



Vendor Management System

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Requirements

VENDOR MANAGEMENT SYSTEM

- Archive System
- Data Capture Tools
- Account Management
- Form Printouts
- Email Notifications

Solution Overview

MAIN FEATURES



**Comprehensive User
System**

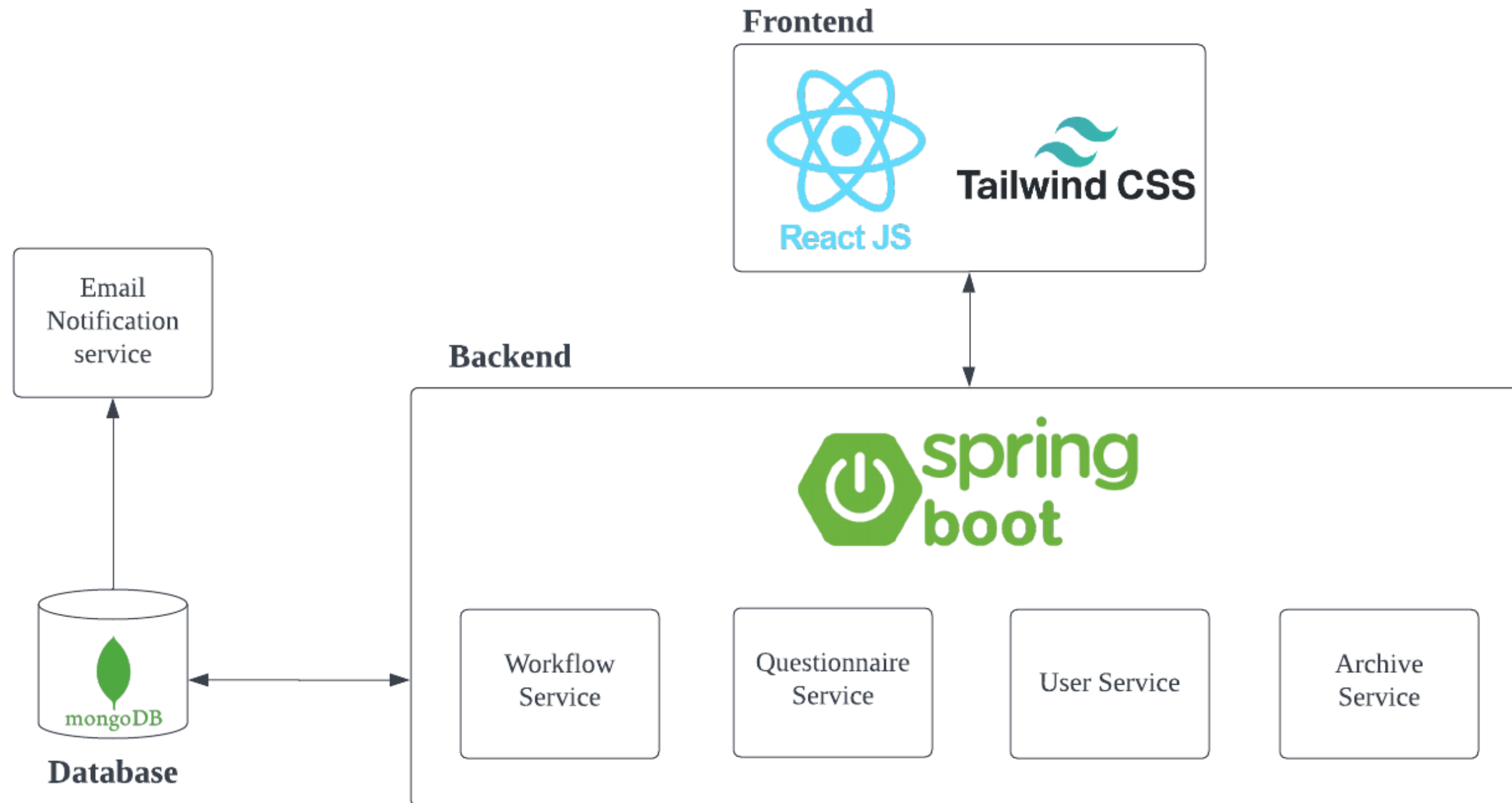


**Create and Assign
Questionnaires /
Workflows**



**Generate Form
Printouts**

Solution Architecture Diagram



The background is a solid dark blue. It features four large, light blue geometric shapes that resemble stylized, rounded corners or segments of a circle, positioned in the corners of the frame. These shapes are arranged symmetrically, creating a sense of depth and modern design.

