

Requests List 2.1

Sales

1. (User) Rework display of Company Resources and Past Booking
2. (Manager, User) rework Date of closing and NCL expiry and event details
3. (User) Bug- Entries trùng email vẫn được input vào system
4. (User)-rework Call Info
5. (Manager, User) – Show search box (search for Event Name, Event Code) in Events Dashboard
6. (User) rework Request to Booking
7. (Manager, User)- Show top-sales in Consolidated KPIs
8. (Manager, User)- Rework notification

HR

9. (Manager, User)- Rework User List for only Manager
10. (Manager, User)- Rework User Basic Info, User Contract Info
11. Create “Recruitment Intern” role in HR Department
12. (User) Rework HR User rights
13. (Manager, User) rework Candidate List for both Manager, HR User

Production

14. (Manager) Create Import Event Button in Event List to import Excel Sheet

Admin

15. Leave Management

Procurement

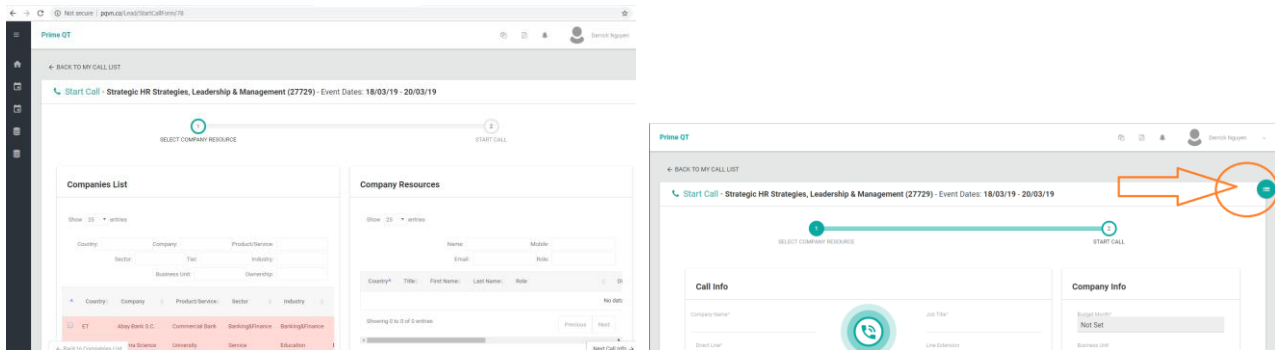
16. Procurement Management
Create an interface to manage purchase request from all department, list of vendors, activities related to vendors

Sales

1. (Sales User) Rework display of Company Resources and Past Booking

a Sales User/Thu gọn & Float display of Company Resources and Past Booking,

- At Companies List screen, thu gọn Company Resources và Past Booking thành 2 buttons và float giống button ở Call Info
- Tại Call Info show 2 button là Company Resources và Past Booking
- 2 Button này float theo scroll, khi click vào sẽ show content chiếm 50% màn hình



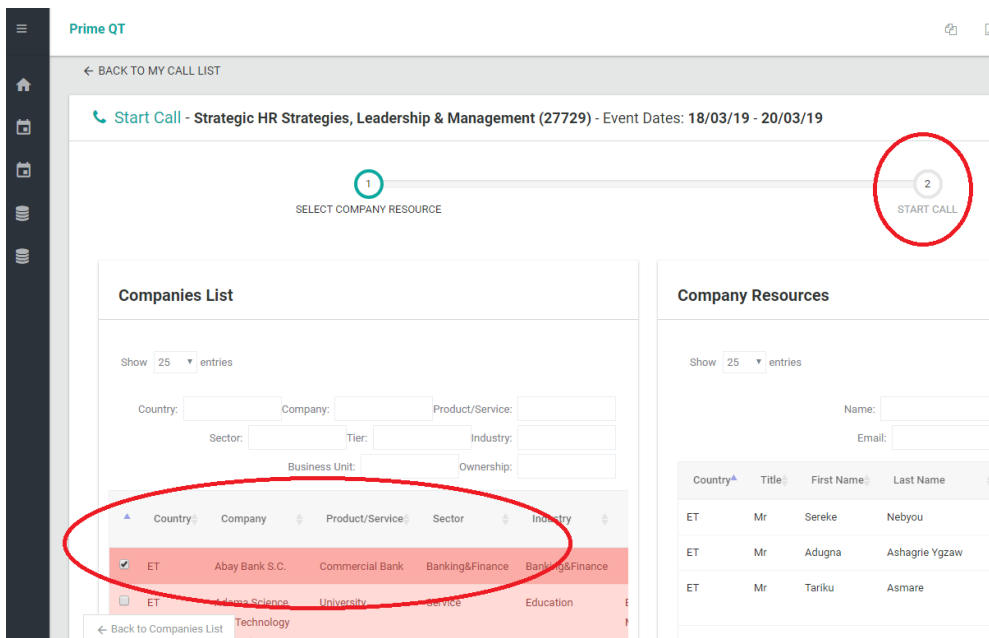
b Sales User/Bỏ nút vuông trước Company Name (đánh dấu vàng), maximize company name visibility.

