

**Business Requirement Document (Change Request)**

**Prepared for: China Sales Group**

**Jul. 2015**

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**Version Control**

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**1 INTRODUCTION**

**1.1 PURPOSE**

The purpose of this document is to describe the business requirements on all the customizations for the comprehensive GuestLogix (GXI) On-board Retail Solution for China Sales Group. The document elaborates details on business rules and functional requirements.

**1.2 SCOPE**

In Scope:

* Detailed descriptions on business/functional requirements of the customizations that have been gathered during the BRG session, including the ones for the current BOS, WHMS, POS device system and in addition, the new requirements that might be delivered.
* A complete list including all the customized items, in which phase each item will be delivered, any special comments on each item’s delivery, etc.

Out of Scope:

* Business/Functional requirements in the BRD/FRD for GXI standard solution
* Data migration plan
* Ancillary Insight System
* Any other functionality not mentioned in the “In Scope” paragraph

**1.3 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

The following table outlines various terms that are used throughout this document, used in specific ways to adapt to the concepts and business aspects of the solution.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Term** |  |  | **Description** |  |  |
|  |  |  |  |  |
| GXI | |  |  | GuestLogix |  |  |
|  | |  |  |  |  |  |
| CSG | |  |  | China Sales Group, who owns POS devices and is the duty free |  |  |
|  |  |  |  | product provider. |  |  |
|  | |  |  |  |  |  |
| CZ | |  |  | IATA code of China Southern Airlines |  |  |
|  | |  |  |  |  |  |
| BRD | |  |  | Business Requirement Document |  |  |
|  | |  |  |  |  |  |
| FRD | |  |  | Functional Requirement Document |  |  |
|  | |  |  |  |  |  |
| POS | |  |  | Point-of-sale |  |  |
|  | |  |  |  |  |  |
| BOS | |  |  | Back Office System |  |  |

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|  |  |  |  |
|  |  |  |  |
|  | MC | MasterCard |  |
|  |  |  |  |
|  | CUP | China Union Pay |  |
|  |  |  |  |
|  | CC | Credit Card |  |
|  |  |  |  |
|  | WH | Warehouse |  |
|  |  |  |  |
|  | PSP | Payment Service Provider |  |
|  |  |  |  |
|  | PO | Purchase Order |  |
|  |  |  |  |
|  | DN | Delivery Note |  |
|  |  |  |  |
|  | RN | Return Note |  |
|  |  |  |  |
|  | DFS | Duty Free Sale |  |
|  |  |  |  |
|  | SP | Senior purser who is in charge of sales in flight and who is able to |  |
|  |  | authorize refunds and overrides |  |
|  |  |  |  |
|  | Seller | Cabin Crew Member who uses POS in flight to perform sales |  |
|  |  |  |  |
|  | Bond Warehouse | Warehouse staffs that use the BOS to dispatch flights and use the POS |  |
|  |  | for pre-flight and post-flight transmission. |  |
|  |  |  |  |
|  | End User | The airlines, China Southern, Xiamen Airlines, etc., who will be using |  |
|  |  | the Solution. |  |
|  |  |  |  |
|  | Solution | The comprehensive solution offering by GuestLogix to the End User |  |
|  |  |  |  |
|  | AI System | Ancillary Insight System, the business intelligence module offered by |  |
|  |  | GuestLogix |  |
|  |  |  |  |
|  | Products | Any item that can be sold through a sales transaction that can be |  |
|  |  | fulfilled following a transaction either through Pre-order, onboard |  |
|  |  | purchase or home delivery |  |
|  |  |  |  |
|  | Crew List | List containing crew information |  |
|  |  |  |  |
|  | Flight Schedule | List containing flight schedule information |  |
|  |  |  |  |
|  | ORG/ORIG | Port of Origin or Departure |  |
|  |  |  |  |
|  | DEST | Port of Arrival or Destination |  |
|  |  |  |  |
|  | Depletion | Any activity performed on POS that decreases the physical quantity of |  |
|  |  | a product |  |
|  |  |  |  |
|  | POS Application | The GuestLogix software which runs on the POS device for inflight |  |
|  |  | sales |  |

**1.4 DISCLAIMER**

Please note that the screenshots/wireframes provided are only approximate representations of what the actual user interface will be. These may vary from the actual final applications. There may be cosmetic/aesthetic differences in the actual applications. The screenshots/wireframes are representative of the business/functional requirements and should not be a basis for disputing non-compliance with the contents of this document and the actual applications.

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**2 DELIVERY PLAN FOR CUSTOMIZED ITEMS**

**2.1 PHASE 1**

|  |  |  |
| --- | --- | --- |
| *Item Description* | *Mandatory* | *Comments* |
| Back Office System  后台办公系统 |  |  |
| BOS Login Webpage Customization  后台办公系统登录页自定义 | Yes |  |
| Uploading “Product List”  上传产品列表 | Yes |  |
| Uploading “Credit Card Blacklist”  上传黑卡信息 | Yes |  |
| Adding “Program” Parameter to Search | Yes |  |
| Functionality for Product Management  在产品管理的搜索中增加关于“”的搜索 |  |  |
| Manage Currency - Base Currency  基础货币的管理 | Yes |  |
| Having Access to CSG client’s Data  链接CSG用户的数据（国航、南航等） | Yes |  |
| Warehouse Management System  仓库管理系统 |  |  |
| Managing Product Details  管理产品详情 | Yes |  |
| Adding “Program” Parameter to Search | Yes |  |
| Functionality for Manage Warehouse Product  通过“期”或“季”查询仓库中的产品 |  |  |
| Viewing Products Uploaded by CSG Client  查看CSG用户上传的产品列表 | Yes |  |
| Create Purchase Order  创建采购单 | Yes |  |
| Purchase Order Confirmation  审批采购单 | Yes |  |
| Goods Receipts  商品收据 | Yes |  |
| Create Delivery Note  创建提货单 | Yes |  |
| Create Return Note  创建退货单 | Yes |  |
| Return Note Confirmation  审批退货单 | Yes |  |

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**2.2 PHASE 2**

|  |  |  |
| --- | --- | --- |
| *Item Description* | *Mandatory* | *Comments* |
| Back Office System |  |  |
| Import Settlement File with CC Transaction |  |  |
| Status Change |  |  |
| Failed Credit Card Definition and Analysis |  |  |
| Adding Functionality Access on Supplier |  |  |
| Management Module |  |  |
| Warehouse Management System |  |  |
| Viewing Master Product List |  |  |
| Exporting Product List |  |  |
| Managing Suppliers |  |  |
| Exporting Existing Suppliers |  |  |
| Managing CSG Client |  |  |
| Manage Warehouse Locations |  |  |
| Ancillary Insight System |  |  |
| Sales Revenue Calculation |  |  |
| Report on Product Quantity Loaded for |  |  |
| Dispatched Flights |  |  |
| Report on Product Inventory in Multiple |  |  |
| Locations in Warehouse |  |  |
| Stock Value Estimation Report |  |  |
| Analyses on Purchase and Refund from Supplier |  |  |
| Analyses on Goods Receipts and Return from/to |  |  |
| Supplier |  |  |
| Analyses on Purchase and Refund from CSG |  |  |
| Client |  |  |
| Analyses on Goods Receipts and Return from/to |  |  |
| Supplier |  |  |
| Analyses on Products of Selected Promotion |  |  |
| Sales Revenue Analysis on CC Transaction by |  |  |
| Different Businesses |  |  |

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**3 BACK OFFICE SYSTEM**

**3.1 BOS LOGIN WEBPAGE**

**3.1.1 BOS Login Webpage Customization**后台办公系统登录页自定义

**3.1.1.1 Descriptions 描述**

BOS Login webpage must be customized.

**3.1.1.2 Business Rules 业务规则**

* The BOS Login webpage must use the design from CSG or its client, including the background color, the background pattern (if any), banner, logo, etc.  
  后台办公系统登录页必须使用CSG或CSG用户的LOGO，包括背景颜色、背景图案、banner、logo等。
* “Powered by GuestLogix” can be displayed in the webpage following the design.

**3.1.1.3 Functional Requirements 功能需求**

|  |  |
| --- | --- |
| **#** | **FR Description** |
|  |  |
| 1 | Use the design given by CSG or its client for BOS Login webpage  后台登录页使用CSG或CSG用户提供的设计资料 |
|  |  |
| 2 | Use background color given by CSG or its client for BOS Login webpage  后台登录页使用CSG或CSG客户提供的背景色 |
|  |  |
| 3 | Use background pattern given by CSG or its client for BOS Login webpage  后台登录页使用CSG或CSG客户提供的背景图案 |
|  |  |
| 4 | Use banner given by CSG or its client for BOS Login webpage  Banner 同上 |
|  |  |
| 5 | Use logo given by CSG or its client for BOS Login webpage  Logo 同上 |
|  |  |
| 6 | Display “Powered by GuestLogix” in the webpage |
|  |  |

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**3.2 DATA FEED UPLOAD MODULE**

**3.2.1 Uploading “Product List” 上传产品列表**

**3.2.1.1 Descriptions**

Due to some new fields added for managing warehouse products, the data feed file of “Product List” has to be modified accordingly.

