

#### **4.1 FUNCTIONAL REQUIREMENT OF PROCUREMENT & INVENTORY MODULE**

<b>Sr. No</b>	<b>Functionalities</b>	<b>Bidder's Compliance [Agree/ Disagree]</b>
<b>A. Classification of Assets</b>		
1	Maintains the records of movable assets like Furniture & Fixture, Office Equipment, Other Equipment and Machinery	Agree
2	Capture Various details like Ownership, Cost Details Depreciation, etc. for the Assets.	Agree
<b>B. Asset Transactions</b>		
1	Records of Purchase of new Assets	Agree
2	Maintains the Asset Register	Agree
3	Provide a supplier/ PO listings of assets by supplier or by purchase order	Agree
4	Asset acquisitions, Transfers and all movements can be initiated and tracked	Agree
5	The following data are required to identify, specify, track and report assets by location characteristics, including: <ul style="list-style-type: none"> <li>• Person</li> <li>• Building</li> <li>• Room Number</li> <li>• Location</li> </ul>	Agree
6	Ability to update the Bill of Materials for all the assets	Agree
<b>C. Products, Services &amp; Categories</b>		
1	Ability to classify materials in to group & sub-group as per the requirement such as Inventory, Raw materials, Spares, Stationeries, Tools, etc.	Agree
2	System should be able to maintain Material Code, Description, Type (Electrical, Electronics, Mechanical, etc.) and Category (Capital & Consumables)	Agree
3	Ability to have a centralised item master across the organisation for all categories of items (Raw materials, Consumables, Spares, Tools, Components, Semi-Finished Items, Finished Items, Services	Agree
4	Ability to capture critical material relevant information such as material specification, key characteristics etc.	Agree
5	Ability to capture whether the item is imported or indigenous	Agree
6	Ability of the system to capture minimum, maximum and re- order level for the inventory.	Agree
7	Ability of System to define and handle items having different unit of measurement (UOM)	Agree
8	Ability of System for searching item based on its characteristics	Agree
9	Ability to link each item of an indent to equipment / project, department wise	Agree

10	Facility to enter details of the Vendor/ Supplier profile like Name, address, work location, items/ service supplied, business history, contact details, distribution channel, payment profile, bank	Agree
11	Facility to classify vendor on criteria like indigenous/ foreign, GeM registered, CPPP registered etc.,	Agree
12	Facility to classify vendor based on products supplied/ category of product.	Agree
13	Ability to debar / unblock a vendor for further processing of any transaction. Also, ability to capture reasons for debarment/ unblocking of vendor.	Agree
14	System ability to support catalogue management (Catalogues from various vendors provided in soft form should be able to be uploaded in Application Software)	Agree
15	Maintain information about the condition of the items (e.g., good, idle, obsolete, broken, unserviceable, BER, etc.)	Agree
16	System tracks items purchased with various funding sources (i.e. grants, funds, or other cost objects)	Agree
17	System should be able to classify items into Consumable & Capital	Agree
18	System should be able to have the storage hierarchy such as location-Bin-Racks-Shelves-Zones mapped into the system.	Agree
19	System should be able to link each and every item image, photos, and/or drawing with its item code for physical identification.	Agree
20	Ability to capture, maintain and track shelf life of perishable items.	Agree
21	Ability to identify services as per the works	Agree
22	Ability to assign name corresponding to service code	Agree
23	Ability to enter unit of measure of goods / service	Agree
24	Ability to maintain unique service item codes	Agree
25	Ability to assign /edit/ modify description of the service/ item (activity) of service	Agree
26	Ability to check existence of rate contract for individual services or service groups	Agree
27	Provision for traceability of materials	Agree
28	Ability to maintain and run the Stores Ledger detailing the opening and closing stock, receipts, issues, price and quantity	Agree
29	Ability to do stock verification based on perpetual / cycle/ physical counting or any other defined method and periodicity	Agree
30	Ability to perform perpetual inventory verification by group wise, location wise, item wise etc.	Agree
31	Ability to record receiving information: receiving staff, shipping carrier with tracking number, date and time received, complete/ partial and comments/ notes.	Agree

