Requirements Gathering Document: Purchasing Order Business Process

1. Introduction: This document outlines the requirements for the Purchasing Order (PO) business process. The PO process involves several steps from purchase request submission to record keeping and archiving. The aim is to streamline and optimize the process for efficient procurement operations.

2. Process Overview: The PO process consists of the following steps:
1.   Purchase Request Submission
2.   Purchase Request Approval
3.   Vendor Selection and Quotation Request
4.   Quotation Review and Vendor Selection
5.   Purchase Order Creation and Approval
6.   Goods Receipt and Inspection
7.   Invoice Verification and Payment
8.   Record Keeping and Archiving

3. Stakeholders:
•   Procurement Manager
•   Purchasing Team
•   Finance Department
•   Vendors/Suppliers

4. Detailed Requirements:
Step 1: Purchase Request Submission
•   Users should be able to submit purchase requests electronically.
•   Required information: item description, quantity, budget code/account, urgency level.
•   Option to attach supporting documents (e.g., product specifications).
Step 2: Purchase Request Approval
•   Approvers should receive notifications for pending purchase requests.
•   Approvers should have access to review and approve requests.
•   Ability to delegate approval authority in absence.
Step 3: Vendor Selection and Quotation Request
•   Integration with vendor database for easy access to supplier information.
•   Option to request quotations from multiple vendors.
•   Automatic notification to vendors for quotation requests.
Step 4: Quotation Review and Vendor Selection
•   Users should be able to compare quotations easily.
•   Ability to select vendors based on criteria such as price, quality, and delivery time.
•   Option to negotiate terms with vendors.
Step 5: Purchase Order Creation and Approval
•   Automated creation of purchase orders based on approved requisitions.
•   Approval workflow for purchase orders.
•   Integration with accounting system for budget checks.

Step 6: Goods Receipt and Inspection
• Users should record receipt of goods against purchase orders.
• Option to inspect goods upon receipt for quality control.
• Ability to flag discrepancies and initiate return process if necessary.

Step 7: Invoice Verification and Payment
• Integration with received goods to match invoices.
• Option to approve invoices for payment.
• Integration with accounting system for payment processing.

Step 8: Record Keeping and Archiving
• Automatic archiving of all PO-related documents.
• Ability to retrieve archived documents for audit purposes.
• Compliance with record retention policies.

5. Non-functional Requirements:
• User-friendly interface for easy navigation.
• System security to protect sensitive procurement data.
• Performance optimization for quick processing of transactions.

6. Conclusion: The above requirements aim to improve the efficiency and effectiveness of the Purchasing Order business process. By implementing these requirements, the organization can streamline procurement operations and ensure better control and transparency in the purchasing process.

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Purchase Request Submission
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Invoice Verification and Payment
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Record Keeping and Archiving