由于为了管理仓管商品增加了一些新的字段，“产品列表”的数据源文件必须相应做出修改。

**3.2.1.2 Business Rules**

* For the detailed information on each field of a product, please refer to Section 4.1.1.  
  商品每个字段的详细信息请参见4.1.1中
* The data feed file should include the following fields:  
  数据源文件包括如下字段：
  + - “Product Code” 产品编号
      * If it is empty in the file, the system should generate the product code automatically and insert a new product record to the database of the BOS.
      * If it is not empty in the file, the system should find the existing product and overwrite the product details in the database of the BOS.
  + “Program Code”
    - * Mandatory
  + “Supplier Name”
    - * Mandatory
  + “Brand Name”
    - * Mandatory
  + “Product Catalogue Number”
    - * Should be empty
      * Optional
  + “CSG Code”
  + “English Name”
    - * Mandatory
  + “Chinese Name”
    - * Mandatory
  + “Product Specifications”
    - * Optional
  + “Case Packing”
    - * Optional
  + “Reference Code”
    - * Optional
  + “Product Barcode”
    - * Optional

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* “Recommended Retail Price”
  + Mandatory
* “Availability to Clients”
  + If there is only one client, the IATA code of the client should be displayed in the column.
  + If there are multiple clients, the format should be [the IATA code of Client A] +

“/” + [the IATA code of Client B] + “/” + “[the IATA code of Client C] + ……

* “Product Profit Margin”
  + If there is only one client, the profit margin defined for the client should be displayed in the column.
  + If there are multiple clients, the format should be [Profit Margin for Client A] +

“/” + [Profit Margin for Client B] + “/” + “[Profit Margin for Client C] + ……

* + - Please notice that the sequence should be exactly the same as that in the field of “Availability to Clients”.
* “Original Country”
  + Optional
* “Shelf Life”
  + Optional
* “Initial Lead Time”
  + Optional
* “Reorder Lead Time”
  + Optional
* “Product Category”
  + Optional
* “If New”
  + Optional
* “Net Weight per Piece”
  + Optional
* “Name of Manufacture”
  + Optional
* “Address of Manufacture”
  + Optional
* “Return Policy”
  + Optional
* “Materials”
  + Optional
* “Power Mode”

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* + Optional
* “Memo”
  + Optional

**3.2.1.3 Functional Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |  |
| 1 |  |  | Automatically generate “Product Code” for any new product |  |  |
|  |  |  |  |  |  |
| 2 |  |  | Validate each data field according to the given format |  |  |
|  |  |  |  |  |  |
| 3 |  |  | Validate those mandatory data fields |  |  |
|  |  |  |  |  |  |
| 4 |  |  | Split the value given in the field of “Availability to Clients” according to the specifications |  |  |
|  |  |  |  |  |  |
| 5 |  |  | Split the value given in the field of “Product Profit Margin” according to the specifications |  |  |
|  |  |  |  |  |  |
| 6 |  |  | Calculate “Product Cost” according to the given “Recommended Retail Price” and “Product Profit |  |  |
|  |  | Margin” defined for different CSG clients and save them to the database of the BOS |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 7 |  |  | Successfully import the data feed file of “Product List” |  |  |
|  |  |  |  |  |  |
| 8 |  |  | Populate error messages on given values of specific data fields if importing the data feed file fails |  |  |
|  |  |  |  |  |  |

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**3.2.2 Uploading “Credit Card Blacklist”**

**3.2.2.1 Descriptions**

Credit Card Blacklist can be uploaded by CSG and applied to all the CSG clients.

**3.2.2.2 Business Rules**

* CSG would like to upload credit card blacklist under its account following the required data feed specification.
* And then the uploaded credit card blacklist will be applied to all its clients.
  + It means that POS devices used by CZ, CA, MU, etc., will get the CC blacklist in the pre-flight POS transmission.

**3.2.2.3 Functional Requirements**



**#** **FR Description**

1. Allow CSG to upload credit card blacklist
2. Apply the uploaded blacklist to all CSG clients

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**3.3 PRODUCT MANAGEMENT MODULE**

**3.3.1 Adding “Program” Parameter to Search Functionality**

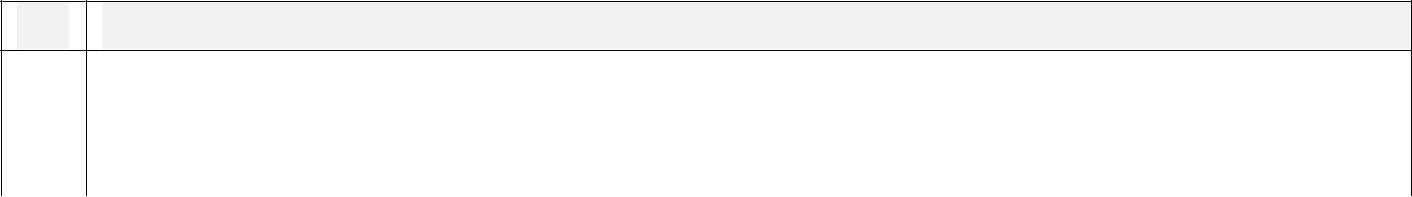
**3.3.1.1 Descriptions**

For CSG and its clients, we added the concept of “Program” to manage products. Anytime if they would like to manage/maintain products, they need to select a specific program first. That’s why we need to add the parameter of “Program” to the search functionality.

**3.3.1.2 Business Rules**

* “Program”
  + It should be a dropdown box.
  + The system should list the following programs in the BOS.
    - The current program
      * Assuming it is in Jul. 2015 and the current program is from Apr. 2015 to Sept. 2015, the system should display the option of 201504 in the dropdown box.
    - The coming program
      * Assuming it is in Jul. 2015, if CSG has already uploaded all the products for the coming program, the system should display the option of 201510 in the dropdown box. If they haven’t been uploaded yet, the system only displays the current program.
    - Previous Programs
      * The system doesn’t display any previous program in the dropdown box.
      * Assuming it is on Oct. 1st, 2015 today, the option of “201504” should not be available in the dropdown box.
      * The system should not allow the user to make any changes to the details of products for any previous program.
  + It is a mandatory parameter to be selected before the user does product search.
  + Once a specific program is selected, the system should retrieve all the products in the selected program and display them in the search result grid.

**3.3.1.3 Functional Requirements**



**#** **FR Description**

1. Provide the parameter of “Program” for the search functionality
2. Retrieve products in the selected program from the database
3. Display all the retrieved products in the search result grid

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**3.4 CURRENCY MANAGEMENT**

**3.4.1 Manage Currency**

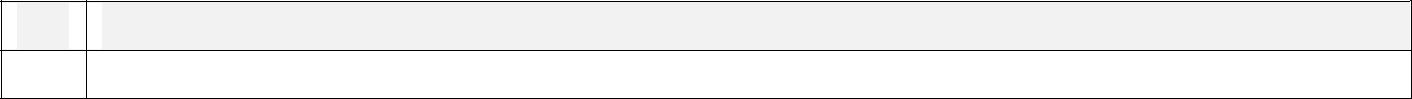
**3.4.1.1 Descriptions**

The base currency should be USD.

**3.4.1.2 Business Rules**

* USD will be the base currency for sales/refund transactions and for purchasing/refunding duty free products between CSG and CSG client.

**3.4.1.3 Functional Requirements**



**#** **FR Description**

1 Set USD as the base currency

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**3.5 IMPORT SETTLEMENT FILE**

**3.5.1 Import Settlement File**

**3.5.1.1 Descriptions**

Daily settlement file given by the payment gateway should include the status change of previous credit card transaction.

**3.5.1.2 Business Rules**

* A charge back could happen to a CC transaction which had been settled months ago.
* CSG client would like to have the status change of “Charge Back” on the very transaction in the daily settlement file after the charge back happens.
* The status change of the transaction should be imported to GXI BOS along with the daily settlement file so that when CSG reviews the CC transaction, they can see “Charge Back” as the latest status.
* Necessary report should be generated on this topic. The content specification will be further discussed later.

**3.5.1.3 Functional Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 | |  |  | Have the status of “Charge Back” on previous settled CC transaction in daily settlement file | |  |
|  | |  |  |  | |  |
| 2 | |  |  | Import the status change along with the settlement file to GXI BOS | |  |
|  | |  |  |  | |  |
| 3 | |  |  | Present the status of “Charge Back” when the transaction details are checked | |  |
|  | |  |  |  | |  |
| 4 | |  |  | Generate necessary report on the status of “Charge Back” | |  |
|  |  |  |  |  |  |  |

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**3.6 CREDIT CARD TRANSACTION SETTLEMENT AUTOMATION**

**3.6.2 Failed Credit Card Definition and Analysis**

**3.6.2.1 Descriptions**

This section describes the settings defined by CSG for automatically resubmitting declined CC transaction.

**3.6.2.2 Business Rules**

* For a declined CC transaction, CSG would like to resubmit it to the payment gateway two weeks after the first try.
* CSG would like to treat a credit card as a failed card if the resubmission fails four times.
* If a charge back happens to a credit card, CSG will treat the credit card as a failed card.
* CSG would like to add all the failed card to the CC blacklist periodically.
* The system should allow CSG to review all the CC transactions done by any/selected/all failed card within a given date range.

**3.6.2.3 Functional Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 | |  |  | Resubmit a declined CC transaction to the payment gateway two weeks after the first try | |  |
|  | |  |  |  | |  |
| 2 | |  |  | Maintain a card type named Failed Card | |  |
|  | |  |  |  | |  |
| 3 | |  |  | Mark a credit card as a Failed Card | |  |
|  | |  |  |  | |  |
| 4 | |  |  | Review all the CC transactions done by any/selected/all Failed Cards within a given date range | |  |
|  |  |  |  |  |  |  |

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**3.7 SECURITY MANAGER MODULE**

**3.7.1 Adding Functionality Access on Supplier Management Module**

**3.7.1.1 Descriptions**

At CSG, some staff should be able to create/edit suppliers while some should only be able to view existing suppliers. Currently we only have “WAREHOUSE MANAGE SUPPLIERS – EDIT” to be assigned to a specific role, CSG would like to add extra functionality accesses, such as “WAREHOUSE MANAGEMENT SUPPLIERS – VIEW”, etc.

**3.7.1.2 Business Rules**

* WAREHOUSE MANAGEMENT SUPPLIERS – EDIT
  + It should enable a role to search existing suppliers.
  + It should enable a role to view existing suppliers.
  + It should enable a role to view the details of a specific supplier.
  + It should enable a role to add new suppliers.
  + It should enable a role to edit existing suppliers.
  + It should enable a role to discontinue existing suppliers.
  + It should enable a role to reinstate existing suppliers.
* WAREHOUSE MANAGEMENT SUPPLIERS – VIEW
  + It should enable a role to search existing suppliers.
  + It should enable a role to view existing suppliers.
  + It should enable a role to view the details of a specific supplier.

**3.7.1.3 Functional Requirements**



**#** **FR Description**

Provide the function of “WAREHOUSE MANAGEMENT SUPPLIERS – VIEW” to be assigned to a

1

role

A role with access to “WAREHOUSE MANAGEMENT SUPPLIERS – VIEW” should be able to search

2

all the existing suppliers in the BOS

A role with access to “WAREHOUSE MANAGEMENT SUPPLIERS – VIEW” should be able to view

3

all the existing suppliers in the grid in the BOS

A role with access to “WAREHOUSE MANAGEMENT SUPPLIERS – VIEW” should be able to view

4

the details of a selected supplier in the grid in the BOS

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**3.7.2 Having Access to CSG client’s Data**

**3.7.2.1 Descriptions**

CSG should have access to review/define the data of all CSG clients.