c Companies List

- Show 100 % màn hình (do Company Resources và Past Booking bị thu gọn)
- Add column "Company Resources" bên phải column "Ownership". Tại đây show quantity contacts available trong Company Resources của each company. Phần quantity này dynamic theo quantity của company resources được updated từ Manager /Masterfile/Companies Resources. Ví dụ tại column "Company Resources" của Awashbank show 14, tức là có 14 company resources entries, sau mỗi event, số 14 sẽ tăng do data merge vào, hoặc giảm do data bị delete từ Manager

d Sales User/Companies List, show tất cả company existing inside NCL của event đó, để sales khác không cần qua NCL cũng biết rằng company đó đã được call.

All Companies existing inside NCL, shown in Companies List, button "Start Call" is replaced by button "Existing inside NCL", sales user không sở hữu NCL entry không có quyền call, chỉ view. Tới khi entry đó expired khỏi NCL, button "Existing inside NCL" quay trở lại thành button "Start Call".



e Empty all Company Remarks of Manager/Master-files/Companies

2. (Manager, Sales User) rework Date of closing and NCL expiry and event details

Each event has a unique "Date of Closing Sales"

When "Date of Closing Sales" is reached, event is disappeared from Dashboard

When Manager inputs in newer dates to extend event in Dashboard, -> All NCL entries of the event will be removed from event NCL including Blocked, LOI, Live (excluding Booked). However Call KPIs of previous entries inside Consolidated KPIs remains.

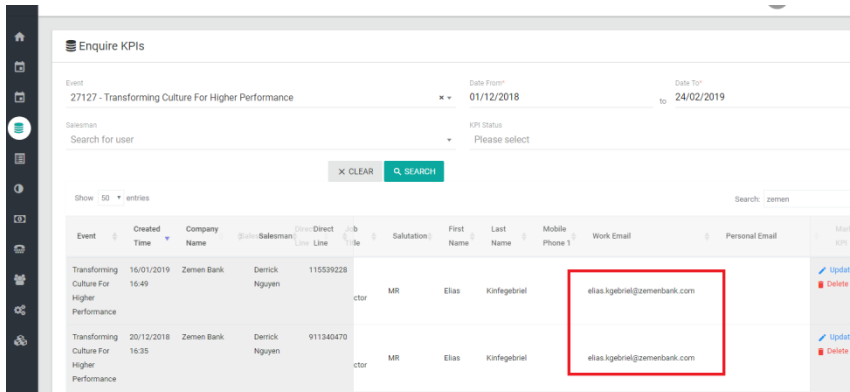
Prime QT

Event Detail

← BACK TO LIST EDIT

Event Code IH27027	Event Status Live	Event Category Health, Safety & Environment	Event Color #EEADEF
Event Name Advanced Process Risk & Process Safety Management		Event First Day* 08 May 2019	Event Last Day* 10 May 2019
Date Of Confirmation 10 Apr 2019	Date of Closing Sales 17 Apr 2019	Date Of Open (Cross Sell) 27 Mar 2019	
Finance jimmy@pri-qua.com	Operation mark.n@pqvn.co		
Production	Sales tommy@pri-qua.com		
Primary Jobtitle Keywords Safety			

