can edit it again when it receive revision trigger from MO OPL HO/Branch or DSF Authorized Person.
	
	 - Purchase Order Numbering format is shown as bellow:
	
	 No. PO : 10000/PO/XXX/CABANG/MONTH/YEAR
	
	 Description :
	
	    o The first 5 digits show the sequence number of the PO document. This number will increments whenever new PO document is created.
	
	    o The code 'PO', is absolute for PO document.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	o XXX is a code for the PO document type, the value of XXX are :						

  - o XXX is a code for the PO document type, the value of XXX are :

    1. UNT represents PO document for unit

    2. ACC represents PO document for accessories

    3. CAR represents PO document for carrosserie

    4. MNT represents PO document for maintenance

    5. UNK represents PO document for unit and carrosserie

    6. UNA represents PO document for unit and accessories

    7. KAC represents PO document for carrosserie and accessories

    8. ALL represents PO document for unit, carrosserie and accessories

  - o The code 'CABANG' will be substituted by OPL Branch's code

  - o The code 'MONTH' will be substituted by 2 digits of month when the PO document is created.

  - o The code 'YEAR' will be substituted by 4 digits of year when the PO document is created.

- For an agreement that has several Supplier, the system will generate a Purchase Order Number for each Suppliers. Hence, for the agreement that has several Suppliers will have several PO document with different Purchase Order Number (multiple PO documents). There would be a probability that in one agreement, all of the order; unit, accessories and carosserie are provided by a Supplier. In that case, the Purchase Order Number will also be generated once, because those items listed in a single PO document.

- PO document for each Supplier will have its own purchase order's terms and condition, based on the agreement of MO OPL HO/Branch and the Supplier. Those purchase order's terms and condition for unit, accessories and carrosserie will be stated on PO document bellow [Syarat Pembelian:]. And the purchase order's terms and condition for maintenance vendor will be stated on PO document bellow [Syarat dan Ketentuan:].

- When an agreement has multiple PO documents for several Suppliers, PIC OPL HO/Branch cannot escalate each PO document to Purchase Order Approval progress partially. Purchase Order Approval only could be started if all of the Suppliers are capable to provide Customer's order which is stated in the agreement at the desired time.

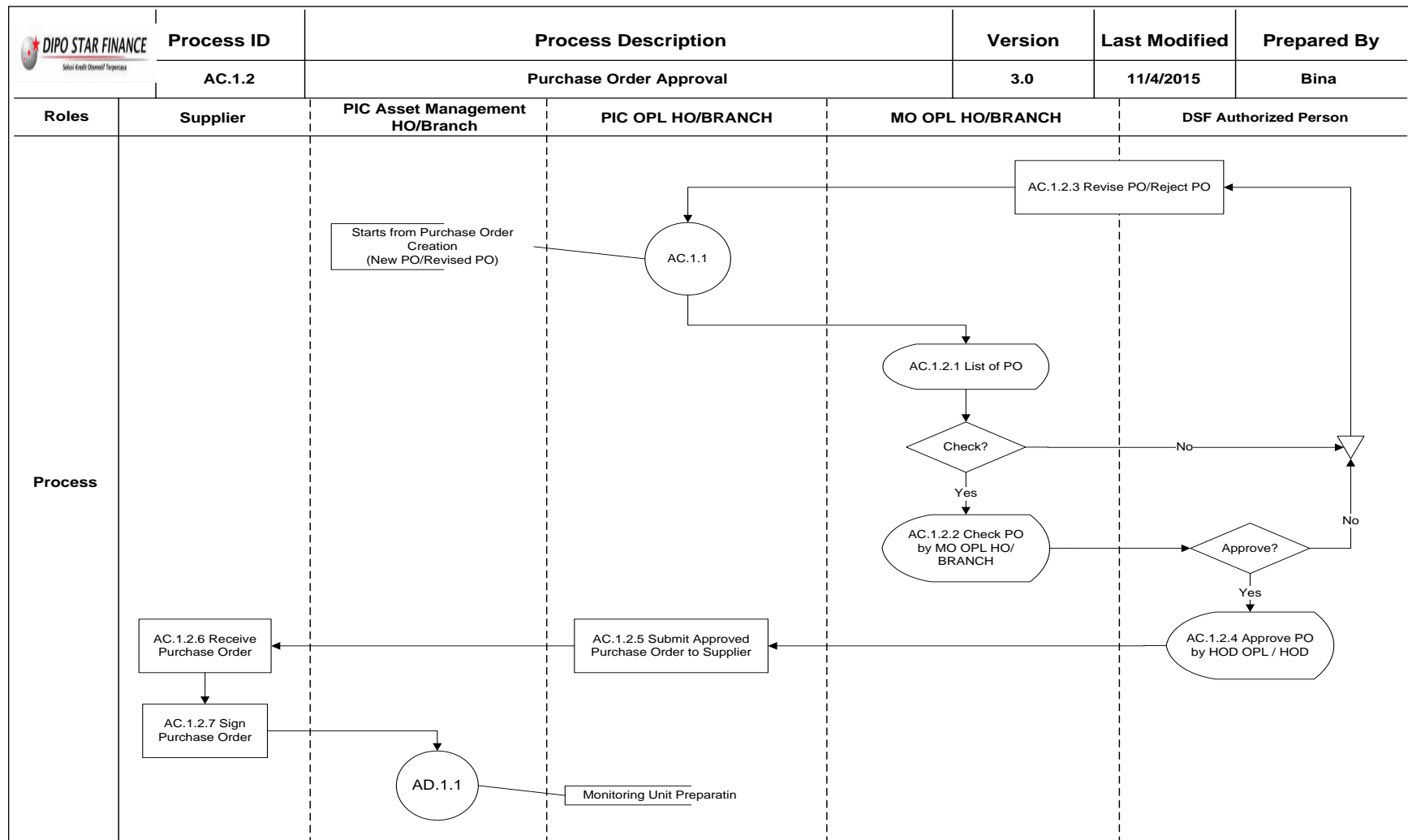| Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	- PIC OPL HO/Branch could generates PO documents, FP.AC.1.1 PO Unit, FP.AC.1.2 PO Carrosserie, FP.AC.1.3 PO Accessories, FP.AC.1.4 PO Maintenance, as a hardcopy. In this stage, PIC OPL HO/Branch will send the hardcopy of PO document to MO OPL HO/Branch to be checked. The hardcopy of PO document's paper size is A4, and it stated these information : 1. PO Document Number 2. Agreement Number 3. PO creation date 4. Supplier's name and address 5. Items which ordered and its total price 6. The delivery address 7. Terms and condition 8. Hand sign as approval from both DSF and Supplier - The active period of PO document is 7 days, starts from PO document creation date, PO document's active period calculation is based on calendar date. If the PO document has not been approved until its active period is expired, PIC OPL HO/Branch could re-activate the PO document's active period as long as the PIC OPL HO/Branch has the memo which has been approved by DSF Management to re-activate the PO document.						
AC.1.2	PO Approval process	Anytime	To approve PO documents that has been submitted	DSF Authorized Person	1.4.2	PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	Approved PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Business Rules: - PO documents (PO for Unit Supplier, PO for Carrosserie Supplier, PO for Accessories Supplier, PO for Maintenance Vendor) will be approved or revised/rejected by DSF Authorized Person.						

