

Providence Procurement

Functional Requirement Specifications



Velocis Systems Pvt. Ltd.

Document Details

Ver.	Date	Prepared/ Revised by	Reviewed by	Approved by	Changes
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Table of Contents

1. INTRODUCTION.....	4
2. PURPOSE.....	4
3. SCOPE	4
3.1 IN-SCOPE FUNCTIONALITIES:.....	4
3.2 OUT OF SCOPE FUNCTIONALITY	5
4. REFERENCES.....	5
4.1 REFERENCED DOCUMENT OR NOTES.....	5
5. FUNCTIONAL REQUIREMENTS	6
5.1 INVENTORY MANAGER.....	6
5.2 DISPATCHER.....	8
5.3 USER MANAGEMENT.....	9
5.4 REPORT	10
6. ASSUMPTIONS & CLARIFICATIONS.....	10
6.1 LIST OF ASSUMPTIONS	10
7. FEEDBACK & REMARKS.....	11
7.1 LIST OF FEEDBACK	11

1. Introduction

This document is prepared to capture the complete functional & non-functional requirements mentioned as part of the proposal & discussions held with relevant stakeholders of Providence.

2. Purpose

The purpose of this document is to specify the functional and non-functional requirements of Providence St. Joseph Health. This document covers the set of requirements as per the proposal and Work Order.

This document is intent to deliver the following:

- Provide a base to the business (Providence St. Joseph Health) to map their business requirements with the system developed
- This will aid the functional team (VELOCIS) to define the system completely which will aid the developers to develop the complete system
- Allow QC team to validate the developed system with baseline requirement mentioned in this document

3. Scope

The high-level scope for design and development of Procurement Interface for India which will be delivered in 2 Sprints

3.1 In-scope functionalities:

- **ServiceNow API Integration**

ServicesNow API integration with e-Procurement system for order creation & update order status on ServiceNow system.

- **Create Order**

Request would be raised in ServiceNow to purchase items post approvals. Details would be passed in API and once it is passed successfully, it will create order in newly developing procurement system.

- **Order Processing**

Once the order received, it will be processed and will be dispatched via courier company. The details will be updated into the system and system will trigger the email to the intended user with the respective detail of shipment.

- **Daily Report**

Report will be created in the specified format (format need to be provided by Providence) and it will be sent to Admin user as daily report. Report will be



sent/triggered on scheduled time as suggested by Providence team.

- **Admin & User Interface**

Admin user interfaces will be developed to view the reports. And other user interface would be developed to do the actions on various other modules/sections.

- **User Management**

User master would be created. Admin shall be able to create users and assign roles to them.

- **Dashboard & Reports**

Dashboard will be created for admin user and from there he/she will be able to download reports.

3.2 Out of Scope Functionality

- Support to any other or external system is not in scope
- Front end website development is not in scope
- SSO related activities such as SAML or ADFS integration is not in scope
- Any modification on existing ServiceNow workflow application is not in scope.
- Inventory Management is not in scope.



4. References

4.1 Referenced Document or Notes

This section defines below reference documents used while creation of this document.

- Providence_Procurement_Interface_Proposal_V1.1

5. Functional Requirements

There would be an Interfaces to process orders and deliver it to Indian Offices. These interfaces would be used by various type of users as below:

5.1 Inventory Manager

Once the ServiceNow API would be integrated, the system would receive the list of orders which are generated in Service now. There would be an interface for Inventory Manager to accept the order request (basis on availability of items in inventory, for which he would look outside the system). Once the Inventory Manager clicks on 'Order Accepted' button, then system will trigger API to send confirmation to ServiceNow system.



Post Login – Following should have provision for the Inventory Manager to do.

**Priority: E – Essential / O - Optional*

ID	Requirement	Description (Details & Validations)	Priority (E/O)
User Role – Inventory Manager			
BFR-1	List of Orders	Inventory Manager should be able to view the list of order requested to the system. Provide the list page to display the list of orders which were placed via ServiceNow. And should display the following parameters: <ul style="list-style-type: none"> - SCTest Number = - Requested For = <Item type which is ordered> - Name = <Order generated for 'Name' of that person> - Email = <email Id> - Street = <Address> - Apartment, Suite = <Address, Address> - City = <City Name> - ZIP = <Postal Code – Numeric (7digits)> - Country = <Country Name - Text> - Delivery Instructions = <Text> - Cost Center = <Text> - Date = DD/MM/YYYY - Time = HH:MM: AM PM 	E
BFR-2	Accept Order	1. Provide a button named as 'Accept Order' against each record within the list. 2. On button click of 'Accept Order', system should trigger ServiceNow API to pass the following parameters: <ul style="list-style-type: none"> - SCTest Number = - Request Status = <In Progress> - Order Number = <VEL/DD-MM-YYYY/STCTest Number> 	E



