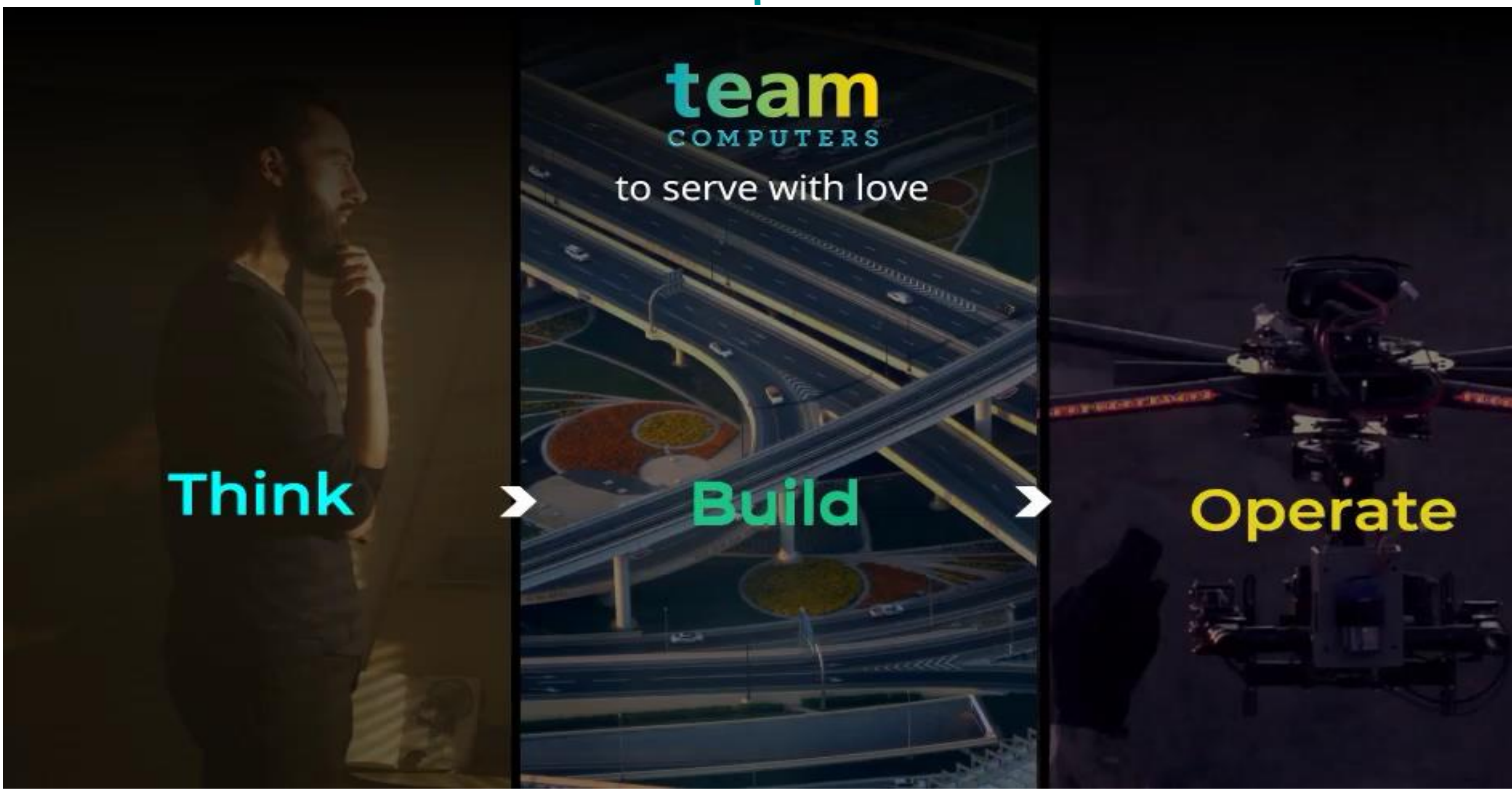
team COMPUTERS

SOW Document for Invoice Process

TCPL_Inv_Process_IMP/ 30th Oct 23.1.0

30th Oct 2023



A. Document Control

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1. Version Control

Date	Document Version Name/ Number	Author	Verified By
30th Oct 23	SOW Document TCPL_Inv_Process_ _IMP/ 30th Oct 23.1.0	TCPL Solution Team	TCPL Business Team