AC.1.2 Purchase Order Approval

	Process ID	Process Description	Version	Last Modified	Prepared By
DIPO STAR FINANCE	AC.1.2	Purchase Order Approval	3.0	11/4/2015	Bina

Roles	Supplier	PIC Asset Management HO/Branch	PIC OPL HO/BRANCH	MO OPL HO/BRANCH	DSF Authorized Person

Figure 6 – Detail Level Process Diagram of Purchase Order Approval

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AC.1.1	PO creation process	Anytime	To create PO document	PIC Admin OPL HO/Branch	1.4.1	Signed OPL Agreement	PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor
	Business Rules:						
	- PO document was created by PIC OPL HO/Branch based on the agreement.						
AC.1.2.1	List of PO	Anytime	To monitor PO documents by view list of PO documents which have been created and its status	MO OPL HO/Branch	1.4.1		
	Business Rules:						
	- MO OPL HO/Branch can view list of PO documents, its status, and its created date.						
AC.1.2.2	Check PO by MO OPL HO/Branch	Anytime	To check PO document by MO OPL HO/Branch.	MO OPL HO/Branch	1.4.2	PO document for Unit Supplier, Carrosserie Supplier, Accessories	Checked PO document for Unit Supplier, Carrosserie Supplier, Accessories

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
						Supplier, Maintenance Vendor	Supplier, Maintenance Vendor

Business Rules:

- MO OPL HO/Branch checks the submitted PO document, if the PO document has no revision, MO OPL HO/Branch will escalate it to DSF Authorized Person to be approved. The checked PO document which waiting to be approved will be shown at List of PO and its status is [checked].

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AC.1.2.3	Revise PO/ Reject PO	Anytime	To reject or revise the PO document by MO OPL HO/Branch.	MO OPL HO/Branch DSF Authorized Person	1.4.2	PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	

Business Rules:

- Revise PO which has been received by MO OPL HO/Branch can only be done after PO document have been submitted to MO OPL HO/Branch.

- Revision can be issued by MO OPL HO/Branch and DSF Authorized Person if there are any concerns regarding the PO document itself. When the PO document is revised by MO OPL HO/Branch or DSF Authorized Person, it will be shown at the List page of PO documents and its status is [revised].

