Procurement Process Requirements Document

1. Overview

This document outlines the requirements for a digital Procurement Management System (PMS) that automates and tracks all stages of the procurement lifecycle — from acquisition requests to payment processing — ensuring transparency, accountability, and compliance with internal and regulatory procedures.

2. Objectives

- Streamline procurement workflows.
- Provide real-time tracking and approval visibility.
- Standardize RFQ, evaluation, and approval processes.
- Maintain an auditable trail of procurement actions.
- Ensure compliance with financial and procurement policies.

3. Functional Requirements

1. Acquisition / Request

- Users can submit procurement requests via a digital form. (TOR/SOW/BOQ
- The system routes requests to the Finance team for budget verification.
- Finance can approve or return requests with comments.

2. Preparation of RFQ

- Procurement Officers can create RFQs based on verified requests.
- RFQs can be automatically populated with request data.
- System supports selecting suppliers from an approved vendor list.
- Manager approval is required before RFQs are sent.
- RFQs can be sent via email or vendor portal integration.

3. Receipt and Evaluation of Quotes

- System allows multiple suppliers to submit quotes electronically.
- Quotes are timestamped upon receipt.
- Procurement Officer can generate an evaluation summary.
- The system must support a decision point to mark if sufficient or not (with comments).

4. Evaluation and Assessment

- Evaluation report can be reviewed by the Department Head and Finance.
- Approvers can view comparisons and cost breakdowns.
- Ability to attach supporting documents and notes.

5. Procurement Review

- Procurement Unit reviews and validates evaluation findings.
- System supports validation workflows.
- If not sufficient, it can revert to re-evaluation stage with comments.

6. Approval

- Generate Head & Evaluation Form for authorized signatories (ED, SD, etc.).
- Track signatures digitally or via Adobe Sign.
- Status changes automatically upon approval.

7. Purchase Order / Contract

- System can generate and number Purchase Orders automatically.
- Attach or link contract documents.
- Route for required digital signatures.
- Notify suppliers upon PO issuance.

8. Completion

- Record confirmation of goods/services delivered.
- Allow feedback or completion reports to be uploaded.
- Update PO status to "Completed".

9. Payment

- Automatically trigger payment voucher creation after delivery confirmation.
- Route voucher to Finance for payment processing.
- Update procurement record with payment status.

4. Non-Functional Requirements

- Secure authentication (role-based access control).
- Audit trail for all actions and approvals.
- Automated email and dashboard notifications.
- Document versioning and digital signature support.
- Data export for reports (PDF, Excel).
- Mobile-friendly interface for managers.

5. Stakeholders

- Requester (Employee)
- Finance Officer
- Procurement Officer
- Department Head
- Procurement Manager

- Executive Director / Senior Director
- Suppliers

User Stories

Requester

- As a requester, I want to submit a procurement form so that I can request items or services I need.
- As a requester, I want to track the status of my request so I can know when it is approved or fulfilled.
- As a requester, I want to receive notifications when my request is approved, rejected, or returned.

Finance Officer

- As a Finance Officer, I want to review incoming requests for budget verification so that I can ensure funds are available.
- As a Finance Officer, I want to approve or reject requests with comments so that requesters are informed of issues.

Procurement Officer

- As a Procurement Officer, I want to create and send RFQs to vendors so I can collect quotations.
- As a Procurement Officer, I want to upload and compare supplier quotes so I can evaluate the best offer.
- As a Procurement Officer, I want to generate evaluation reports automatically to save time.

Procurement Manager

- As a Manager, I want to approve RFQs before dispatch so that all solicitations meet policy requirements.
- As a Manager, I want to validate evaluation reports before submission to ensure compliance.

Department Head

- As a Department Head, I want to review evaluation reports and approve recommended suppliers to ensure the selection is justified.

Executive Director / Senior Director

- As an Executive Director, I want to sign off on procurement approvals digitally to expedite the process while maintaining accountability.

Supplier

- As a Supplier, I want to receive RFQs electronically and submit my quotes through a secure channel.
- As a Supplier, I want to receive PO or contract notifications when awarded so that I can deliver on time.

Finance (Payment Stage)

- As a Finance Officer, I want to receive confirmation of delivery before processing payments to ensure accuracy.
- As a Finance Officer, I want to record payment completion to close the procurement loop.