32	Ability to allow images to be attached to inventory items in the system	Agree
33	Ability to accommodate items with Zero Rupees Value and / or Zero Quantity.	Agree
<b>D. Indent/ Requisition, Tendering, Quotations, Contracting, etc.</b>		
1	Facility to each department/ specific users to raise the Indent.	Agree
2	Configure workflow to route the Indent/ Requisition via various levels of online approvals and budget sanctioning	Agree
3	For Proprietary Indents, ability to capture details of Proprietary Certificates	Agree
4	Ability to rework and resubmit the Indent for approval after necessary modifications	Agree
5	Provision to scrutinise the Indent online and enter remarks if required, by approver/ recommender.	Agree
6	Ability to generate a unique Indent Number	Agree
7	Ability to support multiple UOM (Unit of Material) for items for inventory and for placing Indents, and releasing of Purchase Order	Agree
8	Enable stakeholders to approve Indent, approve with changes or reject the Indent.	Agree
9	System should have the provision for the Indent to undergo various status changes like created, submitted, in progress, approved, closed, rejected and cancelled.	Agree
10	Allows online Indent / requisition approval at multiple (sequential and / or hierarchical) levels with capacity to “trace” current location.	Agree
11	Ability to use multiple criteria to evaluate Indent/ requisition work flow (approvals and insufficient funds, etc.)	Agree
12	Ability to block / hold the Indent if there is no sufficient funds available.	Agree
13	System should be able to track status of Indent/ demand	Agree
14	System should have a provision to edit the Indents that are returned.	Agree
15	System should have the provision to notify the appropriate persons for the Indents waiting for approval.	Agree
16	System should have the provision to notify the Indentor and all approvers when a Indent is approved.	Agree
17	System should have the provision to capture the remarks by different approvers.	Agree
18	System should have the provision to set up an Approval Authority for Indent based on the Indent Value, Department, Project etc.,	Agree

19	Ability to store and maintain the user-defined / standard templates for creating Expression of Interest (Eoi), Request For Proposal (RFP)/ Tender Document, Contract Documents, etc. Also provides version control on all these documents and attachments therein.	Agree
20	Ability to collect requirements from various departments and procure strategically for common and similar items.	Agree
21	System to enable generation of Notice Inviting Tender (NIT)	Agree
22	System should have the ability to record the pre-bid discussions held during the Pre-Bid conference and record the necessary amendments to be made.	Agree
23	System should be able to amend bid documents and keep track of the versions and approvals of the same from competent authority as per delegation of powers.	Agree
24	Ability of the system to track bid validity dates for various bids and take necessary actions if extensions are required.	Agree
25	System should be able to initiate the re-tendering process with respect to original tender if necessitated.	Agree
26	Ability to choose the mode and type of tendering.	Agree
27	System to support the following types of tendering:- <ul style="list-style-type: none"> <li>● Open (GeM/ CPPP)</li> <li>● Limited</li> <li>● Single / PAC (Proprietary Article Certificate)</li> <li>● Global</li> </ul>	Agree
28	System should allow single tendering on the grounds of urgency or operational or technical requirements after capturing the reasons for single tender enquiry (STE) and selection of a particular firm is recorded and approved by competent financial authority prior to single tendering.	Agree
29	Ability to execute contingency purchase (direct purchase) in case of emergency.	Agree
30	Ability to capture monthly, quarterly, half-yearly and annual requirement plan	Agree
31	Ability to specify whether 'Sample' is to be submitted with offer or after placement of order and attach 'sample approval criteria' to the Indent.	Agree
32	System to grant user the flexibility to select the suitable stages for processing the tendering process (two bid type): <ul style="list-style-type: none"> <li>● Technical Evaluation Stage</li> <li>● Price Bid Evaluation Stage</li> </ul>	Agree
33	Ability of the system to generate Bid opening statements with details of quoted prices, EMD and conditions to contract etc and provide access to only authorised persons.	Agree