3. (Sales User)Bug- Entries trùng email vẫn được input vào system



The screenshot shows the 'Enquire KPIs' interface. At the top, there are filters for Event (27127 - Transforming Culture For Higher Performance), Date From (01/12/2018), Date To (24/02/2019), Salesman (Search for user), and KPI Status (Please select). Below these are 'X CLEAR' and 'SEARCH' buttons. A search bar on the right contains 'zemen'. The table below has columns: Event, Created Time, Company Name, Salesman, Direct Line, Job Title, Salutation, First Name, Last Name, Mobile Phone 1, Work Email, Personal Email, and Mark KPIs. Two entries are visible, both with the email 'elias.kgebrat@zemenbank.com', which is highlighted by a red box in the original image.

Event	Created Time	Company Name	Salesman	Direct Line	Job Title	Salutation	First Name	Last Name	Mobile Phone 1	Work Email	Personal Email	Mark KPIs
Transforming Culture For Higher Performance	16/01/2019 16:49	Zemen Bank	Derrick Nguyen	115599228	Director	MR	Elias	Kinfegebrat		elias.kgebrat@zemenbank.com		Update Delete
Transforming Culture For Higher Performance	20/12/2018 16:35	Zemen Bank	Derrick Nguyen	911340470	Director	MR	Elias	Kinfegebrat		elias.kgebrat@zemenbank.com		Update Delete

New rules in an existing "Live" "Confirmed" event

- Entries having Work Email, Work Email 1, Personal Email, overlapping with any existing entries emails cannot be accepted.
Show error "Email existing in another entry of same event"
- Entries having Work Email, Work Email 1, Personal Email, overlapping with its own emails cannot be accepted.
Show error "02 or more emails cannot be overlapped inside 01 entry"
- Entries having Direct Line, Mobile Phone 1, Mobile Phone 2, Mobile Phone 3, overlapping with any existing entries contacts cannot be accepted.
Show error "Number existing in another entry of same event"
- Entries having Direct Line, Mobile Phone 1, Mobile Phone 2, Mobile Phone 3, overlapping with its own contacts cannot be accepted.
Show error "02 or more numbers cannot be overlapped inside 01 entry"
- Entries having same Direct Line but different "Line Extension" are accepted

4. (User)-rework Call Info

- Call info đánh dấu sao, bắt buộc phải điền First Name, Last Name, Salutation.

5. (Manager, User) – Show search box (search for Event Name, Event Code) in Events Dashboard

- Event Dashboard của Manager, Sales User, create a search box to search for Event Name, Event Code existing

Category	Event Dates	Closing Date	Location	Venue	Tier 1	Tier 2	Tier 3
Talent Management & Succession Planning	03/04/2019 - 05/04/2019	13/03/2019	Nairobi, Kenya	KPLC/Kenya Power And Lighting Company - Request NCL	20/83	2/591	1/4536
Advanced Process Risk & Process Safety Management	03/04/2019 - 05/04/2019	13/03/2019	Nairobi, Kenya	Water Resources Management Authority - Request NCL	0/0	0/0	0/0
Advanced Process Risk & Process Safety Management	06/03/2019 - 10/04/2019	18/03/2019	Accra, Ghana	Mombasa County - Request NCL	0/0	0/0	0/0
Effective Maintenance Planning	18/03/2019 - 20/03/2019	25/03/2019	Douala, Cameroun	Mombasa County - Request NCL cancelled	0/0	0/0	0/0

- (Manager, User) Event List both Manager, User show 100, 200, 500, 1000, 2000 events

Event Code	Category	Name	Color	Event First Day	Event Last Day	Date Of Confirmation	Date Of Closing Sales	Location	Hotel Venue
h2702	Health, Safety & Environment	Advanced Process Risk & Process Safety Management		08/05/2019	10/05/2019	10/04/2019	17/04/2019	Khartoum, Sudan	
h2703	Human Resources	Leadership Skills For Managers		03/06/2019	04/06/2019	01/02/2019	01/02/2019	Hung Yen, Viet Nam	
h2704	Health, Safety & Environment	Practical Hazardous Waste Management		01/01/2019	31/01/2019			Abidjan, Ivory Coast	