ID	Requirement	Description (Details & Validations)	Priority (E/O)
BFR-3	Search STC	Provide a search based on SCTask Number and Date	E
BFR-4	Assign Order	<p>Provide a button to click and assign the order to process by the Dispatcher within Velocis who will dispatch the Order.</p> <ul style="list-style-type: none"> - Name button as 'Assign Dispatcher - System should assign automatically to the dispatcher based on round robin rule. - System should display the name of dispatcher who is assigned by the system 	E
BFR-5	Order In Progress	<p>Provide the list of order to view the list of In Progress Orders. That list should display the following columns:</p> <ul style="list-style-type: none"> - Order Number - Date & Time - Item - Country - City - Zip - Delivery Instruction - Assign to - Assigned on Date = (Date on which order was assigned to dispatcher) - Order elapse time = (In days, Current Date – Date of Order accepted) 	E
BFR-6	Order Shipped	<p>Provide the list of order to view the list of orders which are Shipped. That list should have the following columns:</p> <ul style="list-style-type: none"> - Order Number - Date & Time - Item - Country - City - Zip - Delivery Instruction - Assign to - Assigned on Date = (Date on which order was assigned to dispatcher) - Order elapse time = (In days, Date of Shipment – Date of Order accepted) - Shipment / Tracking Number = <Can be multiple shipment number, so display accordingly> 	E

5.2 Dispatcher

Once the order is assigned to Dispatcher for the fulfillment of it. Dispatcher would be able to update the order shipment details once he dispatches the order.

Post Login – Following should have provision for the Dispatcher to do.

**Priority: E – Essential / O - Optional*

ID	Requirement	Description (Details & Validations)	Priority (E/O)
BFR-7	View Assign Order	<p>Provide the list of order which are assigned to completed. That list should have the following columns:</p> <ul style="list-style-type: none"> - Order Number - Date & Time - Item = Name of Item - Country - City - Zip - Delivery Instruction - Assign to - Assigned on Date = (Date on which order was assigned to dispatcher) - Order elapse time = (In days, Date of Shipment – Date of Order accepted) - Button to Add Shipment / Tracking Number Detail = <Should be able to add multiple shipment number> <p>On the click of 'Add Shipment / Tracking Number Detail' a pop up should get open and should have following fields to enter:</p> <ul style="list-style-type: none"> - Shipment/Tracking Number: - Date & Time of Dispatch: - Remarks - Submit Button <p>Once, the submit button is clicked, system should be able to do the following:</p> <ul style="list-style-type: none"> - Update the status against the order as 'Dispatched'. And the same will be reflected everywhere the list of order is displayed. - System should trigger Service Now API to pass the dispatch data update for Providence system 	E



5.3 User Management

System should have provision to create and manage the user by the admin user.

**Priority: E – Essential / O - Optional*

ID	Requirement	Description (Details & Validations)	Priority (E/O)
BFR-8	Admin User	Provision the system manage the user as per the following: <ul style="list-style-type: none"> - Add - Edit Provision the system to create the users by entering the following <ul style="list-style-type: none"> - Enter User Name - Enter Email ID - Assign Role = <Inventory Manager, Dispatcher, Providence> 	E
BFR-9	Inventory Manager	Provision the system to have the following rights: <ul style="list-style-type: none"> - View Order Received List - Accept Order - SCTask Number - Assign Dispatcher - View Order In Progress List - View Oder Shipped List 	E
BFR-10	Dispatcher	Provision the system to have the following rights: <ul style="list-style-type: none"> - View Assign Order List - Add shipment details and update 	E
BFR-11	Providence User	Provision the system to have the following rights: <ul style="list-style-type: none"> - View List of Order in Progress - View Order shipped List 	E



System should send the Reports to Designated user within Providence and Velocis. System should have capability as per the following:

ID	Requirement	Description (Details & Validations)	Priority (E/O)
BFR-12	Send Report – EOD (Daily)	<p>Provision the system to send the report to the designated users with in Providence and Velocis at the EOD. The report should have the following fields:</p> <ul style="list-style-type: none"> - SCTask Number - Order Number - Date & Time - Country - City - Zip - Delivery Instruction - Status = Dispatched - Order elapse time = (In days, Date of Shipment – Date of Order accepted) - Shipment / Tracking Number = <Can be multiple shipment number, so display accordingly> - Item = Name of Item - Serial Number - Model ID 	E

6.1 List of Assumptions

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7. Feedback & Remarks

7.1 List of Feedback

S.No.	Description	Technically Feasible (Yes / No)	Remarks

Note: To be captured as per the feedback received from Providence Team.