34	System should create and monitor the two bid tendering process: In case of IIA, the Techno-Commercial Evaluation is normally carried out by a Techno-Commercial Evaluation Committee. The Techno-Commercial Evaluation Committee report, once finalised, is sent to the Competent Authority (Director) for acceptance.	Agree
35	System to capture Names and details of Techno-Commercial Evaluation Committee members.	Agree
36	System to configure workflow, for obtaining approval of Techno-Commercial Evaluation Committee members	Agree
37	System to support formation of various committees for evaluation to be done.	Agree
38	System to enable identification of committees by a unique number that will be associated with the respective activities of a particular task.	Agree
39	System to maintain the entire Minutes of Meeting (MoM), notes, communication, etc. for specific tasks to be maintained and managed by the system in repository.	Agree
40	System should not allow entry of commercial quotes whose technical bids are rejected by the committee.	Agree
41	System to support validation of the received bids with respect to the tender due dates.	Agree
42	System to prepare bid opening statement along with the details of the EMD, the bidder and the price quoted.	Agree
43	System to prepare the comparative statement of the bid.	Agree
44	System to enable prepone or extend bid opening dates along with generation of intimation letters to vendors to be supported by the system.	Agree
45	System to track waiver of EMD requirements in Vendor Database for each vendor / class of vendor along with the reasons thereof for waiver.	Agree
46	System to enable capturing of performance guarantees in the system	Agree
47	System to generate the alerts prior to a specified period before expiry of the performance guarantee.	Agree
48	System to capture the commercial evaluation details as per criteria and provide analysis on factors such as: <ul style="list-style-type: none"> <li>• Duties &amp; Taxes</li> <li>• Delivery Period</li> <li>• All Inclusive Cost on Delivery etc.</li> </ul>	Agree
49	Provision to capture taxes like GST, Service Tax, Customs Duties, Insurance Charges, Packing Charges, etc.	Agree
50	Provisions to capture Tax Exemption details that are applicable for Customs Duty, Excise Duty, etc.	Agree
51	System to prevent bids from black listed vendors from being processed.	Agree
52	System to maintain the EMD amount and performance guarantees, to be defined and managed in the system.	Agree

53	System to generate a list of EMD's to be released to unsuccessful bidders based on information by the finance team.	Agree
54	System to calculate and display overall L1 and item wise L1.	Agree
55	System to compare between Indian vendors and Foreign Vendors by taking into account cost, insurance and Freight (CIF) value / Custom Duty (CD) exemption	Agree
56	Provide the capability to track milestone dates mentioned in the Tender document, contracts, etc.	Agree
57	Option to include Delivery Schedules and Quality Specs with support for manual entry and special text within the Requisitions.	Agree
58	Facility to send multiple tenders against single requisition.	Agree
59	System should automatically generate cost comparison statements highlighting all of these; Price (including breakup of taxes), Lead time for Delivery, Credit Terms, Other Terms & conditions.	Agree
60	Ability to generate requisitions automatically for items replenished frequently like consumables, based on Re-Order level.	Agree
61	Ability to check the availability of free or reserved stock available at different storage locations while creating requisitions.	Agree
62	System should be able to issue Non-Availability Certificate (NAC) against demands for which item is not available in the stock.	Agree
63	Ability to send requirement details, documents like drawings and request for specifications along with RFP.	Agree
64	Ability to enter quotations in the system against RFP, including taxes	Agree
65	System to allow deletion / re-tendering of Ordered Items / tendered items lines.	Agree
66	System to allow amendment of orders having financial and non-financial implications.	Agree
67	Maintains a prospective bidders' list.	Agree
68	Ability to approve bids of the recommended vendor in the system and add reason for approvals and bid rejections.	Agree
69	Ability to create a PO in the system after quotation approval / bid evaluation.	Agree
70	Provide the integration with Govt. e-marketing (GeM) portal and Govt. e-Procurement system i.e. Central Public Procurement (CPP) portal.	Agree
71	Route all GeM shopping carts / requisitions through an approval workflow.	Agree

