

Web Based Purchase Request System

REQUIREMENTS DOCUMENT FOR Web Based Purchase Request (PR) System

August 20, 2015

1 SCOPE

1.1 PURPOSE

The purpose of the online purchase request (PR) system is to provide the front end to our purchasing process as a means to electronically submit requests that will be routed for approval prior to being submitted to the logistics group.

1.2 DESCRIPTION

This PR system will be the primary system for submitting request to purchase all items required in support of a NASA contract. This system will have several routing options depending on the type of purchase and value.

1.3 GENERAL REQUIREMENTS

1.3.1 System Requirements

- System must be web based
- Must work on Windows and Mac platforms
- Must support Internet Explorer, Chrome, FireFox and Safari browsers
- Must not rely upon Java or Adobe Flash technologies
- Must use Active Directory domain pass through authentication for login
- Must pull user information such as name, phone number, location from active directory database
- Must be role based
 - Different permissions for PR submitters and approvers. Roles with permissions to perform various customizations.
- Prefer backend SQL database
- Prefer COTS product with some customization that can be done by a non-technical administrator
 - Add fields, rename fields, update drop-down lists, site branding and layout, report branding
- Easy to use GUI
- Built-in support for reports, including customizable reporting

1.3.2 Entry form must have separate areas for the following information

- General PR information
- Items being purchased
- Attached Documents
- Sources
- Comments
- Approval Routing List
- History

1.3.2.1 General PR information Fields

Field	Contents	Entry Type	Field Type	Required Field
Purchase Request Number	Fiscal Year as the first 2 numbers and then sequential after.	System Generated Number	Number	X
Date	Date the PR was created	System generated	Date	X
Version	Version of the PR: Version number will change if the procurement is modified.	System generated	Number	X
Required By Date	Requestor enters the date the Procurement is required.	User Entry	Date	X
Requestor Last Name	Last Name of person creating the PR	System generated based on login information	Text	X
Requestor First Name	First Name of person creating the PR	System generated based on login information	Text	X
Requestor Phone Number	Phone Number of person creating the PR	System generated based on login information	Number	X
FY	Fiscal year <i>(system defaults to current fiscal year)</i>	System Generated with the ability for the application administrator to change the default year	Date with YYYY format	X
ITR Number	IT Request Number	User Entry	Number	

Web Based Purchase Request System

Justification	Enter detailed justification for the Procurement	User Entry	Text	X
Priority	Priority Level: 1=Mission Critical, 2= 72 Hours, 3=Routine (10 Days), 4 =Routing (Long Lead or non-essential), 5=Lowest Priority and/or larger procurements, note, if the priority level is either 1 or 2, a Priority Justification is required.	User Entry	Drop Down Box with 1 – 5	X
Priority Justification	Enter detailed justification for the urgency of the procurement, this is a required field for Priority 1 & 2.	User Entry	Text	If Priority 1 or 2 is selected, then this is a required field
Comp:	C for Competitive or SS for Sole Source	User Entry	Drop Down box with C or SS	X
Recipient Name	Employee Name	User Entry	Text	X
Recipient Phone	Employee Phone	User Entry	Text	X
Recipient Location	Employee Building/Room	User Entry	Text	X

1.3.2.2 Items

- Must be able to tab through the below fields
- At least 10 line items must be displayed on the screen

Web Based Purchase Request System

- Ability to have at least 200 line items
- Scroll bar on right or left of entry screen to scroll through line items

Field	Contents	Entry Type	Field Type	Required Field
Item Number	Line item number	System Generated Number	Number	X
Project	Contract Project Number	System Generated; number is the same for every PR generated	Number	X
WBS	WBS number that will be paying for the purchase	User Entry	Drop Down list; must be modifiable by purchasing department role; for multiple lines, automatically populate any additional line items but also make it where it can be modified if necessary	
PLT	Project Level Tracking	User Entry	Drop Down list; must be modifiable by purchasing department role; for multiple lines, automatically populate any additional line items but also make it where it can be modified if necessary	
Model Number	Model number of the item being purchased	User Entry	Text	X
Manufacturer	OEM of the item being purchased	User Entry	Text	X