- Reject PO can only be done by DSF Authorized Person, and rejection will result in the end of PO Approval process. When the PO document is rejected by DSF Authorized Person, it will be shown at the List page of PO documents and its status is [rejected]. Because of the rejection, PIC OPL HO/Branch will redo the PO document creation process for the rejected PO document.

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AC.1.2.4	Approve PO by DSF Authorized Person	Anytime	To approve PO by DSF Authorized Person.	DSF Authorized Person	1.4.2	Checked PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	Approved and Signed PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor
	Business Rules:						
	- Approve PO by DSF Authorized Person can only be done after PO document has been checked by MO OPL HO/Branch.						
	- Approval will result in the next process of PO Approval by next authorized person or PO submission to supplier if the hierarchy limit has ended.						
	- Any revision after PO approval will result in re-creating the PO document.						
	- When the PO document is approved, it will be shown at the List page of PO documents and its status is [approved].						
AC.1.2.5	Submit Approved PO to Supplier	Anytime	To submit the PO document that has been signed by DSF Authorized Person to Supplier	DSF Authorized Person	N/A	Approved and Signed PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier,	

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
						Maintenance Vendor	
Business Rules:							
- Send the PO document that has been signed by DSF to Supplier, by email and manually. - If the PO document is already submitted and needs an update, the revision trigger is needed. The revision trigger should be invoked by MO OPL HO/Branch or DSF Authorized Person. - When the PO document is already approved and it is submitted to Supplier, it will be shown at the List page of PO documents and its status is [sent].							
AC.1.2.6	Receive Purchase Order	Anytime	To receive the PO document by Supplier.	Supplier	N/A	Approved and Signed PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	
Business Rules:							
- Receive the approved PO document from DSF by email and manually. - Receive approved PO document from submitted PO document from PIC Admin OPL HO/Branch. - When the PO document is received by the Supplier, it will be shown at the List page of PO documents and its status is [delivered].							
AC.1.2.7	Sign PO by	Anytime	To sign PO	Supplier	N/A	Approved	Signed PO

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Supplier		document by Supplier and initiates delivery order.			and Signed PO document for Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor	document by Unit Supplier, Carrosserie Supplier, Accessories Supplier, Maintenance Vendor
	Business Rules: - Supplier sign the PO document that have been received from DSF. Supplier must sign the document before 7 days after PO document created. After sign the PO document, Supplier should send the hardcopy back to DSF. - When the PO document is approved by the Supplier and it has been sent back to DSF by Supplier, it will be shown at the List page of PO documents and its status is [closed]. - Supplier start the delivery order process.						
AD.1.1	Monitoring Unit Preparation	Anytime	To monitor unit preparation before BAST.	PIC Asset Management HO/Branch	1.6.1	BAST	Signed BAST
	Business Rules: - PIC Asset Management HO/Branch will monitor unit the delivery unit process.						

4   Functional Decomposition

This chapter provides an overview of the high level mapping of processes determines the available functionality and how the future of processes will be supported using Operating Lease Support System.

Lv0	Lv1		Lv2		Lv3		Functions Name
	ID	Process Name	ID	Sub-Process Name	ID	Sub-Process Name	
Operating Lease	AC	Procurement Process	AC.1	Purchase Order Management Process	AC.1.1	Purchase Order Creation	1.4.1 Manage Purchase Order
					AC.1.2	Purchase Order Approval	1.4.2 Purchase Order Approval 1.4.3 Setting Purchase Order Approval Path

5   Functional Specification Summary

This chapter provides an overview of the functional Specification summary includes report, print form, and data that will be developed in Operating Lease Phase-2.

NO.	FUNCTIONAL SPECIFICATION ID	FUNCTIONAL SPECIFICATION NAME	RELATED ID PROCESS	DESCRIPTION AND PURPOSE	STANDARD /CUSTOM
1	FC.AC.1.1	Purchase Order Creation and Management	AC.1.1.3 List of PO	1. To create PO document (unit, carrosserie, accessories, maintenance) by PIC OPL HO/Branch 2. To convert Purchase Order to Excel/PDF 3. To print PO document by PIC OPL HO/Branch 4. To download PO monthly report by PIC OPL HO/Branch	Custom
			AC.1.1.4 Create PO for Unit Supplier		
			AC.1.1.5 Edit PO for Unit Supplier		
			AC.1.1.6 Create PO for Carrosserie Supplier		
			AC.1.1.7 Edit PO for Carrosserie Supplier		
			AC.1.1.8 Create PO for Accessories Supplier		
			AC.1.1.9 Edit PO for Accessories Supplier		
			AC.1.1.10 Create PO for Maintenance Vendor		
			AC.1.1.11 Edit PO for Maintenance Vendor		

