**ISD Lab**

**Project 12 : Purchase Management System**

**Requirement**

1. **Preparation**
   1. Who is preparing: Team 33 (16UCS061, 16UCS167, 16UCS202, 16UCS164)
   2. Interaction with: Product Manager & Proff. Sunil Kumar
2. **Type of Requirement**
   * 1. **Functional** 
        1. Login portal for all members.
        2. Requisition memo to initiate a purchase.
        3. Updating Tender Notice and requesting Quotations.
        4. Confirmation of purchase by Purchase order followed by invoice.
     2. **Domain**
3. To manage institute’s purchases.
4. Processes involved in verification & approval of a draft memo.
5. Lifecycle of an indented memo after approval to final purchase.
   * 1. **Input**
        1. Login credentials.
        2. Approval/Rejection by the the concerned authorities.
        3. Add/Update vendors.
        4. Generating Purchase order.
     2. **Constraints**
        1. A purchase indent has to be within the defined budget for its department.
        2. Right to initiate a requisition memo lies only with certain members of different Departments chosen by administration.
        3. Memo has to be approved or rejected within the given time duration.

iii. **Process**

(a) User logs in using his/her credentials.

(b) The indenter can either draft a new indent form or check status and view

previously indented form.

* + - 1. Other members can check the notification panel for verification or approval of pending drafts and can give suggestions.
      2. If any new indent is drafted then it passes onto HoD of concerned department and processed further for verification by other members and finally to the Director.
      3. Director either approves/rejects the form and send it back to indenter with comments.
      4. PCC finalises a vendor and chairman updates the vendor list.
      5. Purchase order is generated and order is placed.
    1. **Output**

1. Completion/ Reconsideration of an indented purchase.

1. **Feature Set**
   1. **What all features?**
      1. conducts and monitors a purchase in the institute
      2. maintain a history of purchases with vendors
   2. **How much customization?**
      1. Show status of draft given the Form number.
2. **GUI – Forms and their functionality to implement various feature set**
   1. Requisition Memo
   2. Vendor List
   3. Login Portal
3. **Data**

* 1. **Type of data**
     1. Purchase Record
     2. Requisition Memo
     3. Digital Documents(Tender notice etc.)
  2. **Scalability**
     1. Purchase record of last 10 years.

1. **People involved** 
   1. **Type of user**
      1. HoD’s, Finance Manager, Store Manager, Project Manager, Faculty, Student Mentor of Various Clubs, Secretary of Student Gymkhana, DoSA, PCC Secretary.
   2. **Process**
      1. **Life cycle of process**
         1. Initiation of Requisition memo
         2. Verification & Approval by concerned authorities
         3. Generation of Tender notices
         4. Uploading of sealed quotations.
         5. Generation of Purchase order and invoice
      2. **Transparency level**

* + - 1. Any authorised member can check the status of the draft by using unique draft number.

1. **List of problems faced by user in current system**
   1. Tracking the status of the drafted indenter form.
   2. Time consuming manual work.