Vendor Management System

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1 Introduction

1.1 Purpose

Internal Documentation for our senior capstone project for VCU Fall 2017.

1.2 Document conventions

This document follows MLA Format. Bold-faced text has been used to emphasize section and sub-section headings. Highlighting is to point out words in the glossary and italicized text is used to label and recognize diagrams.

1.3 Intended Audience

Developers and Bravium Consulting Inc.

1.4 Additional Information

Collapse CS301 - Bravium Consulting - Vendor Management

1.5 Contact Information

- Michael Tran: Student Capstone
- Yuchen Tian: Student Capstone
- Paul Nguyen: Student Capstone
- Robert Dahlberg: Faculty Advisor
- Skirpan, Nic: Bravium Main Contact 1
- Nuessle, Ryan: Bravium Main Contact 2
- Hade, Michael: Bravium Lead Developer
- Nuessle, Christine: Bravium CEO

1.6 Resource References

- `https://www.sam.gov/portal/SAM/#11`
- `https://www.naics.com/naics-drilldown-table/`

2 Overall Description

2.1 Product perspective

Modernizing Vendor Management Across the Enterprise

2.2 Product functions

Organizations lack a streamlined process for managing external vendors, which leads to duplicative work performed on the vendor side but also within the organizations themselves. Organizations oftentimes manage vendors using disparate systems that lack workflow automation and reporting/analytics to facilitate a more efficient and accurate vendor management process.

2.3 User classes and characteristics

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2.4 Operating environment

The application is made in ServiceNow as a plug. The following are the tools being used; Framework:

- ServiceNow `https://braviumdemo1.service-now.com/navpage.do`
- Angular `https://medium.baqend.com/angular-2-by-example-e85a09fa6480`

Language:

- Java
- Html
- JS `https://javascript.info/`

IDE:

- VS2017

2.5 User environment

ServiceNow, the user would enable the plug-in then input all vendor information. Unless needed the user can update the vendor information. Can also import data from other tables.

3 System Features

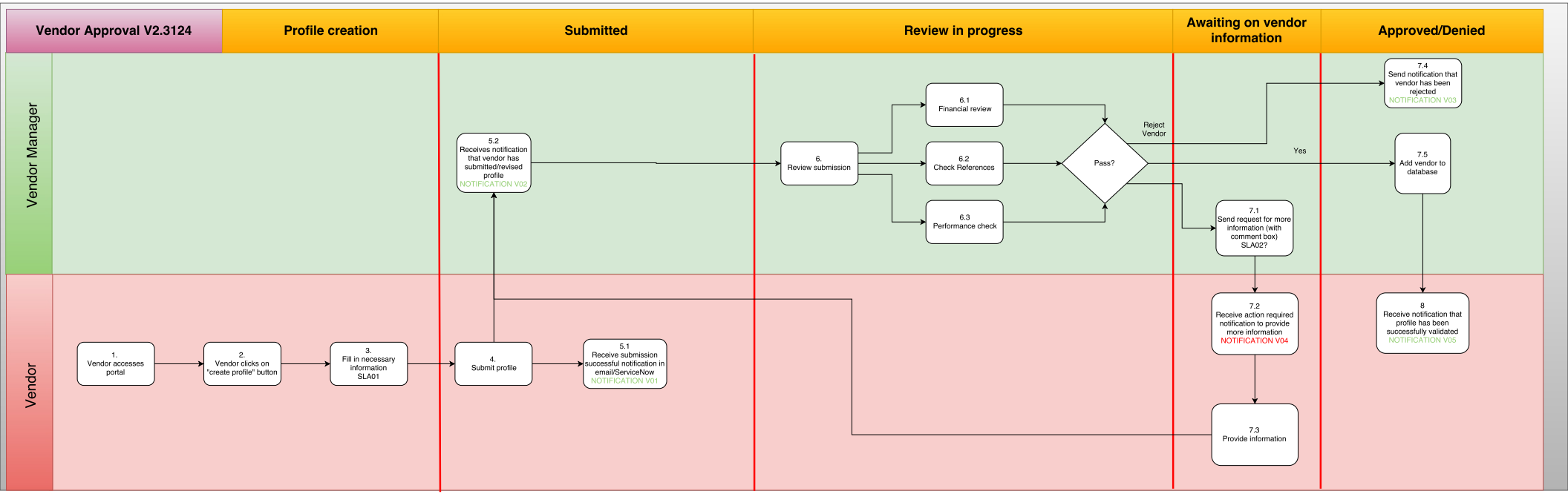
3.1 Vendor Profile

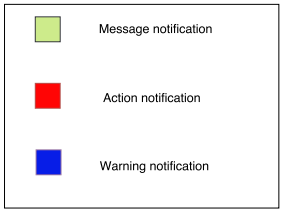
3.1.1 Description and priority

Vendor Profile houses all the general vendor information. Can be customizable to the owner liking