6. (User) rework Request to Booking
- a Dấu sao + bắt buộc update Address trước khi complete Booking

Prime QT

Request to Booking

Sessions *

☐ Full Session (18 Mar - 20 Mar)

Company Info

Company Name*
Oromia International Bank

Address*

Tel

Fax

Sender *

Sender*
MR Teferi Mekonnen

Designation
Vice President, Corporate Support Services

Tel
911509258

Email
teferimanutd@gmail.com

[SELECT INFO](#)

- b Turn on Auto Calculate "Written Revenue". Sales User input Fee Per Delegate, Discount Percent -> Written Revenue is auto calculated based as below
- Written Revenue = (Fee Per Delegate x Delegate Number) – Discount Percentage

+ ADD DELEGATE

Authorisation *

☐ Same as sender

Authorised*

Designation

Tel

Email

Price

Fee Per Delegate*

Discount Percent*

10

Total Written Revenue*

0

Total Paid Revenue*

0

Payment Status

7. (Manager, User)- On top of Consolidate KPIs for both Manager, User, show Top sales (Sales Name, Total Written Revenue) per month in Consolidated KPIs, and show top sales in each of 03 continuous months

Prime QT

Manager

Consolidate KPIs

Event
Search for event

Date From*
26/01/2019

Date To*
25/02/2019

Salesman
Search for user

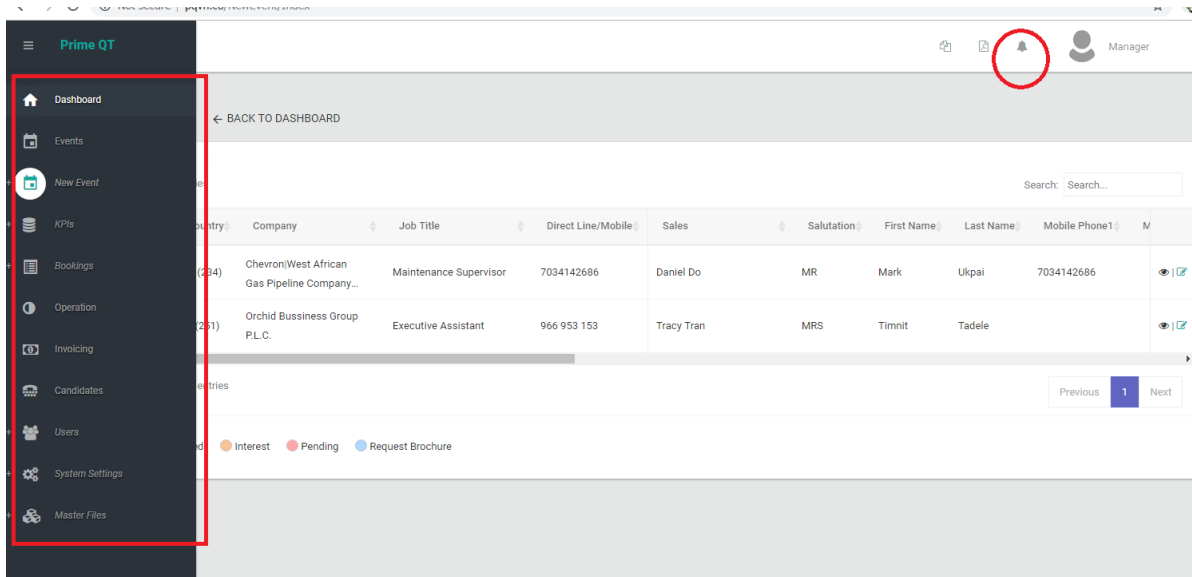
[X CLEAR](#) [SEARCH](#) [PRINT](#)

