



## Committee Management Module

### Phase 1

Scope of Work & Requirements V1.0

Introduced to: NUPCO

Prepared by: ASSET Team

Cairo - Egypt



## Contents

Contents.....	2
<b>1. Introduction.....</b>	<b>4</b>
1.1 Overview .....	4
1.2 Phasing.....	4
<b>2. Stakeholders .....</b>	<b>5</b>
<b>3. Activity Diagrams .....</b>	<b>6</b>
3.1 Preparation Committee.....	6
3.2 Technical Committee.....	6
3.3 Bid Opening Committee.....	8
3.4 Commercial and Objections Committees .....	10
<b>4. Solution Description.....</b>	<b>12</b>
4.1 Common Features .....	12
4.1.1 Listing Pages.....	12
4.1.2 Committee Details Page.....	27
4.1.3 Assign an Existing Committee.....	29
4.2 Varying (Sourcing) Committees.....	31
4.2.1 Preparation Committee.....	31
4.2.2 Technical Committee.....	64
4.3 Permanent (Sourcing) Committees.....	65
4.3.1 Bid-Opening Committee.....	66
4.3.2 Commercial/Objection Committee .....	79
4.4 Additional Features.....	104
4.4.1 Committee Edit.....	104
4.4.2 Committee Cancellation.....	104
<b>5. In Scope.....</b>	<b>Error! Bookmark not defined.</b>
5.1 Scope of Work.....	Error! Bookmark not defined.
5.2 Integrations.....	Error! Bookmark not defined.
5.3 Data Migration.....	Error! Bookmark not defined.
5.4 Training .....	Error! Bookmark not defined.
5.5 Warranty .....	Error! Bookmark not defined.
<b>6. Out of Scope.....</b>	<b>Error! Bookmark not defined.</b>



<b>7. Assumptions</b>	.....	Error! Bookmark not defined.
7.1 General Assumptions	.....	Error! Bookmark not defined.
7.2 Project Schedule	.....	Error! Bookmark not defined.
7.3 Project Team	.....	Error! Bookmark not defined.
7.4 Interfaces / Integration	.....	Error! Bookmark not defined.
7.5 Implementation	.....	Error! Bookmark not defined.
<b>8. Deliverables</b>	.....	Error! Bookmark not defined.
<b>9. Service Level Agreement</b>	.....	Error! Bookmark not defined.
9.1 Support Team Availability	.....	Error! Bookmark not defined.
9.2 SLA Blackout	.....	Error! Bookmark not defined.
9.3 Support Level Scope	.....	Error! Bookmark not defined.
9.4 Reports	.....	Error! Bookmark not defined.
9.5 Incidents Levels	.....	Error! Bookmark not defined.
9.6 Service Level Response	.....	Error! Bookmark not defined.
9.7 Roles and Responsibilities	.....	Error! Bookmark not defined.
9.8 Communication	.....	Error! Bookmark not defined.
9.9 Support Coverage	.....	Error! Bookmark not defined.
9.10 Support Process	.....	Error! Bookmark not defined.
9.11 Process Details	.....	Error! Bookmark not defined.
9.12 Assumptions	.....	Error! Bookmark not defined.
9.13 Escalation Process	.....	Error! Bookmark not defined.
9.14 Escalation Matrix	.....	Error! Bookmark not defined.
9.15 Included Services	.....	Error! Bookmark not defined.
9.16 Excluded Services	.....	Error! Bookmark not defined.
<b>10. Related Documents</b>	.....	Error! Bookmark not defined.



## 1. Introduction

### 1.1 Overview

A committee management module is a valuable tool for any organization with multiple committees or groups that need to coordinate their efforts and make important decisions together. With a committee management module, organizations can streamline their committee processes and reduce administrative overhead. The Committee Management module will assist privileged to users to manage all features related to committees including features such as Committee creation, editing, deleting, requesting new members, listing and details pages, etc.

The committee management module will serve as a common component that can be used by other modules that need a committee such as Sourcing and Catalogue modules.

### 1.2 Phasing

The Committee Management module features' scoping and estimation has been phased to 2 different phases. The scope of this document includes the following Sourcing related features for Phase 1 of the project:

- Varying Committees:
  - Preparation Committee
  - Technical Committee
- Permanent Committee
  - Bid-Opening Committee
  - Commercial Committee
  - Objection Committee
- Listing Pages
- Committee Details page
- Edit and Cancel committee (before approval of committee)
- ~~Assign an already Existing Committee~~

Commented [ES1]: To be removed

Commented [MAG2R1]: ok



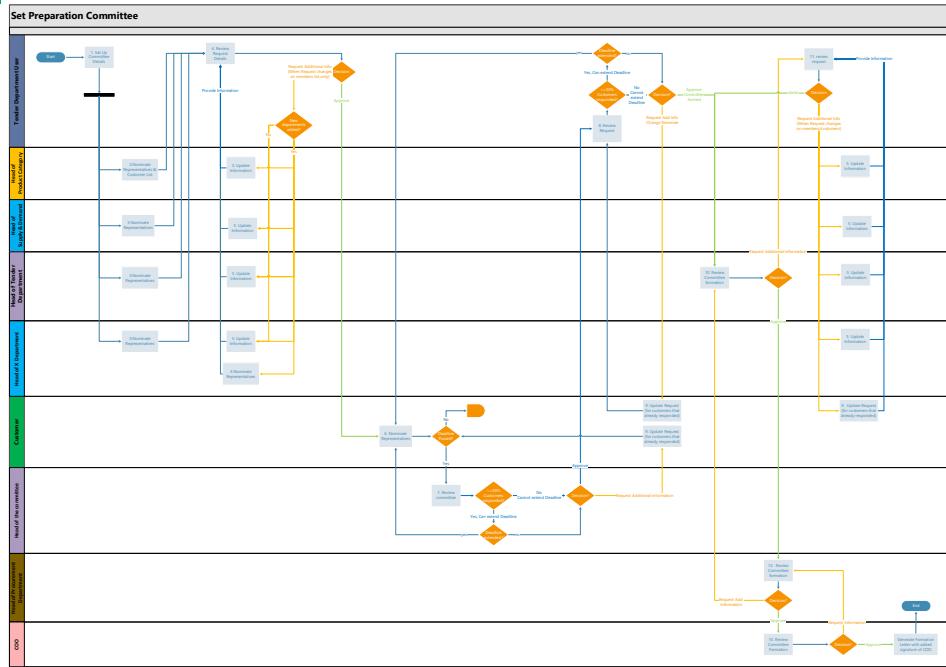
## 2. Stakeholders

The following list includes the stakeholders related the Committee Management modules who are the main source of information for the requirements gathered and who will be responsible for providing comments after conducting UAT.

No.	Name/Title	Contact Information
1	Nasser El Abdallah	nmabdullah@nupco.com
2	Saad El Gaud	
3	Sami A. AlAdahen	saadahen@nupco.com
4	Hamdan B. Al Hamdan	nmabdullah@nupco.com
5	AbdulRahman S. AlBekiri	asbekiri@nupco.com
6	Ammar Alshehri	amshehri@nupco.com
7	Abdullah Alkhayal	aakhayal@nupco.com

### 3. Activity Diagrams

#### 3.1 Preparation Committee



**Commented [ES3]:** To be reviewed in Visio and once confirmed to be reflected in this document

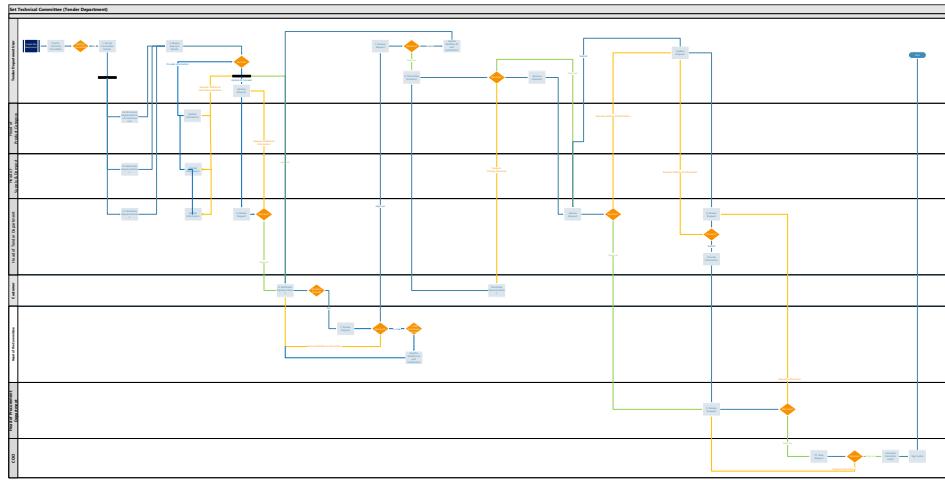
**Commented [MAG4R3]:** Updated visio file

**Commented [ES5R3]:** The updated visio will be shared during our next meeting to be confirmed

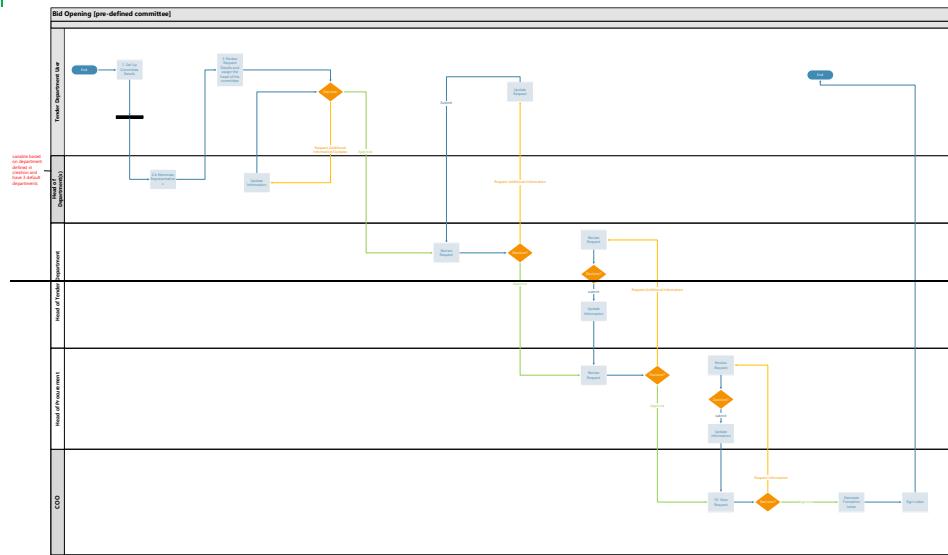
**Commented [ES6R3]:** The visio was shared and updated during the meeting and confirmed from NUPCO, To update also the user stories in 4.2 to match the steps of the workflow

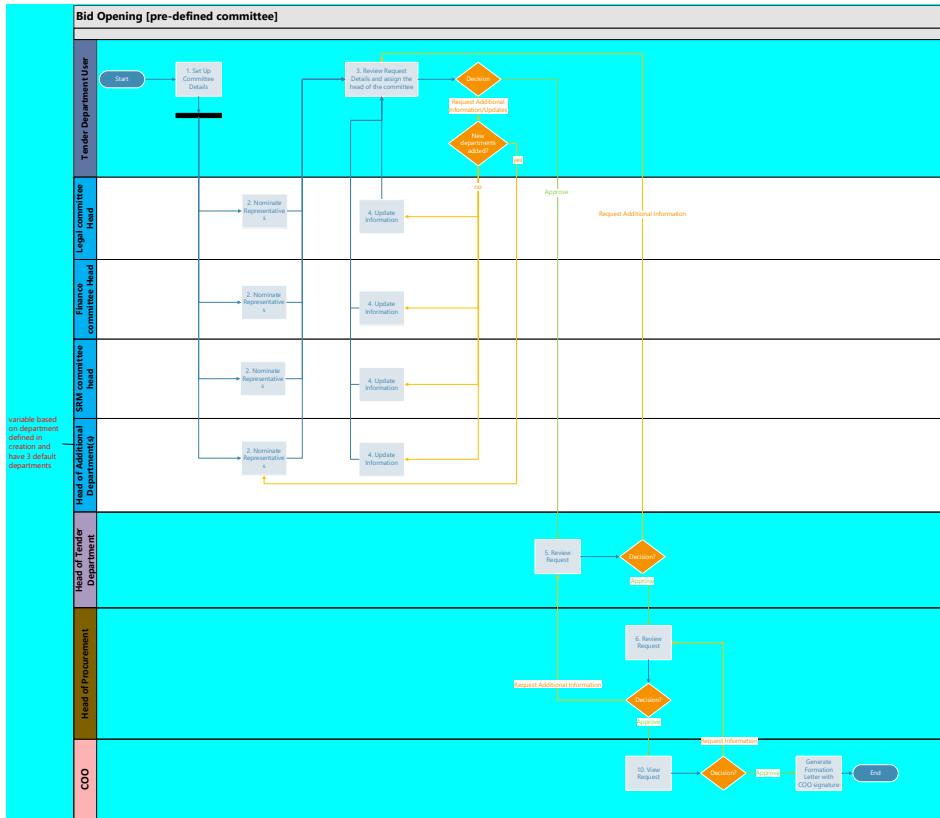
**Commented [MAG7R3]:** Noted

#### 3.2 Technical Committee (Will be same as preparation committee)

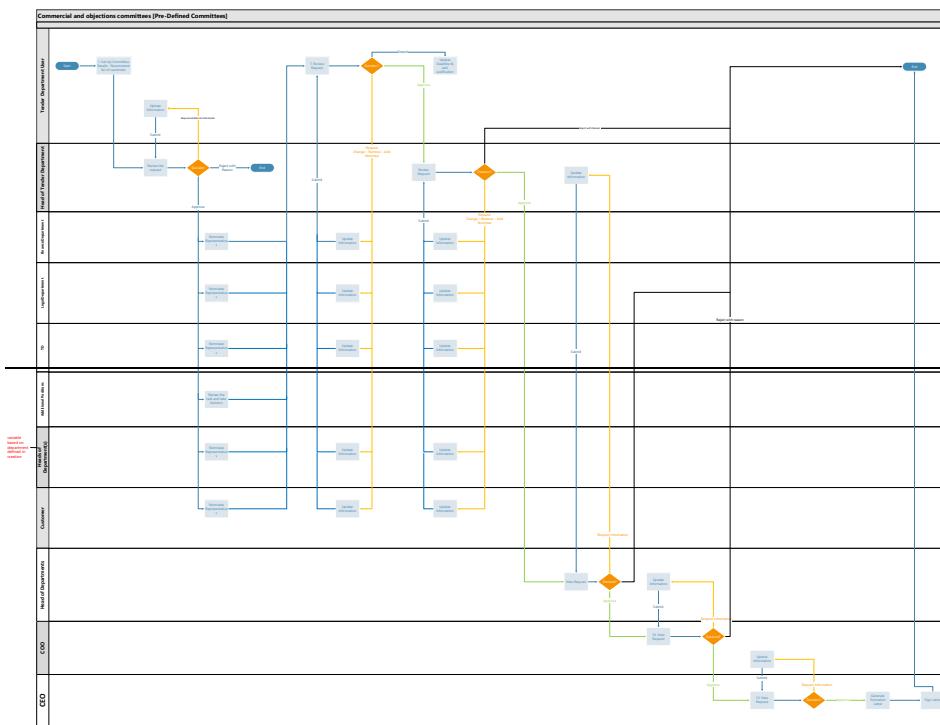


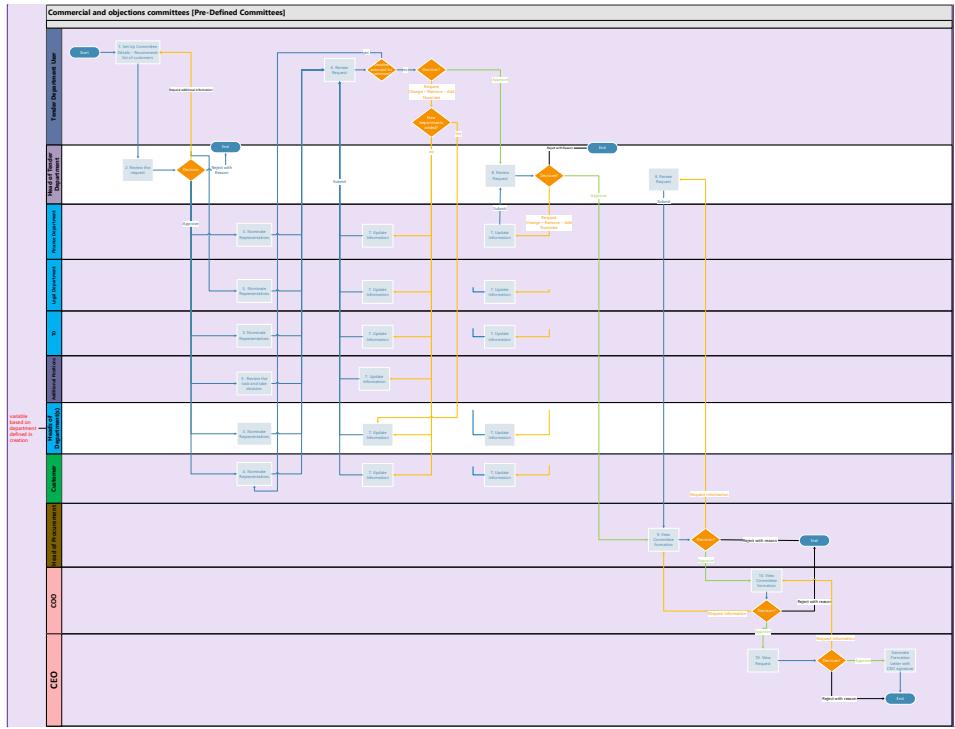
### 3.3 Bid Opening Committee





### 3.4 Commercial and Objections Committees





**Commented [MAG8]:** 1- Connectors before step 8  
2- Review Request number 8 (2nd one) may have request additional information



## 4. Solution Description

### 4.1 Common Features

#### 4.1.1 Listing Pages

##### 4.1.1.1 Draft Committees List

###### Description:

As a User, I want to view the list of Draft committees so that I can track the updates and take actions.