**3.7.2.2 Business Rules**

* As the only duty free product supplier, CSG should have access to review the data of all CSG clients:
  + Review the available inventory of duty free products in each of the CSG client’s warehouses
  + Review the list of domestic products in a selected program to be sold onboard by a selected CSG client
  + Define product promotions in a selected program and apply them to all the CSG clients or individual ones
  + Review product promotions in a selected program defined by CSG clients
  + Define coupons/vouchers in a selected program and apply them to all the CSG clients or individual ones
  + Review coupons/vouchers in a selected program defined by CSG clients
  + Review the quantity of each product uploaded to all the dispatched flights every day
  + Review the quantity of each product sold onboard every day
  + Review sales/refund transactions occurred onboard for a selected CSG client within a given date range.
  + etc.

**3.7.2.3 Functional Requirements**

|  |  |
| --- | --- |
| **#** | **FR Description** |
|  |  |
| 1 | Allow CSG to review product inventory in each of CSG client’s warehouse |
|  |  |
| 2 | Allow CSG to review the domestic product list uploaded by CSG client |
|  |  |
| 3 | Apply product promotions defined by CSG to all the CSG clients or individual CSG client |
|  |  |
| 4 | Allow CSG to review product promotions defined by CSG client |
|  |  |
| 5 | Apply vouchers/coupons defined by CSG to all the CSG clients or individual CSG client |
|  |  |
| 6 | Allow CSG to review vouchers/coupons defined by CSG client |
|  |  |
| 7 | Allow CSG to review the quantity of each product uploaded to all the dispatched flights every day |
|  |  |
| 8 | Allow CSG to review the quantity of each product sold onboard every day |
|  |  |
| 9 | Allow CSG to review sales/refund transactions for a selected CSG client within a given date range |
|  |  |

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**4 WAREHOUSE MANAGEMENT SYSTEM**

**4.1 MANAGE WAREHOUSE PRODUCTS**

**4.1.1 Managing Product Details**

**4.1.1.1 Descriptions**

CSG would like to manage product details by the data fields mentioned below.

**4.1.1.2 Business Rules**

* “Product Code” 产品代码
  + It is a unique code across GXI solution. 唯一识别码（在系统中）
  + It should be generated by the system automatically.系统自动生成
  + It should follow the format of “CSG” + [Program Code] + 4-digit number which increases by 1 automatically for any new product. CSG+“期”或“季”+4个数字，任何新产品都会自动+1
  + Samples could be CSG2015100001, CSG2016040155, CSG2016100099, etc. 举例
  + Please notice that the same product could have different product codes when it is included in different programs.请注意相同的产品在不同的“期”或“季”中，它可能有不同的产品代码。  
     Please see the following example:
    - Product A is included in Program of Apr., 2016. It gets the product code of CSG2016040022 when being uploaded to the BOS. When warehouse staff manages the inventory for Product A, all the transactions are related to the product code of CSG2016040022.  
      产品A包含在2016年4月这期中，上传到后台办公系统的产品代码是CSG2016040022。
    - Product A continues being included in Program of Oct.2016. It gets a new product code of CSG2016100009 when being uploaded to the BOS. When warehouse staff manages the inventory for Product A, all the transactions are related to the product code of CSG2016100009.  
      产品A继续出现在2016月10月这期中。它从后台管理系统上传时得到的产品代码是CSG2016100009.
    - What’s more, Product A might have different reference codes from the same supplier, different specifications, the same CSG code, etc., in different programs.  
      更重要的是，在不同的“期”或“季”中，产品A可以在同一个提供商有不同的参考代码、不同的规格，但是同一个CSGcode
  + It cannot be edited by anybody.  
    任何人都不能编辑。
  + It should be a column in the data feed file of “Product List”.它是产品列表文件中的一列。
    - If it is empty in the file, the system should generate the product code automatically and insert a new product record to the database of the BOS.  
      如果在文中是空，系统应该自动生成一个产品代码，并且在后台数据库中那个插入一条新的产品记录。
    - If it is not empty in the file, the system should find the existing product and overwrite the product details in the database of the BOS.  
      如果不是空，系统应该数据库中查找已经存在的产品，并且重写产品细节。
* “Program Code” “期”或“季”
  + It shows which program each product belongs to. 它表示哪些商品属于那一“期”。

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* + CSG has only two programs every year, whose cut over times are Apr. 1st and Oct. 1st. Thus, the codes should be “YYYY04” and “YYYY10”.  
    CSG每年有2“期”，切换时间是4月1日和10月1日。因此代码形式为 “YYYY04” and “YYYY10”
  + Samples could be 201510, 201604, 201610, etc.  
    比如：201510, 201604, 201610
  + It must be uploaded via the data feed file of “Product List”.  
    必须通过产品列表文件上传。
  + It cannot be edited by anybody.  
    不能修改。
* “Supplier Name” 供应商名称
  + It shows which company supplies the current product to CSG.
  + At CSG, each product has only one supplier.  
    任何一个产品只有一个供应商。
  + It should be a dropdown box, listing all the existing suppliers in the BOS.
  + It should be editable.  
    可以修改。
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Brand Name” 品牌商标
  + It shows which brand the current product belongs to.  
    产品所属的品牌
  + A brand should be under a specific supplier.  
    一个品牌属于某个特定的供应商。
  + At CSG, each product only belongs to one brand.  
    每个产品只属于一个品牌。
  + It should be a textbox.
  + It should be editable. 可以编辑。
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Product Catalogue Number” 产品分类编号
  + This field is for CSG client’s usage.  
    CSG用户使用的。
  + It is empty and cannot be edited by CSG.  
    它是空并且不能由CSG编辑。
* “CSG Code” 货号
  + It is a code used internally by CSG.  
    CSG内部使用的代码。
  + The format is [1-digit number] + [2 or 3 Capital Letters] + [3-digit Number]
    - [1-digit number] 1位数字
      * It stands for product category. 产品分类代码
    - [2 or 3 Capital Letters] 2位大些字母
      * It stands for brand initial. 产品的首字母
      * Samples could be “EL” or “EEL for Estee Lauder.
    - [3-digit Number] 3位数字
      * It is a sequence number managed internally by CSG. CSG内部管理的序列号
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “English Name” 英文名称
  + It is the English name of a product.
  + It should be a textbox.

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* + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Chinese Name” 中文名称
  + It is the Chinese name of a product.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Product Specifications” 产品规格
  + It is for some specifications for a product.  
    一个产品有某些规格。
  + Samples could be 15ml, 50ml, etc.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Case Packing” 装箱
  + It is the UOM of a product when WH staff packs it.  
    仓库管理员在给产品打包时，它是一个单位。
  + Sample value could be 50 bottles, 24 cans, etc.  
    比如：50瓶，24罐
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Reference Code” 参考代码
  + It is a reference code provided by the supplier.  
    供应商提供参考代码
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Product Barcode”产品条码
  + It is the barcode for a product.  
    一种产品有一个条码.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Recommended Retail Price” 推荐零售价
  + For each product, CSG provides a recommended retail price in USD.  
    每一款产品，CSG都会提供一个推荐零售价，美元标价。
  + This price will be the initial selling price for the product displayed to each of CSG clients, say China Southern, Air China, etc.  
    这个价格将会以最初销售价格的形式提供给国航和南航。
  + CSG client is able to define the selling price in USD for the product on their own. Once one is defined, the initial one will be ignored.  
    国航和南航能重新定义销售价格用美元标价，一旦定义好，这个效果将失效。
  + It should be a textbox.
  + It should be editable.

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* + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
* “Availability to Clients” 有效客户
  + This field enables CSG to manage the product availability for each client.  
    这个字段使得CSG可以去管理每个客户的商品有效性。
  + For example, Montblanc Star Walker could be unavailable for CZ, but for MU and CA.  
    比如，万宝龙可以在海航和国航有效，但南航无效
  + It should be a select-box in the BOS.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.  
    他应该是产品列表文件中的一列。
    - If there is only one client, the IATA code of the client should be displayed in the column.  
      如果只有一个用户，在列中只显示IATA代码就可。
    - If there are multiple clients, the format should be [the IATA code of Client A] +

“/” + [the IATA code of Client B] + “/” + “[the IATA code of Client C] + ……  
如果有多个用户，在列中显示如：CA/MU/CZ

* “Product Profit Margin” 产品利润率
  + For each product, CSG needs to define the profit margin for each of its clients.  
    每一个产品CSG都需要定义一个产品利润率给每个用户（国航、海航、南航）
  + It impacts the cost calculation of each product.  
    它影响每个产品的成本计算。
  + The system should provide a functionality for CSG to search/view/add/edit the product profit margin for each selected client.  
    系统提供一个功能，让CSG可以对每个用户进行搜索、显示、添加、修改产品利润率。
  + It should be a column in the data feed file of “Product List”.
    - If there is only one client, the profit margin defined for the client should be displayed in the column.
    - If there are multiple clients, the format should be [Profit Margin for Client A] +

“/” + [Profit Margin for Client B] + “/” + “[Profit Margin for Client C] + ……  
如果多个用户都有数值，用“/”分隔开。CA/MU/CZ

* + - * Please notice that the sequence should be exactly the same as that in the field of “Availability to Clients”.
* “Product Cost” 产品成本
  + It is the product cost for each CSG’s client.  
    每一个CSG用户都已一个产品成本。
  + It is automatically calculated by the system using the defined “Recommended Retail Price” and “Product Profit Margin” by different clients.  
    不同的用户根据“推荐零售价”和“产品利润率”自动计算得出。
  + The system should provide a functionality for CSG to search/view the product cost for each selected client.  
    可以查询、显示特定用户的产品成本。
  + It is read-only and cannot be editable.
* “Original Country”产地
  + It is the original country where the product is imported.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Shelf Life” 保质期
  + It is the shelf life for a product.

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* + It is managed on the product level, instead of product batch level.  
    它是在产品级别上进行管理的，而不是产品批次级别上。
  + Samples could be 18 months, 30 months, etc.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Initial Lead Time” 初始订货周期
  + It is the lead time for the first product purchase order.  
    这是第一次产品采购订单的周期。
  + For most of the products, the initial lead time could be longer than the reorder lead time.
  + Samples could be 12 days, 30 days, etc.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Reorder Lead Time”订货周期
  + It is the lead time for reordering the product.  
    再次订货的周期
  + For most of the products, the reorder lead time could be shorter than the initial lead time.
  + Samples could be 12 days, 30 days, etc.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Product Category”产品类别
  + It shows which product category a product belongs to.  
    每一个产品都属于一个产品类别。
  + It should be a dropdown box listing all the existing product categories in the BOS.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “If New” 是否是新货
  + It shows if the current product is a new one to the program.
  + It should be a checkbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Net Weight per Piece” 每件净重
  + It shows the net weight per piece of the product.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Name of Manufacture” 制造厂名

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* + For a supplier, a product could be done by different manufactures from different countries.  
    一个供应商，一个产品可能出自不同的国家不同的工厂。
  + It is for the name of the company who manufactured the product.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Address of Manufacture” 工厂地址
  + For a supplier, a product could be done by different manufactures from different countries.
  + It is for the address of the company who manufactured the product.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Return Policy”退货条件
  + For any product, there is a return policy given by the supplier saying that how many percent of the products previously ordered can be returned.   
    每一个产品，供应商会给出一个退货政策之前订货的百分之多少是可以退的。
  + It should be a percentage value.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Materials” 材料
  + It shows which materials a product is made of.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Power Mode” 电源形式
  + It shows by which way a product is powered.
  + It should be a textbox.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.
* “Memo” 备注
  + It is for the comments related to a product.
  + It should be a textbox with multiline enabled.
  + It should be editable.
  + It should be a column in the data feed file of “Product List”.