72	Integration of e-Tendering website i.e. CPP Portal for upload of tender documents, and track the tender process / phases.	Agree
73	System should have all the standard formats, guidelines and terms and condition of tenders for floating / loading it to the CPP portal	Agree
74	System should generate tender documents on the click of a button from available templates and forms information held within. System should also support generation of tender document offline using desktop office tools.	Agree
75	System shall define the hierarchy for approval of Tender so generate and forward the document and record their comments with a time stamp. System should also support digital signing of the comments.	Agree
76	Upon approval, the system shall generate the final tender doc, get it signed digitally by appropriate authority and forward the documents along with the tender calendar, base attributes, etc to the e-tender system for uploading to the CPP portal.	Agree
<b>E. Purchase Order (PO) / Contracts and Payments against Invoice</b>		
1	Ability of the system to capture PO information like PO number & date, Item details like code, description, UOM, rate, Quantity, Delivery Schedule, Consignee Name & Address, applicable taxes, Performance Guarantees, other terms, etc.	Agree
2	System should segregate PO based on the category of procurement such as Cash Purchase, Direct Purchase and Local Purchase.	Agree
3	System to handle the Cash Purchases, Local Purchase to meet immediate requirements of items required in small quantities and up to certain value limits within the prescribed cash purchase powers of the CFA.	Agree
4	Ability to directly create POs with different number series based on purchase type or categories such as location/ material type/ department etc.	Agree
5	Ability to create PO templates.	Agree
6	Attach supporting documentation and notes to a PO	Agree
7	The system shall provide the ability to perform mass editing of Pos based on user defined criteria.	Agree
8	Ability to create a single PO in the system from multiple requisitions or multiple PO against single requisition.	Agree
9	Ability to specify payment terms in the PO	Agree
10	Allow payment terms to be displayed and tracked with POs.	Agree
11	Allow delivery date terms to be displayed and calculated with Pos	Agree
12	Ability of the system to print PO in a User defined format on pre-printed stationery.	Agree
13	Ability to link PO with all previous transactions/ documents of the system.	Agree

14	The system shall provide the ability to reopen closed POs within the current fiscal year	Agree
15	Ability to inquire on a PO status by PO number, requisition number or Invoice Number and goods receipt.	Agree
16	Ability to process changes to POs without having to re-enter purchasing information	Agree
17	Ability of the system to update budget utilisation automatically at PO release.	Agree
18	Create the necessary accounting adjustments automatically from a PO change/ amendment.	Agree
19	Ability of the system to generate and send soft copy of PO in PDF format to supplier via e-mail.	Agree
20	Ability of the system to send reminders to suppliers through e-mail in case of delay in receipt of goods.	Agree
21	Ability of the system to receive advance intimation from supplier for receipt of goods with transportation details.	Agree
22	Ability to automatically track and categorizer line items on PO.	Agree
23	Ability to search for an issued PO by number, requisition number, cost, vendor/ supplier name or number.	Agree
24	Ability to view balance quantity and payments made against PO in PO screen of the system.	Agree
25	Allows for multiple budgetary accounts to be applied to each line item.	Agree
26	Ability to initiate and track payment of received PO line items.	Agree
27	Ability to cancel individual PO line items.	Agree
28	Ability to re-order individual PO line items.	Agree
29	Ability to record and track changes made to issued PO line items.	Agree
30	Ability to select a different account number distribution for each line item on the PO.	Agree
31	Ability to modify the PO line items with the new accounts/ fiscal years.	Agree
32	Ability to update outstanding PO line items with account numbers in the new fiscal year.	Agree
33	Provide complete online reporting of POs issued and goods received.	Agree
34	Send an email to the requestor when the item is received when receiver is different from the requestor.	Agree
35	Attach receiving notes to the PO	Agree
36	Provide standard reports and inquiry screens for POs in process.	Agree
37	Provide standard reports and inquiry screens for POs out/ goods not received.	Agree
38	Provide standard reports and inquiry screens for POs out/ goods received / invoice not received.	Agree