###### Details

- System displays committees list based on user privileges
  - Head of Committee views committees for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin views all committees available in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display list of committees newly formed and that have not submitted for review
- **Actions:**
  - Edit: Enables the user to view the committee creation in edit mode in order to continue his submission (**in case it was saved as draft**)

###### Listing Fields

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Committee Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the Committee name</li></ul>
<b>Committee Name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>

**Commented [ES9]:** As per the email sent Tue 6/20/2023:

However, since the committee is not formed yet . the only user that has access or can edit is the tender department user.

Please advise.

no changes has been reflected in this section

**Commented [ES10R9]:** Still no replies

**Commented [ES11R9]:** Updated

**Commented [MAG12R9]:** Noted



<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li><li>• Category will be "All" for the following types:<ul style="list-style-type: none"><li>◦ Pharma</li><li>◦ Supplies</li><li>◦ Medical Equipment</li></ul></li></ul>
<b>Creation Date</b>	Read-Only	Read-Only	
<b>Number of Members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>

#### 4.1.1.2 Pending Review Committees List

##### **Description:**

As a User, I want to view the list of committees that are pending review so that I can track the updates and take actions.

##### **Details**

- System displays committees based on user privileges
    - Head of committee views committees for which he is head
    - Committee Members view only committees they are members in
    - Committee Admin views all committees in the system
    - Department Head views committees created by members under his department and committees that members of his department are involved in
  - System to display all committees that are waiting review from the Head of Department (same department as the creator)
  - Clicking on a committee displays the details of the committee
- Actions:**
- View Details: Redirects to the Committee Details page



### **List Fields**

Field Name	Type	Mandatory	Comments/Validations
<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the committee name</li></ul>			
<b>Committee Name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li><li>• Category will be "All" for the following types:<ul style="list-style-type: none"><li>◦ Commercial</li><li>◦ Objection</li><li>◦ Bid Opening</li></ul></li></ul>
<b>Submission Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• </li></ul>
<b>Head of Committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>
<b>Number of Members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>

#### **4.1.1.3 Pending Nomination Committees List**

##### **Description:**

As a User, I want to View the list of committees that are pending nomination (from departments or customers) so that I can track the updates and take actions.

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in



- Committee Admin view all committees in the system
- Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display all committees that are waiting nomination from the departments and/or customers
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View Details: Redirects to the Committee Details page

### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>● Multiple records</li><li>● List of Committees sorted based on creation date from new to old</li><li>● User can sort list by date</li><li>● User can filter the list by:<ul style="list-style-type: none"><li>○ Type</li><li>○ Category</li><li>○ Date from-To</li></ul></li><li>● User can search by the committee name</li></ul>
<b>Committee name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>● Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>● Ex: Medical Equipment, Pharma, Medical Supplies</li><li>● Category will be "All" for the following types:<ul style="list-style-type: none"><li>○ Commercial</li><li>○ Objection</li><li>○ Bid Opening</li></ul></li></ul>
<b>Deadline and counter</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>● Displays the deadline and a counter for deadline</li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>● Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>● Excluding the Head of Committee</li></ul>



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#### 4.1.1.4 Under Review Committees List

##### Description:

As a User, I want to view the list of committees that are under review so that I can track the updates and take actions

##### Details

- System displays committees based on user privileges
    - Head of committee views committee for which he is head
    - Committee Members view only committees they are members in
    - Committee Admin view all committees in the system
    - Department Head views committees created by members under his department and committees that members of his department are involved in
  - System to display all committees that are under review from the creator
  - Clicking on a committee displays the details of the committee
- **Actions:**
- View Details: Redirects to the Committee Details page

##### Listing Fields

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the committee name</li></ul>
Committee name	Read-Only	Read-Only	
Committee ID	Read-Only	Read-Only	
Committee Type	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
Category	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li></ul>



			<ul style="list-style-type: none"><li>Category will be all in the following types:<ul style="list-style-type: none"><li>Commercial</li><li>Objection</li><li>Bid Opening</li></ul></li></ul>
<b>Submission Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li></li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>Excluding the Head of Committee</li></ul>

#### 4.1.1.5 Under Head Approval Committees List

##### **Description:**

As a User, I want to see the list of committees that under head approval so that I can track the updates and take actions

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display all committees that are under approval from the head
- Clicking on a committee displays the details of the committee

##### **Actions:**

- View Details: Redirects to the Committee Details page

##### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
<ul style="list-style-type: none"><li>Multiple records</li></ul>			



- List of Committees sorted based on creation date from new to old
- User can sort list by date
- User can filter the list by:
  - Type
  - Category
  - Date from-To
- User can search by the committee name

<b>Committee name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li><li>• Category will be all in the following types:<ul style="list-style-type: none"><li>◦ Commercial</li><li>◦ Objection</li><li>◦ Bid Opening</li></ul></li></ul>
<b>Submission Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>•</li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>

#### **4.1.1.6 Under COO Approval Committees List**

##### **Description:**

As a User, I want to view the list of committees that are under COO approval so that I can track the updates and take actions

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all list of committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in



- System to display all committees that are under approval from the COO
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View Details: Redirects to the Committee Details page

#### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the committee name</li></ul>
<b>Committee name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li><li>• Category will be all in the following types:<ul style="list-style-type: none"><li>◦ Commercial</li><li>◦ Objection</li><li>◦ Bid Opening</li></ul></li></ul>
<b>Submission Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>•</li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>

#### **4.1.1.7 Under CEO Approval Committees List**

##### **Description:**

As a User, I want to view the list of committees under CEO approval so that I can track the updates and take actions



## Details

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all list of committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display all committees that are under approval from the CEO
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View Details: Redirects to the Committee Details page

## Listing Fields

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the committee name</li></ul>
<b>Committee name</b>	Read-Only	Read-Only	
<b>Committee ID</b>			
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: Medical Equipment, Pharma, Medical Supplies</li><li>• Category will be all in the following types:<ul style="list-style-type: none"><li>◦ Commercial</li><li>◦ Objection</li></ul></li><li>• Bid Opening</li></ul>
<b>Submission Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>•</li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>



<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>excluding the Head of Committee</li></ul>
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#### 4.1.1.8 Approved Committees List

##### **Description:**

As a User, I want to view the list of approved committees so that I can track the updates and take actions

##### **Details**

- System displays committees based on user privileges
    - Head of committee views committee for which he is head
    - Committee Members view only committees they are members in
    - Committee Admin view all committees in the system
    - Department Head views committees created by members under his department and committees that members of his department are involved in
  - System to display all committees that have been approved (formation letter generated) but have not started their activities yet
    - Permanent Committees that have a start date more than today
    - Varying Committees: Integration with sourcing module to determine when committee activities started
  - Clicking on a committee displays the details of the committee
- Actions:**
- View Details: Redirects to the Committee Details page
  - View Formation letter: Download a PDF of the generated letter

##### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>Multiple records</li><li>List of Committees sorted based on creation date from new to old</li><li>User can sort list by date</li><li>User can filter the list by:</li></ul>



○ Type ○ Category ○ Date from-To			
• User can search by the committee name			
<b>Committee name</b>	Read-Only	Read-Only	
<b>Committee ID</b>	Read-Only	Read-Only	
<b>Committee Type</b>	Read-Only	Read-Only	• Example: Preparation, technical, Direct Purchasing, etc.
<b>Category</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Ex: medical equipment – Pharma</li><li>• Category will be all in the following types:<ul style="list-style-type: none"><li>○ Commercial</li><li>○ Objection</li></ul></li><li>• Bid Opening</li></ul>
<b>Start Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>•</li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>

#### 4.1.1.9 Past Committees List

##### **Description:**

As a User, I want to view the list of past committees so that I can track the updates and take actions

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display all committees that have finished their activities
  - Permanent Committees that have an end date less than today



- Varying Committees: Integration with sourcing module to determine when committee activities ended
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View details: Redirects to the Committee Details page
  - View Committee Formation letter: Download a PDF of the generated letter

#### **Listinq Fields**

Field Name	Type	Mandatory	Comments/Validations
Committee name	Read-Only	Read-Only	•
Committee ID	Read-Only	Read-Only	•
Committee Type	Read-Only	Read-Only	• Example: Preparation, technical, Direct Purchasing, etc.
Creation Date	Read-Only	Read-Only	•
Head of the committee	Read-Only	Read-Only	• Name of Head of Committee
Number of Members	Read-Only	Read-Only	• Excluding the Head of Committee
Start Date	Read-Only	Read-Only	•
End Date	Read-Only	Read-Only	•



#### 4.1.1.10 Active Committees List

##### **Description:**

As a User, I want to view the list of committees that are active so that I can track the updates and take actions

##### **Details**

- System displays committees based on user privileges
    - Head of committee views committee for which he is head
    - Committee Members view only committees they are members in
    - Committee Admin view all list of committees in the system
    - Department Head views committees created by members under his department and committees that members of his department are involved in
  - System to display all committees that are active
    - Permanent Committees that have a start date equal to or less than today and end date equal to or more than today
    - Varying Committees: Integration with sourcing module to determine when committee activities Started/ended
  - Clicking on a committee displays the details of the committee
- Actions:**
- View details: Redirects to the Committee Details page
  - View Committee Formation letter: Download a PDF of the generated letter

##### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li><li>• User can search by the committee name</li></ul>
Committee name	Read-Only	Read-Only	•
Committee ID	Read-Only	Read-Only	•



<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Example: Preparation, technical, Direct Purchasing, etc.</li></ul>
<b>Creation Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• </li></ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Name of Head of Committee</li></ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• Excluding the Head of Committee</li></ul>
<b>Start Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• </li></ul>

#### 4.1.1.11 Rejected Committees List

##### **Description:**

As a User, I want to view the list of rejected committees so that I can track the updates

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display all committees that have been rejected
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View details: Redirects to the Committee Details page

##### **Listing Fields**

Field Name	Type	Mandatory	Comments/Validations
			<ul style="list-style-type: none"><li>• Multiple records</li><li>• List of Committees sorted based on creation date from new to old</li><li>• User can sort list by date</li><li>• User can filter the list by:<ul style="list-style-type: none"><li>◦ Type</li><li>◦ Category</li><li>◦ Date from-To</li></ul></li></ul>



	• User can search by the committee name		
<b>Committee name</b>	Read-Only	Read-Only	•
<b>Committee ID</b>	Read-Only	Read-Only	•
<b>Committee Type</b>	Read-Only	Read-Only	• Example: Preparation, technical, Direct Purchasing, etc.
<b>Creation Date</b>	Read-Only	Read-Only	•
<b>Head of committee</b>	Read-Only	Read-Only	• Name of Head of Committee
<b>Number of members</b>	Read-Only	Read-Only	• Excluding the Head of Committee
<b>Start Date</b>	Read-Only	Read-Only	•

#### 4.1.1.12 All Committees List

##### **Description:**

As a User, I want to see the list of All committees so that I can track the updates

##### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view all committees in the system
  - Department Head views committees created by members under his department and committees that members of his department are involved in
- System to display includes list of all committees
- Clicking on a committee displays the details of the committee
- **Actions:**
  - View details: Redirects to the Committee Details page
  - View Committee Formation letter: Download a PDF of the generated letter (for approved, past or active committees only)



## **Listing Fields**

<b>Field Name</b>	<b>Type</b>	<b>Mandatory</b>	<b>Comments/Validations</b>
<ul style="list-style-type: none"> <li>• <b>Multiple records</b></li> <li>• <b>List of Committees sorted based on creation date from new to old</b></li> <li>• <b>User can sort list by date</b></li> <li>• <b>User can filter the list by:</b> <ul style="list-style-type: none"> <li>○ <b>Type</b></li> <li>○ <b>Category</b></li> <li>○ <b>Date from-To</b></li> </ul> </li> <li>• <b>User can search by the committee name</b></li> </ul>			
<b>Committee name</b>	Read-Only	Read-Only	•
<b>Committee ID</b>	Read-Only	Read-Only	•
<b>Committee Type</b>	Read-Only	Read-Only	• Example: Preparation, technical, Direct Purchasing, etc.
<b>Creation Date</b>	Read-Only	Read-Only	
<b>Head of committee</b>	Read-Only	Read-Only	• Name of Head of Committee
<b>Number of members</b>	Read-Only	Read-Only	• Excluding the Head of Committee
<b>Start Date</b>	Read-Only	Read-Only	
<b>Status</b>	Read-Only	Read-Only	

### **4.1.2 Committee Details Page**

#### **Description:**

As a User, I want to view the committee details page so I know more information about the selected committee

#### **Details**

- System displays committees based on user privileges
  - Head of committee views committee for which he is head
  - Committee Members view only committees they are members in
  - Committee Admin view details of all list of committees in the system
  - Department Head views details for committees created by members under his department and committees that members of his department are involved in

#### **Actions:**

**Commented [ES13]:** As per the email sent Tue 6/20/2023:

It states that the approved/ past /..., user can download the formation letter PDF.