2. Distribution History

Organization	Dept	Name	Email ID

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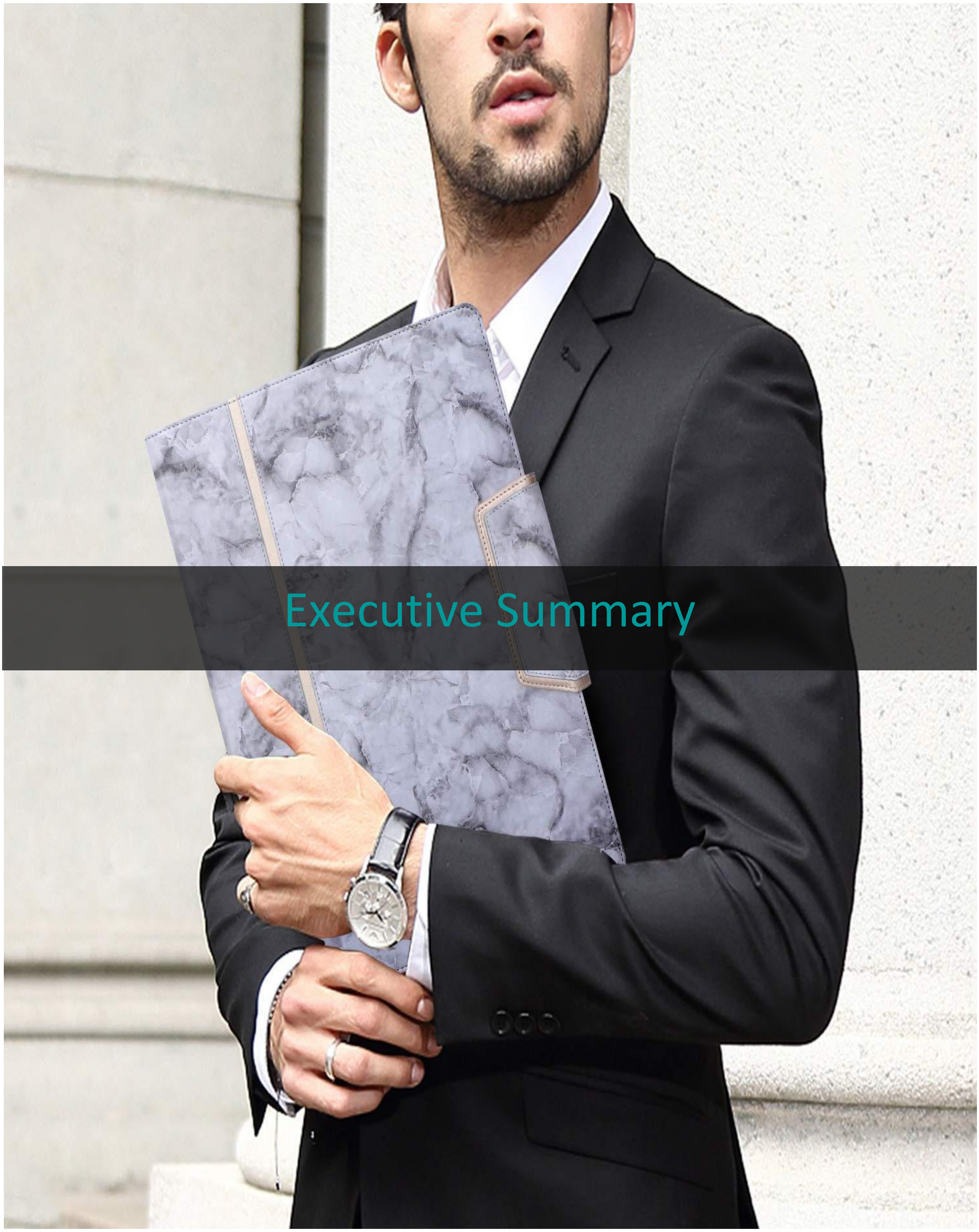

Executive Summary

B. Executive Summary

1. Brief understanding of the Business Requirement

FICCI India is currently working on the manual work on to create customer and generate invoices against sponsorship. And wants us to develop a web based solution to be accessed by all the employees via web browser which will be integration with Business Central.. The solution should be developed on open source technology.