			AC.1.1.12 Submit PO		
	Screen : 1. List of Purchase Order 2. Create Purchase Order 3. Edit Purchase Order				
2	FC.AC.1.2	Purchase Order Approval	AC.1.1.3 List of PO	1. To revise, approve or reject the submitted PO by PIC OPL HO/Branch	Custom
			AC.1.2.1 Check PO by MO OPL HO/BRANCH		
			AC.1.2.2 Revise PO/Reject PO		
			AC.1.2.3 Approve PO by HOD OPL /HOD		
	Screen : 1. View Purchase Order				
3	FC.C.1	Setting Approval Path	AC.1.1.12 Submit PO	1. To set PO Approval path	Custom
	Screen: 1. Setting Approval Path **(Note: This screen will be used by all modules; Procurement, Unit Management, Unit Maintenance, and Billing Collection)**				
Total Screen Procurement Management Process:					
5 Screen					

- Report List

NO.	REPORT/PRINT FORM/ DATA ID #	REPORT NAME/PRINT FORM/DATA	RELATED PROCESS	DESCRIPTION AND PURPOSE	REQUIRED INFORMATION AND CONTENT	STANDARD /CUSTOM
1	RPT.AC.1.1	PO Monthly Report	List of PO	Monthly report of PO documents. To view list of PO based on its date creation and its status, monthly or custom range date.	Report Date Range, PO Number, Agreement Number, PO Creation Date, PO Expiration Date, PO Status, Supplier Name, Customer Name, Total Price	Custom
2	PF.AC.1.1	PO Unit	Submit PO document	Print form of PO Unit To order unit to Supplier	PO Number, Agreement Number, Created Date, Supplier Name, Supplier Address, Delivery address, Type of the unit, The quantity of the unit, The color of the unit, The unit's price, Total price	Custom
3	PF.AC.1.2	PO Carrosserie	Submit PO document	Print form of PO Carrosserie To order carrosserie to Supplier	PO Number, Agreement Number, Created Date, Supplier Name, Supplier Address,	Custom

					Delivery address, Type of the carrosserie, The quantity of the carrosserie, The carrosserie's price, Total price	
4	PF.AC.1.3	PO Accessories	Submit PO document	Print form of PO Accessories To order accessories to Supplier	PO Number, Agreement Number, Created Date, Supplier Name, Supplier Address, Delivery address, Type of the accessories, The quantity of the accessories, The accessories's price, Total price	Custom
5	PF.AC.1.4	PO Maintenance	Submit PO document	Print form of PO Maintenance To order maintenance to Vendor Maintenance	PO Number, Agreement Number, Created Date, Vendor Maintenance Name, Vendor Maintenance Address, Type of the maintenance, The quantity of the unit which will be maintenained, The period of the maintenaince, The unit's miantenance	Custom

				price, *Total price*	

Total Report Procurement Management Process:

1 Report

Total Print Form Procurement Management Process:

4 Print Form

APPENDIX – USER STORIES AND FUNCTIONAL DECOMPOSITION MAPPING

As for the functions mapping, we can see the overall process and the connections with the User Stories Document created at June, 11th 2015 below (the User Stories only features Prioritized Function of SKD for Phase-2):

User Stories Operating Lease Phase-2		Functional Decomposition To Be Design				Remarks
Prioritized Function Features	User Stories Features	Lv.2 Sub-Process Name	Lv.3 Sub-Process Name	Functions Name	Features Name	
Create PO document	Procurement Management	Purchase Order Management Process	AC.1.1 Purchase Order Creation	Purchase Order Creation and Management	AC.1.1.3 List of PO	Create PO document is mapped with AC.1.1 Purchase Order Creation and AC.1.2 Purchase Order Approval. The User Stories of Create PO document is accommodated by the functional decomposition To Be Design AC.1.1 Purchase Order Creation and AC.1.2 Purchase Order Approval. Monitoring PO document is mapped with List of Purchase Order. Purchase Order Setting Approval Path for is covered at FS.C.1.
					AC.1.1.4 Create PO for Unit Supplier	
					AC.1.1.5 Edit PO for Unit Supplier	
					AC.1.1.6 Create PO for Carrosserie Supplier	
					AC.1.1.7 Edit PO for Carrosserie Supplier	
					AC.1.1.8 Create PO for Accessories Supplier	
					AC.1.1.9 Edit PO for Accessories Supplier	
					AC.1.1.10 Create PO for Maintenance Vendor	
					AC.1.1.11 Edit PO for Maintenance Vendor	
					AC.1.1.12 Submit PO	

			AC.1.2 Purchase Order Approval	Purchase Order Approval	AC.1.1.3 List of PO	
					AC.1.2.1 Check PO by MO OPL HO/BRANCH	
					AC.1.2.2 Revise PO/Reject PO	
					AC.1.2.3 Approve PO by HOD OPL/HOD	