**Please define:**

- how will the user download the letter, from the listing page , or from inside the details page?
- Who are the eligible users to download it.

no changes has been reflected in this section

**Commented [ES14R13]:** Still no replies

**Commented [ES15R13]:** Figma screens for the listing and committee details to be provided

**Commented [MAG16R13]:** Ok  
Will be added to the figma file



- View member details: Redirects to the Member's profile page
- View Committee Formation letter: Download a PDF of the generated letter

### Details Page Fields

Field Name	Type	Mandatory	Comments/Validations
<b>General Information</b>			
<b>Committee Type</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Example: Preparation, technical, Direct Purchasing, etc.</li> </ul>
<b>Creation Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Head of committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Name of Head of Committee</li> </ul>
<b>Number of members</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• excluding the Head of Committee</li> </ul>
<b>Tender Name</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Displayed only if committee is a sub process of a tender process</li> </ul>
<b>Tender ID</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Displayed only if committee is a sub process of a tender process</li> </ul>
<b>Start Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>End Date</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Displayed only for committees that have finished their activities</li> </ul>
<ul style="list-style-type: none"> <li>• <b>List of committee members</b> <ul style="list-style-type: none"> <li>○ Multiple records</li> <li>○ List sorted alphabetically from a-z</li> <li>○ User can sort list alphabetically</li> </ul> </li> </ul>			
<b>Member Name</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Member Email</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Tender registration Status</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• Indicates if member has completed his registration for a Tender (<del>has accessed tender link and agreed on Terms &amp; Conditions</del>) Started The activities in the sourcing Module (<b>Integration Point with Sourcing</b>)</li> <li>• Displayed only if committee is a sub process of a tender process.</li> <li>• Values: <ul style="list-style-type: none"> <li>○ Pending</li> <li>○ Complete</li> </ul> </li> </ul>

**Commented [ES17]:** We asked about the meaning of this validation via whatsapp and was noted from @mostafa , but no changes or explanation were reflected here

**Commented [ES18R17]:** Still no replies

**Commented [MA19R17]:** Means Member accessed the task in the sourcing module

**Commented [ES20R17]:** Noted



#### **4.1.3 Assign an Existing Committee**

##### **Description:**

~~As a User, I want to assign an existing committee so that the members of the committee can be members for a new committee in a sourcing/tender event.~~

##### **Details**

- ~~User clicks on assign Committee from source event page~~
- ~~System displays a popup that contains a list of existing committees to be able to select a committee~~
- ~~Tender department can only assign the following committees~~
  - ~~Varying Committees (system to display the list of committees that have the same main category as the committee being created)~~
    - 1. Preparation committee
    - 2. Technical Committee
  - ~~Permanent Committees~~
    - 1. Bid Opening Committee
    - 2. Commercial Committee
    - 3. Objection Committee
- ~~Product category department can only assign the following committees~~
  - ~~Varying Committees~~
    - 1. Direct purchasing committee
  - ~~Permanent committee~~
    - 1. Medical equipment committee
    - 2. Medical supplies committee
    - 3. Pharma committee
- ~~When the user assigns permanent committee, the system will assign it directly without any review or approval cycle~~
- ~~When the user assigns a varying committee, the request will be reviewed by the user who will then send it to the departments and customers to accept or reject~~
- ~~The user is able to add or remove members from current list~~



- The reviewing step will be the same in the creation process with same actions depending on the work flow for each varying committee
- The user will be able to click on the committee members and view the list of committees that related to each member (excluding past committees)
- **Actions:**
  - Assign:
    - System to display a success message "Your request is sent successfully"
    - System adds the request to the requestor's "My Requests" list
      - 1. In case the committee is varying:
        - System creates a new task and assigns it to creator to review the request
      - 2. In case the committee is permanent:
        - System assign the committee directly without any changes
  - Cancel:
    - Dismiss the confirmation message
    - Redirect to the sourcing event page
    - Not save any changes

## 4.2 Varying (Sourcing) Committees

- The following are the different committees that will be available and will be used in the sourcing module:

No.	Committee name	Type of Users	Creator
1	Preparation Committee	Mix committee*	Tender department user
2	Technical Committee	Mix committee*	Tender department user

\*Mix committees = include members from NUPCO and Customer

- These committees are created for a specific sourcing event
- Initiated from Sourcing event
- The preparation committee is initiated once the call for committee action was taken in sourcing module by the tender user
- The technical committee is initiated once the RFQ is published (Sourcing Module)
- Preparation committee is related to the sourcing event
- Technical committee is related to the published RFQ
- Permanent Committees are initiated from Committees List

**Commented [ES21]:** •The preparation committee is initiated once the call for committee action was taken in sourcing module by the tender user  
•The technical committee is initiated once the RFQ is published

•Preparation committee is related to the sourcing event  
•Technical committee is related to the published RFQ

**Commented [MAG22R21]:** Ok

### 4.2.1 Preparation Committee

#### 4.2.1.1 Set Up Committee [Tender Department Employee]

##### Description:

As a Tender Department User, I want to create a new preparation committee so that it can be used in a sourcing/tender event.

##### Details

- User clicks on Create Committee from source event page, then selects type of committee to be created "Preparation Committee"
- System navigate to the committee creation page in the committee management module

##### Actions:

- Submit:
  - System to display a success message "Your request has been successfully submitted."
  - System adds the request to the requestor's "My Requests" list

**Commented [ES23]:** In MOM 15JUN2023, it was mentioned that:

•Score and evaluation are in scope – added evaluation logic to BRD

However it is still missing in this document along with the source of the information

**Commented [MAG24R23]:** Evaluation is tightly related to varying Committees.  
So Check use cases 4.2.1.19 and 4.2.1.20

**Commented [ES25R23]:** Noted

**Commented [ES26]:** Need to mention that after submission, the request status will be "in progress" and the user cannot make any updates on the request

**Commented [MAG27R26]:** Done



3. The request status will be "in progress" and the user cannot make any updates on the request
4. System creates a new task and assigns it to each of the selected department head to nominate members
- o Save Draft: save the changes
  1. The system will display success message "Saved Successfully"
  2. The system will update the request status to "Draft" in my requests page
- o Cancel:
  1. Redirect to the parent page
  2. Not save any changes

#### Creation page contents

Field Name	Type	Mandatory	Comments/Validations
<b>Committee details</b>			
<b>Committee Name</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Will be auto filled and dimmed by default</li> <li>• Its format will be as following           <ul style="list-style-type: none"> <li>◦ Committee type-Tender Name-Tender number</li> </ul> </li> </ul>
<b>Committee Type</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Committee type is being triggered from the sourcing module, this value is read from Sourcing module</li> </ul>
<b>Tender Details</b>			
<b>Tender Name</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Read-only (Populated From Sourcing Module)</li> </ul>
<b>Tender Number</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Read-only (Populated From Sourcing Module)</li> </ul>
<b>Tender Category</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Read-only (Populated From Sourcing Module)</li> </ul>
<b>Tender Sub Category</b>	Read-only – list	Read-only	<ul style="list-style-type: none"> <li>• Read-only (Populated From Sourcing Module)</li> </ul>
<b>Brief</b>	Multi-Line Text	Yes	<ul style="list-style-type: none"> <li>• Unlimited (4000)</li> <li>• Prepopulated based on last committee created but is editable</li> </ul>
<b>Activities of Committee</b>	Rich Text Editor	Yes	<ul style="list-style-type: none"> <li>• Unlimited (4000)</li> <li>• Prepopulated based on last committee created but is editable</li> </ul>
<b>NUPCO (Multiple Departments can be added)</b>			

- Commented [ES28]:** Need to mention that it will be triggered from the sourcing module
- Commented [MAG29R28]:** Done
- Commented [ES30]:** Need to mention that it will be triggered from the sourcing module
- Commented [MAG31R30]:** Done
- Commented [ES32]:** Need to mention that it will be triggered from the sourcing module
- Commented [MAG33R32]:** Done
- Commented [ES34]:** Need to mention that it will be triggered from the sourcing module, and if it is the first subcategory only (which will be a list since the first subcategory is multi select).
- Commented [MAG35R34]:** Done

<b>Department</b>	Drop Down List	Yes	<ul style="list-style-type: none"> <li>Default departments added (and cannot be removed) includes           <ul style="list-style-type: none"> <li>Product Category</li> <li>Demand and planning</li> <li>Tender Department</li> </ul> </li> <li>User is able to add more departments</li> <li>Integration with Users Management Module to read Department list and users under the department</li> <li>User may edit his selection</li> </ul>
<b>Number of Members</b>	Text	Yes	<ul style="list-style-type: none"> <li>Numbers only</li> <li>Must be more than 0</li> <li>By default, will be 1</li> <li>Max number of members = the number of members in the department</li> </ul>
<b>Deadline</b>	Date	Yes	<ul style="list-style-type: none"> <li>Must be more than the current system date</li> <li>DD/MM/YYYY</li> <li>Must be less than the Committee Start date read from sourcing module</li> </ul>
<b>Review number of days</b>	Number		<ul style="list-style-type: none"> <li>&gt; 0</li> <li>The number will be added to the committee creation date and the final date will be sent back to sourcing module to close the integration.</li> </ul>
<b>Feedback number of days</b>	Number		<ul style="list-style-type: none"> <li>&gt; 0</li> <li>The number will be added to the Review number of days + committee creation date and the final date will be sent back to sourcing module to close the integration.</li> </ul>
<b>Tender start date</b>	Date		<ul style="list-style-type: none"> <li>Retrieved from Annual Tender Plan Module</li> <li>Retrieved from Sourcing Module</li> </ul>
<b>Tender end date</b>	Date		<ul style="list-style-type: none"> <li>Retrieved from Annual Tender Plan Module</li> <li>Retrieved from Sourcing Module</li> </ul>

- Commented [ES36]:** Feedback\*
- Commented [MAG37R36]:** Correct
- Commented [ES38]:** Need to mention that this number will be added to the committee formation date , and the result date will be returned to the sourcing module
- Commented [MAG39R38]:** I believe it will be added as days in the formation letter and will be converted to date in sourcing module
- Commented [ES40R38]:** As agreed in the meeting, the conversion will be done in the committee module and return as a date to the sourcing module
- Commented [MAG41R38]:** agreed
- Commented [ES42]:** Can it be retrieved from the sourcing module? Since the integration between the sourcing and committee exists
- Commented [MAG43R42]:** It is mentioned that will be retrieved from Annual Tender Plan Module
- Commented [ES44R42]:** As agreed, it will be from Sourcing module
- Commented [MAG45R42]:** agreed
- Commented [ES46]:** Can it be retrieved from the sourcing module? Since the integration between the sourcing and committee exists
- Commented [MAG47R46]:** It is mentioned that will be retrieved from Annual Tender Plan Module
- Commented [ES48R46]:** As agreed, it will be from Sourcing module
- Commented [MAG49R46]:** agreed



#### 4.2.1.2 Nominate Members [Head of Product Category Department]

##### **Description:**

As the Head of Product Category Department, I want to nominate members under my department, select Head of Committee and recommend customers list in order to complete the process of creating the preparation committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name
- The user can sort the list alphabetically
- Number of users nominated must be the same as the number requested
- ~~List Of Customers can be filtered by sourcing event participation, search by customer name, sorted by customer name and number of generic items, paginated.~~
- **List of customers can be search by customer name, sorted by customer name only.**
- **Actions:**
  - Submit:
    1. System to display a success message "Your task has been successfully submitted."
    2. System will update the task status to "Completed"
    3. System will update the status of the request in the Tender department (request creator) "My Requests" to "Pending"
    4. The system will send a notification to the tender department employee who creates the request informing him that Product Category department user has submitted his responses.
  - Cancel:
    1. Redirect to the tasks list
    2. Not save any changes

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
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**Commented [ES50]:** Number of generic items will only be for the customers participated in sourcing event

**Commented [MAG51R50]:** Not 100% Correct, May have customer still didn't update any QTYs  
QTYs and Participation are Not Related

**Commented [ES52R50]:** As agreed in our meeting, the source of customers will be the CRM only , and therefore the number of generic item will be discarded from the Figma screen.

**Commented [MAG53R50]:** Agree

### Nominate Members (multiple)

<b>Member Name</b>	List	Yes	<ul style="list-style-type: none"> <li>Auto read from the list of employees defined under the department</li> <li>Number of members provided must be equal to the number of members requested</li> <li>Integration with Users Management Module to read Department list and users under the department</li> <li>User may edit his selection</li> </ul>
<b>Head of Committee</b>	Boolean	Yes	<ul style="list-style-type: none"> <li>By default, there will be no selection made</li> <li>User must mark a single member from the list of members selected to be the Head of the committee</li> <li>User may edit his selection</li> </ul>

### Recommended Customers (Multiple)

<b>Customer Name</b>	List	Yes	<ul style="list-style-type: none"> <li>Auto read from the list of customers defined in the system</li> <li>Integration with CRM module to read list of existing customers &amp; Sourcing Module to read list of participated customers</li> <li>User may edit his selection</li> <li>The list of default customers [9 10 customers] auto selected and the head of product category will be able to update the selection</li> <li>Default Customers: (shared in excel separately) - - Maximum 50 customers selected</li> <li>All Customers Participated in the sourcing Event auto selected and the head of product category will be able to update the selection</li> <li>Flag per each customer to indicate whether he is participating in this sourcing event or not</li> <li>Number of Generic Items per each customers in this sourcing event</li> </ul> <p>To add total score next to each member, button clickable, will lead to a popup with all the expired committees done by this member and his score for each one</p> <p>To add number of assigned committees for each member, button clickable, will lead to a popup with all the active committees related to the member</p>
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**Commented [ES54]:** If there are less than 9 customers participated in sourcing event, what should the remaining customers selected be?

**Commented [MAG55R54]:** 9 main Customer (List provided ) + All Customers Participating in the Sourcing Event

**Commented [ES56R54]:** It will be 10 customers as per the excel , auto-elected, can be edited and select other customers from CRM  
Maximum 50 customers selected

**Commented [MAG57R54]:** Agree

**Commented [ES58]:** To add total score next to each member, button clickable, will lead to a popup with all the expired committees done by this member and his score for each one

To add number of assigned committees for each member, button clickable, will lead to a popup with all the active committees related to the member

**Commented [MAG59R58]:** agree





#### 4.2.1.3 Nominate Members [Head of Demand Planning – Tender – any other additional department]

##### **Description:**

As the Head of Department, I want to nominate members from my department in order to complete the process of creating the preparation committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name
- The user can sort the list alphabetically
- Number of users nominated must be the same as the number requested

##### **Actions:**

- Submit:
  1. System to display a success message "Your task has been successfully submitted."
  2. System will update the task status to "Completed"
  3. System will keep the status of the request in the Tender department (request creator) "My Requests" to "Pending"
  4. The system will send a notification to the tender department employee who creates the request informing him that Demand Planning department user has submitted his responses.
- Cancel:
  1. Redirect to the tasks list
  2. Not save any changes

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominate Members (Multiple)</b>			
Member Name	List	Yes	<ul style="list-style-type: none"><li>• Auto read from the list of members defined under the department</li><li>• Number of members provided must be equal to the number of members requested</li></ul>



			<ul style="list-style-type: none"><li>• Integration with Users Management Module to read Department list and users under the department</li><li>• User may edit his selection</li></ul>
--	--	--	---

#### 4.2.1.4 **Review Request [Tender Department Employee for Department Nominations]**

##### **Description:**

As a tender department user, I want to review the request after receiving responses from Product Category, Demand Planning and Tender Department Heads to complete the process of creating a preparation committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email after responses are received
- User will not be able to take an action on the request until receiving all responses from all heads of departments
- User can update the list of customers
- User must assign deadline to customers and set the requested members to each customer
- User Can Add Departments
  - Select Department (s)
  - Add Nomination Number
  - Select Deadline for Nomination
- User Can Remove Departments
  - Remove member **with required justification**
  - Request replacement **with required justification**
  - Approve member **with optional justification**
- User will be able to add new member for any department
- **Actions:**
  - Approve
    - 1. ~~In case the user removed a member, a notification is sent to the corresponding department head notifying him that the member has been removed~~ Erased
    - 2. In case of the request is approved successfully:

**Commented [ES60]:** Need to elaborate the justification and comments functionalities, and will the user read since we had in figma screens 3 types of comments:

- Justification (will be read in a popup)
- Comment (that will end up in a drawer)
- The reply to the comments in the drawer(need to define the difference between the justification and the added reply and the original comment)
- The add justification in the below page that have attachments(need to define where it will be read)

**Commented [MAG61R60]:** All Comment and Justification implementation are well explained in Figma

**Commented [ES62R60]:** noted

**Commented [ES63]:** In MOM 15JUN2023:

- The assign deadline button doesn't have any screen or information in figma or in the business requirement document and needs to be reviewed. **Can Not Understand**

It is added in BRD, but missing the popup screen for the field and validation of date when the button is clicked in Figma, to be provided

**Commented [MAG64R63]:** It is available in Figma  
The field and validation: Done in Table Below

**Commented [ES65]:** in Figma the field name is nomination limit , what is the validation of this field? The number added by the tender user is the maximum number of members needed? Or the exact number should be nominated by the customers?

For example:  
If the tender user added number 4 in nomination limit for Customer X  
Customer X will have the liberty to nominate 1 member or 2 or 3 or 4? Or is required to nominate the exact number 4?

And what if the total number of available members in Customer X is 2?

**Commented [MAG66R65]:** Exact is required to nominate the exact number 4? YES

And what if the total number of available members in Customer X is 2? Can not submit Task and show error message

- The system will display a message "the request is approved successfully"
- In case the tender user didn't make an update in the customer list:
  - System will send a notification to the customers by email and notifications center
  - A new task is created and assigned to each selected customer to nominate members
  - Any updates on the customers list will be updated after the approval.

**3. In case the tender user made an update in the customer list:**

- System will send a notification to the Head of the tender department by email and notifications center
- A new task is created and assigned to the Head of the tender department to review the customer's updates

- Request additional information:
  1. User is able to request additional information from any of the department heads who provided nominations
  2. The action will be activated when the user request **remove**, replacement or add new member for any department
  3. In case of the request is sent successfully:
    - the system will display a message "the request is sent successfully"
    - The request will return back to the corresponding head depending on the comment that added by the creator to any existing department
    - A notification will be sent to the corresponding head by mail and notification center
    - A new task is created and assigned to the corresponding head to update the required information

**4. In case a new department is added or removed:**

- System creates a new task and assigns it to each of the newly added department head to nominate members.
- System to send notification to the heads of the removed departments.