Show 25 entries

Salesman	(USD) Written Revenue	New Event Request	KPI	No KPI	Call No Check
Alex Nguyen	0	0	0	0	6
Derrick Nguyen	14,995	1	0	0	21
Emma Bul	1,150	1	0	0	18
Hailey Doan	0	0	0	0	3
Hugo Nguyen	0	0	0	0	4
Jenny Nguyen	0	0	0	0	34
Jess Liu	0	2	0	0	0
Jessica Nguyen	0	8	0	0	1

8. (Manager, User)- Rework notification

- a Show notification (của request, approval trực thuộc các field) ngay tại fields ở main tab trực thuộc both manager, user. Còn lại show ở notification chính bao gồm tất cả non-classified request, approval



HR

9. (Manager)- Rework User List for only Manager
 - a. Show below columns next to column "Line Supervisor"
 - Employment Date (of the latest contract)
 - Employment End Date
10. (Manager, User)- Rework User Basic Info
 - Present "Basic Info" table into 03 columns
 - Add new upload field "Employment Offer Letter" next to "Resume". Đánh dấu sao field này, bắt buộc khi Request Employment from candidate
 - In the third column, Add new field "Bank Account Name" "Bank Account Number" "Branch Address"
 - Mobile Phone show country calling code (Synced from Manager/Masterfile/Countries)

Edit User

Basic Info

Display Name*	Emma Bui	First Name*	Thao
Last Name*	Bui Thi Phuong	Email*	emma.bui@pqm.co
Password*	th238237	Business Phone	
Mobile Phone	0702311686	Personal Email	doofensmirtz95@gmail.com
Passport ID		Date Of Birth	04/01/1995
Nationality	Socialist Republic of Vietnam	Office Location	Ho Chi Minh
Resume	20181129182311_BUTHIPHUONGTHAORESUME.pdf		

Rework User Contract Info

- Present "Basic Info" table into 03 columns
- Add new upload field "Employment Termination Letter"
- Show "Add New Contract" button in HR User upon Request Employment

Contract Info

Employment Date*	12/01/2018	Employment End Date*	14/01/2019	First Employment Date	12/04/2018
User Status*	Resigned	Basic Salary*	3500000.00	Salary Currency*	VND
Basic Qualification	Choose File No file chosen	Salary Confirmation	Choose File No file chosen	Employment Offer Letter	Choose File No file chosen
Employment Offer Letter	Choose File No file chosen	Employment Termination Letter	Choose File No file chosen		

+ ADD NEW CONTRACT

Rework Interview Summary

- Rework PS Summary, 1F2F Summary, 2F2F Summary following standard scroll table
- Create new Upload Box "Candidate Information" at 1F2F Summary, below Interview. If status is chosen as Passed or Rejected, then HR User must upload file to box "Candidate Information" to be allowed for Save. If status is chosen as Initial, then no need to upload

Interview Summary

PS Summary		Date	dd/mm/yyyy
Interviewer	Please select	Status	Initial
Reason			
1F2F Summary		Date	dd/mm/yyyy
Interviewer	Please select	Status	Initial
Reason			
2F2F Summary		Date	dd/mm/yyyy
Interviewer	Please select	Status	Initial
Reason			

← BACK TO LIST **✓ SAVE**

11. Create "Recruitment Intern" role in HR Department
 - a. Recruitment Intern can select HR Coordinator as Direct Supervisor
 - b. Recruitment Intern cannot view Recruitment Position on main tab
 - c. Recruitment Intern has other right similar to HR Coordinator
12. (User) Rework HR User rights
 - a. HR Coordinator or above can view (not edit) Recruitment Position on main tab
 - b. Each recruitment position has an Unique position ID starting at RP
 - Manager and HR User can view position ID
 - Upon Add New recruitment position, create new field Location which is synced from Manager/Masterfiles/Office Location
 - Location column is shown in Recruitment Position List
 - Each position ID cannot have same position and same location. Same location but different position are accepted, same position but different location are accepted