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|  | |  |  | |  |
| **4.1.1.3 Functional Requirements** | | | | |  |
|  |  |  | |  |  |
| **#** |  |  | | **FR Description** |  |
|  |  |  | |  |  |
| 1 |  |  | | Automatically generate “Product Code” for any new product |  |
|  |  |  | |  |  |
| 2 |  |  | | Present “Program Code” for a selected product |  |
|  |  |  | |  |  |
| 3 |  |  | | Able to edit “Supplier Name” of a selected product |  |
|  |  |  | |  |  |
| 4 |  |  | | Able to edit “Brand Name” of a selected product |  |
|  |  |  | |  |  |
| 5 |  |  | | Create the association between “Supplier Name” and “Brand Name” of a selected product |  |
|  |  |  | |  |  |
| 6 |  |  | | Display nothing for “Product Catalogue Number” of a selected product |  |
|  |  |  | |  |  |
| 7 |  |  | | Able to edit “CSG Code” of a selected product |  |
|  |  |  | |  |  |
| 8 |  |  | | Able to edit “English Name” of a selected product |  |
|  |  |  | |  |  |
| 9 |  |  | | Able to edit “Chinese Name” of a selected product |  |
|  |  |  | |  |  |
| 10 |  |  | | Able to edit “Product Specifications” of a selected product |  |
|  |  |  | |  |  |
| 11 |  |  | | Able to edit “Case Packing” of a selected product |  |
|  |  |  | |  |  |
| 12 |  |  | | Able to edit “Reference Code” of a selected product |  |
|  |  |  | |  |  |
| 13 |  |  | | Able to edit “Product Barcode” of a selected product |  |
|  |  |  | |  |  |
| 14 |  |  | | Able to edit “Recommended Retail Price” of a selected product |  |
|  |  |  | |  |  |
| 15 |  |  | | Able to manage “Availability to Clients” of a selected product |  |
|  |  |  | |  |  |
| 16 |  |  | | Able to manage “Product Profit Margin” of a selected product |  |
|  |  |  | |  |  |
| 17 |  |  | | Calculate/Save “Product Cost” by given “Recommended Retail Price” and “Product Profit Margin” |  |
|  |  | | defined for different CSG’s clients |  |
|  |  |  | |  |
| 18 |  |  | | Present the cost of a selected product by different CSG’s clients |  |
|  |  |  | |  |  |
| 19 |  |  | | Able to edit “Original Country” of a selected product |  |
|  |  |  | |  |  |
| 20 |  |  | | Able to edit “Shelf Life” of a selected product |  |
|  |  |  | |  |  |
| 21 |  |  | | Able to edit “Initial Lead Time” of a selected product |  |
|  |  |  | |  |  |
| 22 |  |  | | Able to edit “Reorder Lead Time” of a selected product |  |
|  |  |  | |  |  |
| 23 |  |  | | Able to edit “Product Category” of a selected product |  |
|  |  |  | |  |  |
| 24 |  |  | | Able to edit “If New” of a selected product |  |
|  |  |  | |  |  |
| 25 |  |  | | Able to edit “Net Weight per Piece” of a selected product |  |
|  |  |  | |  |  |
| 26 |  |  | | Able to edit “Name of Manufacture” of a selected product |  |
|  |  |  | |  |  |
| 27 |  |  | | Able to edit “Address of Manufacture” of a selected product |  |
|  |  |  | |  |  |
| 28 |  |  | | Able to edit “Return Policy” of a selected product |  |
|  |  |  | |  |  |
| 29 |  |  | | Able to edit “Materials” of a selected product |  |
|  |  |  | |  |  |
| 30 |  |  | | Able to edit “Power Mode” of a selected product |  |
|  |  |  | |  |  |
| 31 |  |  | | Able to edit “Memo” of a selected product |  |
|  |  |  | |  |  |
| 32 |  |  | | Search/View the product cost of a selected product by different CSG client |  |
|  |  |  | |  |  |

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**4.1.2 Adding “Program” Parameter to Search Functionality 增加“期”参数的查询**

**4.1.2.1 Descriptions**

For CSG and its clients, we added the concept of “Program” to manage products. Anytime if they would like to manage/maintain products, they need to select a specific program first. That’s why we need to add the parameter of “Program” to the search functionality.

为CSG和他的用户，增加了“期”这个概念去管理产品。任何时候如果想去管理、维护产品，他们首先要选择一个特定的“期”。

**4.1.2.2 Business Rules**

* “Program”
  + It should be a dropdown box.
  + The system should list the following programs in the BOS.
    - The current program 当前“期”
      * Assuming it is in Jul. 2015 and the current program is from Apr. 2015 to Sept. 2015, the system should display the option of 201504 in the dropdown box.
    - The coming program 计划“期”
      * Assuming it is in Jul. 2015, if CSG has already uploaded all the products for the coming program, the system should display the option of 201510 in the dropdown box. If they haven’t been uploaded yet, the system only displays the current program.
    - Previous Programs 以前的“期”
      * The system doesn’t display any previous program in the dropdown box.
      * Assuming it is on Oct. 1st, 2015 today, the option of “201504” should not be available in the dropdown box.
      * The system should not allow the user to make any changes to the details of products for any previous program.
  + It is a mandatory parameter to be selected before the user does product search.
  + Once a specific program is selected, the system should retrieve all the products in the selected program and display them in the search result grid.

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**4.1.4 Viewing Products Uploaded by CSG Client**

**4.1.4.1 Descriptions**

CSG should be able to review the products uploaded by CSG client for a selected program.

**4.1.4.2 Business Rules**

* The system should allow CSG to select a specific CSG client.
* The system should allow CSG to select a specific program.
* The system should display all the products uploaded by CSG client for a selected program.
* The system should NOT allow CSG to modify any data field of the products uploaded by CSG client for a selected program.

**4.1.4.3 Functional Requirements**

|  |  |
| --- | --- |
| **#** | **FR Description** |
|  |  |
| 1 | Allow CSG to select a specific CSG client |
|  |  |
| 2 | Allow CSG to select a specific program |
|  |  |
| 3 | Retrieve the products uploaded by the selected CSG client in the selected program |
|  |  |
| 4 | Display all the retrieved products in the search result grid |
|  |  |

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**4.1.5 Exporting Product List**

**4.1.5.1 Descriptions**

CSG would like to have a functionality which enable them to export Product List with all the detailed information in the BOS.

**4.1.5.2 Business Rules**

* In the screen of “Manage Warehouse Products”, under the grid of “Warehouse Products”, please add two buttons of [Export Master Product List] and [Export Search Result].
* Search parameter needs to included “Supplier” and “Product Category”.
* Master Product List should include ALL the active products of a selected program, which were uploaded by CSG. All the products uploaded by CSG clients should not be included.
* After the user clicks the button of [Export Master Product List], the system should be able to export Master Product List in the file format of .csv. The content should be exactly the same as the data feed file of “Product List”. CSG should be able to directly make modifications on the .csv file and upload it using the “Feed Upload” module.
* After the user clicks the button of [Export Search Result], the system should be able to export the search results in the file format of Excel. The content specifications of the file will be further discussed in the future.
* After the user clicks the button of [Export Search Result], the system should be able to export the search results in the file format of PDF. The content specifications of the file will be further discussed in the future.

**4.1.5.3 Functional Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |  |
| 1 |  |  | Provide the button of [Export Master Product List] in the screen of “Manage Warehouse |  |  |
|  |  | Products” |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 2 |  |  | Provide the button of [Export Search Result] in the screen of “Manage Warehouse Products” |  |  |
|  |  |  |  |  |  |
| 3 |  |  | Export Master Product List in CSV following the required specifications |  |  |
|  |  |  |  |  |  |
| 4 |  |  | Search products by different supplier |  |  |
|  |  |  |  |  |  |
| 5 |  |  | Search products by different product category |  |  |
|  |  |  |  |  |  |
| 6 |  |  | Export a product list including all the search results in the grid of “Warehouse Products” in MS |  |  |
|  |  | Excel following the required specifications |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 7 |  |  | Export a product list including all the search results in the grid of “Warehouse Products” in PDF |  |  |
|  |  | following the required specifications |  |  |
|  |  |  |  |  |

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**4.2 SUPPLIER MANAGEMENT MODULE**

**4.2.1 Managing Suppliers**

**4.2.1.1 Descriptions**

Besides all the fields GXI standard solution currently has, CSG would like to add extra fields for supplier management.

**4.2.1.2 Business Rules**

* “Payment Term”
  + It is for all the payment terms related to a specific supplier.
  + It should a textbox with multiline enabled.
  + It can be editable.
* “Incoterm”
  + It is for all the shipment terms related to a specific supplier.
  + It should be a dropdown box.
  + It should include the following five options:
    - CIF
    - DAP
    - DDP
    - CIP
    - Ex-work
* “Contact Name”
  + It is for the contact name related to a specific supplier.
  + It should be a textbox.
  + It can be editable.
* “Bank Name”
  + Bank information should be available for a specific supplier.
  + It is for the bank name related to a specific supplier.
  + It should be a textbox.
  + It can be editable.
* “Account Name”
  + Bank information should be available for a specific supplier.
  + It is for the account name related to a specific supplier.
  + It should be a textbox.
  + It can be editable.
* “Account Number”
  + Bank information should be available for a specific supplier.

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* + It is for the account number related to a specific supplier.
  + It should be a textbox.
  + It can be editable.
* “Remark”
  + It is for the remarks related to a specific supplier.
  + It should a textbox with multiline enabled.
  + It can be editable.