39	Provide standard reports and inquiry screens for POs involved but not receipted and paid.	Agree
40	Track PO items received.	Agree
41	Automatically update Accounts Payable with the receipt of goods, including the associated PO number.	Agree
42	Provide for the receipt of goods and services to be recorded online by PO number.	Agree
43	Ability to record receiver's name / ID on receipts.	Agree
44	Ability to track the recording of goods returned to the vendor.	Agree
45	Provides a three-way match for the receipt of goods, the PO and Invoice.	Agree
46	Provides a two-way match for the PO and Invoice.	Agree
47	Ability to validate three/ two way match based on user defined criteria.	Agree
48	Provide the ability to send notifications, via e-mail, to persons within the approval workflow process, in a customizable process based on user defined criteria.	Agree
49	Support a bar coded tracking system from incoming delivery point to end user.	Agree
50	Ability to capture the details in the contract like contract validity dates, location of delivery, Material code with description and quantity, agreed upon rates including breakup of taxes, payment terms, other terms and conditions, VAT/ GST.	Agree
51	Ability to maintain the standard templates for the creation of Contracts or Letter of Award etc.	Agree
52	Ability to define and configure the workflow for approval of amendments to the contract terms.	Agree
53	Ability to generate the changed Contract once the amendments are made.	Agree
54	Ability to store scanned / soft copy of each external / internal correspondence against a contract for issue handling and progress review.	Agree
55	The system shall allow for the ability to perform invoice entry with the following capabilities, including but not limited to: <ul style="list-style-type: none"> <li>• Multiple levels of invoice approval workflow</li> <li>• Ability to manage required supporting documentation in electronic format (e.g. vendor invoice, claim forms etc.)</li> </ul>	Agree
56	The system shall provide the ability to process multiple invoices against the same PO.	Agree
57	The system shall provide the ability to process once invoice against multiple POs.	Agree
58	The system shall provide the ability to perform Electronic Fund Transfer (EFT), and deposit to vendor bank accounts.	Agree

59	The system shall provide the ability to prevent duplicate payments by matching, at a minimum, supplier./ vendor and invoice number.	Agree
60	The system shall provide the ability to process invoice payments for different charges that are not mentioned in the PO or not included in the PO amount.	Agree
61	The system shall provide the ability to automatically select payments based on due date and discount rate/ date.	Agree
62	The system shall provide the ability to list invoices by date range.	Agree
63	The system shall provide the ability to list invoices by Accounts Payables' receiving date.	Agree
64	The system shall provide the ability to produce a single claim/ payment register at year end for both the prior and new fiscal year.	Agree
65	The system shall provide the ability to put invoices on hold and release for later payment.	Agree
66	The system shall provide the ability to annotate transactions with comments.	Agree
67	While processing payment against each Invoice, the following data shall be stored: <ul style="list-style-type: none"> <li>● Payment Date &amp; Time</li> <li>● Mode of Payment</li> <li>● Payment Number ( in alphanumeric form)</li> <li>● Payee Name &amp; Address</li> <li>● Invoice Number/ Description</li> <li>● Invoice amount without taxes</li> <li>● Taxes &amp; Tax Deducted at source (TDS)</li> <li>● Net Amount (In figures &amp; in Words)</li> <li>● PO Number &amp; Date</li> <li>● Paying Authority</li> <li>● Comments to the Vendor, if any</li> </ul>	Agree
68	Ability to have an integrated Document Management System where you can view all related documents within the Purchase Module (Requisition, PO, Invoice, Quality Checks, Payments, etc)	Agree
69	Provision to pay through Letter of Credit (LOC) and wire transfer for purchasing from foreign suppliers.	Agree
70	Provision to capture the details related to application for irrevocable documentary credit (Letter of Credit)	Agree
<b>F. Services Procurement / Work Order</b>		
1	Ability of the system to support work orders for any job with material, without material, manpower supply, civil works, etc.	Agree
2	Ability of the system to capture terms of issuing material to Successful Bidder on chargeable basis, non-chargeable basis etc.	Agree
3	Ability of the system to support recurring bill.	Agree