DEEP DIVE

DEEP DIVE

Approval Stages

Workflows

INITIAL DRAFT

SUBMITTED

RETURNED

APPROVED

Questionnaires

NOT STARTED

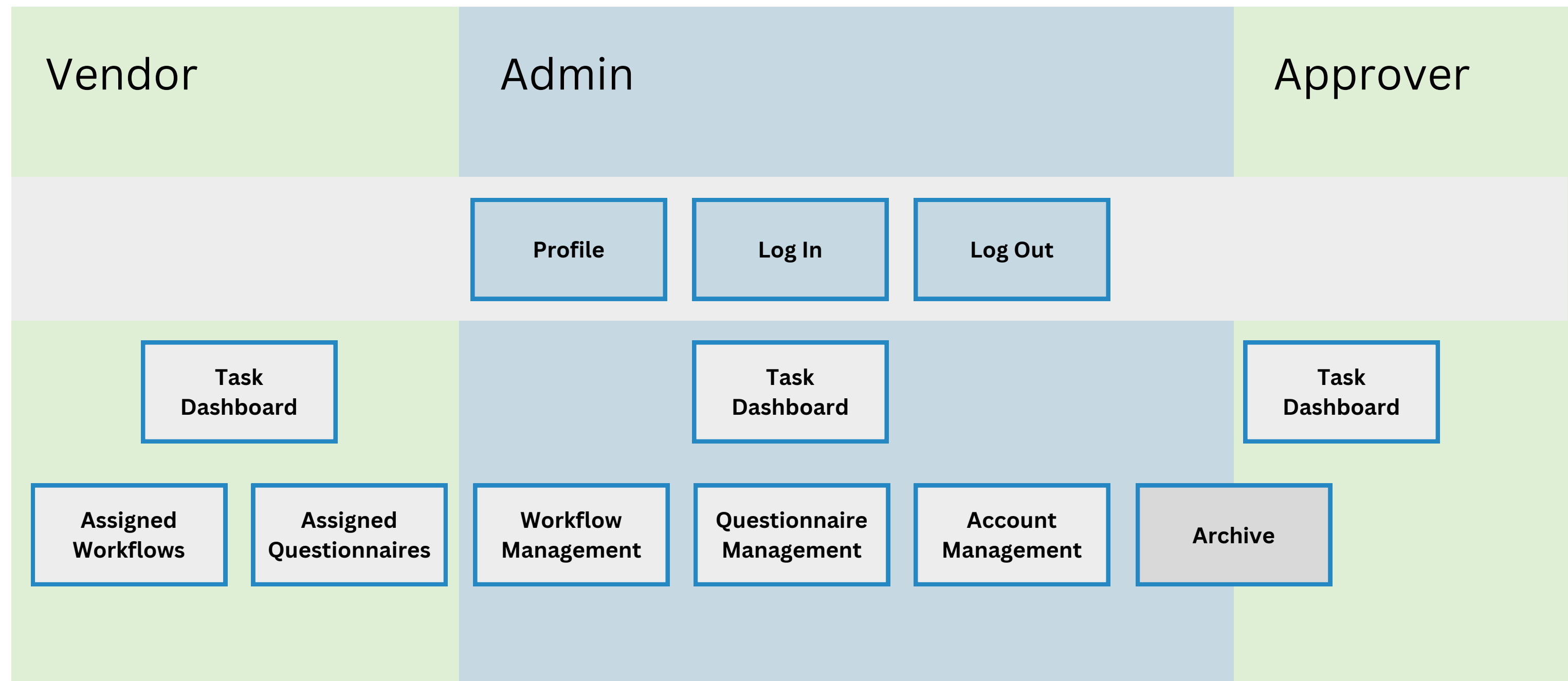
SUBMITTED

ADMIN_APPROVED

RETURNED

APPROVER_APPROVED

Access Controls



DEEP DIVE

Admin Use Cases



Workflow Management



Questionnaire
Management



User-Facing Tasks



Archive Management



Account management

DEEP DIVE

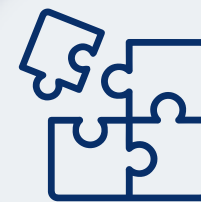
Vendor Use Cases



Submit Questionnaires



Complete Assigned
Workflows



Questionnaire
Completion

DEEP DIVE

Approver Use Cases



Review Workflows



Archive
Management

The background is a solid dark blue. It features four large, light blue geometric shapes that resemble stylized, overlapping petals or segments of a circle, arranged symmetrically around the center. These shapes are oriented diagonally, with two pointing towards the top-left and bottom-right, and two towards the top-right and bottom-left.

BONUS FEATURES

BONUS FEATURES

Easy-access home dashboards

Home dashboards customised for each user and their roles

BONUS FEATURES

Email notifications

Admin / Approver

Admin and Approver will receive email notifications when assigned workflow has been Rejected/Approved or Flagged for Review respectively

Vendor

Vendor will receive email notifications when their assigned questionnaire to submit has exceeded the submission deadline. The email will be sent out once a day, at 8:00am until submitted.

BONUES FEATURES

Email notifications



[NOTICE]: An assignedWorkflow
has been flagged for review ▶



Inbox



John from QuantumLeap 12:12 AM
to me ▾



Dear Daisy Duck,

Workflow with ID 64282488bbcd5e69bfd7a5e2 has
been flagged for review.



[NOTICE]: Your workflow status
has been updated ▶

Inbox



John from QuantumLeap 12:05 AM
to me ▾



Dear verwin,

Your assigned workflow status has been updated to
APPROVED.



[REMINDER]: Your questionnaire
has exceeded the submission
deadline ▶



Inbox



John Doe 25 Mar
to me ▾



Dear verwin,

You are reminded to complete your questionnaire
as soon as possible. Thank you!

BONUS FEATURES

Archive Service Restoration + Activity Tracker

Anything that is deleted will be stored in our archive for up to 3 months before being permanently deleted

- Restore deleted documents with ease
- Track who deleted what item and when
- Permanent removal from archive is executed automatically via our MongoDB

Time-to-live (TTL) indexes

Thank you!