**4.2.1.3 Functional Requirements**

**#** **FR Description**



1. Able to edit “Payment Term”
2. Able to edit “Incoterm”
3. Able to edit “Contact Name”
4. Able to edit “Bank Name”
5. Able to edit “Account Name”
6. Able to edit “Account Number”
7. Able to edit “Remark”

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**4.2.2 Exporting Existing Suppliers**

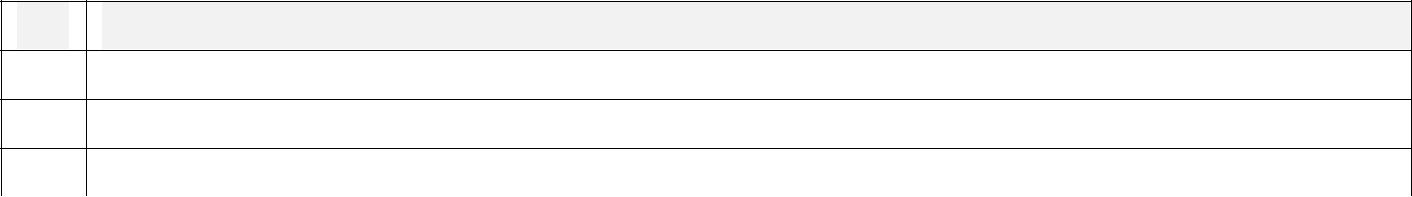
**4.2.2.1 Descriptions**

CSG would like to have a functionality which enable them to export all the existing suppliers in the BOS.

**4.2.2.2 Business Rules**

* In the screen of “Manage Suppliers”, under the grid of “Suppliers”, please add a button of [Export Supplier].
* The exported file should be in the file format of MS Excel or PDF. End user should be able to select a specific file format before the file is exported.
* The content specifications of the file will be further discussed in the future.

**4.2.2.3 Functional Requirements**



**#** **FR Description**

1. Provide the button of [Export Supplier] in the screen of “Manage Suppliers”
2. Export existing suppliers in MS Excel following the required specifications
3. Export existing suppliers in PDF following the required specifications

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**4.3 CLIENT MANAGEMENT MODULE**

**4.3.1 Managing CSG Client**

**4.3.1.1 Descriptions**

CSG would like to have a module to manage the basic information of all its clients.

**4.3.1.2 Business Rules**

* The system should allow CSG to search/view/add/edit/discontinue/reinstate client.
* All the existing CSG client should be displayed in the dropdown list where needed. For example, when CSG creates a delivery note, they need to select a specific CSG client and select a specific warehouse of the selected CSG client.
* The following information is necessary to maintain a client:
  + Client ID
    - It is a unique ID for a CSG client across the solution.
    - The format should be the IATA code of the airline + 2-digit number which increases by 1 sequentially.
    - Samples could be CZ01, CA05, MU88, etc.
    - It should be a textbox.
    - It can be editable.
  + Name
    - It is the name of a CSG client.
    - It should be a textbox.
    - It can be editable.
  + Address
    - It is the address of a CSG client.
    - It should be a textbox.
    - It can be editable.
  + City
    - It is the city where a CSG client is located in.
    - It should be a textbox.
    - It can be editable.
  + Province
    - It is the province where a CSG client is located in.
    - It should be a textbox.
    - It can be editable.
  + Country/Region
    - It is the country/region where a CSG client is located in.

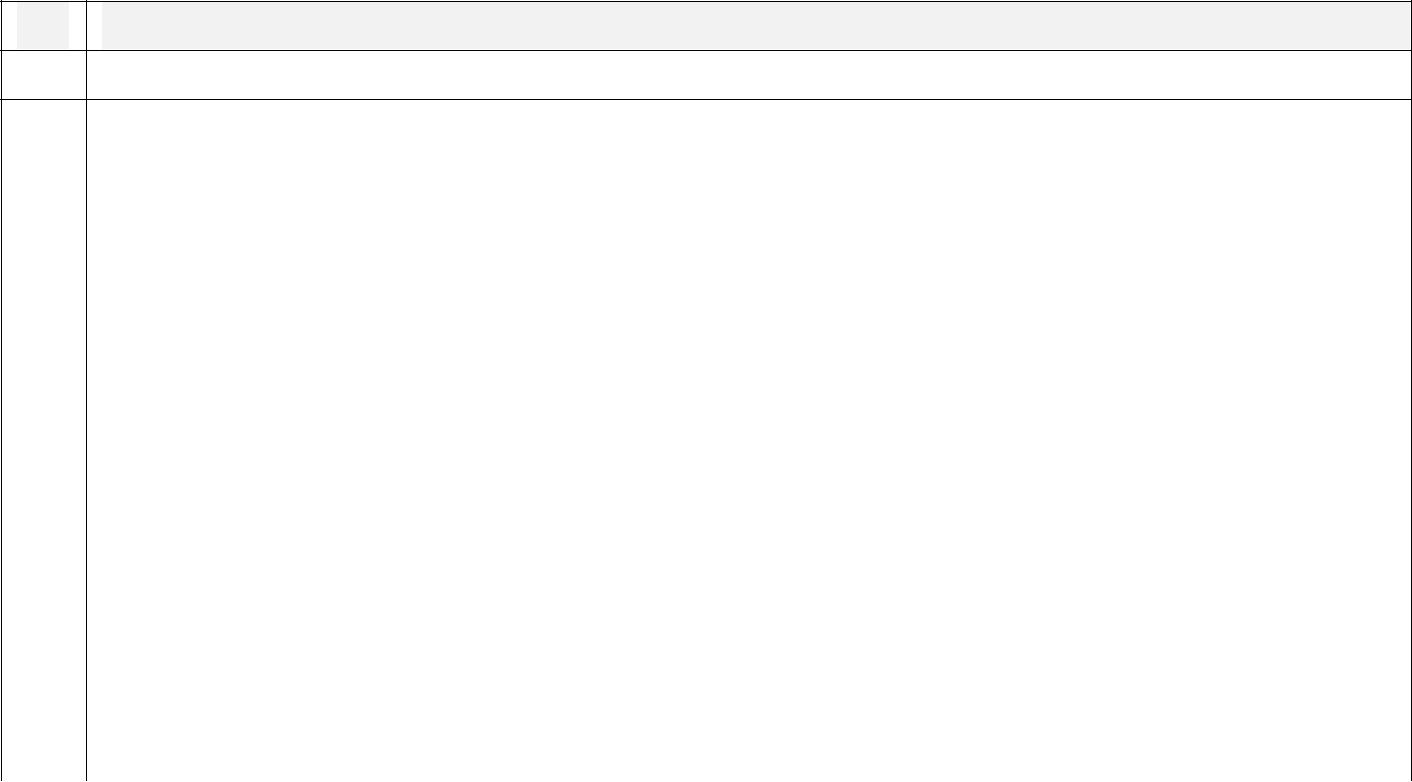
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* + It should be a textbox.
  + It can be editable.
* Postal Code
  + It is the postal code of a CSG client.
  + It should be a textbox.
  + It can be editable.
* Telephone
  + It is the telephone number of a CSG client.
  + It should be a textbox.
  + It can be editable.
* Fax
  + It is the fax number of a CSG client.
  + It should be a textbox.
  + It can be editable.

**4.3.1.3 Functional Requirements**



**#** **FR Description**

1. Search existing CSG client
2. View the details of a selected CSG client
3. Add a new CSG client
4. Edit a selected CSG client
5. Discontinue a selected CSG client
6. Reinstate a discontinued CSG client
7. Able to edit Client ID
8. Able to edit Name
9. Able to edit Address
10. Able to edit City
11. Able to edit Province
12. Able to edit Country/Region
13. Able to edit Postal Code
14. Able to edit Telephone
15. Able to edit Fax

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**4.4 CREATE PURCHASE ORDER**

**4.4.1 Create Purchase Order**

**4.4.1.1 Descriptions**

The system should provide the functionality for CSG to create purchase order for selected supplier.

**4.4.1.2 Business Rules**

* When creating a purchase order, on the screen of “Add Purchase Order”,
  + CSG should be able to select a specific supplier.
  + CSG should be able to select a specific warehouse where the ordered products will be delivered to.
  + CSG should be able to select a specific program.
* When CSG adds products to a PO, on the screen of “Add Product to Purchase Order”,
  + The system should list all the products associated with the selected supplier in the selected program in the dropdown box of “Product”.
  + The system should allow CSG to enter the purchasing price of each to-be-ordered product. The system should save the entered price for future records.
  + After a specific product is selected, the system should display the available inventory of the product in the selected warehouse.
  + The total amount of a PO should be in the base currency, USD.
* The status of a PO at CSG:
  + “Created”
    - Person A creates a PO and adds products to the PO. And then the PO status should be “Created”.
    - Once there is any POs with the status of “Created”, an email notification should be sent to designated contacts.
    - Before the PO is approved, the system allows any changes to the PO.
    - If CSG would like to make changes to an “Approved” PO, they need to unapproved it first, and then changes can be applied.
  + “Approved”
    - Person B approves the PO with the status of “Created”. And then the PO status should be changed to “Approved”.
    - Once the PO is approved, the system doesn’t allow any changes to the PO.
    - For any PO with the status of “Approved”, the user should be able to export it in

Excel or PDF. The file content specifications will be further discussed later.

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* + - For any PO with the status of “Approved”, the finance department is able to review it and make the payment to the supplier according to the PO.
  + “Closed”
    - Once all the products with the expected quantity of a selected purchase order have been fully received, the PO status will be changed to “Closed”.
  + “M-Closed”
    - If CSG confirms that an outstanding PO will not be delivered in the future, the system should allow the user to manually close the PO. The PO status should be changed to “M-Closed”.
* The system should provide the search functionality for the user to view all the POs by different statuses.
* Calculation on Product Cost:
  + After a PO is approved, the system should automatically save the purchasing price of a product in the PO as the “Last Cost” of the product and present it in the tab of “Details” of the “Manage Warehouse Products” screen.
  + After a PO is approved, the system should automatically calculate the average cost of a product by the purchasing price of the product in the current PO and those in previous POs. And then the system should present it in the tab of “Details” of the “Manage Warehouse Products” screen.

