Absolutely — here's a clean, professional BVS User Flow Summary you can send directly to your UX/UI designer to guide screen design, interactions, and layout priorities:



BVS System – User Flow Summary for UX/UI Designer

OVERVIEW

A secure system that lets employees scan incoming vendor emails and verify banking details against approved vendor records. Risk scoring, sender matching, SPF validation, and admin-controlled onboarding are key features.

USER ROLES

- Employee Can scan invoices/emails and view results.
- Admin Can verify vendors, manage the approved vendor list, configure rules, and respond to alerts.
- Owner/Compliance Officer Views license usage, logs, risk analytics, and oversees accountability.



INBOX INTEGRATION FLOW (EMPLOYEE)

Step 1: Email Received

Button appears on every inbound email → "Q Scan Invoice"

Step 2: Sender Verification

- · System checks:
 - o If sender is a business email → match by domain (e.g. @supplier.com)
 - If sender is a personal email → exact email match required (e.g. vendor123@gmail.com)

Step 3: Match Found?

- **Match** → continue to validation
- X No match → show error:



SCAN PROCESS & RISK EVALUATION

Step 4: Perform Checks

• SPF check: pass or fail

- Extract banking details from:
 - Email body
 - Attachments (PDF, DOC)
- Compare extracted details to stored vendor records

Step 5: Generate Risk Score

	SPF	Banking Match	Risk	Label
V		✓	0/10	✓ Verified
×		✓	5/10	⚠ Medium Risk
V		×	10/10	X High Risk
×		×	10/10	X High Risk

Step 6: Output & Instructions

- Show label (Verified / Medium Risk / High Risk)
- Show scan results, sender, extracted details, and matching source
- Action buttons (if allowed by role): "Flag to Admin", "Retry Scan", "Add Note"



WHEN VENDOR IS NOT FOUND (HIGH RISK)

Step 1: Employee sees



Step 2: Action blocked

- Employee cannot proceed
- Button: "Notify Admin to Verify Vendor"



ADMIN – VENDOR VERIFICATION WORKFLOW

Case: First-Time Vendor Onboarding

- 1. Admin sees alert from employee scan.
- 2. Clicks: "Verify & Add Vendor"
- 3. Prompted to:
 - Contact vendor independently (outside of the email)
 - Verify vendor's identity and banking details
- 4. Checkbox:



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- Vendor name
- Sender email or domain
- o Banking details (acc. number, branch code, SWIFT, etc.)
- o Match type: domain / exact email
- 6. System logs:
 - o Admin name
 - Timestamp
 - IP/device
 - o Disclaimer acknowledgment
- 7. Employee notified to re-scan → Now shows 0/10 Verified

Case: Existing Vendor (Already Worked With)

- 1. Admin selects: "Add Existing Vendor"
- 2. Provides:
 - Email or domain
 - Banking details
 - o Optional: notes or internal reference
- 3. Checkbox:



- 4. Vendor now marked as "Approved"
- Future scans will validate banking info and assign appropriate risk score.

please refer to external documents for all admin dashboard features. It should also display the below

ADMIN DASHBOARD FEATURES

- Vendor Management:
 - Add/edit/delete vendors
 - Match rule selector (domain / full email)
- Risk Analytics:
 - o Approved vs flagged scans
 - Top flagged vendors/emails
 - Scan history per employee
- Audit Logs:
 - Who added what vendor
 - o Timestamp + IP/device
- Employee Activity Tracker

- Predefined Actions for Medium/High Risk cases:
 - Auto-escalate
 - Require second approval
 - Notify compliance team

please refer to external documents for all owner dashboard features. It should also display the below

OWNER / COMPLIANCE DASHBOARD

- License usage overview (scans per user/business)
- Risk trends across all departments

Page

Geographic usage map (self-hosted tracking)

UX STRUCTURE SUGGESTION (Figma Pages)

00 - Design System

Colors, fonts, buttons, inputs, icons

101 - Auth & Setup

Login, onboarding, license setup

Content

02 - Inbox Integration	Scan button UI, risk result screen
03 - Employee Dashboard	Scan history, flagged alerts
04 - Admin Dashboard	Vendor management, scan analytics, audit logs
05 - Owner/Compliance	Risk overview, logs, usage analytics
06 - Modals & Notifications	Flag alerts, confirmations, disclaimers
07 - Prototype	Clickable flow of employee \rightarrow admin \rightarrow verified loop