4	Ability to check in the system remaining amount outstanding in the contract before making payment.	Agree
5	Ability of the system to generate necessary tax certificates	Agree
6	Ability to generate work completion notes in the system by the Indentor to certify quality and quantity.	Agree
7	Ability to capture key information in the service purchase orders like type of service (security, consultancy, transportation, job, etc.), rate of services, applicable taxes, financial agreement, etc.	Agree
<b>G. Goods Receipt &amp; Movement</b>		
1	Ability to create an Inward & Inspection note before creation of Goods Receipt Note (GRN). Inward will contain details such as PO number, date of receipt and other consignment information.	Agree
2	Ability of the system to create GRN from Inward and Inspection note.	Agree
3	Ability to have a single GRN form to handle multiple types of GRN like Store receipt, Direct Consumption, etc.	Agree
4	Ability of the system to generate GRN Number automatically or manual link with Inward.	Agree
5	Ability of the system to receive partial consignment/ delivery from PO.	Agree
6	Ability of the system to show remaining PO quantity when creating GRN.	Agree
7	Ability of the system to receive goods in a measurement unit different from the measurement unit in which the order was placed.	Agree
8	Ability to define & control GRN against PO.	Agree
9	Ability of the system to show a list of test certificates required to pass a quality check.	Agree
10	Ability of the system to capture the QC results.	Agree
11	Ability of the system to capture quantities rejected by QC against GRN.	Agree
12	Ability of the system to automatically generate a rejection / shortage note and rejection / shortage letter in case of rejection/ shortage.	Agree
13	Ability of the system to generate a Debit note to be sent to the vendors for all rejection / shortage. The Debit Note should be linked to the Rejection/ shortage note in the system.	Agree
14	Ability of the system to highlight pending overdue and non-overdue POs and pending quantity.	Agree
15	Ability to generate instructions / labels for the storing of the items in the Stores including bar codes.	Agree
16	The ability to provide views of inventory balances, in-transit, and on-order across all Stores and for individual stores.	Agree

17	System should be able to provide gate Entry & Exit monitoring processes for the materials & Vehicle movements linking with Supply Order or others. It includes capture of Date, time, transportation type, carrier details, dimensions, weights, etc.	Agree
18	System should capture From place, To place for the goods that are transported.	Agree
19	It should also capture by whom it is moved, Date of Movement, receiving person, Date, Mode of Transport and vehicle number.	Agree
20	System should have the provision to create gate pass for the items to be dispatched e.g. for repair, replacement, permanent transfer, etc.	Agree
21	System should be able to maintain System generated Gate Pass No., Date, Item Code, Item Description, Supplier, Location, Address and Remarks.	Agree
<b>H. Stores Management</b>		
1	Ability of the system to select any valuation method i.e. FIFO, LIFO, or weighted average method for valuation of stock.	Agree
2	Reporting of overstock and Understock Exceptions.	Agree
3	Ability to support the issue of materials having shelf life on FIFO basis.	Agree
4	Ability to support the issue of Materials by Store Staff.	Agree
5	System should be able to transfer of items from Central Store to Divisional/ Departmental Stores, Stores of Field Stations, if required	Agree
6	System should be able to view and track real time stock position.	Agree
7	System should be able to issue and monitor inventory items on loan to other departments and thereafter return the item after usage.	Agree
8	Ability to track hazardous/ environmental materials.	Agree
<b>I. Key Management</b>		
1	Ability to identify which keys each key holder has and the doors they can open.	Agree
2	Ability to track issuing keys to people..	Agree
3	Ability to create key records or reports, and tracking lost or damaged keys and related responsibility.	Agree
4	Ability to track keys by department, function or other user determined groupings.	Agree
5	Ability to manage master keys, sub-master keys and change keys.	Agree
6	Ability to log quantities of keys created, issued, lost and destroyed.	Agree
<b>J. Disposal of Dead Stock</b>		
1	Department wise submission of details.	Agree
2	Tendering by Procurement & Inventory Department	Agree
3	Disposal of Dead Stock	Agree
<b>K. Work Requisition</b>		