**4.4.1.3 Functional Requirements**

|  |  |
| --- | --- |
| **#** | **FR Description** |
|  |  |
| 1 | Able to add a purchase order |
|  |  |
| 2 | Able to edit a purchase order |
|  |  |
| 3 | Able to delete a purchase order |
|  |  |
| 4 | Able to select a specific supplier to a purchase order |
|  |  |
| 5 | Able to select a specific warehouse to a purchase order |
|  |  |
| 6 | Able to select a specific program for a purchase order |
|  |  |
| 7 | Display all the products associated with the selected supplier in the selected program |
|  |  |
| 8 | Able to add products to a purchase order |
|  |  |
| 9 | Able to edit products of a purchase order |
|  |  |
| 10 | Able to delete products from a purchase order |
|  |  |
| 11 | Allow the user to enter purchasing price of each product of a purchase order |
|  |  |
| 12 | Display the available inventory of a selected product in the selected warehouse |
|  |  |
| 13 | Calculate the total amount of a PO in the base currency, USD |
|  |  |
| 14 | Mark the status of “Created” for a PO after it is created |
|  |  |
| 15 | Send email notification to designated contacts |
|  |  |
| 16 | Provide a functionality for the user to manage the email notification contacts |
|  |  |

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|  |  |
| 17 | Allow the user to approve a PO with the status of “Created” |
|  |  |
| 18 | Change the status of a PO from “Created” to “Approved” after a PO is approved |
|  |  |
| 19 | Change the status of a PO from “Approved” to ”Created” after a PO is unapproved |
|  |  |
| 20 | Save the purchasing price of a product as the “Last Cost” of the product |
|  |  |
| 21 | Calculate the “Average Cost” of a product based on the current and previous purchasing price |
|  |  |
| 22 | Export an approved PO in the file format of Excel |
|  |  |
| 23 | Export an approved PO in the file format of PDF |
|  |  |
| 24 | Make any approved PO visible to the finance department |
|  |  |
| 25 | Allow the user to search/view POs by different statuses |
|  |  |

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**4.5 PURCHASE ORDER APPROVAL**

**4.5.1 Purchase Order Confirmation**

**4.5.1.1 Descriptions**

The system should provide the functionality for CSG to confirm PO submitted by CSG client.

**4.5.1.2 Business Rules**

* A branch of CSG client should create a purchase order for CSG.
* Once the purchase order is created, CSG client should be able to review and approve it.
* Once the purchase order is approved, CSG should be able to review and confirm it.
* If everything is OK, CSG should confirm the purchase order.
  + Once CSG confirms the purchase order, it is finalized. The branch of CSG client cannot make any changes to the PO.
* If there is something wrong, CSG should reject the purchase order.
  + Once CSG rejects the purchase order, CSG client should be able to review and unapproved it so that the branch of CSG client can modify it and submit it again.

**4.5.1.3 Functional Requirements**

|  |  |  |
| --- | --- | --- |
| **#** |  | **FR Description** |
| 1 |  | Make an “Approved” PO visible to CSG |
|  |  |  |
| 2 |  | Allow CSG to confirm an “Approved” PO |
|  |  |  |
| 3 |  | Change the PO status from “Approved” to “Confirmed” |
|  |  |  |
| 4 |  | Make a “Confirmed” PO visible to CSG Finance Department |
|  |  |  |
| 5 |  | Make a “Confirmed” PO visible to CSG client Finance Department |
|  |  |  |
| 6 |  | Allow CSG to reject an “Approved” PO |
|  |  |  |
| 7 |  | Change the PO status from “Approved” to “Rejected” |

1. Make a “Rejected” PO visible to CSG client

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**4.6 GOODS RECEIPTS**

**4.6.1 Goods Receipts**

**4.6.1.1 Descriptions**

The system should provide the functionality for CSG to receive goods from supplier.

**4.6.1.2 Business Rules**

* After the user selects a specific warehouse and supplier, the system should display all the outstanding purchase orders in the dropdown box of “PO Reference”.
* After the user selects an outstanding purchase order, the system should list all the ordered products of the selected purchase order in the grid. The system should also display the available inventory of each product in the selected warehouse in the grid.
* The system should allow the user to enter the received quantity of each product in the selected purchase order.
  + Please notice that the received quantity cannot be greater than the ordered quantity.
* The system should allow the user to enter the damaged quantity of each product in the selected purchase order.
  + The damaged quantity of each product should be transferred to the location named

“Damaged Item Location” and will not be counted into the available inventory in the warehouse.

* The system should allow the user to enter comments to each received product in the selected purchase order.
* If additional products are received along with the selected purchase order, the system should allow the user to add products to the PO in the “Goods Receipts” module.
* The system should allow the user to partially receive products in the selected purchase order. In that case, the PO status will not be changed to “Closed”.
* Once all the ordered products with the expected quantity in the selected purchase order have been received, the PO status will be changed to “Closed”.
* Once the user confirms the received quantity of each product in the selected purchase order, the available inventory of the product in the selected warehouse should be increased accordingly.
* If CSG confirms that an outstanding PO will not be delivered in the future, the system should allow the user to manually close the PO. The PO status should be changed to “M-

Closed”.

* + The system should provide a report presenting all the POs with the status of “M-Closed” and calculating the total amount of those products not delivered. The finance department should collect money from the supplier according to that.

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| **4.6.1.3 Functional Requirements** | |
|  |  |
| **#** | **FR Description** |
|  |  |
| 1 | Able to search outstanding POs by specific warehouse and supplier |
|  |  |
| 2 | Display all the products with the order details in a selected PO |
|  |  |
| 3 | Display the available inventory of each product in the selected warehouse |
|  |  |
| 4 | Allow the user to enter the received quantity of each product in a selected PO |
|  |  |
| 5 | Allow the user to enter the damaged quantity of each product in a selected PO |
|  |  |
| 6 | Allow the user to enter the comments of each product in a selected PO |
|  |  |
| 7 | Able to add additional products to a selected purchase order |
|  |  |
| 8 | Allow the user to partially receive products of a selected purchase order |
|  |  |
| 9 | Close the purchase order if all the products with expected quantity are fully received |
|  |  |
| 10 | Change the status of a PO from “Approved” to “Closed” |
|  |  |
| 11 | Change the status of a PO from “Approved” to “M-Closed” |
|  |  |
| 12 | Increase the available inventory of a product upon the receipts |
|  |  |
| 13 | Don’t increase the available inventory of a product for those damaged items reported |
|  |  |

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**4.7 CREATE DELIVERY NOTE**

**4.7.1 Create Delivery Note**

**4.7.1.1 Descriptions**

The system should provide the functionality for CSG to create delivery note for selected CSG client.

**4.7.1.2 Business Rules**

* When creating a delivery note, on the screen of “Add Delivery Note”,
  + CSG should be able to select a specific CSG client.
  + CSG should be able to select a specific CSG warehouse where the products will be issued from. (From Warehouse)
  + CSG should be able to select a specific CSG client warehouse where the products will be delivered to. (To Warehouse)
  + CSG should be able to select a specific program.
* When CSG adds products to a DN, on the screen of “Add Product to Delivery Note”,
  + CSG should be able to select a specific PO received from the selected CSG client previously. The system should have a dropdown box listing all the “Confirmed” POs from the selected CSG client in the selected program.
    - The system should save the association between the DN and the PO.
    - One PO received from CSG client can be associated with multiple DNs.
    - One DN created by CSG can be associated with multiple POs received from CSG client.
    - Possibly, One DN includes several records of the same product since they are from different POs.
  + The system should list all the products which haven’t been fully received yet in the selected PO in the dropdown box of “Product”.
  + After a specific product is selected, the system should display the available inventory of the product in the selected CSG warehouse (From Warehouse).
  + After a specific product is selected, the system should display the available inventory of the product in the selected CSG client warehouse (To Warehouse).
* The status of a DN at CSG:
  + “Created”
    - Person A creates a DN and adds products to the DN. And then the DN status should be “Created”.
    - Once there is any DNs with the status of “Created”, an email notification should be sent to designated contacts.

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* + - Before the DN is approved, the system allows any changes to the DN.
    - If CSG needs to make changes to an “Approved” DN, they need to unapproved the DN first, and then changes can be applied.
  + “Approved”
    - Person B approves the DN with the status of “Created”. And then the DN status should be changed to “Approved”.
    - Once the DN is approved, the system doesn’t allow any changes to the DN.
    - For any DN with the status of “Approved”, the user should be able to export it in

Excel or PDF. The file content specifications will be further discussed later.  The labels in the file must be in bilingual, English and Simplified Chinese.

* + - Once a DN is approved, the to-be-delivered quantity of each product included in the DN should be deducted from the “From Warehouse”. Corresponding product issue transactions should be created and saved.
    - For any DN with the status of “Approved”, the selected CSG client and the branch of the CSG client should be able to see it in the “Delivery Note Approval” module after they log in to the BOS.
  + “Confirmed”
    - Once all the products with the expected quantity of a selected delivery note have been fully received, the branch of the CSG client will confirm the goods receipts. And then the DN status will be changed to “Confirmed”.
  + “Rejected”
    - If the branch of the CSG client finds there is something wrong in the DN, they are able to reject the DN. And then, the status of the DN will be changed to

“Rejected”.

* + - CSG should be able to change the DN status from “Rejected” to “Created” and make changes to the DN accordingly. And then the DN needs to be approved again so that the branch of the CSG client can reprocess (confirm or reject) it.
* The system should provide the search functionality for the user to view all the DNs by different statuses and by different CSG clients.
* In the screen of “Create Delivery Note”, the system should allow the user to enter detailed information for all the products to be delivered in batch.
  + After a specific delivery note is selected, the system should list all the products included in the selected DN.
  + After a specific product is selected, the system should display a tab listing the following data fields:
    - Airway Bill No
    - QTY (Pcs, Bottles, Cases)

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* + - Certificate of Origin (eg. Japan, France, etc.)
    - Gross Weight (Kgs)
    - Specification (eg. 3.4g \* 3)
    - Measurement (cm) (eg. 40\*29\*38)
  + Please notice that the above product information is only related to the product batch to be delivered. It is not on the product level, but on the product batch level.
  + The system needs to save the entered detailed information and associate it with the specific DN.
* The system should allow the user to generate reports for a selected delivery note, which are required by customs.
  + For each delivery note, special reports required by China/Hong Kong customs need to be generated and submitted to designated customs department.
  + The specifications of the reports will be further discussed later.
    - The labels in the report must be in bilingual, English and Simplified Chinese.
  + In the future, CSG hopes that after the required reports are generated for selected delivery notes, China/Hong Kong customs can log in the system, review them and approve them online.