**Commented [MA67]:** PCD is More Logic Not tender Department Head, Need to check it again  
**Commented [ES68R67]:** Need to be confirmed  
**Commented [ES69R67]:** As agreed, to be discarded  
**Commented [MAG70R67]:** Yes tender user will update customer list without any approval needed

**View Details Form**



Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>a. Product Category Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>Customers Deadline</b>	Date	Yes	Date > Today
<b>Customer Nomination Number</b>	Number	Yes	<ul style="list-style-type: none"> <li>• &gt; 0</li> <li>• Per Each Customer</li> <li>• Customer Should nominate exact number</li> </ul>
<b>Head of Committee</b>	Read-only	Read-only	Read-only Appears next to a single member from nominated members from the Product Category
<b>b. Demand and Planning Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>c. Tender Department Nominees</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>d. Additional Department Nominees [in case existing]</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>Recommended Customers</b>			
<ul style="list-style-type: none"> <li>• Display a list of recommended customers as received from the Product Category Department</li> <li>• List is sorted alphabetically from A-Z</li> <li>• Tender Department can add or remove customers with a justification           <ul style="list-style-type: none"> <li>◦ The removed members will take a different color and beside the name write "Removed"</li> <li>◦ The added members will take a different color</li> </ul> </li> </ul>			

#### 4.2.1.5 Update Request [Heads of Departments] (Provide Additional Information)

##### Description:

As a user, I want to update the request received with the additional information so that complete the process of creating the preparation committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

**Commented [ES71]:** Need to mention that PCD user cannot update on customers list in the update request ,only members can be updated

**Commented [ES72R71]:** reflected



- User can view the comment and reply on it
- User can replace member depending on the comment or reject the request
- User can accept or reject the additional member that added by the tender user
- If the user is the PCD user, he cannot update on the customers list, he will only check tender response to each customer + justification. He will be able to only update on the members.
- The user can search in the member list popup by member name
- The user can sort the list alphabetically.

**• Actions:**

- Submit:
  - 1. Check that in case of the task is submitted successfully:
  - 2. the system will display success message "the task is submitted successfully"
  - 3. Send notification to the tender employee
  - 4. The task will be updated to "Completed"
  - 5. Create a new task assigned to the tender employee to review the updates

**Commented [ES73]:** In Figma screen, the cancel and edit buttons should be removed since it is not required in this user story

**Commented [MAG74R73]:** Edit already Done Will remove cancel btn

**Commented [ES75R73]:** They are still visible in the figma screen , comment will be added in figma

**Commented [MAG76R73]:** Noted

**Review Request [Head of Tender Department Point 5 in visio — Review Request]**

**Description:**

As the head of the tender department, I want to review the request after customers list has been updated so that complete the process of creating the preparation committee

**Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

**• Actions:**

- Approve:
  - 1. Check that in case of the request is approved successfully:
    - The system will display success message "the request is approved successfully"
    - Send a notification to the customers by email and notifications center

**Commented [ES77]:** To be discarded as agreed in our meeting

**Commented [MAG78R77]:** noted

- A notification will be sent to the head of the product category department by mail and the notification center in case removing or adding new customers
- A new task is created and assigned to each selected customer to nominate members with status New

○ Request additional information (General Comment):

1. Check that in case of the request is sent successfully:

- The system will display success message "the request is sent successfully"
- The request will return back to the tender employee (4.2.1.4)
- A notification will be sent to the tender employee by mail and the notification center
- A new task is created and assigned to the tender employee to update the required information

### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Customers List</b>			
			<ul style="list-style-type: none"> <li>• Displays the final list of customers after changes made by the Tender Department Employee</li> <li>• List is sorted Alphabetically from A-Z</li> </ul>
<b>Customer Name</b>	Read-only	Read-only	Read-only
<b>Changes to the default list</b>			
			<ul style="list-style-type: none"> <li>• Displays customers that have been added or removed from the default list</li> <li>• List is sorted Alphabetically from A-Z</li> </ul>
<b>Customer Name</b>	Read-only	Read-only	Read-only
<b>Change</b>	Read-only	Read-only	<ul style="list-style-type: none"> <li>• Displays if the customer has been added or removed</li> </ul>
<b>Justification</b>	Read-only	Read-only	Read-only

**Commented [ES79]:** Need to define the view of the tender head , to take the appropriate decision, the figma screen fields should be reflected here.

**Commented [MAG80R79]:** This point Will be updated in figma and shared today

**Commented [ES81R79]:** Will discuss it during our meeting today

**Commented [ES82R79]:** discarded



#### 4.2.1.6 Nominate Members [Customers]

##### **Description:**

As a customer Super Admin, I want to nominate members to specific form requests so that complete the process of creating the preparation committee

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name
- The user can sort the list alphabetically
- **Actions:**
  - Submit:
    1. Check that in case of the task is submitted successfully:
    2. the system will display success message "the task is submitted successfully"
    3. Send notification to the Head of Committee
    4. A new task is created and assigned to the Head of Committee to review the updates
    5. The task status will be updated to "Completed"

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Tender Details</b>			
Tender Name	Read-Only	Read-Only	Read-Only
Tender Number	Read-Only	Read-Only	Read-Only
Number of Members Requested	Read-Only	Read-Only	Read-Only
<b>Nominate Members</b>			
Member Name	List	Yes	<ul style="list-style-type: none"><li>• Auto read from list of members registered in the system CRM</li><li>• Searchable</li></ul>

#### 4.2.1.7 Review Committee [Head of Committee for Customer Nominations]

**Commented [ES83]:** Need to elaborate the justification and comments functionalities, and will the user read since we had in figma screens 3 types of comments:

- Justification (will be read in a popup)
- Comment (that will end up if a drawer)
- The reply to the comments in the drawer(need to define the difference between the justification and the added reply and the original comment)
- The add justification in the below page that have attachments(need to define where it will be read)

**Commented [MAG84R83]:** •Justification (will be read in a popup): No, In Thread - Provided in Figma  
•Comment (that will end up if a drawer): removed from Figma and not mentioned in BRD  
•The reply to the comments in the drawer(need to define the difference between the justification and the added reply and the original comment): removed from Figma and not mentioned in BRD  
•The add justification in the below page that have attachments(need to define where it will be read)  
General Comment, Check 4.2.1.18

**Commented [ES85R83]:** Noted



## **Description**

As a Head of Committee, I want to review the committee information to be able to make suggestions **on Customers Nominations**.

## **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Head of Committee can view all members for each department and customers
- Head of Committee can suggest the following:
  - Remove customer member **With Justification**
  - Replace customer member **With Justification**
  - Add new customer member **With Justification**
  - **Approve With optional Justification**
- User must write a justification for each suggestion.
- User can extend the deadline if less than 50% of the customers have responded **with Comment**
  - **Extend deadline**
    1. Set a new deadline with Comment
    2. Send a notification to the customers that not responded
    3. A new task is created and assigned to customers that not responded
    4. Redirected to the customer nomination (4.2.1.7)
- **Actions:**
  - Approve:
    1. In case of the task is approved successfully:
      - The system will display success message "the task is approved successfully"
      - Send a notification to the tender department user by email and notifications center
      - A new task is created and assigned to the tender department user to review the committee formation
    1. In case of the request is sent successfully:
  - Request additional information: Action button



- The system will display success message "the request is sent successfully"
- The request will return back to the customer
- A notification will be sent to the customer by mail and the notification center
- A new task is created and assigned to the customer

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>Member Name</b>	Read-Only	Read-Only	Read-Only
<b>Entity</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>If the member is nominated by the customer, then this field will show the Customer name</li> <li>If member is a NUPCO employee then this field will display "NUPCO"</li> <li>The head of committee will view NUPCO members, as read only</li> </ul>
<b>Role in Committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>This displays for each member which of the following he is: <ul style="list-style-type: none"> <li>Head of Committee</li> <li>Committee Member</li> </ul> </li> </ul>
<b>View Details</b>	Button	N/A	<ul style="list-style-type: none"> <li>When clicked it redirects to the member's Profile (In new tab)</li> </ul>

**4.2.1.8** [Review Request](#) [Committee Formation](#) [Tender Department Employee](#) for Customer Nominations

#### Description

As a tender department employee, I want to review suggestions by **Customers** and complete the committee form request so that complete the process of creating the preparation committee

#### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Tender employee can view the suggestions from ~~the Head of Committee~~ **Customers** and will be able to approve or reject them



- Tender employee can take the following actions per member
  - Remove customer member **With Justification**
  - Replace customer member **With Justification**
  - Add new customer member **With Justification**
  - **Approve With optional Justification**
- **Actions:**
  - Approve:
    1. In case of the task is approved successfully:
      - The system will display success message "the task is approved successfully"
      - Send a notification to the head of the tender department by email and notifications center
      - ~~In case the tender user removed member/customer, the system will send just notifications to the customer~~
      - A new task is created and assigned to the head of the tender department to review the committee formation
  - Request additional information:
    - Action button – dimmed by default
      1. Will be activated in case the user request to replace, **remove** a specific member **or added new members for any customer** and adds comments
      2. In case of the request is sent successfully:
      3. The system will display success message "the request is sent successfully"
      4. The request will return back to the customer
      5. A notification will be sent to the customer by mail and the notification center
      6. A new task is created and assigned to the customer to replace the nominated members
  - User can extend the deadline if less than 50% of the customers have responded **with Comment**
    - **Extend deadline**
      1. **Set a new deadline with Comment**
      2. **Send a notification to the customers that not responded**



3. A new task is created and assigned to customers that not responded
4. Redirected to the customer nomination (4.2.1.7)

### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>Member Name</b>	Read-Only	Read-Only	Read-Only
<b>Entity</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• If the member is nominated by the customer, then this field will show the Customer name</li> <li>• If member is a NUPCO employee then this field will display "NUPCO"</li> </ul>
<b>Role in Committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>• This displays for each member which of the following he is:           <ul style="list-style-type: none"> <li>○ Head of Committee</li> <li>○ Committee Member</li> </ul> </li> </ul>
<b>View Details</b>	Button	N/A	<ul style="list-style-type: none"> <li>• When clicked it redirects to the member's Profile (<a href="#">In New Tab</a>)</li> </ul>

### **4.2.1.9 Update Request [Customer] (Provide Additional Information)**

#### **Description:**

As a customer, I want to update the request with the requested changes so that complete the process of the preparation committee creation

#### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The customer can only view the list of all members (read-only) except for members with comment
- Customer can replace the member on whom comment was made or reject the request
- Customer can approve or reject the added member
- The user can search in the member list popup by member name
- The user can sort the list alphabetically

#### **Actions:**

- Submit:

Commented [ES98]: Its place is also in 4.2.1.8

Commented [ES99R98]: Added

Commented [MAG100R98]: ok

Commented [ES101]: In MOM 18JUN2023:

• "When clicked it redirects to the members profile" it's added in the BRD but not shown in figma screens, Nupco to provide the design of member profile and details. [Integration with User Management to Redirect the user \(Can be Descoped\)](#)

Please confirm if it is descoped or not

Commented [MAG102R101]: No need to design - will stick to re-direction to user profile in new tab

Commented [ES103R101]: Need to be discussed technically to get final confirmation

Commented [MAG104R101]: Ok

1. In case of the task is submitted successfully:

- The system will display success message "the task is submitted successfully"
- Send notification to the tender employee
- Create a new task assigned to the tender employee to review the updates

**Review Request [Tender Department Employee] (in case the response is less than 50%) (Duplicate with 4.2.1.8)**

#### Description

As a tender employee, I want to review the request in case the response of the customer is less than 50% so that I decide to extend or proceed in the process of committee formation

#### Details

• In case less than 50% of customers have responded, the request will return back to the tender employee to review it

• User can access the task details by clicking on task from Tasks List or from task link sent in the email

#### Actions:

##### Approve:

1. In case of the task is approved successfully,

- The system will display success message "the task is approved successfully"

• Redirect to the committee formation (4.2.1.12)

• The system will display success message "the task is approved successfully"

• Send a notification to the head of the tender department by email and notifications center

• A new task is created and assigned to the head of the tender department to review the committee formation

• Can Add a General Comment Along with Approval Only (Optional Field).

##### Request additional information:

**Commented [ES105]:** To be discarded and to update 4.2.1.8 with this the 50% rule, as agreed in our meeting since it was not a new user story, rather than 2 scenario in the same user story

**Commented [MAG106R105]:** ok



o Action button – dimmed by default

1. Will be activated in case the user request to replace, remove a specific member or added new members for any customer and adds comments
2. In case of the request is sent successfully:
3. The system will display success message "the request is sent successfully"
4. The request will return back to the customer
5. A notification will be sent to the customer by mail and the notification center
6. A new task is created and assigned to the customer to replace the nominated members

o Extend deadline

1. Set a new deadline with Comment
2. Send a notification to the customers that not responded
3. A new task is created and assigned to customers that not responded
4. Redirected to the customer nomination (4.2.1.7)

### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Customers List</b>			
• List is sorted Alphabetically from A-Z			
<b>Customer Name</b>	Read-only	Read-only	Read-only
<b>Responded</b>	Flag/Indicator	Read-only	An indicator if a customer has responded or not
<b>General Comment</b>	Text Box	Optional	Allowed only with approval (This will be a thread between tender user – tender head – procurement head - COO)

#### **4.2.1.10 Review Committee Formation [Head of Tender Department]**

##### **Description**

As the head of the tender department, I want to review the committee formation so that complete the process of creating the preparation committee



## Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

- **Actions:**

- Approve:

1. Check that in case of the task is approved successfully:

- The system will display success message "the task is approved successfully"
- Send a notification to the head of the procurement department by email and notifications center
- A new task is created and assigned to the head of the procurement department to review the committee formation

- Request Information: – (General comment)

1. Check that in case the request is sent successfully:

- The system will display success message "the request is sent successfully"
- Send a notification to the tender employee by email and notifications center
- A new task is created and assigned to the tender employee to review the requested additional information

## View Details Form

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>Member Name</b>	Read-Only	Read-Only	Read-Only
<b>Entity</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• If member is nominated by the customer, then this field will show the Customer name</li><li>• If member is a NUPCO employee then this field will display "NUPCO"</li></ul>
<b>Role in Committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"><li>• This displays for each member which of the following he is:<ul style="list-style-type: none"><li>○ Head of Committee</li><li>○ Committee Member</li></ul></li></ul>
<b>View Details</b>	Button	N/A	<ul style="list-style-type: none"><li>• When clicked it redirects to the member's Profile (In New Tab)</li></ul>

**Commented [ES107]: In MOM 18JUN2023:**  
• "When clicked it redirects to the members profile" it's added in the BRD but not shown in figma screens, Nupco to provide the design of member profile and details. [Integration with User Management to Redirect the user \(Can be Descoped\)](#)

Please confirm if it is descoped or not

**Commented [MAG108R107]:** No need to design - will stick to re-direction to user profile in new tab

#### 4.2.1.11 Review request [Tender Department Employee] (in case sent back from Tender Head)

##### Description:

As a tender department user, I want to review the request after receiving responses from Tender Head, So as to complete the process of creating a preparation committee.

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email after responses are received
- User can update the list of customers
- User must assign deadline to customers and set the requested members to each customer
- User will be able to take action for each member as follows
  - Remove member **with required justification**
  - Request replacement **with required justification**
  - Approve member **with optional justification**
  - Remove **customer** member **With Justification**
  - Replace **customer** member **With Justification**
  - Add new **customer** member **With Justification**
  - **Approve customer With optional Justification**
- User will be able to add new member for any department **With Justification**
- **User is able to view All General Comments (4.2.1.11)**
- **Actions:**
  - Approve
    1. In case of the request is approved successfully:
      - The system will display a message "the request is approved successfully"
      - In case the tender user didn't make an update in the customer list:

**Commented [ES109]:** To be elaborated more as agreed in our meeting

**Commented [ES110R109]:** Done

**Commented [ES111]:** In MOM 15JUN2023:

• The assign deadline button doesn't have any screen or information in figma or in the business requirement document and needs to be reviewed. **Can Not Understand**

It is added in BRD, but missing the popup screen for the field and validation of date when the button is clicked in Figma, to be provided

**Commented [MAG112R111]:** It is available in Figma  
The field and validation: Done in Table Below

**Commented [ES113R111]:** Noted

**Commented [ES114]:** in Figma the field name is nomination limit , what is the validation of this field?  
The number added by the tender user is the maximum number of members needed? Or the exact number should be nominated by the customers?