3.1.2 Action/result

See Work-flow See Work-flow on the next page


Vendor Approval V2.3124
Profile creation
Submitted
Review in progress
Awaiting on vendor information
Approved/Denied
Vendor Manager
Vendor
1. Vendor accesses portal
2. Vendor clicks on "create profile" button
3. Fill in necessary information SLA01
4. Submit profile
5.1 Receive submission successful notification in email/ServiceNow NOTIFICATION V01
5.2 Receives notification that vendor has submitted/revised profile NOTIFICATION V02
6. Review submission
6.1 Financial review
6.2 Check References
6.3 Performance check
Pass?
Reject Vendor
Yes
7.1 Send request for more information (with comment box) SLA02?
7.2 Receive action required notification to provide more information NOTIFICATION V04
7.3 Provide information
7.4 Send notification that vendor has been rejected NOTIFICATION V03
7.5 Add vendor to database
8 Receive notification that profile has been successfully validated NOTIFICATION V05


Message notification
Action notification
Warning notification

3.1.3 Functional requirements

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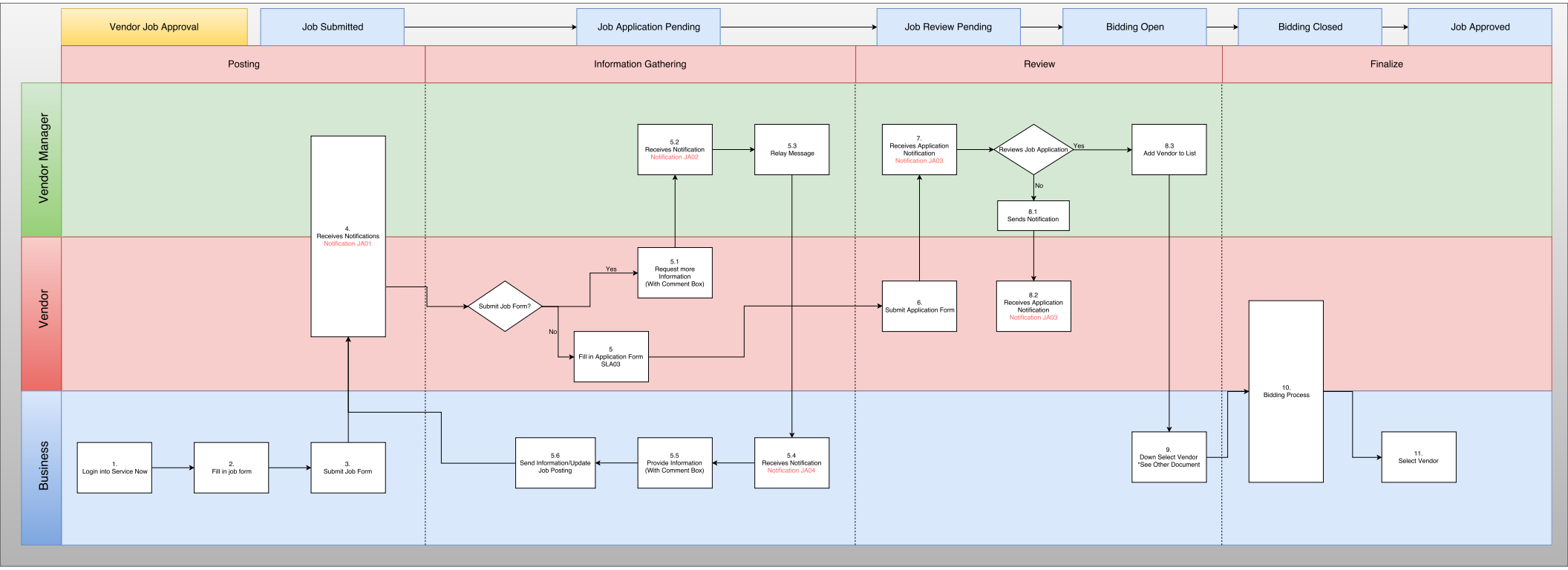
3.2 System feature B

3.2.1 Vendor Job Application

After the vendor makes a profile now the vendor can apply to jobs from whats is available

3.2.2 Action/result

See Work-flow on the next page


Vendor Job Approval
Job Submitted
Job Application Pending
Job Review Pending
Bidding Open
Bidding Closed
Job Approved
Posting
Information Gathering
Review
Finalize
Vendor Manager
Vendor
Business
1.
Login into Service Now
2.
Fill in job form
3.
Submit Job Form
4.
Receives Notifications
Notification JA01
Submit Job Form?
Yes
No
5.1
Request more
Information
(With Comment Box)
5
Fill in Application Form
SLA03
5.2
Receives Notification
Notification JA02
5.3
Relay Message
5.4
Receives Notification
Notification JA04
5.5
Provide Information
(With Comment Box)
5.6
Send Information/Update
Job Posting
6.
Submit Application Form
7.
Receives Application
Notification
Notification JA03
Reviews Job Application
Yes
No
8.1
Sends Notification
8.2
Receives Application
Notification
Notification JA03
8.3
Add Vendor to List
9.
Down Select Vendor
*See Other Document
10.
Bidding Process
11.
Select Vendor

3.2.3 Functional requirements

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4 Other Nonfunctional Requirements

4.1 Performance requirements

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4.2 Safety requirements

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4.3 Security requirements

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4.4 Software quality attributes

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4.5 Project documentation

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4.6 User documentation

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5 Other Requirements

Appendix A Performance requirements

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Appendix B Safety requirements

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