Position	ID
HN Business Development Trainee	RP001
HCM Business Development Trainee	RP002
HN Business Development Intern	RP003
HCM Business Development Intern	RP004
HN HR Coordinator	RP005
HCM HR Coordinator	RP006
HN HR Intern	RP007
HCM HR Intern	RP008
Operation Trainee	RP009

 - c. HR Coordinator or above can create new Recruitment Position on main tab, request for approval from Manager. Upon approval, the position is un-editable
 - d. Each Recruitment Intern or above can only view "Candidates Interview On Today", "Candidate List" created by them
 - e. Each Recruitment Intern or above can only view Live employees from Employees List
 - f. Each candidate being input into system has a unique mobile number, personal email, recruitment position and office location.
 - Entries having mobile number (same recruitment position) overlapping with any existing entries mobile number cannot be accepted. Show error "Number existing in another entry of same position"
 - Entries having email (same recruitment position and office location) overlapping with any existing entries emails cannot be accepted. Show error "Emails existing in another entry of same position"
 - g. Each Candidate Input into system has unique Candidate ID starting from CAN001
 - In Candidate List, Candidate ID Column is show at the beginning of the table, before First Name
 - In Dashboard of HR User, show Candidate ID Column similar to Candidate List
 - h. Each Employee has unique Employee ID starting from EMP001
 - i. At Candidate Detail/ Interview Summary
 - Đánh dấu sao PS Summary, 1F2F Summary, 2F2F Summary
 - Upon date selection of each Interview round, interviewer is required to put feedback to each summary before "Save"
13. (Manager, User) rework Candidate List for both Manager, HR User
 - a. Show different color for each candidate based on PS Summary status (Initial, Passed, Rejected)
 - b. Show upto 200,500,1000, 2000 entries
 - c. Show new columns
 - Date of PS Summary, before PS Status
 - Interviewer of PS Summary, next to PS Reason
 - Date of 1F2F Summary, before 1F2F Status
 - Interviewer of 1F2F Summary, next to 1F2F Reason
 - Date of 2F2F Summary, before 2F2F Status
 - Interviewer of 2F2F Summary, next to 2F2F Reason

Production

14. (Manager) Create Import Event Button in Event List to import Excel Sheet
 - a. Import below columns
 - Event Code
 - Event Status
 - Event Category
 - Event Name
 - Event First Date
 - Event Last Date
 - Date of Confirmation
 - Date of Closing Sales
 - Date of Open (Cross Sell)
 - Location
 - Event Summary

15. Leave Management

- a. Each user (Only Direct Supervisor) from all departments can view, approve, plan leave of direct members. Members will request Supervisor verbally about leaves, then Supervisor will book inside system
- b. Acting Supervisor of same team can view and approve leave of members. When leave are approved, system shows name of approver
- c. Manager can view all people leave summary, lateness summary, date of resignation summary
- d. Type of leaves
 - Annual Leave (12 days per year, prorated-working 1 month earn 1 day, cannot take in the first 03 months of the first contract)
 - Medical Paid Leave (12 days per year, cannot take in the first 03 months of the first contract)
 - Personal paid leave (cannot take in the first 03 months of contract)-03 Days
 - Maternity Leave (cannot take in the first 03 months of contract)-Unlimited
 - Full day Unpaid Leave-Unlimited
 - Half day Unpaid Leave-Unlimited

All leave requires submission of leave form

Type of lateness

- Late 05 minutes or less (With inform)
- Late 14 minutes or less (With inform)
- Late beyond 15 minutes (With inform)
- Late 05 minutes or less (Without inform)
- Late 14 minutes or less (Without inform)
- Late beyond 15 minutes (Without inform)

All lateness requires submission of evidence documents

- e. Monthly attendance report (Report of leave, lateness, resignation)
- f. Sync directly to Consolidated KPIs to produce Actual Monthly KPI targets