**4.7.1.3 Functional Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 | |  |  | Able to add a delivery note | |  |
|  | |  |  |  | |  |
| 2 | |  |  | Able to edit a delivery note | |  |
|  | |  |  |  | |  |
| 3 | |  |  | Able to delete a delivery note | |  |
|  | |  |  |  | |  |
| 4 | |  |  | Able to select a specific CSG client for a delivery note | |  |
|  | |  |  |  | |  |
| 5 | |  |  | Able to select a specific CSG warehouse (From Warehouse) for a delivery note | |  |
|  | |  |  |  | |  |
| 6 | |  |  | Able to select a specific CSG client warehouse (To Warehouse) for a delivery note | |  |
|  | |  |  |  | |  |
| 7 | |  |  | Able to select a specific program for a delivery note | |  |
|  | |  |  |  | |  |
| 8 | |  |  | Display all the “Confirmed” POs received from the selected CSG client in the dropdown list | |  |
|  | |  |  |  | |  |
| 9 | |  |  | Create association between CSG client PO and CSG DN | |  |
|  | |  |  |  | |  |
| 10 | |  |  | Display the products which have been fully received yet in the selected PO in the dropdown list | |  |
|  | |  |  |  | |  |
| 11 | |  |  | Able to add products to a delivery note | |  |
|  | |  |  |  | |  |
| 12 | |  |  | Able to edit products of a delivery note | |  |
|  | |  |  |  | |  |
| 13 | |  |  | Able to delete products from a delivery note | |  |
|  | |  |  |  | |  |
| 14 | |  |  | Display the available inventory of a selected product in the “From Warehouse” | |  |
|  | |  |  |  | |  |
| 15 | |  |  | Display the available inventory of a selected product in the “To Warehouse” | |  |
|  | |  |  |  | |  |
| 16 | |  |  | Mark the DN status “Created” after it is created | |  |
|  | |  |  |  | |  |
| 17 | |  |  | Send email notification to designated contacts | |  |
|  | |  |  |  | |  |
| 18 | |  |  | Provide a functionality for the user to manage the email notification contacts | |  |
|  |  |  |  |  |  |  |

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|  |  |  |
|  |  |  |
| 19 | Allow the user to approve a DN with the status of “Created” |  |
|  |  |  |
| 20 | Change the DN status from “Created” to “Approved” once it is approved |  |
|  |  |  |
| 21 | Deduct the inventory of those product to be delivered from the “From Warehouse” |  |
|  |  |  |
| 22 | Change the DN status from “Approved” to “Created” once it is unapproved |  |
|  |  |  |
| 23 | Make an “Approved” DN available to CSG client after they log in the system |  |
|  |  |  |
| 24 | Change the DN status from “Approved” to “Confirmed” once it is confirmed by CSG client |  |
|  |  |  |
| 25 | Change the DN status from “Approved” to “Rejected” once it is rejected by CSG client |  |
|  |  |  |
| 26 | Change the DN status from “Rejected” to “Created” once it is accepted by CSG |  |
|  |  |  |
| 27 | Search DNs by different statuses and by different CSG clients |  |
|  |  |  |
| 28 | Able to edit “Airway Bill No” for a selected product |  |
|  |  |  |
| 29 | Able to edit “QTY” for a selected product |  |
|  |  |  |
| 30 | Able to edit “Certificate of Origin” for a selected product |  |
|  |  |  |
| 31 | Able to edit “Gross Weight” for a selected product |  |
|  |  |  |
| 32 | Able to edit “Specification” for a selected product |  |
|  |  |  |
| 33 | Able to edit “Measurement” for a selected product |  |
|  |  |  |
| 34 | Export an approved DN in the file format of Excel with the labels in bilingual (English and |  |
| Chinese) |  |
|  |  |
| 35 | Export an approved DN in the file format of PDF with the labels in bilingual (English and Chinese) |  |
|  |  |  |
| 36 | Generate reports required by China customs with the labels in bilingual (English and Chinese) |  |
|  |  |  |
| 37 | Generate reports required by Hong Kong customs with the labels in bilingual (English and |  |
| Chinese) |  |
|  |  |
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**4.8 CREATE RETURN NOTE**

**4.8.1 Create Return Note**

**4.8.1.1 Descriptions**

The system should provide the functionality for CSG to create return note for selected supplier.

**4.8.1.2 Business Rules**

* When creating a return note, on the screen of “Add Return Note”,
  + CSG should be able to select a specific supplier.
  + CSG should be able to select a specific CSG warehouse where the products will be issued from. (From Warehouse)
* When CSG adds products to a RN, on the screen of “Add Product to Return Note”,
  + CSG should be able to select a specific PO. The system should have a dropdown box listing all the closed POs from the selected supplier.
    - The system should save the association between the RN and the PO.
    - One closed PO can be associated with multiple RNs.
    - One RN created by CSG can be associated with multiple closed POs.
    - Possibly, One RN includes several records of the same product since they are from different POs.
  + The system should list all the products included in the selected PO in the dropdown box of “Product”.
  + After a specific product is selected, the system should display the available inventory of the product in the selected CSG warehouse (From Warehouse).
  + After a specific product is selected, the system should display the purchasing price of the product in the selected PO, which will be the refunding price of the product in the created RN.
  + After a specific product is selected, the system should present the “Maximum Return Quantity” of the product.
    - For each product, the system should have known the “Return Policy”, which a percentage value, say PP.
    - The system should be able to calculate the total quantity of the product ever purchased from the selected supplier, say AA.
    - The system should be able to calculate the total quantity of the product that has been returned to the selected supplier, say BB.
    - The system can calculate the “Maximum Return Quantity” as [AA\*PP – BB].
  + The total amount of a RN should be in the base currency, USD.

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* The status of a RN at CSG:
  + “Created”
    - Person A creates a RN and adds products to the RN. And then the RN status should be “Created”.
    - Once there is any RNs with the status of “Created”, an email notification should be sent to designated contacts.
    - Before the RN is approved, the system allows any changes to the RN.
    - If CSG needs to make changes to an “Approved” RN, they need to unapproved the RN first, and then changes can be applied.
  + “Approved”
    - Person B approves the RN with the status of “Created”. And then the RN status should be changed to “Approved”.
    - Once the RN is approved, the system doesn’t allow any changes to the RN.
    - For any RN with the status of “Approved”, the user should be able to export it in

Excel or PDF. The file content specifications will be further discussed later.

* + - Once a RN is approved, the to-be-returned quantity of each product included in the RN should be deducted from the “From Warehouse”. Corresponding product issue transactions should be created and saved. (CSG doesn’t want to deduct the inventory from the warehouse at this point. If we will make the customization, we need to further discuss what will be the trigger to deduct the inventory from the warehouse.)
    - For any RN with the status of “Approved”, the finance department is able to review it and collect the refund amount from the supplier according to the RN.
* The system should provide the search functionality for the user to view all the RNs by different statuses and by different suppliers.
* In the screen of “Create Return Note”, the system should allow the user to enter detailed information for all the products to be returned in batch.
  + After a specific return note is selected, the system should list all the products included in the selected RN.
  + After a specific product is selected, the system should display a tab listing the following data fields:
    - Airway Bill No
    - QTY (Pcs, Bottles, Cases)
    - Certificate of Origin (eg. Japan, France, etc.)
    - Gross Weight (Kgs)
    - Specification (eg. 3.4g \* 3)
    - Measurement (cm) (eg. 40\*29\*38)

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* + Please notice that the above product information is only related to the product batch to be returned. It is not on the product level, but on the product batch level.
  + The system needs to save the entered detailed information and associate it with the specific RN.
* The system should allow the user to generate reports for a selected return note, which are required by customs.
  + For each return note, special reports required by China/Hong Kong customs need to be generated and submitted to designated customs department.
  + The specifications of the reports will be further discussed later.
  + In the future, CSG hopes that after the required reports are generated for selected return notes, China/Hong Kong customs can log in the system, review them and approve them online.

**4.8.1.3 Functional Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **#** |  |  | **FR Description** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 | |  |  | Able to add a return note | |  |
|  | |  |  |  | |  |
| 2 | |  |  | Able to edit a return note | |  |
|  | |  |  |  | |  |
| 3 | |  |  | Able to delete a return note | |  |
|  | |  |  |  | |  |
| 4 | |  |  | Able to select a specific supplier for a return note | |  |
|  | |  |  |  | |  |
| 5 | |  |  | Able to select a specific CSG warehouse (From Warehouse) for a return note | |  |
|  | |  |  |  | |  |
| 6 | |  |  | Display all the closed POs from the selected supplier in the dropdown list | |  |
|  | |  |  |  | |  |
| 7 | |  |  | Create association between CSG PO and CSG RN | |  |
|  | |  |  |  | |  |
| 8 | |  |  | Display the products included in the selected PO in the dropdown list | |  |
|  | |  |  |  | |  |
| 9 | |  |  | Able to add products to a return note | |  |
|  | |  |  |  | |  |
| 10 | |  |  | Able to edit products of a return note | |  |
|  | |  |  |  | |  |
| 11 | |  |  | Able to delete products from a return note | |  |
|  | |  |  |  | |  |
| 12 | |  |  | Display the available inventory of a selected product in the “From Warehouse” | |  |
|  | |  |  |  | |  |
| 13 | |  |  | Display the purchasing price as the refunding price for a selected product | |  |
|  | |  |  |  | |  |
| 14 | |  |  | Display the maximum return quantity of a selected product | |  |
|  | |  |  |  | |  |
| 15 | |  |  | Calculate the total amount of the RN in the base currency, USD | |  |
|  | |  |  |  | |  |
| 16 | |  |  | Mark the RN status “Created” after it is created | |  |
|  | |  |  |  | |  |
| 17 | |  |  | Send email notification to designated contacts | |  |
|  | |  |  |  | |  |
| 18 | |  |  | Provide a functionality for the user to manage the email notification contacts | |  |
|  | |  |  |  | |  |
| 19 | |  |  | Allow the user to approve a RN with the status of “Created” | |  |
|  | |  |  |  | |  |
| 20 | |  |  | Change the RN status from “Created” to “Approved” once it is approved | |  |
|  | |  |  |  | |  |
| 21 | |  |  | Deduct the inventory of those product to be returned from the “From Warehouse” | |  |
|  | |  |  |  | |  |
| 22 | |  |  | Change the RN status from “Approved” to “Created” once it is unapproved | |  |
|  | |  |  |  | |  |
| 23 | |  |  | Search RNs by different statuses and by different suppliers | |  |
|  |  |  |  |  |  |  |

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|  | **Business Requirement Document (Change Request)** |
|  |  |
|  |  |
| 24 | Able to edit “Airway Bill No” for a selected product |
|  |  |
| 25 | Able to edit “QTY” for a selected product |
|  |  |
| 26 | Able to edit “Certificate of Origin” for a selected product |
|  |  |
| 27 | Able to edit “Gross Weight” for a selected product |
|  |  |
| 28 | Able to edit “Specification” for a selected product |
|  |  |
| 29 | Able to edit “Measurement” for a selected product |
|  |  |
| 30 | Export an approved RN in the file format of Excel |
|  |  |
| 31 | Export an approved RN in the file format of PDF |
|  |  |
| 32 | Make any approved RN visible to the finance department |
|  |  |
| 33 | Generate reports required by China customs |
|  |  |
| 34 | Generate reports required by Hong Kong customs |
|  |  |

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**4.9 RETURN NOTE APPROVAL**

**4.9.1 Return Note Confirmation**

**4.9.1.1 Descriptions**

The system should provide the functionality for CSG to confirm RN submitted by CSG client.

