

Business Requirement Document (BRD)

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1. Executive Summary

EBM currently handles ~30,000 invoices annually from multiple vendors manually. This process is inefficient, error-prone, and lacks traceability. The client seeks an on-premises automation solution that digitizes and verifies invoices against ERP data, reducing manual effort and errors while improving processing speed and vendor satisfaction.

2. Business Problem

- Manual invoice processing results in:
 - Long lead times.
 - Human errors.
 - Discrepancies in financial entries.
 - Vendor dissatisfaction.
 - Lack of centralized visibility and dashboarding.
 - Manual GRN/PO verification against invoices.
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3. Business Objectives

- Automate invoice ingestion via email or upload functionality in the solution for processing,
- Perform the OCR to get the invoice data in digital format
- Perform validation against the data from SAP
- Posting into SAP for posting in the ERP.
- Enable real-time monitoring and KPI tracking related to invoice processing.
- Secure access control with SSO.

- Provide admin page for configuring system parameters.
 - Provide dashboard for KPI monitoring.
 - Maintain regulatory and security compliance (encryption, audit logging).
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4. Functional Requirements

4.1 Invoice Handling

- Email integration to fetch PDF/DOC/IMG invoices.
- Log each invoice (timestamp, sender, subject).

4.2 OCR & Data Extraction

- Solution will have the option to convert invoices into text via built in OCR functionality
- The extracted key pair values will be stored in the database.
- The invoice files (downloaded from the email or uploaded in the solution) will be stored outside of database.
- Fields: Invoice number, PO number, date, vendor name, BOM, quantities, price, tax, total amount, currency.

4.3 Validation

- SAP integration to verify:
 - PO existence.
 - GRN match (items, quantities).
 - Price and tax accuracy.
- The integration will be built via API or service user and identified data by the business user will be extracted and stored into the solution database.
- Suggested approach is to define a frequency to query the SAP system on defined intervals as per the business process execution.

4.4 Discrepancy Handling

- Flag and record reasons (missing GRN, price mismatch, tax error).
- Route for manual correction or revert to vendor.

- User will have the option to either re-run the process in the solution and validation on the extracted data or reject the invoice that is pending for validation.
- User will have option to send the email back to vendor once he/she confirms the rejection reason is valid.
- The email will be send to the vendor via same email address created to receive the invoices in client's email system.

4.5 Automated Posting

- User will have option to post verified invoices to SAP for further processing.

4.6 Dashboard

- User role with the authorization will be able to view the following dashboard:
 - Number of total invoices received
 - Number of total invoices processes
 - Number of total invoices rejected with reason
 - Number of overdue / pending invoices
 - Invoiced processed / rejected amount

4.7 Administration Screen

- **User management:** View list of users, block user, terminate user session
- **Authorization management:** assign the role to user, create / edit roles.
- **Application settings:** Change/modify email and SAP integration passwords, Update Settings (Tax rates, Email/SAP connectors, cron job frequency, any other data from the SAP system).
- **Log view:** view / fetch: action logs by users / administrators, settings update etc.
- **SSO:** Single sign-on via integrating AD and user authentication using SAML request

5. Non-Functional Requirements

- **Security:** TLS, encryption-at-rest, authentication module.
- **Performance:** OCR and validation.
- **Scalability:** Support for up to 50,000 invoices/year.
- **Compliance:** Audit logs.

6. Invoice Categories

- Inventory
- Transportation
- Media
- Services & Others

6(a). Parameters & Actions – Inventory

Field	Required for Posting	Action
Invoice Date	Yes	Reject
Invoice Reference	Yes	Reject
PO No.	Yes	Reject
GR NO.	Yes	Hold
Delivery Note No.	Yes	Reject
Sales Tax Codes	Yes	Reject
Income Tax Withholding Code	Map in Master Data	Hold
Sales Tax Withholding Code	Map in Master Data	Hold
Vendor / Supplier Name	Yes	Reject
Vendor / Supplier NTN	Yes	Reject
Client Name	Yes	Reject
Client NTN	Yes	Reject
Rate	Yes	Reject
Quantity	Yes	Reject

6(b). Parameters & Actions – Transportation

Field	Required for Posting	Action
Invoice Date	Yes	Reject
Invoice Reference	Yes	Reject
PO No.	Yes	Reject
SES No.	Yes	Hold

Sales Tax Codes	Yes	Reject
Vendor / Supplier Name	Yes	Reject
Vendor / Supplier NTN	Yes	Reject
Client Name	Yes	Reject
Client NTN	Yes	Reject

6(c). Parameters & Actions – Media

Field	Required for Posting	Action
Invoice Date	Yes	Reject
Invoice Reference	Yes	Reject
PO No.	Yes	Reject
SES No.	Yes	Hold
Sales Tax Codes	Yes	Reject
Income Tax Withholding Code	Map in Master Data	Hold
Sales Tax Withholding Code	Map in Master Data	Hold
Vendor / Supplier Name	Yes	Reject
Vendor / Supplier NTN	Yes	Reject
Client Name	Yes	Reject
Client NTN	Yes	Reject