Role - Screen Visibility (high level)

- **Requester:** Requests, RFQ (read), Quotes (read), PO (read), Receipts (confirm if owner), Inbox.
- **Finance:** Finance Requests, Reviews (Finance), Payments, Reports (financial), Admin (finance data).
- **Procurement Officer/Manager:** RFQs, Quotes, Evaluations, Procurement Review, PO/Contract, Suppliers, Catalog, Reports, Admin (workflows/templates).
- **Dept Head:** Reviews (Department), Approvals.
- **ED/SD:** Approvals, Reports, Audit.
- **Auditor:** Reports, Audit, read-only across entities.

Core & Access

- **/login** — Sign in (MFA-ready), password reset.
- **/onboarding** — First-time profile & role confirmation.
- / (Dashboard) — Widgets by role: pending approvals, RFQs out, quotes due, deliveries, payments queue, SLA alerts, spend-to-budget.

Requests (Acquisition)

- **/requests/new** — Request form (items/services, funding, justification, attachments).
- **/requests/:id** — Request detail (timeline, comments, attachments, history).
- **/requests** — My Requests list (status, filters).
- **/finance/requests** — Finance verification queue (approve/return with comment).

RFQ Management

- **/rfqs/new** — Create RFQ from verified request (auto-populate line items).
- **/rfqs/:id** — RFQ detail (suppliers invited, due date, clarifications Q&A).
- **/rfqs** — RFQ list (open/closed/cancelled, export).

Supplier Quotes

- **/quotes/inbox** — Quotes received (by RFQ, timestamps, completeness).
- **/quotes/:id** — Quote detail (pricing, terms, validity, attachments).
- **/rfqs/:id/compare** — Side-by-side quote comparison (price, TCO, delivery, scoring).

Evaluation & Assessment

- **/evaluations/new?rfq=:id** — Build evaluation report (criteria, weights).
- **/evaluations/:id** — Evaluation detail (scores, recommendations, sign-offs).
- **/evaluations** — Evaluation list (status: draft → sent to DH/Finance → validated).

Department Head & Finance Assessment

- **/reviews/department** — Dept Head review queue (approve/return).
- **/reviews/finance** — Finance assessment queue (budget, compliance flags).

Procurement Review (Validation)

- **/procurement/review** — Validation queue (findings, exceptions, revert if insufficient).
- **/procurement/review/:id** — Validation detail with action log.

Approvals

- **/approvals** — Approval inbox (ED/SD/others).
- **/approvals/:id** — Head & Evaluation Form preview + e-sign (Adobe Sign/Docusign).
- **/approvals/audit/:id** — Approval history & signatures.

PO / Contracting

- **/po/new?evaluation=:id** — Generate PO/Contract (auto numbering, terms library).
- **/po/:id** — PO/Contract detail (signatures, supplier notification status).
- **/po** — PO/Contract list (issued, pending signature, amendments).

Delivery & Completion

- **/receipts** — Goods/Services receipt queue.
- **/receipts/:id** — Record delivery (GRN, partials, discrepancies, acceptance).
- **/projects/:id/completion** — Service completion report (milestones, deliverables).
- **/po/:id/status** — PO progress (remaining qty/value).

Payments

- **/payments/vouchers/new?po=:id** — Create payment voucher (supporting docs).
- **/payments/:id** — Voucher detail (approvals, dispatch to Finance).
- **/payments** — Payment pipeline (pending → processing → paid).

Suppliers & Catalog (Master Data)

- **/suppliers** — Supplier list (status, categories, performance).
- **/suppliers/:id** — Supplier profile (KYC, certificates, past POs, scorecards).
- **/catalog** — Items/services catalog (units, GL codes, preferred suppliers).
- **/catalog/:id** — Item detail (price history, lead time).

Reporting & Analytics

- **/reports/operational** — RFQ cycle time, quote sufficiency, evaluation SLAs.
- **/reports/financial** — Spend by category/cost center, variance to budget.
- **/reports/compliance** — Audit trail, exceptions, single-source justifications.
- **/reports/export** — CSV/XLS/PDF scheduler.

Administration & Settings

- **/admin/users** — Users & roles (RBAC: Requester, Finance, Officer, DH, Manager, ED/SD, Auditor).
- **/admin/workflows** — Stage configuration, SLAs, escalation rules.

- **/admin/templates** — RFQ/PO/contract/evaluation templates.
- **/admin/signature** — E-signature provider settings.
- **/admin/integrations** — Finance system, email, SSO, document storage.
- **/admin/taxonomy** — Cost centers, categories, approval limits.
- **/admin/audit** — Global audit log search & export.

Collaboration & Notifications

- **/inbox** — System notifications & mentions.
- **/threads/:entity/:id** — Context chat/comments (request/RFQ/PO timelines).
- **/tasks** — Personal tasks from workflow (due dates, reminders).