1	Ability to create, maintain and review the section wise work requisitions.	Agree
2	Ability to raise maintenance Work Requisitions after receiving feedback from operations about faults. The Work Requisitions should be capable of auctioning/ triggering electronic notification to the concerned technical Staff.	Agree
3	Facility to copy tasks with materials and resource requirements to the Work Order (WO) from standard procedures, Facility to attach notes, equipment drawings/ documents, standard operating guidelines for each task in a WO.	Agree
4	Ability to classify Work requisitions / WO by user defined variables. For example safety, modification, new work, rework, breakdown, preventive etc. It should be possible to report by each of these classifications.	Agree
5	Ability to assign a priority among work requisitions.	Agree
6	Ability to view details of any outstanding Work Requisitions on a specific job or related piece of equipment in order to avoid duplicating work requisitions.	Agree
7	Ability to record the status of a Work Requisitions via user defined variables e.g. Awaiting approval, etc.	Agree
8	Ability to inform the Indentor/ Requestor via email or otherwise upon approval / rejection of Work Requisitions.	Agree
9	Ability to establish targets against a Work Request. These targets could be time, financial and / or quality based. The ability to report on these targets should also exist.	Agree
10	Ability to define critical dates against a Work Request e.g. Required by Date.	Agree
11	Ability to approve, maintain, complete and close Work Request.	Agree
12	Ability to link a WO to a financial Account Code.	Agree
13	Ability to create multiple job/ tasks against a single WO.	Agree
14	Ability to create multiple WO against a single Work Request.	Agree
15	Ability to define work requirements (plan/ labour/ equipment/ tools/ spares / other) against the WO.	Agree
16	Ability to make changes to a WO.	Agree
17	The ability to approve WOs online via workflow is required. This could be performed by different incumbents within the Institute, depending on WO size/ cost, priority, mode and Delegated Financial Authority levels etc. If a WO is not approved within a specified time, it should be forwarded to next appropriate person.	Agree
18	Ability to maintain, complete and close WOs online.	Agree

19	Ability to adjust all elements for the WO including: <ul style="list-style-type: none"> <li>• Materials</li> <li>• Resources</li> <li>• Tools</li> <li>• Timings</li> </ul>	Agree
20	Ability to create and issue an emergency WO.	Agree
21	Ability to attach documents to a WO including detailed Work instructions, safety requirements and checklists, drawings etc. Upon issue of a WO, it should be optional as to whether attachments are printed automatically or at the discretion of the user.	Agree
22	Ability to notify relevant personnel or issue a warning/ alarm, if a WO has not been completed after certain period of time.	Agree
23	Ability to record the consumption and return of the materials that were issued against the individual WO.	Agree
24	Ability to report on WOs that have been delayed due to: <ul style="list-style-type: none"> <li>• Materials not being available in time for the maintenance work.</li> <li>• Insufficient Internal/ External labour resources.</li> <li>• Lack of permit being issued</li> <li>• Other User defined fields.</li> </ul>	Agree
25	Ability to record status of a WO such as approved, not approved, wait on materials, wait on Successful Bidders, wait on labour etc.	Agree
26	Ability to allow authorised employees to enter text in a free format against the WO. These comments should be able to be forwarded to the concerned Authority.	Agree
<b>L. Other Requirements</b>		
1	List of Vendor wise/ Material wise orders.	Agree
2	Material wise, Department wise consumption report.	Agree
3	Comparison of price bids with history prices	Agree
4	Alerts if the Asset Numbers, Batch or Serial Numbers are not in order.	Agree
5	Vendor Performance Analysis Rating & Reports (on the basis of quality of item/ services offered, quantities supplied, delivery / timely completion performance and cost/ price)	Agree
6	Register for Inward, Inspection, Receipt, Issue etc on user defined period.	Agree
7	Facility to provide slow moving and non-moving items report	Agree
8	Rate variance report from Receipts.	Agree
9	Date Porting/ Data Entry Suite.	Agree
10	Provides an online item catalog and search capability.	Agree
11	Ability to load internal materials in order to create an Internal catalog.	Agree