The major objective of this portal is:-

- Requester from FICCI can raise request to create new customer from the Portal.
- Requester from FICCI can raise invoice from the Portal.
- Requester from FICCI can view status of their request as well request raised by their department.
- Accounts team will receive all the information in Business central for process.
- New customer request is available in Business central for further process (approval/reject).
- FICCI IT team can view the archive data of the request whenever required via the portal.
- Approval workflow will be done via the Web Portal with all the levels.

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Solution Offered

C. Scope of Work (SoW)

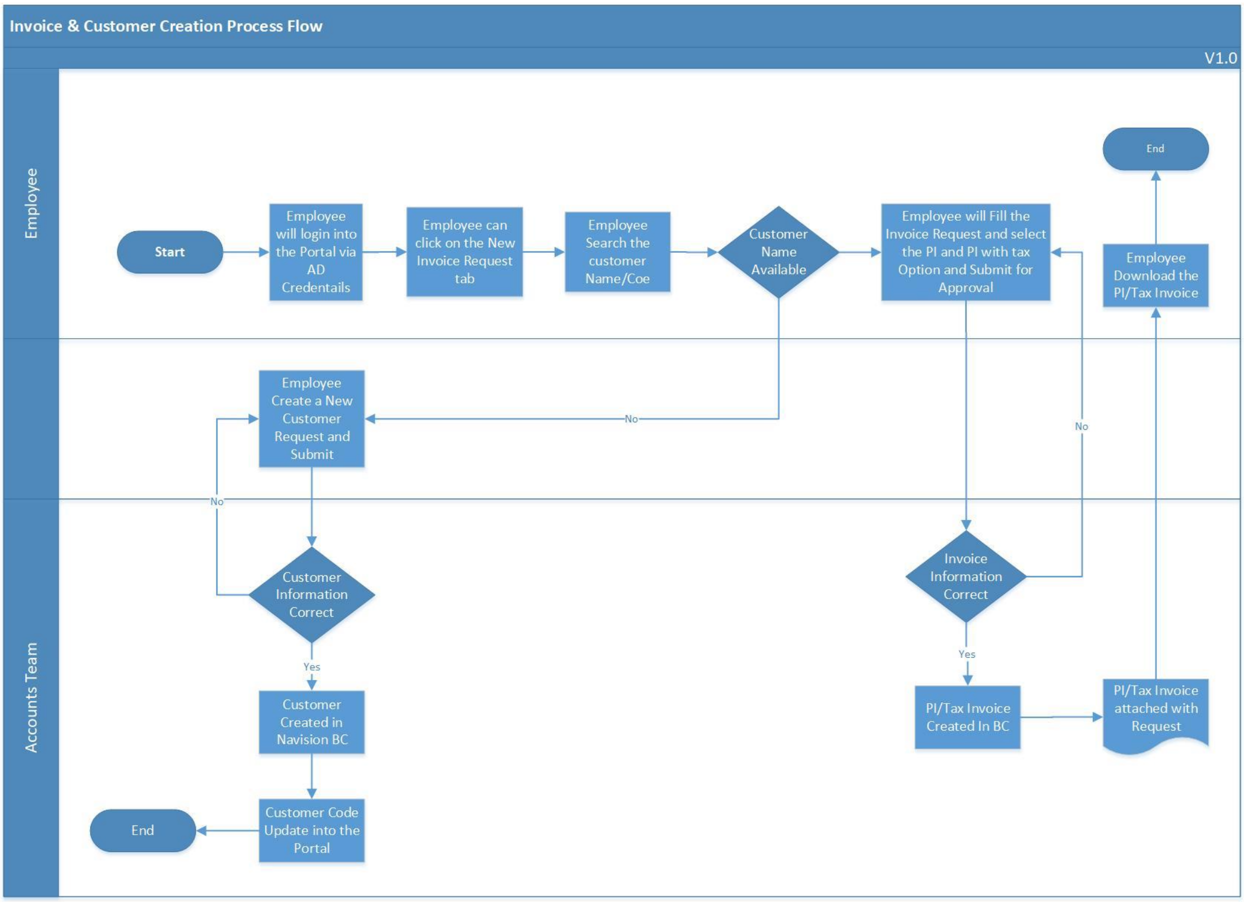
The below SoW as per the discussions with the FICCI team.

