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| Unionbank |
| U-HACK |
| Procure-to-Pay and Asset Management |

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| strTeam1  11/18/2017 |

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| Date | Reminder |
| NOVEMBER 10 | MEET AND MATCH DAY |
| NOVEMBER 16 -17 | Phase 1 : Concept Review. The teams must present their final concept to their sponsor. They can Tweak, Revise or double check the details of the project Consultation with your “Sponsors” |
| NOVEMBER 17-22 | Phase 2 : The Design must be ready. This journey should move towards the developmental stage. This will be check by Redwizard Events. |
| NOVEMBER 23-28 | Phase 3 : Development and Testing must be made.  You have to upload your repository and give Redwizard an access. |
| NOVERMBER 29 | Phase 4 : Project Review. The team can make a presentation to their “Unionbank Sponsor” either via Skype or in person, or the team can set the schedule with their Sponsor. You have to submit your in PDF format your Project Name, Project Description, and at least 5 Screenshot of your app. |
| DECEMBER 1 | Phase 5 : Testing and Validation. The project is expected to be all up and running by this time. You can do your final testing if needed. |
| DECEMBER 2 | DEMO DAY. All teams will be doing a 3 minute demo of their product to the judges from Unionbank and its affiliate. 3 groups will be chosen as winners. NO POWERPOINT JUST STRAIGHT DEMO OF YOUR APP. |

**Procure to Pay & Asset Management**

* Request (Items [Laptop, Monitor, etc], Supplies [Paper, Pens, etc], Construction)
* Approve Requests/Orders
* Request for quotation to supplier
* Order the requested item if contracted
* Receive quotations/bids from the vendors/suppliers
* Summarize the quotes/bids from vendors/suppliers
* Suppliers Contract Management
* Delivery Schedule
* Automated matching of the documents purchase
* View asset accountabilities
* Transfer asset/s
* Assign FFE tag number
* FFE accountability

All employees – Requestor

Some – Head/Manager

Some – Procurement Officer

Some – Procurement Head

Some – GS – Items Processing Team Staff/Officer

LOGIN PAGE WALA AKONG MAISIP HAHAHAHA

// 3 interface na kung ano ung sa css.

// > Desktop

// > Tablet

// > Mobile

Head/Manager

Procurement Officer

Employee

GS- Items Processing Team Staff/Officer

Vendor/Supplier

Procurement Head

As an employee

* File a request without connecting to LAN or filing it manually
* Be informed of the delivery schedule of my requested item
* View all fixed asset accountabilities
* Transfer asset without printing the form and forwarding it to GS

Home

List of Assets

Transfer

Request

My Request/s

Juan dela Cruz

Employee

My Account

Sign Out

Transfer

Transfer

Home

Request

My Request/s

From: To:

Transfer

Request

Transfer

Home

My Request/s

Request

Request

FORM

\*Ung request daw, parang gusto nila parang Lazada din na nakapictures na icclick para iorder, multiple items per order ata tas saka ilalagay ung info sa form

My Request/s

My Request/s

Transfer

Requests

Home

Request 1: Laptop

\*Pag click nung request dapat ung lalabas parang UI ng LAZADA sa track my order



As a Head/Manager

* File a request without connecting to LAN or filing it manually
* Be informed of the delivery schedule of my requested item
* View all fixed asset accountabilities
* Transfer asset without printing the form and forwarding it to GS
* Approve request/s without connecting to LAN or approving it manually

Same UI ng Employee nadagdagan lang ng parang notifications (pwede ding lagyan ng notifications ung employee tas magnnotif kung asan na ung request nila. Kunyari for delivery na ganun)

Notifications ng Head/Manager – info about sa kung saan na ung request nila, pag may nagttransfer ng asset, info sa trinansfer nilang asset, pati pag may bagong request na kailangan nilang iaapprove

