

BUSINESS REQUIREMENT DOCUMENT

VENDOR MANAGEMENT SYSTEM



Part 1 - Profile Management

Business Requirement Outlining the process flow by the Operations along with all required wireframes for what needs to be developed by Technology team to address interaction for both Vendor and ML employee.

Note: All contents or processes developed in this BRD are as per current understanding of the business. If there are any changes to business model, then BRD shall be changed accordingly with issuance of a new version.

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A. Business Objective

Develop a Vendor Management System (VMS) to automate the interactions with the vendors associated with Material Library (Profile Management, Content Management, Order Management, etc.).

B. BRD Objective

The Part-1 of VMS shall cover development of forms related to Profile Management section of the module also allow a proper documentation of every interaction with the vendor.

Overall, it will give a panel to the “Vendor” for monitoring & control of all the processes AND also a panel to the “Material Library” employee handling the particular Material Category for monitoring & control of all the relevant processes.

C. Responsibility

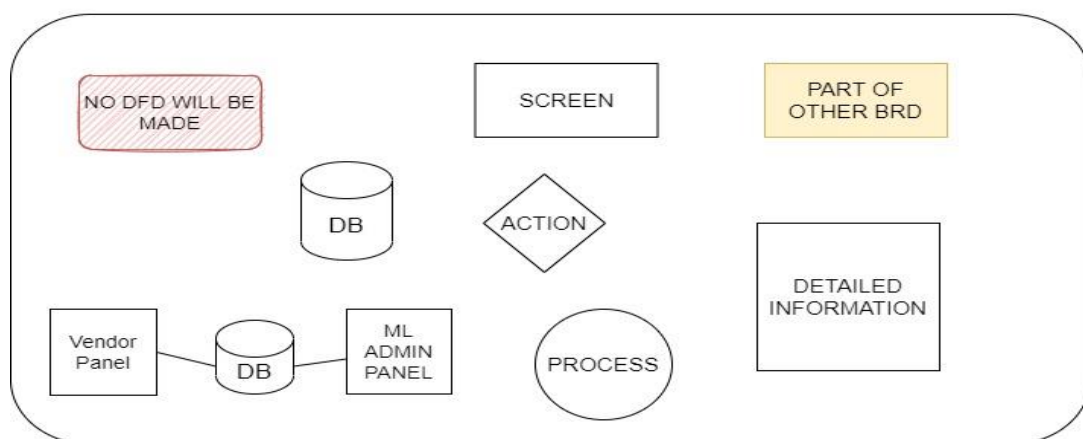
Owner Department	Operations Team
Business Verticals Involved	Operations, Technology
BRD Version	1.0
BRD Last Updated	02-Mar-2022
BRD Creation Date	02-Mar-2022

