



**NimbleS2P™**

**Document Name: Requirement Specification  
Process Name: PO Material**

A stamp with a rainbow

Description automatically generated

October-2024

*Submitted by*

Table of Contents

[Notice of Confidentiality 3](#_Toc179574459)

[Document Control 3](#_Toc179574460)

[Abbreviations 3](#_Toc179574461)

[Project Stakeholders 4](#_Toc179574462)

[1. Introduction 5](#_Toc179574463)

[2. Purpose 5](#_Toc179574464)

[3. Process In scope 5](#_Toc179574465)

[4. User Authentication 5](#_Toc179574466)

[5. Process Flow (PO Material) 6](#_Toc179574467)

[6. Metadata Source Mapping 8](#_Toc179574468)

[7. Action Rules 9](#_Toc179574469)

[7.1. Stage wise Action Mapping 9](#_Toc179574470)

[7.2. Action based Stage Mapping 10](#_Toc179574471)

[7.3. User Actions 10](#_Toc179574472)

[8. Action History 11](#_Toc179574473)

[9. Action Rules 11](#_Toc179574474)

[10. Validation & Rules 12](#_Toc179574475)

[11. Static Master Data Management 12](#_Toc179574476)

[12. Required Webservices 12](#_Toc179574477)

[13. Reporting Requirements 14](#_Toc179574478)

[14. Field Rules Show/Hide 14](#_Toc179574479)

[15. Pre-Requisites 14](#_Toc179574480)

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Document Control

|  |  |
| --- | --- |
| Document No. | BRD – PO Material |
| Document Author | Vanshita Lalwani |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Comments |
| 1.0 | 09/10/2024 | Vanshita Lalwani | BRD Draft |
| 1.0 |  |  | BRD Review |

Abbreviations

TPSPL : Techpanion Solutions Pvt Ltd

JNIL: : Jayaswal Neco Industries Ltd

DMS : Document Management System

ECM : Enterprise Content Management

BPM : Business Process Management

LF : Laserfiche

OCR : Optical Character Recognition

PO : Purchase Order

SP : Supplier Portal

SSC : Shared Service Centre

API : Application Programming Interface

Project Stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  | Mahima Singh | Techpanion | [mahimas@techpanion.com](mailto:mahimas@techpanion.com) |  |
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# ***NOTE: The details mentioned in the BRD document below may undergo slight changes based on UAT results.***

1. Introduction

A material PO, or material purchase order, is a document that is used to request materials or goods from a supplier. This document typically includes details about the materials being purchased, such as the quantity, price, and delivery date. It may also include payment terms and other important information.

|  |  |
| --- | --- |
| Document Category | SUB-CATEGORY |
| Invoice Processing | Invoice Submission |

1. Purpose

The primary purpose of this Business Requirement Document is to map the TO-BE Process with the intended solution involved this project to all project stakeholders. BRD serves to keep all the stakeholders on the same page and helps to ensure the completeness of the project.

BRD includes the stakeholders & their roles & responsibilities related to this project. Functionalities & requirements for the of the system which also includes the restriction or dependencies of the system from project perspective. This document also includes process flows & business logics for Invoice Processing – document categories mentioned in section 1 above which will be used for project development.

1. Process In scope

This document comprises of specifications for processing of PO material invoice Processing. This will include 3 sub processes as below

* Raw Material Inhouse Mines
* Raw Material Other Mines
* Stores

1. User Authentication

For User Authentication – SSO Login required (Login with Microsoft – Azure AD).