6(d). Parameters & Actions – Services & Others

Field	Required for Posting	Action
Invoice Date	Yes	Reject
Invoice Reference	Yes	Reject
PO No.	Yes	Reject
SES No.	Yes	Hold
Sales Tax Codes	Yes	Reject
Income Tax Withholding Code	Map in Master Data	Hold
Sales Tax Withholding Code	Map in Master Data	Hold
Vendor / Supplier Name	Yes	Reject
Vendor / Supplier NTN	Yes	Reject
Client Name	Yes	Reject
Client NTN	Yes	Reject

7. Technology Requirements

Hardware Resources

CPU 8-core Xeon /
AMD EPYC

RAM 32 GB

Software Resources

Server OS Ubuntu Linux

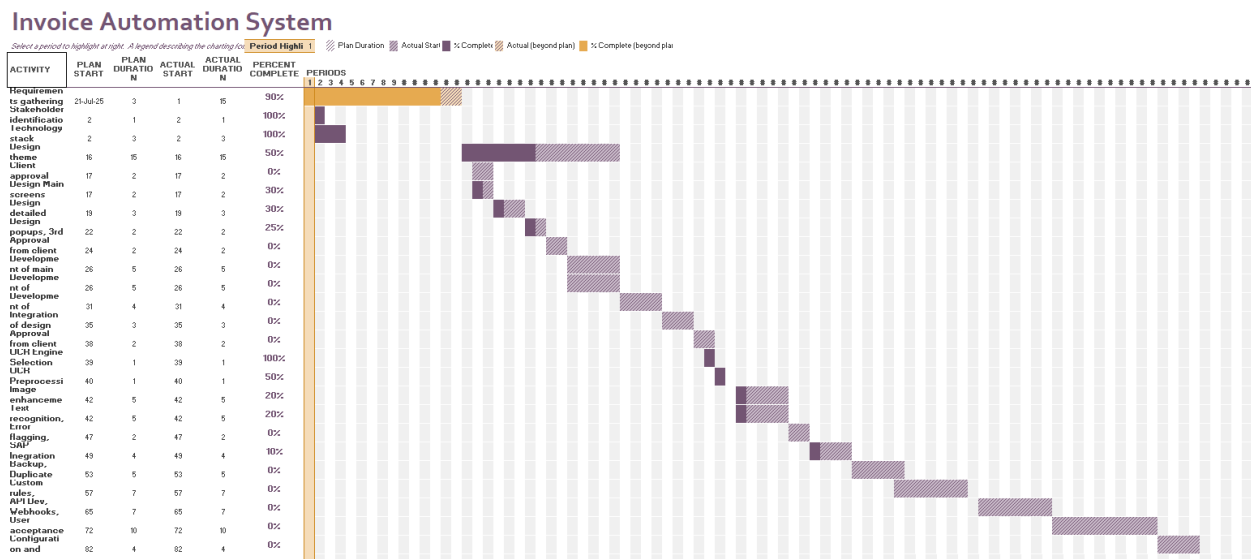
Other Utils TBS

Storage	2 TB SSD (RAID-10 optional)	TLS	Certificate (as required)
Network	Gigabit LAN, TLS certs ready		

9. Estimated Timelines

Milestone	Pre Req	Start Date	End Date	# of Days	Result
Design	Approval on Project Plan	21 Jul	5 Aug	15	Figma Designs
Alpha	Approval on the Design	7 Aug	22 Aug	15	Click through of UI UX
Beta	Approval on the Alpha	24 Aug	19 Sep	25	APIS Database Integrations QA – Working application
UAT / Testing	Approval on Beta	22 Sep	06 Oct	15	Fixing of Issues if arrived
Deployment / Go Live	Approval in UAT	06 Sep	10 Oct	5	Deployment on Server

10. Gantt Chart



11. EBM Responsibilities

1. Client will provide required business resources to support identify business system parameters for processing.
2. Client will provide validation checks that they apply in the system / manually while processing the invoice.
3. Client will provide access to SAP / identification of data for validation.
4. Client will approve the functionality and other requirements in this BRD.
5. Client will provide all relevant documents like invoices, company logo, color scheme, any web structure they follow etc.
6. Client will provide hardware/software required to implement the solution.
7. Client will manage the backup and DR setup (where applicable) per client's environmental policy.
8. Client will provide the access to ERP / other systems for required operations.

9. Client will create an email account specific to this solution and share credentials.
10. Cyber security is client's responsibility for platform, network and physical environment.
11. Any thing that is not covered in this BRD (in terms of functionality and other requirements, will be consider as a change and mutually agree before processing.

12. Validation Scenarios



AP Automation
Points - Relevant Dep