For example:  
If the tender user added number 4 in nomination limit for Customer X  
Customer X will have the liberty to nominate 1 member or 2 or 3 or 4? Or is required to nominate the exact number 4?

And what if the total number of available members in Customer X is 2?

**Commented [MAG115R114]:** Exact is required to nominate the exact number 4? YES

And what if the total number of available members in Customer X is 2? Can not submit Task and show error message

**Commented [ES116R114]:** Noted



- System will send a notification to the **customers tender head** by email and notifications center
  - A new task is created and assigned to each selected **customer tender head**
- Request additional information:
1. User is able to request additional information from any of the department heads who provided nominations
  2. User is able to request additional information from any Customer who provided nominations
  3. The action will be activated when the user request **remove**, replacement or add new member or customer for any department
  4. In case of the request is sent successfully:
    - the system will display a message "the request is sent successfully"
    - The request will return back to the corresponding head depending on the comment that added by the creator to any existing department
    - A notification will be sent to the corresponding head by mail and notification center
    - A new task is created and assigned to the corresponding head to update the required information

#### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>e. Product Category Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>Customers Deadline</b>	Date	Yes	Date > Today
<b>Customer Nomination Number</b>	Number	Yes	<ul style="list-style-type: none"><li>• &gt; 0</li><li>• Per Each Customer</li><li>• Customer Should nominate exact number</li></ul>
<b>Head of Committee</b>	Read-only	Read-only	Read-only



			Appears next to a single member from nominated members from the Product Category
<b>f. Demand and Planning Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>g. Tender Department Nominees</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>h. Additional Department Nominees [in case existing]</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>Recommended Customers</b>			
<ul style="list-style-type: none"><li>• Display a list of recommended customers as received from the Product Category Department</li><li>• List is sorted alphabetically from A-Z</li><li>• Tender Department can add or remove customers with a justification<ul style="list-style-type: none"><li>◦ The removed members will take a different color and beside the name write "Removed"</li><li>◦ The added members will take a different color</li></ul></li></ul>			

#### 4.2.1.12 Review Committee Formation [Head of the Procurement Department]

##### Description

As the head of the procurement department, I want to review the request so that complete the process of creating the preparation committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email



- Actions:**

- Approve:

- Check that in case of the task is approved successfully:

- The system will display success message "the task is approved successfully"
- Update the changes in DB
- Send a notification to the COO by email and notifications center
- A new task is created and assigned to the COO to review the committee formation

- Request Information: – (General Comment)

- Check that in case the request is sent successfully:

- The system will display success message "the request is sent successfully"
- Send a notification to the head of the tender department by email and notifications center
- A new task is created and assigned to the head of the tender department to review the request

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>Member Name</b>	Read-Only	Read-Only	Read-Only
<b>Entity</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>If member is nominated by the customer, then this field will show the Customer name</li> <li>If member is a NUPCO employee then this field will display "NUPCO"</li> </ul>
<b>Role in Committee</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>This displays for each member which of the following he is:           <ul style="list-style-type: none"> <li>Head of Committee</li> <li>Committee Member</li> </ul> </li> </ul>
<b>View Details</b>	Button	N/A	<ul style="list-style-type: none"> <li>When clicked it redirects to the member's Profile <a href="#">(In New Tab)</a></li> </ul>

#### 4.2.1.13 Review Committee Formation [COO]

**Commented [ES117]: In MOM 18JUN2023:**  
 • "When clicked it redirects to the members profile" it's added in the BRD but not shown in figma screens, Nupco to provide the design of member profile and details. [Integration with User Management to Redirect the user \(Can be Descoped\)](#)

Please confirm if it is descoped or not

**Commented [MAG118R117]:** No need to design - will stick to re-direction to user profile in new tab

**Commented [ES119R117]:** This feature is low priority based on NUPCO team but should be defined as soon as possible

**Commented [MAG120R117]:** ok



### **Description**

As a COO, I want to review the request so that complete the process of creating the preparation committee

### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- **Actions:**
  - Approve:
    1. Check that in case of the task is approved successfully:
      - The system will display success message "the task is approved successfully"
      - Update the changes in DB
      - System generates the Committee Formation PDF with the previously captured signature will be automatically added to the letter
      - An email will be sent to the tender employee and all departments' heads and customers that involved in the committee, that the committee is created successfully
      - The request status will be updated to "Completed"
    - Request Information: – (General comment)
      1. Check that in case the request is sent successfully:
        - The system will display success message "the request is sent successfully"
        - Send a notification to the head of procurement department by email and notifications center
        - A new task is created and assigned to the head of the procurement department to review the request

Field Name	Type	Mandatory	Comments/Validations
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Nominated Members			
Member Name	Read-Only	Read-Only	Read-Only
Entity	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>If member is nominated by the customer, then this field will show the Customer name</li> <li>If member is a NUPCO employee then this field will display "NUPCO"</li> </ul>
Role in Committee	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>This displays for each member which of the following he is: <ul style="list-style-type: none"> <li>Head of Committee</li> <li>Committee Member</li> </ul> </li> </ul>
View Details	Button	N/A	<ul style="list-style-type: none"> <li>When clicked it redirects to the member's <a href="#">Profile</a> (In New Tab)</li> </ul>

- **Assumption(s)** – the following assumptions apply to generation of formation letter for all committees:
  - Type of Committee, Member or Head will be provided in Arabic by Asset through resource file
  - Tender details (Tender Name, ID, Main Category) assumed to be read in Arabic from the sourcing module
  - NUPCO member names assumed to be read in Arabic from User's management module
  - Customer names assumed to be read in Arabic from Customer Registration Module
  - If not available in Arabic, all the above will be retrieved in English.

#### 4.2.1.14 Task Details Page

##### Description:

As a user, I want to view the task details page for a task assigned to me

##### Details

- The user will be able to view the task details page when clicking on a task from Tasks list
- The task details page will contain the following:
  - Task title
  - Brief
  - Committee Activities
  - Generic items: On click display a popup that contains the following:
    - List of generic items

- Commented [ES121]:** In MOM 18JUN2023:
  - "When clicked it redirects to the members profile" it's added in the BRD but not shown in figma screens, Nupco to provide the design of member profile and details. [Integration with User Management to Redirect the user \(Can be Descoped\)](#)
- Please confirm if it is descoped or not
- Commented [MAG122R121]:** No need to design - will stick to re-direction to user profile in new tab
- Commented [ES123]:** No changes reflected here regarding the language
- Commented [ES124R123]:** Updated
- Commented [ES125]:** As agreed template will be shared in an email
- Commented [ES126R125]:** Shared
- Commented [ES127]:** After internal investigation we came to the conclusion that the Arabic names needed for the formation letter are not available in most of the sited modules, and therefore they will be retrieved as English names

- Generic item name
- Generic item code
- Search bar: search by generic name / code
- Sorting action: sorting alphabetically
- Export excel sheet: action button on click
  - 1. Download excel sheet with the data of generic items
- Information section:
  1. Requestor name
  2. Request number
- Main information section:
  1. Committee name
  2. Committee type
  3. Tender name
  4. Tender ID
  5. Tender category
  6. Creation date

**Commented [ES128]:** Excel file template needed

**Commented [MAG129R128]:** Done

#### 4.2.1.15 Reminder Notification

##### **Description:**

As a system, I need to check the deadlines to remind the users of the tasks

##### **Details**

- System to send the following reminders
- When the tender employee set a deadline for members nomination:
  - If there is no response one day before the deadline, the system will send a reminder to the following:
    1. Head of the product category department
    2. Head of demand and planning department
    3. Head of the tender department
  - Reminder will be sent by mail and notification center

- Reminder will not be sent to the heads that have already responded
- In case there is another department in the request form, will be considered in that reminder system too
- In case the departments don't respond by the deadline, the system will send an escalation notification **and email** to the direct manager of the department that not respond to the request yet **and his direct head**
- The requests in the tender department will still with status "New" until receiving a response
- When the tender employee set deadline for the customers to nominate their members:
  - In case of no response one day before the deadline, the system will send a reminder to the customers
  - Reminder will be sent by mail and notification center

#### **4.2.1.16 Thread Of Top Management Comments (Same in all committees varying and permanent)**

##### **Description:**

As a **Head of Tender or Head of Procurement or COO**, I need to view history of request additional information

##### **Details**

- When User add comment on approval (4.2.1.11) the comment can be viewed in the thread.
- Each time user request additional information with comment, the command can be viewed in the thread
- Comments are sorted by latest
- Each record has the following details:
  - User name
  - Position
  - Photo
  - Date time
  - Comment

**Commented [ES130]:** Other departments cannot see this thread and wont have access to it

**Commented [MAG131R130]:** Yes (Approval Cycle Persona + Tender user)

**Commented [ES132R130]:** Noted

**Commented [ES133]:** To recap:
 

- The thread is only for comments on an action (approve or request additional information)
- The general justification comment in the bottom of the screens is related to the action (approve or request additional information)

- The justification added to each member in different user stories will only be presented in a popup
- Head of Tender or Head of Procurement or COO can add replies to the comments
- The entry point to this thread cannot be a button on each member line as done in Figma , it should be only one general button c

**Commented [MAG134R133]:** - Not pop up : Thread => check figma
 

- Check Figma for entry point
- General Comment: is a thread between Tender User + approval cycle persona (Head of Tender & Head of Procurement & COO & CEO if exist)

**Commented [ES135R133]:** Noted

#### 4.2.1.17 Request Additional Information (Same in all committees varying and permanent)

##### Description:

As a system, I need to check the deadline of the request and if deadline has ended, system should send the task back again to the requester with indicator that the user didn't respond.

##### Details

- System to send the task back to the requestor
- All requests will be marked as rejected
- In case the requestor was Head of Tender – Head of Procurement – COO, a comment will be added to the thread "Task is closed due to inactivity" with the Name "iNupco" and image "iNupco logo" at deadtime.
- Requestor should know that the request is rejected because user didn't respond within the deadline
- Deadline can be fixed to be 3 working days, can be changed in later stages
- Reminder should be send after 2 days to both the requestor and user
- Task will be closed at the user workspace and will not allow any changes to the task.
- View Details Form

Field Name	Type	Mandatory	Comments/Validations
Comment	Text-box	<ul style="list-style-type: none"> <li>Yes in Case Request Additional information</li> <li>No in Case Approve</li> </ul>	<ul style="list-style-type: none"> <li>Not Required, in Case Request Additional information</li> <li>Required, in Case Approve</li> </ul>

#### 4.2.1.18 Members Evaluating head and experience

##### Description:

As a committee member, after committee activities is ended, I need to be able to view the questionnaire sent by the system, so that I can evaluate the committee members.

##### Details

Commented [ES136]: New added feature , need to be discussed and elaborated more

Commented [MAG137R136]: It is replacing comment and explanation for Request additional info General comment per tasks:  
4.2.1.6 - 4.2.1.11-14

Commented [ES138R136]: Noted

Commented [ES139]: Not clear

Commented [MAG140R139]: If tender user asked from PCD to add new user and deadline passed add new user request is marked as rejected

Commented [ES141R139]: Noted

Commented [ES142]: Need to specify how it will be changed in later stages, if its fixed at 3 working days, than it is a static value, however if the requirement is to be implemented dynamically and a user can change it through a screen, it should be addressed correctly

Commented [MAG143R142]: As per Nagar, it might be remote configuration set from back office module with default value 3

Commented [ES144R142]: Should be explained better

Commented [ES145R142]: updated

Commented [ES146]: New added feature, need more details

Commented [MAG147R146]: Questionnaire will be shared

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Questionnaire will be triggered from Sourcing module once the Committee activities are completed.
- Questionnaire will consist of 2 parts, first one will be used to calculate the head evaluation and second one is regarding the experience.
- Let the deadline equal 10 working days and can be change later on.
- Questionnaire is shared after Committee Activity End:
  - For preparation committee is Create RFQ
  - For technical committee is publishing final results for all generic codes
- The score of the user will be added to other scores from other committee assigned to him, and the average will be added next to user's name when he is selected.

#### **4.2.1.19 Head Evaluating Members**

**Description:**

As a committee Head, after committee activities is ended I need to be able to view the questionnaire sent by the system, so that I can evaluate the committee head and experience.

**Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Questionnaire will be triggered from Sourcing module once the Committee activities are completed.
- Questionnaire will consist of 2 parts, first one will be used to calculate the head evaluation and second one is regarding the experience.
- Let the deadline equal 10 working days and can be change later on.
- Committee Activity in preparation committee is Create RFQ and for technical committee is publishing final results for all generic codes
- The score of the user will be added to other scores from other committee assigned to him, and the average will be added next to user's name when he is selected.

**Commented [ES148]:** New added feature, need more details

**Commented [MAG149R148]:** Questionnaire



#### 4.2.1.20 Edit Committee

##### **Description**

As a creator of the committee request, I want to be able to edit the request and update the data of the committee request

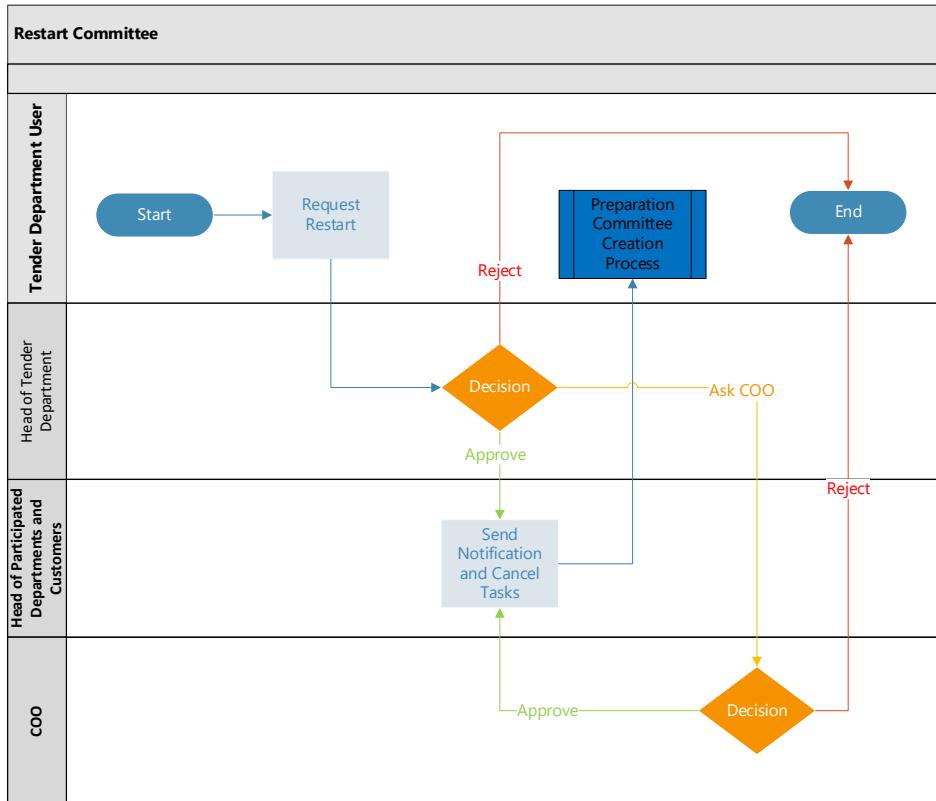
##### **Details**

- The requester will be able to edit the request after submitting it to the heads of departments when he clicks on the action "Edit request" in the "my requests" listing page.
- The requester will **Not** be able to edit the request by adding or removing departments only.
- The requester will not be able to edit the request if request has been sent to the customers.
- ~~After editing the request, the system will send a notification and task to the newly added departments or a notification to the removed departments.~~

#### 4.2.1.21 Restart Committee

As a tender department user (Requestor), I want to be able to restart the request of creation of the committee

##### **Process**



### Details

- The requester will be able to cancel the request after submitting it to the heads of departments when he clicks on the action "Cancel request" in the "my requests" Committees listing page
- The requester must add a justification comment for cancelation
- The requester will be able to cancel at any time as long as the request hasn't been approved by the COO
- In Case of Preparation Committee, should allow user to select skip committee / restart.
- After canceling the request, the system will send a notification to the head of tender department to take following actions:
  - Approve

1. Send notification that the committee is restarted to the departments and customers that already received the task
  2. Assign the task to the user to create new committee
  3. Set the Committee as "In Draft" and reset all data.
  4. ~~Log old values~~
    - o Reject
    - o Send to the COO
- In case the head of tender sends the request to the COO, the COO will be able to take the following actions:
    - o Approve:
      1. The Committee is restarted.
    - 2. ~~In Case Skipped:~~
      - ~~After COO Approval, Committee will be skipped, and response sent back to sourcing module as it is skipped.~~
    - 3. ~~In Case Restart:~~
      - ~~After COO Approval, Create Task for the same requester to create the new committee and set the committee status as in draft in committee list page.~~
  - o Reject
  - No request additional information from COO to Head of Department.
  - In case the heads of the departments have not reviewed the task details, the task will be removed automatically from my tasks listing page
  - In case the heads of the departments already open the task and the requester cancels the request, once the head clicks submit, the system will display the following:
    - o Notification message that "The task is canceled"
    - o Redirect the head to my tasks listing page directly
    - o **The task will be removed**



#### **4.2.2 Technical Committee**

This committee creation process and users follow the same process and users as that defined for the Preparation Committee.