1. Process Flow (PO Material)

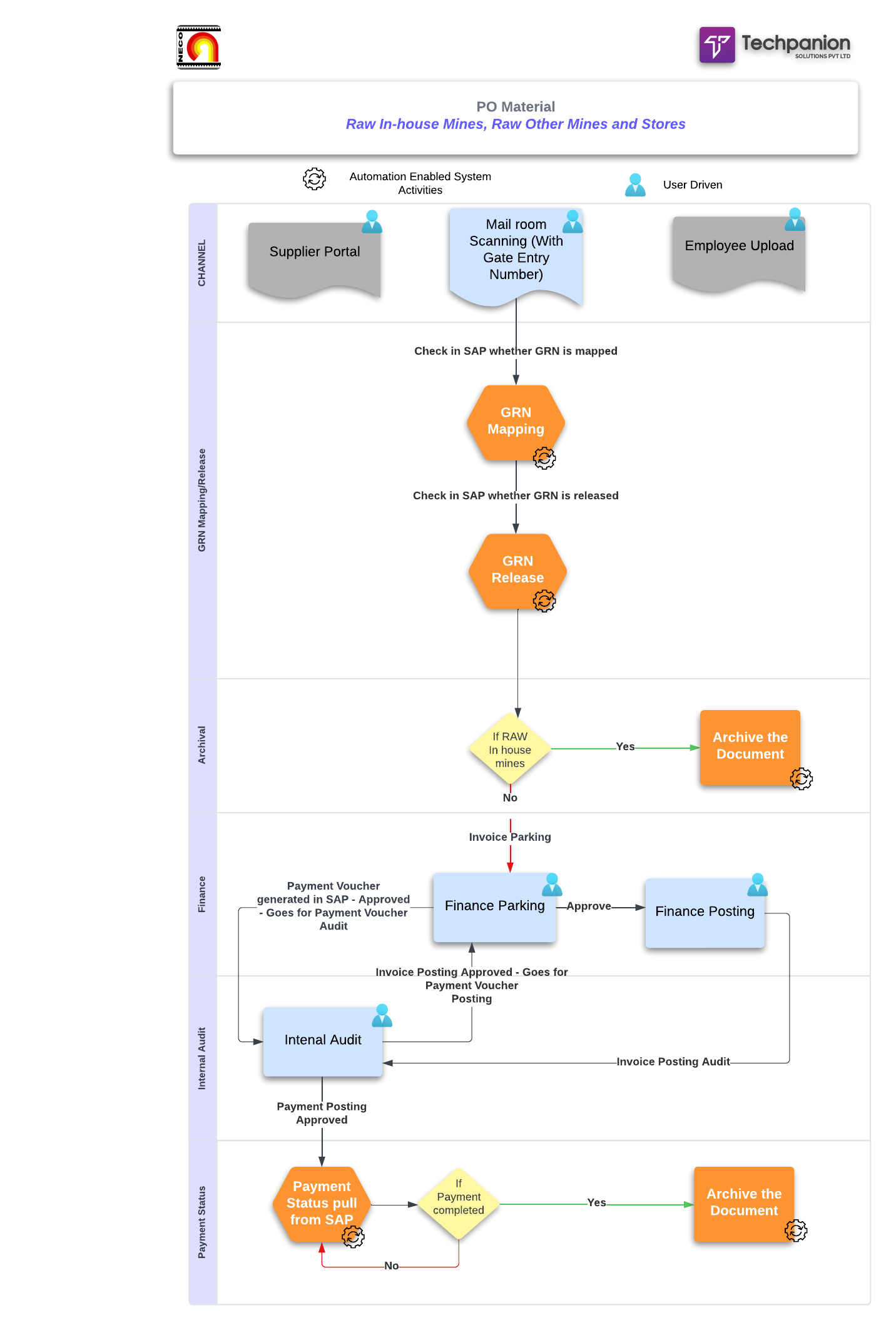
Summary

Documents will be scanned at gate entry where barcodes will be applied on the original copy and the receiver copy. Once barcode is applied, documents will be scanned in NimbleS2P where they will be tagged with Gate Entry no, and barcode id. Once the scanning is done, system will automatically pull the status of GRN Creation and GRN Release (UD) from SAP.

This will be an automated process which will run in a scheduled manner for example: after every 1 hr.

These two Workflow stages will be system generated (unmanned).

Respective alerts on a daily basis will be sent to stakeholders especially on pendency of GRN creation pending and UD pending.