Asset Transfer

Info

Asset Transfer

Accepted/Declined

Title of Request

Info

Request for Laptop

For Delivery

Home

List of Assets

Request

My Request/s

Transfer

Request/s waiting for approval

Request/s waiting for approval

Transfer

Requests

My Request/s

Request/s waiting for approval

Request/s waiting for approval

Request 1: Laptop

Lalabas ung info nung request na clinick

As a Procurement Officer

* File a request without connecting to LAN or filing it manually
* Be informed of the delivery schedule of my requested item
* View all fixed asset accountabilities
* Transfer asset without printing the form and forwarding it to GS
* Informed of the approved request real time
* Receive quotations/bids from the vendor using a centralized software
* Summarize the quotes/bids
* Automated matching of the documents purchase upon submission of invoice by supplier\*\*\*
* Suppliers Contract Monitoring

Notifications ng Procurement Officer – info about sa kung saan na ung request nila, pag may nagttransfer ng asset, pag naaccept/decline ung trinansfer na asset, pag may bagong request na naapprove, pati kung mageexpire na ung contract

Request for Laptop

For Delivery

Approved Request

Request for quotation or order

Contract with Lenovo

1 month before expiration

Home

List of Assets

Request

My Request/s

Transfer

Approved Request/s

Summary of quotations/bids

Suppliers Contract Monitoring

Request

My Request/s

Transfer

Home

Summary of quotations/bids

Suppliers Contract Monitoring

Approved Request/s

Request 1: Laptop

Lalabas ung info nung request na clinick

Approved Request/s

Order

Request for quotation/bid

\* Pag click nung Request for quotation/bid, may lalabas na code.

Un ung ibibigay sa mga vendor/supplier pag gusto nilang magbigay ng quote/bid

\*Pag click nung Summary of quotation/bid, may lalabas na parang maliit na window (Parang sa SIS), kung ano man itsura nung summary of quotation/bid nila

Summary of quotations/bids

Request

My Request/s

Transfer

Approved Request/s

Home

Suppliers Contract Monitoring

Request 1: Laptop

Lalabas ung info nung request na clinick

Summary of quotations/bids

Summary of quotation//bid

Suppliers Contract Monitoring

Request

My Request/s

Transfer

Approved Request/s

Summary of quotations/bids

Home

Contract with Lenovo

Lalabas ung info nung contract na clinick

Suppliers Contract Monitoring

Renew

\*Pag click nung New Contract, may lalabas na parang maliit na window (Parang sa SIS), kung ano man itsura nung form o kung ano nung Contract nila.

New Contract

As a vendor/supplier

Request Code:

>

Info about the request

Quote/Bid

Submit

\*Pag click nung submit, may lalabas na confirmation sa taas, parang SIS

\*Pag confirm, balik ulit sa home

As a Procurement Head

* File a request without connecting to LAN or filing it manually
* Be informed of the delivery schedule of my requested item
* View all fixed asset accountabilities
* Transfer asset without printing the form and forwarding it to GS
* Informed of the approved request real time
* Receive quotations/bids from the vendor using a centralized software
* Summarize the quotes/bids
* Automated matching of the documents purchase upon submission of invoice by supplier\*\*\*
* Suppliers Contract Monitoring
* Approve Purchase Order

Notifications ng Procurement Head – info about sa kung saan na ung request nila, pag may nagttransfer ng asset, pag naaccept/decline ung trinansfer na asset, pag may bagong request na naapprove, pag may bagong purchase order na kailangang iaapprove, pati kung mageexpire na ung contract

Request for Laptop

For Delivery

Approved Request

Request for quotation or order

Title of Purchase Order

Info

Contract with Lenovo

1 month before expiration

Home

List of Assets

Request

My Request/s

Transfer

Approved Request/s

Summary of quotations/bids

Suppliers Contract Monitoring

Purchase Order/s

Request

My Request/s

Transfer

Approved Request/s

Summary of quotations/bids

Suppliers Contract Monitoring

Purchase Order/s

Purchase Order/s

Purchase Order/s

Purchase Order 1: Laptop

Lalabas ung info nung Purchase Order na clinick

As a GS – Items Processing Team Staff/Officer

* File a request without connecting to LAN or filing it manually
* Be informed of the delivery schedule of my requested item
* View all fixed asset accountabilities
* Transfer asset without printing the form and forwarding it to GS