Web Based Purchase Request System

Manufacturer Part Number	OEM part number	User Entry	Text	X
Description	Description of the item being purchased	User Entry	Text	X
Quantity	Number of items being purchased for this line item	User Entry	Number	X
Unit	Unit type for the line item, ie – each (EA), bundle (BDL), year (YR), box (BX)	Drop Down box with standard acronyms	Text	X
Unit Cost	Per unit cost	User Entry	Currency	X
Total Item Cost	Total cost of the line item	System Generated; calculation of the quantity multiplied by the unit cost	Currency	X
MSDS Required	Box will be checked if the MSDS (Material Safety Data Sheets)	User Entry	Check Box	
MSDS Number	If MSDS is required, the MSDS number must be entered	User Entry	Number	Required if MSDS Required box is checked
IT	Box will be checked if the line item is considered IT	User Entry	Check Box	If checked, form 632 must be attached
Inspection	Select Functional if item requires a function inspection, ie – computers, monitors, TV's,	User Entry	Drop Down Box with Functional and N/A choices	

	network equipment			
--	-------------------	--	--	--

1.3.2.3 Attached Documents

- Ability to attach multiple documents; user opening documents must have appropriate software on their system, PR system is not expected to provide native display capabilities for attachments
- Types of attachments include MS Office, Visio and PDF
- Applies to Windows and Macintosh platforms
- Field for document type next to attached document (List must be modifiable by purchasing department role)

Acronym	Description
EJ	Emergency Justification
EL	Equipment List
GN	General Notes
SS	Justification For Noncompetitive Procurement
MR	Market Research
QU	Quotes from Suppliers
SW	Statement of Work
1419	1419 Form
AFF	Environmental/Sustainable Acquisitions
RFI	Request for Investigation Form
IT	632 Form

1.3.2.4 Sources

- Requestor can search database of previously used vendors or enter new vendor; Logistics will add vendor to database once they are approved.
- Vendor fields are the following

Field	Contents	Entry Type	Field Type	Required Field
Source Number	Source line item number	System Generated Number	Number	X
Vendor Name	Company Name	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X

Address 1	Company Address	System Completed if Vendor is found in database; otherwise, user will complete field	Text	
Address 2	Second Line for Company Address	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
City	Company City	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
State	Company State	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
Zip	Company Zip Code	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
POC	Company POC for purchasing	System Completed if Vendor is	Text	X

		found in database; otherwise, user will complete field		
Phone Number	POC phone number	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
Email Address	POC Email Address	System Completed if Vendor is found in database; otherwise, user will complete field	Text	X
Vendor Type	Type of company, Large, Small, Small Disadvantage etc	System Completed if Vendor is found in database; otherwise, Logistics will complete field after PR is received	Drop down list of choices; this field will be completed by logistics if it is a new vendor	

1.3.2.5 Comments

- Diary type field where comments can be made; should be an open text field and each new entry should have the login ID of the person writing the comment and a date/time stamp
- Comments cannot be modified or deleted after entry
- Comments remain with the PR

1.3.2.6 Approval Routing

- System generated list based on the WBS Field, PR Value and IT checkbox
 - Example Approval Routing list for Non-IT purchases over \$1000
 - Lead (if applicable)

Web Based Purchase Request System

- Manager
- Technical Monitor
- Funds Manager
- COR
- Program Manager
- Email sent to approver when they have a PR in their queue
 - Email to include the PR Description, Requestor, WBS and Amount
 - Subject line of email should include the Priority
 - Email contents should be customizable by appropriate role
- Approval delegation capability
- Approval escalation if a PR has not been approved after a set amount of time
- Approver has the ability to reject the PR and it is returned to the requestor
 - If PR is rejected, a reason for rejection must be entered and viewable by the requestor.
- Once PR has been submitted for approval, the approver can only add comments to the comments section
- After final approval, PR is routed to Logistics
- Logistics has the ability to return the PR back to requestor or change the priority.

1.3.2.7 History

- History section keeps a log/diary of all the events for the purchase request from submission to final approval. For example, approvals, rejections, revisions etc. History entries should be prefaced with user's login ID and date/time stamp.

1.4 SYSTEM ADMINISTRATOR/APPLICATION ADMINISTRATOR REQUIREMENTS

- Administrator must have the ability to add/remove/update vendors from a GUI
- Administrator must have the ability to add users and assign roles
- Administrator should have the ability to create additional roles as needed
- Administrator must have the ability to modify all drop down boxes from a GUI
- Administrator must have the ability to modify approvers from a GUI
- Administrator must have the ability to change approvers and reroute PRs for signature when they are in work.
- Administrator must have the ability to return a PR to the requestor at any point in the approval process

1.5 REPORTS

- Must provide reporting with a set of canned reports and ad hoc capability
- Must be able to download reports into MS Excel or MS Word

Web Based Purchase Request System

- Administrator has the ability to generate new canned reports which can be shared with all system users

1.6 TECHNICAL SUPPORT

- Provide phone support during the hours of 7am – 5pm PST
- Provide software and patch updates