|  |  |  |
| --- | --- | --- |
| Step ID | Step Name | Requirement description |
| **1.0** | Invoice Submission  (User) | Invoice can be submitted through Mailroom Scanning  For this process, submission channel of Supplier Portal and Employee Upload will be disabled considering the invoice eligibility for upload is only after user decisioning is complete.  Scanning Operator will enter following   1. Process type – Radio Option {Inhouse Mines, Other Mines, Stores} 2. In case of Inhouse Mines – Gate Entry Number to be entered 3. In case of other then Inhouse Mines – GRN Number to be entered |
| **1.1** | Sub-category check | If sub-category is RAW (In-house mines) then Document is archived and tagged using Gate Entry Number, otherwise Invoice proceeds for Invoice Parking |
| **1.2** | E-Invoice QR check | System will extract QR details which will contain IRN Number, Invoice Number, Invoice Date, Supplier GST and Total Amount inclusive of taxes |
| **1.3** | Dedupe Check | Invoice will be checked if it is duplicate, if duplicate is found invoice will be flagged as duplicate. |
| **1.4** | GRN Mapping | NimbleS2P will look for GRN based on GRN Number and map the same |
| **1.5** | Pull Advance & LD Data from SAP | Based on PO and Vendor Code, system will pull following from SAP   1. Unadjusted Advance Amount 2. LD Amount |
| **2.0** | Finance-Parking  (User) | Finance Parking user will perform following   1. Check OCR Data and correct the same if required 2. Review the Invoice as per Organization SOP 3. Mapping of With Holding Tax Code 4. 3-Way Match Status 5. In case of Non-INR Invoice, Exchange Rate will be pulled from SAP 6. Approve the invoice if all Ok else user can perform other actions like Send to Modify, Forward or Reject. |
| **2.1** | Dedupe Check | Invoice Number is editable at Finance Parking Stage and thus Invoice will be checked again if it is duplicate, it will return to Finance Parking User |
| **2.2** | GRN Reversal | if Rejected then call GRN Reversal API |
| **2.3** | Invoice Parking API | Once Finance Parking user approves and Duplicate Check passed, Invoice parking API will be called,   1. if API call is successful system will auto park the invoice and assigned to the next stage. Parking Number gets generated and move the task to Finance-Posting. 2. If API call returns an error, it will go back to Finance Parking User with Error Details. |
| **3.0** | Finance Posting  (User) | Finance Posting user will perform following   1. Review the Invoice as per Organization SOP 2. Check / Modify with Holding Tax Code 3. Check 3-Way Match Status 4. Approve the invoice if all Ok else user can perform other actions like Send to Modify, Forward or Reject. |
| **3.1** | GRN Reversal, Parking Reversal | if Rejected then call GRN Reversal API and Parking Reversal API |
| **3.2** | Invoice Posting API | Once Finance Posting user approves, Invoice posting API will be called,   1. if API call is successful system will post the invoice and assigned to the next stage. Posting Number gets generated and move the task to Finance-Posting. 2. If API call returns an error, it will go back to Finance Posting User with Error Details. |
| **4.0** | Internal Audit Review (User) | Internal Audit user will perform following   1. Review the Invoice as per Organization SOP 2. Approve the invoice if all Ok else user can perform other actions like Send to Modify, Forward or Reject. |
| **4.1** | GRN Reversal, Parking Reversal, Posting Reversal | if Rejected then call GRN Reversal API, Parking Reversal API, Posting Reversal API |
| **5.0** | Payment Voucher Posting (User) | Once approved from Internal Audit, task will move to Payment Voucher stage, which will be created by same user who Parked the Invoice. This is not API call and thus once Payment Voucher is generated in SAP, user will update the Voucher Number in NimbleS2P.  Reject Action will be disabled at this stage. |
| **6.0** | Payment Voucher Audit  (User) | Once approved from Finance User, task will move to Payment Voucher Audit stage, which will be done by same user who reviewed Invoice Posting.  Reject Action will be disabled at this stage. |
| **7.0** | Payment Stage | Once Payment Voucher is approved by Internal Audit User, Task will move to Payment Stage, where it will check payment status automatically in a scheduled manner. |
| **7.1** | Payment check | If Payment is completed, the document is archived otherwise it again checks the Payment Status as per schedule. |
| **7.2** | Complete | Archive the document. |