D. Process Flow

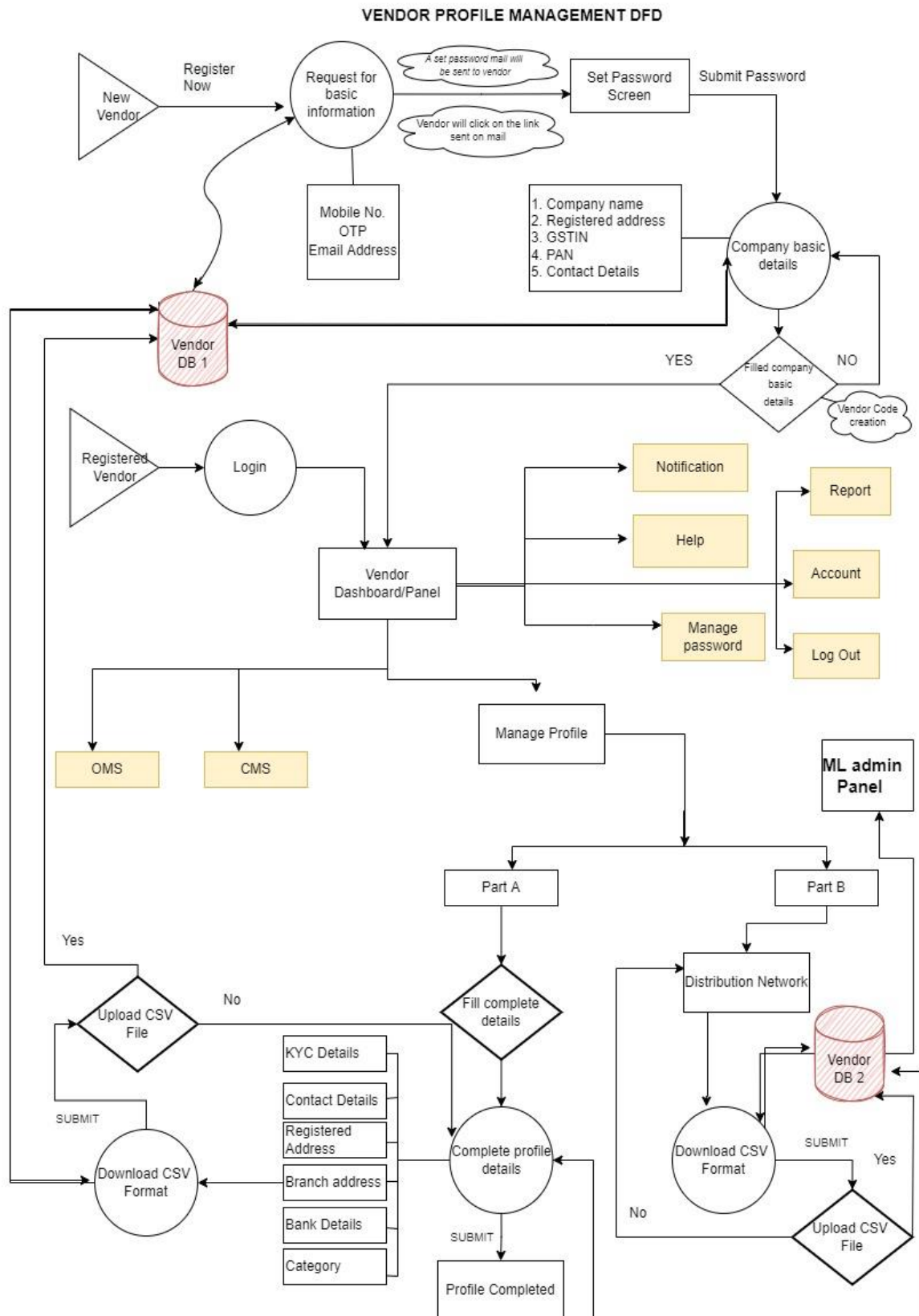
This process explains the logical sequence on which the “Profile Management” page of the Vendor Portal and ML Portal is to be developed.

Legend of different symbols used in the process flow diagram is shown for understanding the document in the below image:

LEGENDS



The process flow is as per the below image:




E. Process Description

1. Sign-up

materiallibrary	Why ML	Services	Guest renurawat9911@gmail...
-----------------	--------	----------	---------------------------------

Sign Up Now

A mail is sent to you to set your password



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2. Set Password

materiallibrary	Why ML	Services	Guest renurawat9911@gmail...
-----------------	--------	----------	---------------------------------

Set Your Password

Your password must contain : _____



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3. Sign-up

materiallibrary	Why ML	Services	Guest renurawat9911@gmail...
-----------------	--------	----------	---------------------------------

Company Details

Company Name*	Tata Steel
Registered Address*	Gurgaon
City*	Gurgaon, Haryana
Pin Code*	122003
GSTIN*	5DG54H
PAN(PERMANENT ACCOUNT NUMBER)*	4664DERHI22
Contact Name*	Rnu Rawat
Contact Number*	987654321
Contact Email ID*	renurawat51635@gmail.com

Submit

Welcome Note will be sent on mail or SMS

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4. VMS - Manage Profile - Part-A: KYC Details

materiallibrary						VMS				Guest renurawat9911@gmail...
-----------------	--	--	--	--	--	-----	--	--	--	---------------------------------

Dashboard	Manage Profile	CMS	OMS	Report	Account	Manage Password	Help	Log Out
-----------	----------------	-----	-----	--------	---------	-----------------	------	---------

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

KYC Details

STATUS	Approved
ORGANISATION NAME*	Tata Steel
ORGANISATION TYPE*	Construction <input checked="" type="checkbox"/>
REGN CERTIFICATE/DETAILS*	Upload PDF
NATURE OF ORGANISATION*	Manufacturer <input checked="" type="checkbox"/>
PAN(PERMANENT ACCOUNT NUMBER)*	DBFPP2340D
SUPPLIER TYPE AS PER GSTIN*	Registered Supplier <input checked="" type="checkbox"/>
GSTIN*	5466BH4
REGD UNDER MSME*	YES
MSME NO	
ANNUAL TURNOVER(LACS)*	100000
OTHER DETAILS*	
PAYMENT TERMS(SUBJECTED TO ACCEPTANCE)	100% Advance

Submit

Company Name

Your profile is 20% Complete

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5. VMS - Manage Profile - Part-A: Contact Details

materiallibrary

VMS

Guest
renurawat9911@gmail...