**4.9.1.2 Business Rules**

* A branch of CSG client should create a return note for CSG.
* Once the return note is created, CSG client should be able to review and approve it.
* Once the return note is approved, CSG should be able to review and confirm it.
* If everything is OK, CSG should confirm the return note.
  + Once CSG confirms the return note, it is finalized. The branch of CSG client cannot make any changes to the RN.
  + The to-be-returned quantity of each product included in the RN should be deducted from the “From Warehouse”. Corresponding product issue transactions should be created and saved.
* If there is something wrong, CSG should reject the return note.
  + Once CSG rejects the return note, CSG client should be able to review and unapproved it so that the branch of CSG client can modify it and submit it again.
* Once all the products with the expected quantity have been completely received, CSG will close the “Confirmed” RN.
  + The system should allow the user to enter the received quantity of each product in the selected return note.
    - Please notice that the received quantity cannot be greater than the ordered quantity.
  + The system should allow the user to enter the damaged quantity of each product in the selected return note.

 The damaged quantity of each product should be transferred to the location named “Damaged Item Location” and will not be counted into the available inventory in the warehouse.

* + The system should allow the user to enter comments to each received product in the selected return note.
  + The inventory of products received in the RN should be increased accordingly in the

“To Warehouse”. Corresponding receiving product transactions should be created and saved.

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|  |  |
| **4.9.1.3 Functional Requirements** | |
|  |  |
| **#** | **FR Description** |
|  |  |
| 1 | Make an “Approved” RN visible to CSG |
|  |  |
| 2 | Allow CSG to confirm an “Approved” RN |
|  |  |
| 3 | Change the RN status from “Approved” to “Confirmed” |
|  |  |
| 4 | Deduct the inventory of products included in the RN from the “From Warehouse” |
|  |  |
| 5 | Make a “Confirmed” RN visible to CSG Finance Department |
|  |  |
| 6 | Make a “Confirmed” RN visible to CSG client Finance Department |
|  |  |
| 7 | Allow CSG to reject an “Approved” RN |
|  |  |
| 8 | Change the RN status from “Approved” to “Rejected” |
|  |  |
| 9 | Make a “Rejected” RN visible to CSG client |
|  |  |
| 10 | Allow CSG to close an “Confirmed” RN |
|  |  |
| 11 | Allow the user to enter the received quantity of each product in a selected RN |
|  |  |
| 12 | Allow the user to enter the damaged quantity of each product in a selected RN |
|  |  |
| 13 | Allow the user to enter the comments of each product in a selected RN |
|  |  |
| 14 | Increase the inventory of products of the RN in the “To Warehouse” |
|  |  |

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**4.10 WAREHOUSE LOCATIONS MODULE**

**4.10.1 Manage Warehouse Locations**

**4.10.1.1 Descriptions**

For a specific location, the system should allow CSG and its clients to turn on/off a feature of “Inventory Counted” indicating whether or not the inventory of the location can be counted to the total available inventory of the warehouse.

**4.10.1.2 Business Rules**

* CSG and its client would like to have a configurable feature of “Inventory Counted”

(could be a checkbox) indicating whether or not the inventory of the location can be counted to the total available inventory of the warehouse.

* Except the normal warehouse locations, say “Received Location”, “Stock-Taken Location”, “To-be-issued Location”, etc., CSG and its clients might define the following ones:
  + “Damaged Item Location”
    - Any damaged item will be transferred to this location.
    - Inventory of this location should not be counted to the total available inventory of the warehouse.
  + “Lost Item Location”
    - Any unexpectedly lost items will be transferred to this location.
    - Inventory of this location should not be counted to the total available inventory of the warehouse.
  + “Inspected Item Location”
    - Any sample items which were inspected by China/Hong Kong customs will be transferred to this location.
    - Inventory of this location should not be counted to the total of available inventory the warehouse.
  + “Temporary Storage Location”
    - All the duty free products received by a branch of CSG client will be temporarily stored in this location while the customs is inspecting sample products.
    - Inventory of this location should not be counted to the total of available inventory the warehouse.
    - After the inspection, the branch needs to transfer all the products from this location to the required one.

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**4.10.1.3 Functional Requirements**

**#** **FR Description**



1 Provide the configurable feature of “Inventory Counted”

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**5 ANCILLARY INSIGHT SYSTEM**

**5.1 SALES REVENUE CALCULATION**

**5.1.1 Sales Revenue Calculation**

**5.1.1.1 Descriptions**

The section describes different options to calculate sales revenue for different departments at CSG.

**5.1.1.2 Business Rules**

* The system should allow CSG to calculate sale revenue by the following two options:
  + By Flight Date
    - This will be used by the business operation department at CSG especially for CA’s business.
    - Assuming we have two flights, CA970 on Jul. 31st and CA971 on Aug. 1st.
    - If the option of “By Flight Date” is selected, the transaction amount occurred in

CA970 will be calculated to the sales revenue of July while that in CA971 will be calculated to that of August.

* + By Transmission Date
    - This will be used by the finance department at CSG especially for CA’s business.
    - For the example mentioned above, the transaction amount occurred both in CA970 and in CA971 will be calculated to the sales revenue of August.

**5.1.1.3 Functional Requirements**



**#** **FR Description**

1. Calculate sales revenue by flight date
2. Calculate sales revenue by transmission date

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**5.2 REQUIRED REPORTS**

**5.2.1 Report on Product Quantity Loaded for Dispatched Flights**

**5.2.1.1 Descriptions**

The report is to present products and the quantity of each product loaded for dispatched flights within a given date range.

**5.2.1.2 Business Rules**

* Report Parameters
  + Date Range
  + Flight Range
* Report Option
  + PDF
  + CSV
* Report Result
  + Product Code
  + Product Name
  + Quantity Loaded
  + Flight Route ID
  + Flight Date of First Flight Sector

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**5.2.2 Report on Product Inventory in Multiple Locations in Warehouse**

**5.2.2.1 Descriptions**

The report is to present available product inventory in multiple locations in a single warehouse.

**5.2.2.2 Business Rules**

* Report Parameters
  + Warehouse
  + Location (Multiple selections are allowed)
  + Program
  + Product
* Report Option
  + PDF
  + CSV
* Report Result
  + Warehouse Name
  + Location Name
  + Program Code
  + Product Code
  + Product Name
  + Available Inventory

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**5.2.3 Stock Value Estimation Report**

**5.2.3.1 Descriptions**

The report is to present the estimated stock value on the remaining product inventory in selected warehouse or location.

**5.2.3.2 Business Rules**

* Report Parameters
  + Warehouse
  + Location (Multiple selections are allowed)
  + Program
  + Product
* Report Option
  + PDF
  + CSV
* Report Result
  + Warehouse Name
  + Location Name
  + Program Code
  + Product Code
  + Product Name
  + Remaining Inventory
  + Estimated Stock Value

 It is calculated by the average purchasing price and the remaining inventory

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**5.2.4 Analyses on Purchase and Refund from Supplier**

**5.2.4.1 Descriptions**

The report is to present complete analyses on the purchase and refund from selected supplier within a given date range

**5.2.4.2 Business Rules**

* Report Parameters
  + Supplier
  + Date Range
* Report Option
  + PDF
  + CSV
* Report Result
  + Supplier Name
  + Date Range
  + Product Name
  + Transaction Type
    - Purchase
    - Refund
  + Unit Price
  + Quantity
  + Total Amount

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**5.2.5 Analyses on Goods Receipts and Return from/to Supplier**

**5.2.5.1 Descriptions**

The report is to present complete analyses on the goods receipts and return from/to selected supplier within a given date range

**5.2.5.2 Business Rules**

* Report Parameters
  + Supplier
  + Date Range
* Report Option
  + PDF
  + CSV
* Report Result
  + Supplier Name
  + Date Range
  + Product Name
  + Transaction Type
    - Receipts
    - Return
  + Quantity
  + Total Quantity

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**5.2.6 Analyses on Purchase and Refund from CSG Client**

**5.2.6.1 Descriptions**

The report is to present complete analyses on the purchase and refund from selected CSG client within a given date range

**5.2.6.2 Business Rules**

* Report Parameters
  + CSG client
  + Date Range
  + Program
* Report Option
  + PDF
  + CSV
* Report Result
  + Supplier Name
  + Date Range
  + Program Code
  + Product Name
  + Transaction Type
    - Purchase
    - Refund
  + Unit Price
  + Quantity
  + Total Amount

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**5.2.7 Analyses on Goods Receipts and Return from/to Supplier**

**5.2.7.1 Descriptions**

The report is to present complete analyses on the goods receipts and return from/to selected CSG client within a given date range

**5.2.7.2 Business Rules**

* Report Parameters
  + CSG client
  + Date Range
  + Program
* Report Option
  + PDF
  + CSV
* Report Result
  + Supplier Name
  + Date Range
  + Program Code
  + Product Name
  + Transaction Type
    - Receipts
    - Return
  + Quantity
  + Total Quantity

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**5.2.8 Analyses on Products of Selected Promotion**

**5.2.8.1 Descriptions**

The report is to present complete analyses on the products involved in selected promotions within a given date range

**5.2.8.2 Business Rules**

* Report Parameters
  + Program
  + Product
  + Promotion
  + Date Range
* Report Option
  + PDF
  + CSV
* Report Result
  + Program Code
  + Promotion Description
  + Date Range
  + Product Code
  + Product Name
  + Price before Discount
  + Price after Discount
  + Quantity Sold
  + Transaction Amount before Discount
  + Transaction Amount after Discount

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**5.2.9 Sales Revenue Analysis on CC Transaction by Different Businesses**

**5.2.9.1 Descriptions**

The report is to present complete sales revenue analyses on credit card transaction by different businesses within a given date range.

**5.2.9.2 Business Rules**

* Report Parameters
  + Business
    - The user will select a specific business.
    - The system should allow the user to categorize businesses by different sales channels
  + Date Range
  + Settlement Result of CC Transaction
  + Sale Revenue By Flight Date
  + Sale Revenue by Transmission Date
* Report Option
  + PDF
  + CSV
* Report Result
  + Business Name
  + Transaction ID
  + Flight Number
  + Flight Date
  + Product Name
  + Product Price
  + Quantity Sold
  + Transaction Amount
  + Transmission Date
  + Credit Card Type
  + Credit Card Settlement Result

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