1. Metadata Source Mapping

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Data Type | Field Type | Requirement | Access Control | View | Source |
| Process Type | Varchar | Text | Mandatory | Read-Write | Show | Scanning Operator |
| Gate Entry Number | Varchar | Text | Mandatory | Read-Write | Show | Scanning Operator |
| GRN Number | Varchar | Text | Mandatory | Read-Write | Show | Scanning Operator |
| Order No | Search | Text | Mandatory | Read-Write | Show | ERPGRNMaster |
| Order Status | Varchar | Text | Mandatory | Read-Only | Show | ERPPOMaster |
| Task Status | Varchar | Text | Mandatory | Read-Only | Show | System |
| Case ID Number | Int | Number | Mandatory | Read-Only | Show | Barcode Reader |
| Company code | Varchar | Text | Mandatory | Read-Only | Show | ERPPOMaster |
| Company Name | Varchar | Text | Mandatory | Read-Only | Show | ERPCompanyCode |
| Company GST | Varchar | Text | Mandatory | Read-Only | Show | ERPCompanyCode |
| Plant Code | Varchar | Text | Mandatory | Read- Write | Show | ERPPOMaster |
| Page Count | Int | Number | Mandatory | Read- Only | Show | System |
| Document Type | Varchar | Text | Mandatory | Read-Write | Show | QR/OCR / Manual Input |
| Invoice number | Varchar | Varchar | Mandatory | Read-Write | Show | QR/OCR / Manual Input |
| Invoice Date | Date | Date | Mandatory | Read-Write | Show | QR/OCR / Manual Input |
| Invoice receipt date | Date | Date | Mandatory | Read-Only | Show | System / GRN Creation Date |
| Vendor Code | Varchar | Text | Mandatory | Read-Only | Show | ERPPOMaster |
| vendor name | Varchar | Text | Mandatory | Read-Only | Show | ERPVendorMaster |
| Vendor GST | Varchar | Text | Mandatory | Read-Only | Show | ERPVendorMaster |
| Is this a partner vendor invoice | Varchar | Radio | Mandatory | Read-Write | Show | Manual Input |
| partner vendor code | Varchar | Text | Optional | Read-Write | Conditionally Show | Manual Input |
| Partner vendor name | Varchar | Text | Optional | Read-Write | Conditionally Show | ERPVendorMaster |
| Partner vendor GST | Varchar | Text | Optional | Read-Write | Conditionally Show | ERPVendorMaster |
| Comment | Varchar | Text | Optional | Read-Write | Show | Manual Input |
| Line Item - li# | Number | Number | Mandatory | Read-Only | Show | ERPGrnMaster |
| Line Item - GRN # | Number | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - GRN Date | Date | Date | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - material code | Varchar | Text | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - material Text | Varchar | Text | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - HSN code | Varchar | Text | Optional | Read-Write | Show | ERPGRNMaster |
| Line Item - vendor code | Varchar | Text | Optional | Read-Only | Show | ERPGRNMaster |
| Line Item - uom | Varchar | Text | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - grn qty | Int | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - grn Accepted qty | Int | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - grn Rejected qty | Int | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - grn rate | Float | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Line Item - grn amt | Float | Number | Mandatory | Read-Only | Show | ERPGRNMaster |
| Order Currency | Varchar | Text | Mandatory | Read-Only | Show | ERPPOMaster |
| Inv Basic Amt | Float | Number | Mandatory | Read-Write | Show | OCR / Manual |
| Inv Tax Amt | Float | Number | Mandatory | Read-Write | Show | OCR / Manual |
| Total Inv Amt [Inclu. of tax] | Float | Number | Mandatory | Read-Only | Show | QR/Calculative  (Inv Basic Amt + Tax Amt) |
| credit note number | Int | Number | Optional | Read-Write | Show | Manual Input |
| credit note amount | Float | Number | Optional | Read-Write | Show | Manual Input |
| Debit Note Amount | Float | Number | Optional | Read-Write | Show | Manual Input |
| LD amount | Float | Number | Optional | Read-Only | Show | Calculative  (As per provided LD Computation) |
| SAP Reference Number | Int | Number | Mandatory | Read-Only | Show | SAP (After Parking) / User Input |
| PARKING/POsTING STATUS | DropDown | Varchar | Optional | Read-Write | Show | SAP / User Input |
| SAP Accounting Number | Int | Number | Mandatory | Read-Write | Show | SAP (After Parking) / User Input |
| Year | Int | Number | Mandatory | Read-Write | Show | SAP / Manual Input |
| TAx code with GST | Varchar | Text | Mandatory | Read-Write | Show | Manual Input |
| TAx code with WHT | Varchar | Text | Optional | Read-Write | Show | Manual Input |

1. Action Rules
   1. Stage wise Action Mapping

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage Name | Approve | Reject | Forward | Send To Modify |
| Finance Parking | Y | Y | Y | Y |
| Finance Posting | Y | Y | Y | Y |
| IA – Posting Review | Y | Y | Y | Y |
| Payment Voucher | Y | N | Y | Y |
| Payment voucher Audit | Y | N | Y | Y |

* 1. Action based Stage Mapping

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage Name | Approve | Reject | Forward | Send To Modify |
| Finance Parking | Finance Posting | Complete reject | To any licensed user | Stores |
| Finance Posting | IA | Complete reject | To any licensed user | Finance-Parking |
| IA – Posting Review | Accounts | Complete reject | To any licensed user | Finance-Posting |
| Payment Voucher | IA | NA | To any licensed user | IA – Posting Review |
| Payment voucher Audit | Payment Awaited | NA | To any licensed user | Payment Voucher |