16. Create an interface to manage purchase request from all department, list of vendors, activities related to vendors
 - a. Procurement is responsible for scanning market price of Purchasing Request from each department (Purchase Order) or (Purchase Contract)
 - b. Each department can suggest and book quantity and quality only (send Purchase Request to Procurement)
 - c. Procurement staff create/ select vendors together with contracts then request Manager for approval
 - d. Procurement requests are approved by Managers
 - e. Procurement dashboard show summary
 - Total value from time to time contracts per vendor
 - Detailed contract per period of each vendor, unit price, conditions, contract ending period
 - Due date of payment per contract
 - List of Paid Contract, mode of payment
 - Bank account details of each vendor
 - Vendor information
 - Graph showing top supplier
 - Remarks
 - Name of procurement staffs
 - List of requests pending for approved
 - Templates of contracts for each vendor
 - Issue Purchase Order (PO) to vendors. PO is different from a contract. Each PO has a PO Number
 - Create Purchase Request (PR)(Requisition) from user department to procurement department. PR appears on black tab so that supervisor or appointed personnel and create and request. Each PR has a PR Number
 - Create Receive Notes (RN) from procurement department. RN is paper issued when products/services are received. Each RN has a RN number
 - Có search box, để gõ mobile, hoặc vendor name, email có thể search ra hết detailed vendor info

Common vendors

Production Department

- Trainer
- Trainer Profiles Page (Similar to Sales User/Call Info page)
 - Basic Details
 - Contract Details
 - ✓ Trainer (Designation, First Name, Last Name, Mobile 1,2, 3 (Country Code synced from Manager/Countries), Email 1,2,3)
 - ✓ Nationality (Manager/ Countries) – Trong each Manager/Countries create field for nationality
 - ✓ Passport Upload, can add upto 03 passports
 - ✓ Nearest International Airport
 - ✓ Airport ATA Code
 - ✓ Physical Address
 - ✓ Bank Account Details (Borrow Screen from OCBC)
 - ✓ Trainer Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

Operation Department

- Hotel Venue
 - Basic Details
 - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
 - ✓ Company Physical Address
 - ✓ Company Phone Number 1,2,3
 - ✓ Company Email 1,2,3
 - Contract Details
 - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
 - ✓ Hotel Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Hotel Accommodation

- Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
 - ✓ Company Physical Address
 - ✓ Company Phone Number 1,2,3
 - ✓ Company Email 1,2,3

- Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
 - ✓ Hotel Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Travel Agent

- Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
 - ✓ Company Physical Address
 - ✓ Company Phone Number 1,2,3
 - ✓ Company Email 1,2,3

- Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
 - ✓ Travel Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Photographer

- Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
 - ✓ Company Physical Address
 - ✓ Company Phone Number 1,2,3
 - ✓ Company Email 1,2,3

- Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
 - ✓ Photograph Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Printing Vendor

- Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
 - ✓ Company Physical Address
 - ✓ Company Phone Number 1,2,3
 - ✓ Company Email 1,2,3

- Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
 - ✓ Printing Contract
 - ✓ Remarks
 - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
 - ✓ Payment status (Live, Paid) of each contract updated by Finance

Admin Department

▪ Office Leasing

Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
- ✓ Company Physical Address
- ✓ Company Phone Number 1,2,3
- ✓ Company Email 1,2,3

Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
- ✓ Leasing Contract
- ✓ Remarks
- ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
- ✓ Payment status (Live, Paid) of each contract updated by Finance

▪ IT Hardware Vendor

Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
- ✓ Company Physical Address
- ✓ Company Phone Number 1,2,3
- ✓ Company Email 1,2,3

Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
- ✓ IT Hardware Contract
- ✓ Remarks
- ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
- ✓ Payment status (Live, Paid) of each contract updated by Finance

▪ IT Software Vendor

Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
- ✓ Company Physical Address
- ✓ Company Phone Number 1,2,3
- ✓ Company Email 1,2,3

Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
- ✓ IT Software Contract
- ✓ Remarks
- ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
- ✓ Payment status (Live, Paid) of each contract updated by Finance

HR Department

▪ Job Advertisement Provider

Basic Details

- ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
- ✓ Company Physical Address
- ✓ Company Phone Number 1,2,3
- ✓ Company Email 1,2,3

Contract Details

- ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
- ✓ Job Advertisement Contract
- ✓ Remarks
- ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
- ✓ Payment status (Live, Paid) of each contract updated by Finance