Notifications ng GS – Items Processing Team Staff/Officer

– info about sa kung saan na ung request nila, pag may bagong request na naapprove, pag may nagttransfer ng asset, pag naaccept/decline ung trinansfer na asset, pag may bagong purchase order na kailangang iaapprove, pati kung mageexpire na ung contract

Home

List of Assets

Transfer

Request

My Request/s

Asset Management

Transfer

Request

My Request/s

Home

Asset Management

Asset Management

Item 1: Lenovo Laptop

New Item

Item 1: Lenovo Laptop

Transfer

Request

My Request/s

Asset Management

Item 1: Lenovo Laptop

FFE Number

Assigned To:

1

Juan Dela Cruz - Dpt

Save

New Item

Transfer

Request

My Request/s

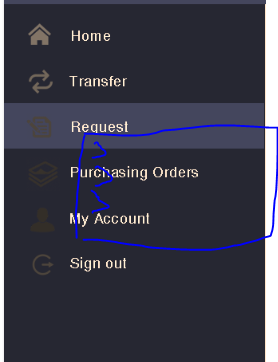
Asset Management

New Item

Form para sa info ng item pati kung ilan

Pag nagcode nasa iisang position muna lahat ng pwedeng makita sa website tas saka na hatiin sa bawat position nung employees para mas madali (?)

Instead na sobrang daming buttons dun, hatiin na sa 3 tapos meron pang buttons under nun

hirap mag UI HAHAHAHAHA basta bababa ung mga kasunod na buttons pagclick nung request kunyari

Procurement

* List of Requests
  + Katulad pa din nung UI sa taas pero madadagan ng:
    - May button na iddirect to Purchase Order \*pag na direct sa PO, mawawala nasa list ng requests
    - May button na magrrequest ng quote/bids \*pag nagrequest ng quote/bid, lalabas ung parang info kung ano na ung nangyayari sa bidding.
    - search button
    - Pwedeng I arrange na una ung mga waiting for approval/ by date / name / kung pano pa iarrange ung mga list
* Summary of Biddings
  + List of Request na for bidding
    - Parang table lang na sinabi ni mam kanina
* List of Purchase Order
  + Katulad sa UI
    - Search button
    - Arrange PO
    - Pag approved na ung PO (lalabas ung info kung ano na nangyayari sa payment process ganun)
* Supplier Contract Management
  + List of Contract
    - Pag click kita ung info, renew (pero didiretso lang sa add new contract \*nakalagay lang automatically ung mga info sa field\* para sa possible changes before irenew), remove
    - Arrange
    - Search
    - Add new Contract
* Item Catalog
  + List of Items
    - Add new Item (Name, description, picture plus expiration hanggang kelan lang pwede makaorder ng ganun)
    - Edit Item
    - Remove Item

Payment Process \*\*Di ko alam kung pwede ng isama sa List of Purchase Order nung Procurement to\*\*

* List of Purchase Order
  + Checklist
    - Physical Invoice
    - Official Receipt
    - Delivered
    - Paid
  + Where the item was released
  + When was the item released

Asset Management

* Transfer
  + Request to Transfer Asset/s
  + List Transfer Request/s waiting for approval
    - Lalabas sa info kung ikaw ba ung tatanggap or ikaw ung boss nung tatanggap ganun?
  + List of Transfer Requests (?)
    - Parang sa request lang din na lalabas ung info pagkaclick kung naapprove na ba ng dalawang boss pati nung tatanggap
    - Lalabas din kung successful na ung request
    - Pwede ding iarrange ung request
* Request for an item
  + Pareho nung sa UI
  + Pero magadd daw nung button para sa request na wala sa catalog, ggwan ng form or standard na inputs