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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** | Babylon Payment Automation System (BPAS) | |
| **Project Sponsor** | Babylon Group | |
| **Project Manager** | Md. Abdul Hamid | [hamid@babylon-bd.com](mailto:hamid@babylon-bd.com) |
| **Submission Date** | **November 09, 2021** |  |
| **Expected Approval Date** | **November 15, 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 | Organization Profiling |  |
| Department Profiling |  |
| Bank Profiling |  |
| Bank Account Profiling |  |
| User Profiling |  |
| Procurement | Unit wise System Generated PO |  |
| Unit wise Purchase Order Approval |  |
| Good received Confirmation Date Entry |  |
| Purchase Order Report (Draft/Actual) |  |
| Unit wise PO Report |  |
| Unit wise Purchase Order register |  |
| Helpdesk | Invoice Scan |  |
| Invoice mapping with Purchase Order |  |
| System Generated Bar Code |  |
| Supplier Acknowledgement Slip |  |
| Real-time Invoice Tracking |  |
| Non-Purchase Order Create |  |
| Cheque Disbursement |  |
| Cheque Disbursement slip |  |
| Invoice register |  |
| Cheque disbursement register |  |
| Corporate Procurement | Invoice Scan |  |
| Unit wise System Generated PO |  |
| Good received Confirmation Date Entry |  |
| Invoice Amount Change request |  |
| Purchase order Approval for all Unit |  |
| Unit wise PO Report. |  |
| Purchase order register for all unit |  |
| Audit | Invoice scan |  |
| Invoice Amount Change request |  |
| Auditor comments |  |
| Unit wise PO report |  |

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| **Module** | **Feature Name** | **User Acceptance Feedback** |
| Finance | Invoice scan |  |
| Invoice Amount Change request |  |
| Invoice VDS & TDS Calculation |  |
| Treasure | Invoice scan |  |
| Cheque Preparation (Single/Multiple Invoice) |  |
| Invoice Amount Editor | Invoice scan |  |
| Change Invoice amount |  |
| Report | Purchase order Report |  |
| Purchase order Register |  |
| Invoice Register |  |
| Cheque disbursement register |  |
| Slip | Acknowledgement Slip |  |
| Cheque Disbursement Slip |  |
| RFC | Purchase Order Draft/Edit Mode (RFC No : 572) |  |
| PO Import from Procurement System (RFC No : 506) |  |
| Supplier Master Data Integration (RFC No : 570) |  |
| Single payment bank cheque under multiple bills (RFC : 577) |  |

**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) |