**SCMS**

**Business Requirements Document**

# 

# **Project – Procurement Process Project**

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Revision Date** | **Author** | **Change Description** |
| **October 2022** | 26th October 2022 | SBA Tomisin | Initial Draft |

**Table of Contents**

[**Project – Recruitment Transformation Project** 1](#_Toc118377432)

[This Page has been intentionally left blank 3](#_Toc118377433)

[**Stakeholder Requirements** 3](#_Toc118377434)

[**Solution Requirements** 3](#_Toc118377435)

[**Functional Requirements** 3](#_Toc118377436)

[**Technology Requirements** 5](#_Toc118377437)

[**Standard Compliance Requirements** 5](#_Toc118377438)

[**Support and Training Requirements** 5](#_Toc118377439)

[**Approvals** 5](#_Toc118377440)

[**Appendices** 6](#_Toc118377441)

[**1.** **Business Process Flow:** 6](#_Toc118377442)

# This Page has been intentionally left blank

# **Stakeholder Requirements**

|  |  |
| --- | --- |
| Requirement | Description |
| Supply Chain Management Service Team should have access to this system to receive and process purchase request. | When a purchase request is made, the SCMS team are required to review and send the request order to the vendor, receive purchased goods and process invoice for payment. |

# **Solution Requirements**

# **Functional Requirements**

|  |  |  |
| --- | --- | --- |
| Requisition No | Requirement | Description |
| FR 01 | The system should provide the option for a user to be authenticated with a unique username and password. | This is a requirement for the SCMS team on duty to ensure that there is proper system security and only validated users have access to user account and to also provide system footprint. |
| FR 02 | The system should provide an option for a user with the required permission to receive purchase request. |  |
| FR 03 | The system should provide an option for a user with the required permission to access purchase request made. |  |
| FR 04 | The system should provide an option for a user to review purchase request for compliance. |  |
| FR 04a | The system should provide an option to automatically review purchase request for compliance using pre-defined criteria. |  |
| FR 05 | The system should provide an option for a user to select compliant purchase request to proceed to the next stage. |  |
| FR 05a | The system should automatically select compliant purchase request to proceed to the next stage based on pre-defined criteria. |  |
| FR 06 | The system should provide an option for a user to reject non-compliant purchase request. |  |
| FR 06a | The system should automatically reject and return non-compliant purchase request based on pre-defined criteria. |  |
| FR 07 | The system should provide an option for a user to prepare purchase order following required steps. |  |
| FR 08 | The system should provide an option for a user with the required permission to send purchase order. |  |
| FR 08a | The system should automatically send purchase order. |  |
| FR 9 | The system should provide an option for a user to document received purchased goods. |  |
| FR 10 | The system should provide an option for a user to compare received goods with purchase order. |  |
| FR 11 | The system should provide an option for a user to select received goods that match with purchase order to proceed to the next stage. |  |
| FR 11a | The system should automatically select received goods that match with purchase order to proceed to the next stage based on predefined criteria. |  |
| FR 12 | The system should provide an option for a user to reject received goods that do not match with purchase order. | This requirement is applicable to SCMS team to ensure that goods that do not match purchase order are documented and returned to vendors. |
| FR 12a | The system should automatically reject received goods that do not match with purchase order based on predefined criteria. | This requirement is applicable to SCMS team to ensure that goods that do not match purchase order are documented and returned to vendors. |
| FR 13 | The system should provide an option for a user to approve goods that matched with purchase order for payment. |  |
| FR 14 | The system should provide an option for a user to process invoice for payment for approved goods. | This a requirement that will ensure that invoices generated will be for goods that have been certified to match purchase order. |
| FR 14a | The system should automatically process invoice for payment for approved goods. |  |

# **Technology Requirements**

|  |  |
| --- | --- |
| Requirement | Description |
| The system should a cloud-based solution |  |

# **Standard Compliance Requirements**

|  |  |
| --- | --- |
| Requirement | Description |
| The software must be compliant with company standards |  |
|  |  |

# **Support and Training Requirements**

<The support requirements for the product/service go here. The training requirements for the end users are also mentioned here>

|  |  |
| --- | --- |
| Requirement | Description |
| The vendor should provide system documentation, training manual for the solution. |  |
| The vendor should provide live training for 200 users for 6 months after Go-Live |  |
|  |  |

# **Approvals**

|  |  |
| --- | --- |
| Name | Comments |
| SBA Tomisin |  |
|  |  |
|  |  |
|  |  |

# **Appendices**

# **Business Process Flow:**

Diagram

Description automatically generated