#### 4.3 Permanent (Sourcing) Committees

- The following are the permanent committees (related to the sourcing module) that will be available:

Committee Name		Type of Users	Creator	Duration
<b>1</b>	Bid-opening	NUPCO Only	Tender department user	3 yrs.
<b>2</b>	Commercial Committee	Mix committee	Tender department user	3 yrs.
<b>3</b>	Objection Committee	Mix committee	Tender department user	3 yrs.

- Permanent Committees creation is triggered from committee management module

#### 4.3.1 Bid-Opening Committee

##### 4.3.1.1 Set Up Committee [Tender Department Employee]

**Description:**

As a Tender Department User, I want to create a new bid opening committee.

**Details**

- Tender department user clicks on Create Committee from Committee Listing, then selects type of committee to be created "Bid Opening Committee"
- ~~Start date of the committee will equal the end date of previous same committee (Type + Category) +1 day, editable. This is like a recommendation.~~
- If the committee being created is the first one in the system, the date of the formation letter is considered the Start date of the committee
- **Actions:**
  - Submit:
    1. System to display a success message "Your request has been successfully submitted."
    2. System adds the request to the requestor's "My Requests" list
    3. System creates a new task and assigns it to each of the selected department head to nominate members
  - Save Draft: save the changes
    1. The system will display success message "Saved Successfully"
    2. The system will update the request status to "Draft" in my requests page
  - Cancel:
    1. Redirect to the parent page
    2. Not save any changes

**Commented [ES150]:** Still not clear on the final requirement, is it mentioned somewhere else?

**Commented [MAG151R150]:** Request Form Table below

**Commented [ES152R150]:** noted

**Request Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Committee Type</b>	Drop Down	Yes	<ul style="list-style-type: none"> <li>• Displays list of committees available in the system</li> <li>• Values include           <ul style="list-style-type: none"> <li>○ Bid-Opening Committee</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Commercial Committee</li> <li>○ Objection Committee</li> <li>○ <b>Quality Committee</b></li> <li>• Allow this list to be updated from the Database level.</li> </ul> <p style="margin-left: 40px;">○—Medical Equipment Committee ○—Medical Supplies Committee ○ Pharmaceutical Committee</p> <p><b>If bid opening is selected, the request will follow the bid opening process, any other types selected will follow the Commercial/Objection process with no further validation needed.</b></p>
<b>Category</b>	Drop Down	Yes	<ul style="list-style-type: none"> <li>• Medical Equipment</li> <li>• Pharma</li> <li>• Supplies</li> </ul>
<b>Brief</b>	Multi-Line Text	Yes	<ul style="list-style-type: none"> <li>• Unlimited <b>4000</b></li> <li>• Prepopulated based on last committee created but is editable</li> </ul>
<b>Activities of Committee</b>	Rich Text Editor	Yes	<ul style="list-style-type: none"> <li>• Unlimited <b>4000</b></li> <li>• Prepopulated based on last committee created but is editable</li> </ul>
<b>Start Date</b>	Date	Yes	<ul style="list-style-type: none"> <li>• <b>&gt;= Today</b></li> </ul>
<b>End Date</b>	Date	Yes	<ul style="list-style-type: none"> <li>• <b>&gt;= Start Date</b></li> </ul>
<b>Committee Type + Category + Duration (Start Date – End Date)</b>	Hidden Value	Yes	<ul style="list-style-type: none"> <li>• Should be unique</li> <li>• <b>Don't allow Same Committee type for the same category for intersected period. This will avoid confusion when getting the committee by sourcing module.</b></li> </ul>
<b>NUPCO (Multiple Departments can be added)</b>			
<b>Department</b>	Drop Down List	Yes	<ul style="list-style-type: none"> <li>• Default departments added (and cannot be removed) includes           <ul style="list-style-type: none"> <li>○ Legal Committee</li> <li>○ Finance Committee</li> <li>○ SRM Committee</li> </ul> </li> <li>• User is able to add more departments</li> <li>• Integration with Users Management Module to read Department list and users under the department</li> <li>• User may edit his selection</li> </ul>
<b>Number of Members</b>	Text	Yes	<ul style="list-style-type: none"> <li>• Numbers only</li> <li>• Must be more than 0</li> </ul>



			<ul style="list-style-type: none"> <li>Max number of members = the number of members in the department</li> </ul> <p><del>Total number of members requested should equal to a predefined number (to be shared by NUPCO)</del></p>
<b>Deadline</b>	Date	Yes	<ul style="list-style-type: none"> <li>Must be more than the current system date</li> <li>DD/MM/YYYY</li> <li>Default 2 weeks from creation but is editable</li> </ul>

S

- Commented [ES153]:** Need to be specified, how is the number needed to be entered here , and equal to a predefined number?
- Commented [MAG154R153]:** Default value per each department, Can be edited - Descoped
- Commented [ES155R153]:** noted

#### 4.3.1.2 Nominate Members [Heads of Departments]

##### **Description:**

As the Head of a department, I want to nominate members from my department in order to complete the process of creating the Bid Opening committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The head of tender will be able to navigate to the member profile while nominating
- The user can search in the member list popup by member name
- The user can sort the list alphabetically

##### **Actions:**

- o Submit:
  - System to display a success message "Your task has been successfully submitted."
  - System will update the task status to "Completed"
  - System will keep the status of the request in the Tender department (request creator) "My Requests" to "Pending"
  - The system will send a notification to the creator informing him that the head of a department has submitted his responses.

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominate Members (Multiple)</b>			



<b>Member Name</b>	List	Yes	<ul style="list-style-type: none"> <li>Auto read from the list of members defined under the department</li> <li>Number of members provided must be equal to the number of members requested</li> <li>Integration with Users Management Module to read Department list and users under the department</li> <li>User may edit his selection</li> <li>Clickable – on click the system will display the member profile in new tab</li> </ul>
<b>Assigned committees</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>Read-Only</li> </ul>
<b>Scoring</b>	Read-Only	Read-Only	<ul style="list-style-type: none"> <li>Read-Only</li> </ul>

Commented [ES156]: ?

Commented [ES157R156]: Trigger from sourcing

#### 4.3.1.3 Review Request [Tender Department Employee]

##### Description:

As a tender department user, I want to review the request after receiving responses from heads of departments so as to complete the process of creating a bid opening committee.

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email after responses are received
- User will not be able to take an action on the request until receiving all responses from all heads of departments
- User will assign the head of the committee (from any NUPCO employees)
- User will be able to take action for each member as following
  - Remove member **With Justification**
  - Request replacement **With Justification**
  - Accept With optional Justification**
- User Can Add Departments
  - Select Department (s)
  - Add Nomination Number
  - Select Deadline for Nomination
- User Can Remove Departments



- User will request to add new member or more for any department

- **Actions:**

- Approve

1. In case of the request is approved successfully:

- The system will display a message "the request is approved successfully"
- Send a notification to the Head of tender by email and notifications center
- A new task is created and assigned to head of tender department to review the committee info

- Request additional information:

1. User is able to request additional information from any of the department heads who provided nominations
2. The action will be activated when the user request **remove**, replacement or add new member for any department

3. In case of the request is sent successfully:

- The system will display a message "the request is sent successfully"
- The request will return back to the corresponding head
- A notification will be sent to the corresponding head by mail and notification center
- A new task is created and assigned to the corresponding head to update the required information

4. In case a new department is added or removed:

- System creates a new task and assigns it to each of the newly added department head to nominate members.
- System to send notification to the heads of the removed departments.

#### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			
<b>Departments Nominees (list)</b>			



<b>Member Name</b>	Read-only	Read-only	Clickable – on click the system will display the member profile in new tab
<b>Member Position</b>	Read-only	Read-only	Read-only
<b>Assigned Committees</b>	Read-only	Read-only	Read-only

#### 4.3.1.4 Update Request [Heads of Departments] (Provide Additional Information)

##### **Description:**

As a user, I want to update the request received with the additional information so that complete the process of creating the bid opening committee

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- ~~User can view the comment and reply on it~~
- User Can accept removing user with justification or reject the request with justification
- User can replace member depending on the comment ~~with justification~~ or reject the request ~~with justification~~
- User will be able to ~~accept added~~ new member(s) ~~with justification~~ or ~~reject it with justification~~
- The user can search in the member list popup by member name
- The user can sort the list alphabetically
- **Actions:**
  - Submit:
    1. Check that in case of the task is submitted successfully:
      - The system will display success message "the task is submitted successfully"
      - Send notification to the tender employee
      - The task will be updated to "Completed"
      - Create a new task assigned to the tender employee to review the updates

#### 4.3.1.5 Review Committee Formation [Head of Tender Department]



### **Description**

As the head of the tender department, I want to review the committee formation so that complete the process of creating the Bid Opening committee

### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- ~~The tender department can suggest the following:~~
  - ~~Remove member~~
  - ~~Replace member~~
  - ~~Add new member~~
- ~~User must write a justification for each suggestion~~
- **Actions:**
  - Approve:
    1. Check that in case of the task is approved successfully:
      - The system will display success message "the task is approved successfully"
      - Send a notification to the head of the procurement department by email and notifications center
      - A new task is created and assigned to the head of the procurement department to review the committee formation
    - Request Information: – (General comment)
      1. Check that in case the request is sent successfully:
        - The system will display success message "the request is sent successfully"
        - Send a notification to the tender user by email and notifications center
        - A new task is created and assigned to the tender user to review the requested additional information

### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			



Departments Nominees (list)			
<b>Member Name</b>	Read-only	Read-only	<ul style="list-style-type: none"><li>• Clickable – on click the system will display the member profile in new tab</li></ul>
<b>Member Position</b>	Read-only	Read-only	<ul style="list-style-type: none"><li>◦ Read-only</li></ul>

#### 4.3.1.6 Review Committee Formation [Head of Procurement Department]

##### Description

As the head of the procurement department, I want to review the request so that complete the process of creating the bid opening committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

##### **Actions:**

- Approve:

1. Check that in case of the task is approved successfully:

- The system will display success message "the task is approved successfully"
- Send a notification to the COO by email and notifications center
- A new task is created and assigned to the COO to review the committee formation

- Request Information: – (General Comment)

1. Check that in case the request is sent successfully:

- The system will display success message "the request is sent successfully"
- Send a notification to the head of the tender department by email and notifications center
- A new task is created and assigned to the head of the tender department to review the request

Field Name	Type	Mandatory	Comments/Validations
<b>Nominated Members</b>			



Departments Nominees (list)			
Member Name	Read-only	Read-only	<ul style="list-style-type: none"><li>• Clickable – on click the system will display the member profile in new tab<ul style="list-style-type: none"><li>◦ Read-only</li></ul></li></ul>
Member Position	Read-only	Read-only	<ul style="list-style-type: none"><li>◦ Read-only</li></ul>

#### 4.3.1.7 Review Committee Formation [COO]

##### Description

As a COO, I want to review the request so that complete the process of creating the Bid Opening committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

##### **• Actions:**

- Approve:

1. Check that in case of the task is approved successfully:

- The system will display success message "the task is approved successfully"
- System generates the Committee Formation PDF (to be provided by NUPCO) with the previously captured signature will be automatically added to the letter
- An email will be sent to the tender employee and all departments' heads and customers that involved in the committee, that the committee is created successfully
- The request status will be updated to "Completed"

- Request Information: – (General comment)

1. Check that in case the request is sent successfully:

- The system will display success message "the request is sent successfully"
- Send a notification to the head of procurement department by email and notifications center



- A new task is created and assigned to the head of the procurement department to review the request

#### **4.3.1.8 Task Details Page**

##### **Description:**

As a user, I want to view the task details page

##### **Details**

- Check that the user that received task and went through it, he will be able to view the task details page
- Check that the task details page will contain the following:
  - Task title
  - Brief
  - Committee Activities
  - Information section:
    1. Requestor name
    2. Request number
  - Main information section:
    1. Committee name
    2. Committee type
    3. Creation date

#### **4.3.1.9 Reminder Notification**

##### **Description:**

As a system, I need to check the deadlines to remind the users of the tasks

##### **Details**

- System to send the following reminders
  - When the tender employee set a deadline for member's nomination:
    1. If there is no response one day before the deadline, the system will send a reminder to the stakeholders who have not responded yet

2. Reminder will be sent by mail and notification center
3. In case there is another department in the request form, will be considered in that reminder system too
- o In case the departments don't respond by the deadline, the system will send an escalation **in portal and email** notification to the direct manager of the department that not respond to the request yet as well as **his direct head**
- o The requests in the tender department will still with status "New" until receiving a response
- o The system will send a reminder to the tender Department user 1 month before the End date of the active committee to establish a new committee. If a new committee has not been established, then a reminder is sent weekly.

**Commented [ES158]:** Same question as above, need the source of this information

**Commented [MAG159R158]:** Done above

**Commented [ES160R158]:** noted

#### 4.3.1.10 Thread Of Top Management Comments (Same in all committees varying and permanent)

##### Description:

As a **Head of Tender or Head of Procurement or COO**, I need to view history of request additional information

**Commented [ES161]:** Other departments cannot see this thread and wont have access to it

**Commented [MAG162R161]:** Yes (Approval Cycle Persona + Tender user)

##### Details

- When User add comment on approval (4.2.1.11) the comment can be viewed in the thread.
- Each time user request additional information with comment, the command can be viewed in the thread
- Comments are sorted by latest
- Each record has the following details:
  - o User name
  - o Position
  - o Photo
  - o Date time
  - o Comment

**Commented [ES163]:** To recap:

- The thread is only for comments on an action (approve or request additional information)
- The general justification comment in the bottom of the screens is related to the action (approve or request additional information)

- The justification added to each member in different user stories will only be presented in a popup
- Head of Tender or Head of Procurement or COO can add replies to the comments
- The entry point to this thread cannot be a button on each member line as done in Figma , it should be only one general button c

**Commented [MAG164R163]:** - Not pop up : Thread => check figma  
 - Check Figma for entry point  
 - General Comment: is a thread between Tender User + approval cycle persona (Head of Tender & Head of Procurement & COO & CEO if exist)

#### 4.3.1.11 Request Additional Information (Same in all committees varying and permanent)

##### Description:

As a system, I need to check the deadline of the request and if deadline has ended, system should send the task back again to the requester with indicator that the user didn't respond.