Dashboard

Manage Profile

CMS

OMS

Report

Account

Manage Password

Help

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

Contact Details

NAME*

Prarthana Tyagi

EMAIL ID*

info@materiallibrary.org

MOBILE NO*

9875663245

SECONDARY EMAIL ID

Tyagi@gmail.com

SECONDARY MOBILE NUMBER

98751463345

Submit

Company Name

Your profile is 30% Complete

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6. VMS - Manage Profile - Part-A: Registered Address

materiallibrary

VMS

Guest
renurawat9911@gmail...

Dashboard

Manage Profile

CMS

OMS

Report

Account

Manage Password

Help

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

Registered Address

ADD. LINE 1*

Registered Office 1

ADD. LINE 2

Registered Office 2

STATE*

Delhi

CITY*

New Delhi

PINCODE*

110053

COUNTRY*

India

Submit

Company Name

Your profile is 40% Complete

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7. VMS - Manage Profile - Part-A: Bank Details

materiallibrary
VMS
Guest
renurawat9911@gmail...

Dashboard
Manage Profile
CMS
OMS
Report
Account
Manage Password
Help

Part A
KYC Details
Contact Details
Registered Address
Branch Address
Bank Details
Category

Part B
Distribution Network

Bank Details

Acc Holder's Name*
BANK NAME*
ACCOUNT NO*
BRANCH NAME*
IFSC CODE*

Renu Rawat
Axis Bank
1656656154446
New Delhi
16173

Company Name
Your profile is 60% Complete

Submit

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8. VMS - Manage Profile - Part-A: Location

materiallibrary
VMS
Guest
renurawat9911@gmail...

Dashboard
Manage Profile
CMS
OMS
Report
Account
Manage Password
Help

Part A
KYC Details
Contact Details
Bank Details
Registered Address
Location
Category
Branch Address

Part B
Distribution Network

Location

ADD. LINE 1*
ADD. LINE 2
STATE*
CITY*
PINCODE*
COUNTRY*

Company Name
Your profile is 45% Complete

Submit

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9. VMS - Manage Profile - Part-A: Category

materiallibrary

VMS

Guest
renurawat9911@gmail...

Dashboard

Manage Profile

CMS

OMS

Report

Account

Manage Password

Help

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

CATEGORY

MAIN CATEGORY*

SUB CATEGORY*

SUB-SUB CATEGORY*

☒ I accept all the Terms & Conditions and Policies

Select Categories

Select Sub Categories

Select Sub-SubCategories

Company Name

Your profile is 70% Complete

Submit

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10. VMS - Manage Profile - Part-A: Branch Address

materiallibrary

VMS

Guest
renurawat9911@gmail...

Dashboard

Manage Profile

CMS

OMS

Report

Account

Manage Password

Help

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

Branch Address

ADD. LINE*

STATE*

CITY*

PINCODE*

COUNTRY*

Add+

Company Name

Your profile is 50% Complete

Branch Address

Download CSV file

Upload CSV File

Submit

Submit

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11. VMS - Manage Profile - Part-B: Dealer/Distributor Network

materiallibrary

VMS

Guest
renurawat9911@gmail...

Dashboard

Manage Profile

CMS

OMS

Report

Account

Manage Password

Help

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

WHY TO GIVE DISTRIBUTION NETWORK DETAILS?

Company Name

Your profile is 80% Complete

Distribution Network

Download CSV file

Upload CSV File

Submit

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12. ML - VMS Portal Main Page - Manage Vendors - Registered Vendors

materiallibrary

ML-VMS

ML Admin Panel
info@materiallibrary.org

Dashboard

Manage Vendors

CMS

OMS

Report

Account

Manage Password

Help

Registered Vendors

Un-registered Vendors

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

S. No	Vend or Code	Organi sation Type	Orga nisati on Nam e	Conta ct Email ID			Note: Rest table will be provided in an excel sheet
1	TAT20 21ML	Register ed	Tata Steel	info@ta ta.org			
2							
3							

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13. ML - VMS Portal Main Page - Manage Vendors - Un-registered Vendors

materiallibrary

ML-VMS

ML Admin Panel

info@materiallibrary.org

Dashboard

Manage Vendors

CMS

OMS

Report

Account

Manage Password

Help

Registered Vendors

Un-registered Vendors

Part A

KYC Details

Contact Details

Bank Details

Registered Address

Location

Category

Branch Address

Part B

Distribution Network

S. No	Vend or Code	Organi sation Type	Orga nisat ion Nam e	Con tact Em ail ID			Note: Rest table will be provided in an excel sheet
1		Un registere d	Kajari a	abc @xy z.co m			
2							
3							

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F. Annexure

1. Attribute Master
 - a. CSV-1 VMS
 - b. CSV-2 ML-Vendor Management
2. CSV Template
 - a. Branch Address
 - b. Distributor/Dealer/Retailer Network

[illegible]

[illegible]

[illegible]

