**Annexure -3: Description of Functional and Operational Requirements for Purchase Module**

### 5.3.1  Vendor Item Catalog

| Req. No. | Description |
|---|---|
| 5.3.1.1 | System has provision for unauthorized user not be able to delete the vendor item catalog |
| 5.3.1.2 | System has provision for vendor item catalog once transacted not be able to delete |
| 5.3.1.3 | System has provision for user not be able to tag Manufacturer's name in Vendor Item Catalog unless following transaction is performed<br>• Bought –out Item Wise Approved Manufacturer's QA Approval |
| 5.3.1.4 | System has provision for print of vendor item catalog |

### 5.3.2    Purchase Order

| Req. No. | Description |
|---|---|
| 5.3.2.1 | System has provision for Purchase Order not to create in future date and back date |
| 5.3.2.2 | System has provision to disallow creation of Purchase Order for RM & PM without QA Approved Manufacturer Item (For domestic purchase) |
| 5.3.2.3 | System has provision for delivery date not be less than the Purchase Order date |
| 5.3.2.4 | System has provision for Purchase Order not be deleted after the material is received. |
| 5.3.2.5 | System has provision for Right to delete the Purchase Order data with higher authority only. |
| 5.3.2.6 | System has provision for PO not to allow for unapproved vendor |
| 5.3.2.7 | System has provision to print purchase order document |

### 5.3.3    Purchase Order Amendment

| Req. No. | Description |
|---|---|
| 5.3.3.1 | System has provision for unauthorized PO not to be amended. |
| 5.3.3.2 | System has provision for Purchase Order Amendment note to be specified in Purchase order amendment. |
| 5.3.3.3 | System has provision for Purchase order amendment not create in back date. |
| 5.3.3.4 | System has provision for Purchase order amendment not create in future date. |
| 5.3.3.5 | System has provision to print purchase order amendment document |

**Annexure -3: Description of Functional and Operational Requirements for Purchase Module**

### 5.3.4    Un-Authorization Work bench

| Req. No. | Description |
|----------|-------------|
| 5.3.4.1 | System has provision to restrict unauthorized user to un-authorize transaction |

### 5.3.5    Document Closing Work Bench

| Req. No. | Description |
|----------|-------------|
| 5.3.5.1 | System has provision to restrict unauthorized user to close transaction |