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| **CLIENT ACCEPTANCE FORM** | | |
| **Purpose:** the Client Acceptance Form signifies sign-off of the delivered solution, it verifies what deliverables are being turned over to the client and that the client has accepted/ approved those deliverables. This form would be completed during the Close phase of a project where the Project Team is handing over a solution/ deliverables to the client. | | |
| **Project Name** | Invoice Payable Tracking System (IPTS) | |
| **Project Sponsor** | Babylon Group | |
| **Project Manager** | Md. Abdul Hamid | [hamid@babylon-bd.com](mailto:hamid@babylon-bd.com) |
| **Submission Date** | July 13, 2021 |  |
| **Expected Approval Date** | July 21, 2021 |  |
| **Important Notes for Completing this Document** | | |
| Each section of the Client Acceptance Form must be completed in full. If a particular section is not applicable to this project, then you must write Not Applicable and provide a reason.  **Important Note: No section are to be deleted from this document.**  ***This document is owned and maintained by the Project Management Office (PMO) of the Newgen Technology Limited.*** | | |

**Acknowledgement**

We express thank and gratitude to staff members of BGL Finance, Supply Chain & IT department for this encouraging support and guidance in carrying out the project.

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We would like to express gratitude and thankfulness to staff members of BGL S Finance, Supply Chain & IT department for their valuable advice and guidance us in continuing our project towards end.

**List of Client Deliverables Completed**

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| Module | Feature Name | User Acceptance Feedback |
| Admin | Role based User Profiling |  |
| Organization Profiling |  |
| Department Profiling |  |
| Bank Profiling |  |
| Bank Account Profiling |  |
| Procurement | Unit wise Purchase Order Creation |  |
| Import Purchase order from BGL Procurement System |  |
| Supplier Master Profile integration with BGL Procurement System |  |
| Edit Purchase Order and Non Purchase Order facility |  |
| Purchase Order Report |  |
| Unit wise PO Report |  |
| Good received Date update |  |
| Purchase order Approval (Role based) |  |
| Helpdesk | Vendor/Supplier Invoice Entry |  |
| Bar Code Generated for Document Tracking |  |
| Supplier Acknowledgement Slip Generation |  |
| Workstation based Invoice Scan |  |
| Non-Purchase Order Entry |  |
| Cheque Disbursement Entry |  |
| Cheque Disbursement slip against cheque number |  |
| Central Procurement | Workstation based Invoice Scan |  |
| Unit wise PO Tracking Report |  |
| Good received Date update |  |
| Purchase order Approval (Role based) |  |
| Purchase order Approval |  |
| Finance | Work station based Invoice scan |  |
| Invoice VAT & AIT Calculation |  |
| Audit | Workstation based Invoice scan |  |
| Auditor comments entry |  |
| Treasure | Workstation based Invoice scan |  |
| Cheque Preparation (Single/Multiple Invoice) |  |

**Sign Off**

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| --- | --- |
| **Acceptance Responses** | 🞏 Accepted  🞏 Not Accepted until below issues are addressed  🞏 Accepted provided below issues are addressed |
| **Issues** |  |
| **Additional Comments** |  |

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| --- | --- |
| **Prepared By** | |
| **Project Manager** | Md. Abdul Hamid |
| (name) (Signature) (Date) |
| **Reviewed By** | |
| **CEO** | Mr. Liakat Hossain |
| (name) (Signature) (Date) |
| **Approved By** | |
| **Babylon MIS Lead** |  |
| (name) (Signature) (Date) |
| **Babylon Team Lead** |  |
| (name) (Signature) (Date) |
| **Process Owner** |  |
| (name) (Signature) (Date) |