Below are the process steps based on the scope of work shared by the FICCI team.

- The Employee will login into the portal via there portal credentials to access the Invoicing portal.
- The Employee will raise request to create new customer, if that is not available in master data.
- For master data, web portal will integrated from Business Central.
- New customer request will updated in a table in business central, from there account team will validate and approve and reject with comment.
- Approved customer will updated in Customer master of business Central
- The Employee will raise request to generate invoice
- The invoice request will update in Business central.
- Account team will check and validate the information.
- Invoice will be posted by Account team in Business Central.
- Respective department will get notification after posting of Invoice.
- Digitally signed invoice will get updated in Invoice portal.
- Respective user of departments will download the invoice from portal.
- Accounts team will provide all the income GL code and description details to map into the system.
- Every request will be linked with the project code.
- When making the request, the user will select the option to generate the Performa Invoice and the Performa Invoice with Tax.
- The accounts team will attach the Performa Invoice/Performa Invoice with Tax PDF copy and send it to the user who created the requisition.
- To share the Performa invoice/ Performa Invoice with the team, the user must enter the customer email address.
- If the request is canceled, the user must submit the request again, and the account team will delete the Performa invoice from the system and move it to the archive list.
- User will select the option to generate the Performa Invoice and Performa Invoice with Tax while making the request.
- Accounts team will attached the Performa Invoice/Performa Invoice with Tax PDF copy and share with the user who has raise the requisition.
- In case of any modification required by the user, user will need to enter the information which needs to modify on the form and accounts team will check and modify the details and resubmit the PDF copy with the user as attachment.
- If the request is canceled, the user must submit the request again, and the account team will delete the Performa invoice from the system and move it to the archive list.
- The workflow must include approval from the team leader.
- After April 30, all reversal Tax Invoices will be approved by the TL/CH and SG. (Applicable for tax invoices)
- In the event of a reversal, a notification will be sent to the Cluster Head if the invoice amount exceeds 1 lac before April 30th.
- The user will enter the email address to which the tax invoice should be sent.
- After approval from accounts, a mail notification will be sent to the customer, along with the attached tax/Performa invoice and CC to the requestor.

- A feature to be provided that will allow the user to enter the mail subject and body when sending an email to the customer
- At any Action the email notification will be sent to the respective employee/approving authority by the system with the predefined mail message.(i.e. Some information will be dynamic).
- All the approval workflow history will be displayed.

2. Process WorkFlow



3. Validations

- New Customer request will validate with existing master with respect to GSTN and PAN.
- System will check the duplication of invoice request with same GSTN, PAN and Project will not be created.
- Attachments can be uploaded 10 MB per file size.

4. Integration

D365 Business Central - For Master data

- Customer Master
- Chart of account
- Project Code
- Department
- Location
- Employee Email
- Reporting To Email

- **Active Directory - For the User Authentication**
  - Employee Code
  - Employee Email
- **Navision/BC - For posting the travel request details**

5. Portal Roles

- Employee
- Approver
- Accounts
- Admin

6. ERP Roles

- Employee
- Admin

7. Technology Platform

Platform	Technology
UI/UX	HTML5,CSS,BootStrap,Responsive
Front End	Angular
Backend	ASP.Net Core Web API
Database	Microsoft SQL Server

8. Dependencies

- Infrastructure for development, testing and production to be provided by the FICCI team.
- FICCI needs to ensure the availability of users at the time of testing and training.
- For Notification mail server details to be provided by the FICCI team.
- All the integration credentials & access to be provided by the FICCI team.

9. Assumptions

- All the user permissions will be managed by the FICCI team.
- All the infrastructure will be provided by the FICCI for the Development, UAT and Production.
- Application will be hosted on the cloud environment.
- Application hosting environments will be provided by the FICCI IT team.
- Application will be developed as per the shared software stack technology.
- Production environment will be provided by the FICCI team.
- Employee Visa details will not be captured into the international travel details.

10. Out of Scope

- Cost of any other software, etc. required for implementation.
- Any issues arising due to hardware failure.
- Network related activities

- Any new process, new functionality, new application, new workflows etc. not mentioned in the scope. The same would be catered through Change Request (CR) process on Time, Material & Cost basis.
- All the emails will go to the predefined email format. No html body will be sent.

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