##### Details

- System to send the task back to the requestor
- All requests will be marked as rejected
- In case the requestor was Head of Tender – Head of Procurement – COO, a comment will be added to the thread "Task is closed due to inactivity" with the Name "iNupco" and image "iNupco logo" at deadline.
- Requestor should know that the request is rejected because user didn't respond within the deadline
- Deadline can be fixed to be 3 working days, can be changed in later stages
- Reminder should be send after 2 days to both the requestor and user
- Task will be closed at the user workspace and will not allow any changes to the task.
- View Details Form

Field Name	Type	Mandatory	Comments/Validations
Comment	Text-box	<ul style="list-style-type: none"> <li>Yes in Case Request Additional information</li> <li>No in Case Approve</li> </ul>	<ul style="list-style-type: none"> <li>Not Required, in Case Request Additional information</li> <li>Required, in Case Approve</li> </ul>

**Commented [ES165]:** New added feature , need to be discussed and elaborated more

**Commented [MAG166R165]:** It is replacing comment and explanation for Request additional info General comment per tasks:  
4.2.1.6 - 4.2.1.11-14

**Commented [ES167R165]:** Noted

**Commented [ES168]:** Not clear

**Commented [MAG169R168]:** If tender user asked from PCD to add new user and deadline passed add new user request is marked as rejected

**Commented [ES170R168]:** Noted

**Commented [ES171]:** Need to specify how it will be changed in later stages, if its fixed at 3 working days, than it is a static value, however if the requirement is to be implemented dynamically and a user can change it through a screen, it should be addressed correctly

**Commented [MAG172R171]:** As per Nagar, it might be remote configuration set from back office module with default value 3

**Commented [ES173R171]:** Should be explained better

#### 4.3.1.12 Edit Committee

##### Description:

As a creator of the committee request, I want to be able to edit the request and update the data of the committee request



## **Details**

- The requester will be able to edit the request after submitting it to the heads of departments when he clicks on the action "Edit request" in the "my requests" listing page.
- The requester will **Not** be able to edit the request by **adding or removing department, customers or positions.**
- **Edit Fields:**
  - During the request
    1. Start date
    2. End date
    3. Activity
    4. Brief
  - Any time before it expires, after the formation:
    1. End date
    2. Activity
    3. Brief
- To Add that the active permanent committee is editable by the tender department user (the only editor is the creator only for the above specified fields) any time before it expires with no approvals needed.
- **If committee started user cannot change start date.**
- ~~The requester will not be able to edit the request if request has been sent to the customers.~~
- ~~After editing the request, the system will send a notification and task to the newly added departments or a notification to the removed departments.~~
- **On change dates, don't allow Same Committee type for the same category for intersected period. This will avoid confusion when getting the committee by sourcing module.**



#### 4.3.2 Commercial/Objection Committee

##### 4.3.2.1 Set Up Committee [Tender Department Employee]

###### **Description:**

As a Tender Department User, I want to create a new committee [commercial and objection]

###### **Details**

- User clicks on Create Committee from Committee Listing, then selects type of committee to be created Commercial or Objection Committee
- Tender department user can only create the following committees
  - Bid-Opening Committee
  - Commercial Committee
  - Objection Committee
- ~~Start date of the committee will equal the end date of previous same committee (Type + Category) +1 day, editable. This is like a recommendation.~~
- If the committee being created is the first one in the system, the date of the formation letter is considered the Start date of the committee
- In case the user selects additional position, he should assign him as a head of the committee
- **Actions:**
  - Submit:
    1. System to display a success message "Your request has been successfully submitted."
    2. System adds the request to the requestor's "My Requests" list
    3. System creates a new task and assigns it to the head of tender department
    4. Save Draft: save the changes
    5. The system will display success message "Saved Successfully"
    6. The system will update the request status to "Draft" in my requests page
  - Cancel:
    1. Redirect to the listing page
    2. Not save any changes



### Request Form

Field Name	Type	Mandatory	Comments/Validations
<b>Committee Name</b>	Text	Yes	
<b>Committee Type</b>	Drop Down	Yes	<ul style="list-style-type: none"> <li>Displays list of committees available in the system</li> <li>Values include <ul style="list-style-type: none"> <li>○ Bid-Opening Committee</li> <li>○ Commercial Committee</li> <li>○ Objection Committee</li> <li>○ Quality Committee</li> </ul> </li> <li><b>Allow this list to be updated from the Database level.</b> <ul style="list-style-type: none"> <li>○ Medical Equipment Committee</li> <li>○ Medical Supplies Committee</li> <li>○ Pharmaceutical Committee</li> </ul> </li> <li>If committee is being triggered from the sourcing module, this value is read from Sourcing module otherwise user is able to add a committee based on privilege</li> </ul> <p>If bid opening is selected, the request will follow the bid opening process, any other types selected will follow the Commercial/Objection process with no further validation needed.</p>
<b>Category</b>	Drop Down	Yes	<ul style="list-style-type: none"> <li>Medical Equipment</li> <li>Pharma</li> <li>Supplies</li> </ul>
<b>Brief</b>	Multi-Line Text	Yes	<ul style="list-style-type: none"> <li>Unlimited <b>4000</b></li> <li>Prepopulated based on last committee created but is editable</li> </ul>
<b>Activities of Committee</b>	Rich Text Editor	Yes	<ul style="list-style-type: none"> <li>Unlimited <b>4000</b></li> <li>Prepopulated based on last committee created but is editable</li> </ul>
<b>Start Date</b>	Date	Yes	<ul style="list-style-type: none"> <li><b>&gt;= Today</b></li> </ul>
<b>End Date</b>	Date	Yes	<ul style="list-style-type: none"> <li><b>&gt;= Start Date</b></li> </ul>
<b>Committee Type + Category + Duration (Start Date – End Date)</b>	Hidden Value	Yes	<ul style="list-style-type: none"> <li>Should be unique</li> <li>Don't allow Same Committee type for the same category for intersected period. This will avoid confusion when getting the committee by sourcing module.</li> </ul>
<b>NUPCO (Multiple Departments can be added)</b>			

<b>Department</b>	Drop Down List	Yes	<ul style="list-style-type: none"> <li>Default departments added (and cannot be removed) includes           <ul style="list-style-type: none"> <li>Legal department</li> <li>Finance department</li> <li>Tender Department</li> </ul> </li> <li>User is able to add more departments</li> <li>Integration with Users Management Module to read Department list and users under the department</li> <li>User may edit his selection</li> </ul>
<b>Number of Members</b>	Text	Yes	<ul style="list-style-type: none"> <li>Numbers only</li> <li>Must be more than 0</li> <li>Max number of members = the number of members in the department</li> </ul>
<b>Additional Positions [Multiple Positions can be added]</b>			
<b>Position</b>	Read-only	Yes	<ul style="list-style-type: none"> <li>Display list of positions retrieved from user management module (only NUPCO positions)</li> <li>Single selection</li> <li><b>Head</b></li> </ul>
<b>Name</b>	Text	Yes	<ul style="list-style-type: none"> <li><b>Selected from nupco users, retrieved from user management module</b></li> <li>Auto search based on 2 letters</li> </ul>
<b>Deadline</b>	Date	Yes	<ul style="list-style-type: none"> <li><b>Must be more than the current system date</b></li> <li><b>DD/MM/YYYY</b></li> </ul>
<b>Recommended Customers (Multiple)</b>			
<b>Customer Name</b>	Drop Down List	Yes	<ul style="list-style-type: none"> <li>Auto read from the list of customers defined in the system</li> <li>Minimum 1 customer-Optional</li> <li>Integration with CRM module to read list of existing customers</li> <li>User may edit his selection (<b>Delete button for any added Customer</b>)</li> </ul>
<b>Deadline</b>	Date	Yes	<ul style="list-style-type: none"> <li>Must be more than the current system date</li> <li>DD/MM/YYYY</li> </ul>
<b>Nomination Number</b>	Number	Yes	<ul style="list-style-type: none"> <li><b>&gt; 0</b></li> </ul>

#### 4.3.2.2 Review Request [Head of Tender Department]

**Description:**



As a head of the tender department, I want to review the request so that to complete the process of creating a permanent committee.

### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Head of the tender department will be able to edit any field of the request
- Head of the department will be able to add additional customers and departments
- Head of the department will be able to add / delete members that nominated from the creator

#### **Actions:**

- Approve
  - 1. In case of the request is approved successfully:
    - The system will display a message "the request is approved successfully"
    - Send a notification to the departments, additional positions and customers by email and notifications center
    - A new task is created and assigned to each selected department, additional positions and customer

- Request additional information: general comment
- Reject: Action button on click
  - 1. System display a rejection popup that contains:
  - 2. List of reason: single selection
  - 3. Write a reason: text field – allow all characters – max 250 character – mandatory in case select from reasons list "Others"
    - Actions:
      - Confirm: Action button on click
      - Dismiss the popup
      - Send notifications for the creator
    - Cancel: Action button on click
      - Dismiss the popup
      - Not save any changes

**Commented [ES174]:** In MOM 19JUN2023:

•The BRD shows “a new task is created and assigned to each selected department, additional positions, and customer “this sentence will be reviewed by Nupco team and re-confirmed later. **Can not Locate this sentence**

This is the sentence

**Commented [MAG175R174]:** Okay, I can not point the issue. Can u advice please

**Commented [ES176R174]:** Its was updated

**Commented [ES177]:** In MOM 19JUN2023:

•Provide the display of the rejection popup in the figma and to add what's the list of reasons in the BRD and Figma screen to be reviewed by Nupco team and re-confirmed later. **Can not Relate this issue**

List of reasons to be provided, and the figma design of the popup

**Commented [MAG178R177]:** List of Reasons to Reject will be provided

Figma will be updated



### View Details Form

Field Name	Type	Mandatory	Comments/Validations
<b>Committee Name</b>	Read-Only	Read-Only	Read-Only
<b>Committee Type</b>	Read-Only	Read-Only	Read-Only
<b>Additional Positions [if exist] (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>Departments (list)</b>			
• Display a list of departments as received from the creator • Head of the Department can add or remove departments			
<b>Recommended Customers</b>			
• Display a list of recommended customers as received from the creator • List is sorted alphabetically from A-Z • Head of the Department can add or remove customers			



### Nominate Members [Head of Legal Department]

#### Description:

As the Head of legal Department, I want to nominate members under my department in order to complete the process of creating the permanent committee.

#### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name
- The user can sort the list alphabetically

#### Actions:

##### 1. Submit:

- System to display a success message "Your task has been successfully submitted."
- System will update the task status to "Completed"
- The system will send a notification to the Creator

#### View Details Form

Field Name	Type	Mandatory	Comments/Validations
<b>Nominate Members (multiple)</b>			
Member Name	List	Yes	<ul style="list-style-type: none"><li>• Auto read from the list of employees defined under the department</li><li>• Number of members provided must be equal to the number of members requested</li><li>• Integration with Users Management Module to read Department list and users under the department</li><li>• User may edit his selection</li></ul>



#### 4.3.2.3 Nominate Members [Head Finance – Legal – Tender – any added Department]

##### **Description:**

As the Head of Finance Department, Head of Legal Department or Head of Tender Department as well as any head of any added department, I want to nominate members under my department in order to complete the process of creating the permanent committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name **and select members**
- The user can sort the list alphabetically
- **Actions:**
  - Submit:
    1. System to display a success message "Your task has been successfully submitted."
    2. System will update the task status to "Completed"
    3. The system will send a notification to the Creator

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Number of Members Requested</b>	Read-Only	Read-Only	Read-Only
<b>Nominate Members (multiple)</b>			
<b>Member Name</b>	List	Yes	<ul style="list-style-type: none"><li>• Auto read from the list of employees defined under the department</li><li>• Number of members provided must be equal to the number of members requested</li><li>• Integration with Users Management Module to read Department list and users under the department</li><li>• User may edit his selection</li></ul>



### Nominate Members [Head of Tender Department]

#### Description:

As the Head of Tender Department, I want to nominate members under my department in order to complete the process of creating the permanent committee.

#### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name
- The user can sort the list alphabetically

#### Actions:

##### 1. Submit:

- System to display a success message "Your task has been successfully submitted."
- System will update the task status to "Completed"
- The system will send a notification to the Creator

#### View Details Form

Field Name	Type	Mandatory	Comments/Validations
<b>Nominate Members (multiple)</b>			
Member Name	List	Yes	<ul style="list-style-type: none"><li>• Auto read from the list of employees defined under the department</li><li>• Number of members provided must be equal to the number of members requested</li><li>• Integration with Users Management Module to read Department list and users under the department</li><li>• User may edit his selection</li></ul>



#### 4.3.2.4 Nominate Members [Customers]

##### **Description:**

As a customer, I want to nominate members in order to complete the process of creating the permanent committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- The user can search in the member list popup by member name **and select members**
- The user can sort the list alphabetically

##### **o Actions:**

1. Submit:
  - System to display a success message "Your task has been successfully submitted."
  - System will update the task status to "Completed"
  - The system will send a notification to the Creator

##### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Nominate Members (multiple)</b>			
<b>Member Name</b>	List	Yes	<ul style="list-style-type: none"><li>• Auto read from the list of employees defined under the department</li><li>• Number of members provided must be equal to the number of members requested</li><li>• Integration with Users Management Module to read Department list and users under the department</li><li>• User may edit his selection</li></ul>



#### 4.3.2.5 View Request [Additional Position(s) (Head)]

##### **Description:**

As a user, I want to view the request of joining the committee in order to complete the process of creating the permanent committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- ~~The user will be able to accept or reject the request to join the committee~~
- The user will be able to accept or reject to be the head of the committee
- In case the user reject, he should add justification

##### **Actions:**

###### 1. Submit:

- System to display a success message "Your task has been successfully submitted."
- System will update the task status to "Completed"
- The system will send a notification to the Creator

Commented [ES179]: Screen need to be updated

#### 4.3.2.6 Review Request [Tender Department Employee]

##### **Description:**

As a tender department user, I want to review the request after receiving responses from Heads of departments, additional position and customers so that complete the process of creating a permanent committee.

##### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email after responses are received
- User will not be able to take an action on the request until receiving all responses from all heads of departments, additional positions and customers
- Tender user will be able to request the following from any entity:
  - Request add member(s) of departments or customers with justification
  - Request remove member of departments or customers with justification
  - Request replace member of departments or customers with justification

Commented [ES180]: To be updated for the edit departments

Commented [ES181R180]: Updated in bid opening and commercial /objection, to be confirmed from NUPCO

Commented [MAG182R180]: Confirmed

- Accept with optional justification
- Change Head
- User Can Add Departments
  - Select Department (s)
  - Add Nomination Number
  - Select Deadline for Nomination
- User Can Remove Departments
- In case the additional positions reject the request, the tender user will be able to select another additional position.
- The tender user will be able to extend deadline for nomination of customers that has not responded, until all customers have responded. In this case a new task with in portal and email notifications will be sent to all departments, customers and additional positions to let them know with the new deadline. (4.3.2.3 – 4.3.2.7)
  - Commented [ES183]:** At any time they extend? Or should it be 50% of responses?
  - Commented [ES184R183]:** updated
- Actions:
  1. Approve
    - In case of the request is approved successfully:
      - The system will display a message "the request is approved successfully"
      - Send a notification to the head of tender department by email and notifications center
      - A new task is created and assigned to the head of tender department
  2. Request additional information:
    - Dimmed by default and will be activate once the user request replace, remove or add any user
    - User is able to request additional information from any of the department heads who provided nominations
    - In case of the request is sent successfully:
      - The system will display a message "the request is sent successfully"
      - The request will return back to the corresponding head, customer



- A notification will be sent to the corresponding head, customer by mail and notification center
- A new task is created and assigned to the corresponding head, customer to update the required information

3. In case a new department is added or removed:

- System creates a new task and assigns it to each of the newly added department head to nominate members.
- System to send notification to the heads of the removed departments.

#### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Number of Members Requested</b>	Text	Yes	<ul style="list-style-type: none"><li>● Editable Numbers only</li><li>● Must be more than 0</li><li>● Max number of members = the number of members in the department</li></ul>
<b>Recommended Customers</b>			
<ul style="list-style-type: none"><li>● Display a list of recommended customers</li><li>● List is sorted alphabetically from A-Z</li><li>● Tender Department can add or remove customers with a justification<ul style="list-style-type: none"><li>○ The removed members will take a different color and beside the name write "Removed"</li><li>○ The added members will take a different color</li><li>○ The replaced member will take a different color</li></ul></li></ul>			
<b>Nominated Members</b>			
a. Legal Department Nominees (list)			
<b>Member Name</b>	Read-only	Read-only	Read-only
b. Finance Departments Nominees (list)			
<b>Member Name</b>	Read-only	Read-only	Read-only
c. Tender Department Nominees (list)			
<b>Member Name</b>	Read-only	Read-only	Read-only

**4.3.2.7 Update Request [Heads of Departments and Customers and Additional Positions]  
(Provide Additional Information)**

**Description:**



As a user, I want to update the request received with the additional information so that complete the process of creating the permanent committee

#### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- User can accept or reject the requests:
  - Change member(s) **with Justification**
  - Add member(s) **with Justification**
  - Remove member(s) **with Justification**
  - **Add Customer(s) with Justification**
  - **Remove Customer(s) with Justification**
  - **The user will be able to accept or reject to be the head of the committee in case of Additional Positions**
- In case the user reject, he should add justification for rejection. In Case of Accept it is optional
- The user can search in the member list popup by member name
- The user can sort the list aphetically
- **Actions:**
  - Submit:
    1. Check that in case of the task is submitted successfully:
      - The system will display success message "the task is submitted successfully"
      - Send notification to the tender employee
      - The task will be updated to "Completed"
      - Create a new task assigned to the tender employee to review the updates

Field Name	Type	Mandatory	Comments/Validations
<b>Department members /customer members</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only

#### **4.3.2.8 Review Request [Head of Tender Department] after nominations**



### **Description:**

As a head of the tender department, I want to review the request so that to complete the process of creating a permanent committee.