* 1. User Actions

User can take following actions on the task. Based on user action task will progress accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **User Action** | **Description** | **Remarks** |
| 1 | **Approve** | User can Approve the task by clicking on Approve button & confirm the approval by clicking Approve button on pop-up. | User can enter the comments & attach attachments on approval pop-up |
| 2 | **Reject** | User can Reject the task by clicking on Reject button & confirm the rejection by clicking Reject button on pop-up. User must select the rejection reason before rejection confirmation. | User can enter the comments & attach attachments on rejection pop-up  \*Rejection Reason is mandatory  \* Rejection reason list required  \*Only AP Team can Reject |
| 3 | **Assign to Me** | User can assign the task to themselves by clicking on Assign button from task list or by selecting Assign to Me option from within the task. | Task will move to user’s My Tasks list once assigned by the user & no other user will have access to the task |
| 4 | **Re-assign** | User can re-assign the task which is assigned to them to someone else by clicking on Re-assign button from My Tasks list or by selecting Re-assign option from within the task. Users need to enter the email id of the user to whom they want to assign the task in Re-assign pop-up. | User can enter the comments on Re-assign pop-up  \*USERID is mandatory  \* Reassign can happen only within same role. \*This action is disabled on some roles |
| 5 | **Un-Assign** | User can unassign the task assigned to themselves by clicking on Un-assign button from My Tasks list or by selecting Un-assign option from within the task. Task will move back to Tasks list once Un-assigned by the user. | User can enter the comments on Un-assign pop-up  \*This action is disabled on some roles |
| 6 | **Send to Modify** | User can send back the task for correction by selecting Send to Modify option from within the task. Task will be assigned back to the previous approver based on following logic –   |  |  |  | | --- | --- | --- | | **Sent By (Role Name)** | **Channel** | **Will be assigned to** | | AP Team | Scan/Supplier Portal/Employee Upload | SSC Indexing | | User can enter the comments & attach attachments on Send to Modify pop-up |
| 7 | **Forward** | User can forward the task assigned to themselves to some other user by selecting Forward option from within the task. Users need to enter the email id of the user to whom they want to forward the task in Forward pop-up. | User can enter the comments on Forward pop-up.Task will be assigned back to the forwarder once the user to whom the task is forwarded submits the task, this user can also enter comments & attach attachments while submitting the task.  \*USERID is mandatory  \*User can forward the task to any licensed user. |
| 8 | **Case Closed** | User can close the case if invoice is already Posted in SAP by selecting Case Closed option from within the task. User must enter the FI Document Number & Posting Date in Case Closed pop-up before closing the case. | User can enter the comments Case Closed pop-up  \*FI NUMBER & Posting Date is mandatory |
| 9 | **Submit** | User will have the Submit option for the tasks which are forwarded to the user by some other user. After submission task will be assigned back to the forwarder | \*Submit option is also available for initiator stage |

1. Action History

Action history is available in Action Details tab. This will show the actions performed on selected task in the system.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Column Name** | **Description** | **Data Type** |
| 1 | **Date** | Date on which action is performed. | DATE |
| 2 | **Username** | Name of the user who have performed the action. | CHAR |
| 3 | **Role Name** | Name of the Role (User role) of the user | CHAR |
| 4 | **Action** | Action performed by the user on the form, can be one of the following –   * Approve * Reject * Re-Assign * Un-Assign * Send To Modify * Forward * Case Closed * Submit | CHAR |
| 5 | **Comments** | Comments entered by the user while submitting the task. | CHAR |
| 6 | **Forwarded/Re-Assigned To** | User email ID for forwarded/reassigned user | CHAR |
| 7 | **Attachments** | Attachments attached by the user while submitting the task. | FILE |

1. Action Rules

User(s) will receive email notifications at certain stages of the task. Below are the details for the same –

|  |  |  |
| --- | --- | --- |
| Event | Email To | Email CC |
| Task Assignment | Assigned User | <Not Required> |
| Task Forward | Forward To user | Forwarder |
| Task Reassign | Reassigned to user | Reassigned by user |
| Task Rejection | Finance Parking, Vendor | Rejected by user |
| Open Tasks REMINDER EMAIL | Daily at 11:00 AM and 4:00PM |  |