### **Details**

- User can access the task details by clicking on task from Tasks List or from task link sent in the email
- Head of tender will be able to edit any field in the committee
- ~~Head of tender user will be able to request the following from any entity:~~
  - ~~Request add member(s)~~
  - ~~Request remove member~~
  - ~~Request replace member~~
- Head of tender will be able to view the history of changes on the members that changed, removed or added
- **Actions:**
  - Approve
    - 1. In case of the request is approved successfully:
      - The system will display a message "the request is approved successfully"
      - Send a notification to the head of procurement department by email and notifications center
      - A new task is created and assigned to head of procurement department
    - Request additional information:
      1. Dimmed by default and will be activate once the user takes the previous requests
      2. User is able to request additional information from any of the department heads/customers who provided nominations
      3. In case of the request is sent successfully:
        - The system will display a message "the request is sent successfully"
        - The request will return back to the corresponding head, customer
        - A notification will be sent to the corresponding head, customer by mail and notification center
        - A new task is created and assigned to the corresponding head, customer to update the required information



- o Reject: Action button on click
1. System display a rejection popup that contains:
    - List of reason: single selection
    - Write a reason: text field – allow all characters – max 250 character – mandatory in case select from reasons list "Others"
    - Actions:
      - o Confirm: Action button on click
      - o Dismiss the popup
      - o Send notifications for the creator
    - Cancel: Action button on click
    - o Dismiss the popup

#### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Recommended Customers</b>			
• Display a list of recommended customers			
• List is sorted alphabetically from A-Z			
• Head of Tender Department can add or remove customers with a justification <ul style="list-style-type: none"><li>o The removed members will take a different color and beside the name write "Removed"</li><li>o The added members will take a different color</li><li>o The replaced member will take a different color</li></ul>			
<b>Nominated Members</b>			
<b>a. Legal Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>b. Finance Departments Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>c. Tender Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only

#### **4.3.2.9 Review Committee Formation [Head of Procurement]**

##### **Description:**

As a head of the procurement, I want to review the request so that to complete the process of creating a permanent committee.

##### **Details**



- User can access the task details by clicking on task from Tasks List or from task link sent in the email

- **Actions:**

- Approve

- In case of the request is approved successfully:
      - The system will display a message "the request is approved successfully"
      - Send a notification to the COO by email and notifications center
      - A new task is created and assigned to the COO

- Request additional information:

- 1. In case of the request is sent successfully:

- The system will display a message "the request is sent successfully"
      - The request will return back to the head of tender department
      - A notification will be sent to the head of tender by mail and notification center
      - A new task is created and assigned to the head of tender to update the required information

- Reject: Action button on click

- 1. System display a rejection popup that contains:

- List of reason: single selection
      - Write a reason: text field – allow all characters – max 250 character – mandatory in case select from reasons list "Others"
      - Actions:
        - Confirm: Action button on click
          - Dismiss the popup
          - Send notifications for the creator
        - Cancel: Action button on click
          - Dismiss the popup

### **View Details Form**



Field Name	Type	Mandatory	Comments/Validations
<b>Recommended Customers</b>			
<ul style="list-style-type: none"> <li>Display a list of recommended customers</li> <li>List is sorted alphabetically from A-Z</li> <li>The removed members will take a different color and beside the name write "Removed"</li> <li>The added members will take a different color</li> <li>The replaced member will take a different color</li> </ul>			
<b>Nominated Members</b>			
<b>a. Legal Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>b. Finance Departments Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>c. Tender Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only

#### 4.3.2.10 Review Committee Formation [COO]

##### Description

As a COO, I want to review the request so that complete the process of creating the permanent committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

##### Actions:

- Approve:
  - Check that in case of the task is approved successfully:
    - The system will display success message "the task is approved successfully"
    - Update the changes in DB
    - System generates the Committee Formation PDF
- Request Information: – (General comment)
  - Check that in case the request is sent successfully:



- The system will display success message "the request is sent successfully"
  - Send a notification to the head of procurement by email and notifications center
  - A new task is created and assigned to the head of procurement to review the request
- Reject: Action button on click
1. System display a rejection popup that contains:
    - List of reason: single selection
    - Write a reason: text field – allow all characters – max 250 character – mandatory in case select from reasons list "Others"
    - Actions:
      - Confirm: Action button on click
        - Dismiss the popup
        - Send notifications for the creator
      - Cancel: Action button on click
        - Dismiss the popup

### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Recommended Customers</b>			
<ul style="list-style-type: none"> <li>• Display a list of recommended customers</li> <li>• List is sorted alphabetically from A-Z</li> <li>• The removed members will take a different color and beside the name write "Removed"</li> <li>• The added members will take a different color</li> <li>• <b>The replaced member will take a different color</b></li> </ul>			
<b>Nominated Members</b>			
<b>a. Legal Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>b. Finance Departments Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>c. Tender Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only



#### 4.3.2.11 Review Committee Formation [CEO]

##### Description

As a CEO, I want to review the request so that complete the process of creating the permanent committee

##### Details

- User can access the task details by clicking on task from Tasks List or from task link sent in the email

##### **• Actions:**

- Approve:

1. Check that in case of the task is approved successfully:
  - The system will display success message "the task is approved successfully"
  - Update the changes in DB
  - System generates the Committee Formation PDF (to be provided by NUPCO) with the previously captured signature will be automatically added to the letter
  - An email will be sent to the tender employee and all departments' heads and customers that involved in the committee, that the committee is created successfully
  - The request status will be updated to "Completed"

- Request Information: – (General comment)

1. Check that in case the request is sent successfully:
  - The system will display success message "the request is sent successfully"
  - Send a notification to the COO by email and notifications center
  - A new task is created and assigned to the COO to review the request

- Reject: Action button on click

1. System display a rejection popup that contains:

- List of reason: single selection



- Write a reason: text field – allow all characters – max 250 character – mandatory in case select from reasons list "Others"
- Actions:
  - Confirm: Action button on click
  - Dismiss the popup
  - Send notifications for the creator
- Cancel: Action button on click
  - Dismiss the popup

#### **View Details Form**

Field Name	Type	Mandatory	Comments/Validations
<b>Recommended Customers</b>			
<ul style="list-style-type: none"><li>• Display a list of recommended customers</li><li>• List is sorted alphabetically from A-Z</li><li>• The removed members will take a different color and beside the name write "Removed"</li><li>• The added members will take a different color</li><li>• The replaced member will take a different color</li></ul>			
<b>Nominated Members</b>			
<b>a. Legal Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>b. Finance Departments Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only
<b>c. Tender Department Nominees (list)</b>			
<b>Member Name</b>	Read-only	Read-only	Read-only

#### **4.3.2.12 Task Details Page**

##### **Description:**

As a user, I want to view the task details page

##### **Details**

- Check that the user that received task and went through it, he will be able to view the task details page
- Check that the task details page will contain the following:



- 
- Task title
  - Brief
  - Committee Activities
  - Information section:
    1. Requestor name
    2. Request number
  - Main information section:
    1. Committee name
    2. Committee type
    3. Creation date



#### 4.3.2.13 Reminder Notification

##### **Description:**

As a user, need the system to check the deadlines to remind the users of the tasks

##### **Details**

- Check that the system will check the deadline that has been created in the requests
- Check the following cases of deadlines:
  - When the tender user set a deadline for members' nomination:
    1. Check that in case of no response one day before the deadline, the system will send a reminder to the head of departments , **members of the additional positions**
    2. Check that the reminder form is "" and will be sent by mail and notification center
    3. Check that the reminder will not be sent to the heads that have already responded
    4. **Check that in case the departments don't respond by the deadline, the system will send an escalation **in portal and email** notification to the direct manager of the department that not respond to the request yet **as well as his direct head****
    5. **Check that the request in the product category department will still with status "New" until receiving a response-Erased**
    6. **The task will not be submitted based on deadline , rather than on the actual submission by the NUPCO employee even if the deadline is passed.**
    7. **The only time the tasks are submitted by deadline is if the user is a customer and not a Nupco employee**
  - When the product category employee set a deadline for the customers to nominate their members:
    1. Check that in case of no response one day before the deadline, the system will send a reminder to the customers
    2. **Check that the reminder form is "" and will be sent by mail and notification center**
  - The system will send a reminder to the tender Department user 1 month before the End date of the active committee to establish a new committee. If a new committee has not been established, then a reminder is sent weekly.

#### 4.3.2.14 Thread Of Top Management Comments (Same in all committees varying and permanent)

##### **Description:**

**Commented [ES185]:** The task will not be submitted based on deadline , rather than on the actual submission by the NUPCO employee even if the deadline is passed.

The only time the tasks are submitted by deadline is if the user is a customer and not a Nupco employee(and that is why we have the extend option in multiple user stories for less than 50% from customers responses)

Please confirm d

**Commented [MAG186R185]:** correct

**Commented [ES187R185]:** Noted

**Commented [ES188]:** Not clear

**Commented [MAG189R188]:** Reminder body will explain to You in a meeting how to get the content of any message

**Commented [ES190R188]:** Need to provide one template for the reminder, and one template for the Email Notification  
Keeping in mind that template should be simple

**Commented [MAG191R188]:** As mentioned in the meeting, I can not guarantee that for all use cases

As a Head of Tender or Head of Procurement or COO, I need to view history of request additional information

### Details

- When User add comment on approval (4.2.1.11) the comment can be viewed in the thread.
- Each time user request additional information with comment, the command can be viewed in the thread
- Comments are sorted by latest
- Each record has the following details:
  - User name
  - Position
  - Photo
  - Date time
  - Comment

**Commented [ES192]:** Other departments cannot see this thread and wont have access to it

**Commented [MAG193R192]:** Yes (Approval Cycle Persona + Tender user)

**Commented [ES194]:** To recap:

- The thread is only for comments on an action (approve or request additional information)
- The general justification comment in the bottom of the screens is related to the action (approve or request additional information)
- The justification added to each member in different user stories will only be presented in a popup
- Head of Tender or Head of Procurement or COO can add replies to the comments
- The entry point to this thread cannot be a button on each member line as done in Figma , it should be only one general button c

**Commented [MAG195R194]:** - Not pop up : Thread => check figma  
 - Check Figma for entry point  
 - General Comment: is a thread between Tender User + approval cycle persona (Head of Tender & Head of Procurement & COO & CEO if exist)

**Commented [ES196]:** New added feature , need to be discussed and elaborated more

**Commented [MAG197R196]:** It is replacing comment and explanation for Request additional info General comment per tasks:  
 4.2.1.6 - 4.2.1.11-14

**Commented [ES198R196]:** Noted

**Commented [ES199]:** Not clear

**Commented [MAG200R199]:** If tender user asked from PCD to add new user and deadline passed add new user request is marked as rejected

**Commented [ES201R199]:** Noted

**Commented [ES202]:** Need to specify how it will be changed in later stages, if its fixed at 3 working days, than it is a static value, however if the requirement is to be implemented dynamically and a user can change it through a screen, it should be addressed correctly

**Commented [MAG203R202]:** As per Nagar, it might be remote configuration set from back office module with default value 3

**Commented [ES204R202]:** Should be explained better

### 4.3.2.15 Request Additional Information (Same in all committees varying and permanent)

#### Description:

As a system, I need to check the deadline of the request and if deadline has ended, system should send the task back again to the requester with indicator that the user didn't respond.

### Details

- System to send the task back to the requestor
- All requests will be marked as rejected
- In case the requestor was Head of Tender – Head of Procurement – COO, a comment will be added to the thread "Task is closed due to inactivity" with the Name "iNupco" and image "iNupco logo" at deadline.
- Requestor should know that the request is rejected because user didn't respond within the deadline
- Deadline can be fixed to be 3 working days, can be changed in later stages



- Reminder should be send after 2 days to both the requestor and user
- Task will be closed at the user workspace and will not allow any changes to the task.
- View Details Form

Field Name	Type	Mandatory	Comments/Validations
<b>Comment</b>	Text-box	<ul style="list-style-type: none"><li>• Yes in Case Request Additional information</li><li>• No in Case Approve</li></ul>	<ul style="list-style-type: none"><li>• Not Required, in Case Request Additional information</li><li>• Required, in Case Approve</li></ul>

#### 4.3.2.16 Edit Committee

##### **Description**

As a creator of the committee request, I want to be able to edit the request and update the data of the committee request

##### **Details**

- The requester will be able to edit the request after submitting it to the heads of departments when he clicks on the action "Edit request" in the "my requests" listing page.
- The requester will **Not** be able to edit the request by **adding or removing department, customers or positions**.
- **Edit Fields:**
  - During the request
    1. Start date
    2. End date
    3. Activity
    4. Brief
  - Any time before it expires, after the formation:
    1. End date
    2. Activity
    3. Brief
- To Add that the active permanent committee is editable by the tender department user (the only editor is the creator only for the above specified fields) any time before it expires with no approvals needed.



- 
- If committee started user cannot change start date.
  - ~~The requester will not be able to edit the request if request has been sent to the customers.~~
  - ~~After editing the request, the system will send a notification and task to the newly added departments or a notification to the removed departments.~~
  - **On change dates, don't allow Same Committee type for the same category for intersected period. This will avoid confusion when getting the committee by sourcing module.**

## 4.4 Additional Features

### 4.4.1 Committee Head Edit

#### Description

As a tender department user, I want to be able to edit head of the committee for the active committees.

#### Details

- Committee's head in the sourcing module should be affected with this change.
- The Letter of Formation should include this detail.
- A mail and in portal notification should be send to all committee members.
- Committee head is changed after committee approved (After formation) with no approvals required for all committees.**

**Commented [ES205]:** Are the edit and cancel buttons available in the "my requests" page? Since the page is managed from NUPCO side , and these buttons are the entry points for the additional features

**Commented [MAG206R205]:** Edit - Cancel - Amend - Extend - Reset are actions per each committee and will be provided in figma inside committees' pages and logic will be extended soon to elaborate all cases

**Commented [ES207]:** It will be different for the bid opening, need to be revisited and updated

Same for Objection/commercial

**Commented [MAG208R207]:** Done

### 4.4.2 Committee Cancellation

#### Description

As a creator of the committee request, I want to be able to cancel the request

#### Details

- ~~The requester will be able to cancel the request after submitting it to the heads of departments when he clicks on the action "Cancel request" in the "my requests" listing page~~
- ~~The requester must add a justification comment for cancellation~~
- ~~The requester will be able to cancel at any time as long as the request hasn't been approved by the COO~~
- ~~In Case of Preparation Committee, should allow user to select skip committee / restart.~~
- ~~After canceling the request, the system will send a notification to the head of tender department to take following actions:~~
  - ~~Approve~~
    - ~~Send notification that the committee is canceled to the departments and customers that already received the task~~
  - ~~Reject~~
  - ~~Send to the COO~~

**Commented [ES209]:** Workflow needs to be provided here

**Commented [MAG210R209]:** Sure

**Commented [ES211R209]:** Same for objection/commercial/bid opening

- In case the head of tender sends the request to the COO, the COO will be able to take the following actions:
  - Approve:
    1. In Case Skipped:
      - After COO Approval, Committee will be skipped, and response sent back to sourcing module as it is skipped.
    2. In Case Restart:
      - After COO Approval, Create Task for the same requestor to create the new committee and set the committee status as in draft in committee list page.
  - Reject
    - No request additional information from COO to Head of Department
    - In case the heads of the departments have not reviewed the task details, the task will be removed automatically from my tasks listing page
    - In case the heads of the departments already open the task and the requester cancels the request, once the head clicks submit, the system will display the following:
      - Notification message that "The task is canceled"
      - Redirect the head to my tasks listing page directly
      - The task will be removed

**Commented [MAG212]:** Elie: 5-6-7-8-9-10 were not mentioned in the first shard document  
Mostafa: Removed



**Commented [ES213R212]:** Noted

**Commented [MAG214]:** Elie: These PDF are not accessible , to be shared in a separate email please  
Mostafa: Sure

**Commented [ES215R214]:** Noted