1. Validation & Rules
2. Scanning/Indexing team must scan the Invoice in pdf format.
3. Future dates restricted in Invoice Date & Invoice Receipt Date.
4. PO should be in the released state for Invoice Processing.
5. To validate the vendor's bill, it shouldn’t be older than 10 days from Invoice Date.
6. GRN selection should be mandatory for Material based Invoices.
7. 3-way matching formula
   1. (Invoice Base Amount = GRN Base Amount) is <= PO Balance Amount.
   2. Tolerance for Debit note Posting = To be confirmed by NECO
8. Static Master Data Management

Following processes are created to manage the master data by NECO team.

|  |  |  |
| --- | --- | --- |
| Process Name | Master Data | Description |
| PO Material | User Master | This User Allocation Master for Finance Parking, Finance Posting and Internal Audit stages. One-Time User Master will be shared by NECO, and delta records will be update through this process |

1. Required Webservices

|  |  |  |
| --- | --- | --- |
| Process Name | API Name | REmarks |
| PO Material | Company Code Master | Complete dump of Company Code, Company Name, HST Number, Address, Status (Active/Inactive) |
| PO Material | POMaster | <To be provided by Neco> |
| PO Material | POLineItems | PO Master |
| PO Material | VendorMaster | <To be provided by Neco> |
| PO Material | GRN Master | <To be provided by Neco> |
| PO Material | Invoice Parking | <To be provided by Neco> |
| PO Material | Invoice Posting | <To be provided by Neco> |
| PO Material | Tax Master | <To be provided by Neco> |
| PO Material | Withhold Tax Master | Tax masters |
| PO Material | Cost Centre Master | <To be provided by Neco> |
| PO Material | GL Master | <To be provided by Neco> |
| PO Material | Currency Master | <To be provided by Neco > |
| PO Material | Exchange Master | <To be provided by Neco > |
| PO Material | Payment Master | <To be provided by Neco > |
| PO Material | LD & Open Advances Amount Pull | <To be provided by Neco > |
| PO Material | LD Posting | <To be provided by Neco > |
| PO Material | Debit Note Posting | <To be provided by Neco > |
| PO Material | Reversal API | This will be a single API, where we will pass Reversal Flag GRN/Parking/Posting and respective SAP Document Number. |
| PO MATERIAL | Lab Report API | Lab report would be based on Gate Entry number <To be provided by Neco > |
| PO MATERIAL | Weigh bridge | <To be provided by Neco > |

1. Reporting Requirements

Reports mentioned below will be developed and provided in the respective system.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO | | Reports | Report Description | |  | System | Ns2p Feedback | | |
| 1 | AP Team Dashboard | | | Reports displaying Total Invoices submitted, First Pass Yield, the current Invoice Status. Analytical view of Channel Distribution. Ageing (by roles) can also be viewed. |  |  | | Filters with Company Code, Plant Code, Invoice Date, etc can be used for getting specific results |
| 2 | Operational Reports | | | Reports display the status of Invoices. Average completion time of Invoices with Invoice Category charts. |  |  | |  |
| 3 | CXO Dashboard | | | Reports with the Invoice Status, Payment Status of Invoice. Charts with analytical view of Status. |  |  | | Filters with Company Code, Plant Code, Invoice Date, etc can be used for getting specific results |
| 4 | MSME Reports | | | A separate tab or filter can be used to view data of MSME’s in the dashboard reports. |  |  | |  |

Below are some of the screenshots attached to the mentioned dashboards and reports.  
A screenshot of a computer

Description automatically generated A screenshot of a computer

Description automatically generated

1. Field Rules Show/Hide

<To be defined after Metadata Review>

1. Pre-Requisites

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Pre-Requisites Description** | **Remarks** |
| 1 | Finance and Internal Audit User Master | This file should contain following columns, Vendor Code, Role Name, User Email ID, Full Name, Employee ID  Roles are as below   * Finance Parking * Finance Posting * Internal Audit |
| 2 | Category-wise mandatory documents | Supporting Documents Checklists |
| 3 | Reject Reason Master | Reason Name, Reason Description |
| 4 | Licensed User Masters | Employee ID, Full Name, Email ID, Level 1 Escalation Email ID, Level 2 Escalation Email ID  *\*Note that all Escalation ID’s will be licensed users only* |
| 5 | Test Cases to be provided | For UAT, test cases to be provided by NECO |
| 6 | Weigh Bridge Data fields format | Neco to provide |
| 7 | Lab Report Data fields format | Neco to Provide |

End Of Document