



SAFAL's Strategic E-Procurement Solutions

ProcureSENS

Enable Effective Procurement Decisions



**SRS DOCUMENT FOR
SAFAL'S PROCURESENS
IMPLEMENTATION**



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Document Owners :

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Version 1	Snehal Rajpal	01-05.2024	Created by Safal team as per requirement and scope of work for RFQ / Auction / QCS / Awarding

D&H Approvers :

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1. Introduction

This Software Requirement Specification document provides a complete description of all the functionalities and the specifications of Safal's ProcureSens Solutions. The developers and the testers can use this document as a reference for enhancing customization and will be source for test plan documents.

2. Purpose

The purpose of this document is to present a detailed specification of ProcureSens solutions. It will explain the different functional requirements of the system, the interfaces of the system, what the system will do or how the system will interact with the external users, the constraints under which it will operate. This Software Requirement Specification document will provide a clear understanding of what is expected by the client, D&H in the proposed E-Procurement Solutions. This will give a clear idea on how the software should be enhanced by the development team for the end users. This SRS will provide a solid base or foundation for the project. From this SRS, the designers can design low level design documents and the testers can create test plans and various test case documents.

The main goal of the project is to design a scalable and extensible system for managing D&H sourcing activities. The system will be designed with the user-centric approach that will ensure that the user requirements mentioned in the documents must be full filled and must confirms to the required standards. The new proposed system will operate efficiently to eliminate D&H's current challenges in Sourcing Process :

- ✓ Lack of Information due to time constraint.
- ✓ Participation of large Supplier base for more competitive buying.
- ✓ Lack of Accountability in decision making process.
- ✓ Absence of Analysis of Historical Transactions.
- ✓ Human errors in calculations and analysis.
- ✓ Limited time for strategic thinking.
- ✓ Sudden departure of key resource having desired knowledge

Safal's ProcureSens solutions emphasizes following benefits to D&H :

- ✓ Streamline procurement sourcing processes.
- ✓ Availability of complete audit trail of all buying decisions - reflecting all actions of Purchasers & Decision Authorizers.
- ✓ The system meets the desired corporate compliance.
- ✓ More focus on enhanced strategic buying as huge reduction of time for follow-up, documentation & analysis.
- ✓ Knowledge redundancy as central Repository of all transaction data as well as Supplier data.
- ✓ Monitoring KPI like PR to PO time taken and Savings V/s Budgeted Spend.
- ✓ Standardization of Process by adopting SAFAL E-Procurement solutions.



The proposed software is multi-platform software such that it will work in all the operating systems and most of the browsers.

3. ProcureSens Users Details

- **Buyer** : Buyer who can use the PR in E-Procurement system, create their RFQ using PR, Select Supplier from Supplier Master and Float inquiries to Supplier. Buyer can analyze Supplier response and award business to Supplier. PO related information is transferred to PO Creation.
- **Collaborative Team** : Buyer can define collaborative team for the evaluation of Supplier technical responses. Technical team can submit their Technical Evaluation Responses of the Supplier in the system for the reference to the buyer. Collaborative users can also do Supplier Scoring if allowed.
- **Suppliers** : Invited Suppliers for the RFQ can use the E-Procurement system and can submit their Price Bid, Technical Bid and Commercial T&C in the system. Same information will be analyzed by the Buyer for awarding business.
- **Technical / PR Requester** : The user who creates Purchase Requisition of the items or services.

4. Purchase Requisition in ProcureSens

- Purchase Requisition will be created and approved in MS Navision.
- Synchronization of MS Navision with Safal's ProcureSens to pull approved PR.
- Requester can access Safal's ProcureSens to view MS Navision Approved PR.
- PR Transactions view in Safal's ProcureSens.
- Auto-assign PR to Buyers / Procurement users for RFQ / Events creation in Safal's ProcureSens.
- PR Status Management in Safal's ProcureSens.

5. RFQ / Auction in ProcureSens

RFQ

- Buyer can create RFQ from Assigned Purchase Requisition.
- Select Suppliers for MS Navision Supplier Master or Temporary Supplier database.
- Invite Collaborative team to participate in RFQ for Technical Response & Technical Approval.
- All the technical documents attached in the PR will be pulled in to technical specification section.
- Buyer can define Technical Parameters against the PR line item for the Supplier to give technical response.
- Define T&C manually or from templates.
- Various Price Bid options for getting supplier's bid as per Buyer demand.



- Select Suppliers for RFQ (Regular or Temp Suppliers)
- Define RFQ closing Date and Time for Suppliers to response.
- Manage history of all communication.
- Extend Bid Closing Date and Time if required.
- Track history of changes in Bid Closing Date and Time.
- Suppliers Responses Analysis on real time tracking.
- Techno-Commercial evaluation.
- Comparison report with Techno-Commercial information.
- Currency Conversion options.
- Supplier Scoring – Invite collaborate department to score Technical and Commercial Terms of Suppliers respectively.
- Assign additional Buyer to participate in the RFQ.
- Transfer the RFQ of one Buyer to another Buyer with full information.
- Create next RFQ negotiation Round or Create Auction for live competition.
- Comparison Reports Approval as per dynamic workflow in e-Procurement system.
- Integrate Comparison Report with MS Navision and release PO in MS Navision as per routine process.
- Auto-Notifications to Suppliers and Collaborative users.
- Auto-Notifications to the Buyers for Suppliers activity.
- Bid history of changes made by the Suppliers during RFQ.
- Supplier IP tracing.
- Surrogate Bidding – Buyer can bid on behalf of supplier after appropriate approval.
- Bid Optimization – After RFQ is closed, buyer can add price equalization points to arrive at TCO at supplier level for bid comparison.
- Buyer can see the prices of suppliers before Bid closing date. This is to help price negotiations impacted by technical review before bid closing.
- RFQ / Auction Title - Automation of RFQ / Auction Title based on (D&H/RFQ/PR Number)
- Buyer can club multiple PRs in the single RFQ and create the inquiry.
- GST for the other charges will be calculated same as item level GST %.
- Copy RFQ - This allows Buyer to copy event from historical RFQ. This will copy, Technical Bid, T&C, Supplier.
- RFQ will have following status :
 - Buyer Side
 - Unpublished – RFQ in draft stage
 - Published – RFQ published to Suppliers for giving response
 - Closed (With offer or no offer once the time is over)
 - Partially Awarded - RFQ item full quantity is not awarded
 - Awarded status. - RFQ item full quantity is awarded
 - Terminated- Published RFQ is cancelled
 - Extended – Existing RFQ Round is extended for the next Round
 - Supplier Side
 - Open
 - Closed
 - Terminated
 - Extended



- **Technical Bid :**
 - Fetch Documents from PR tab.
 - Upload new technical documents.
 - Technical Parameters - Standard list of technical parameters fields will be given on basis of categories along with drop-down button. Buyer / Suppliers can export / upload Word, Excel, Power Point, JPEG or PDF File.
 - Template Created for RFQ will have option to Save as template in Master Template.
 - Collaborative User assigned for Technical evaluation will have edit and upload rights in Technical Bid. Can upload or share documents with Suppliers directly.

- **Terms and Conditions :**
 - There will be category / material group wise list of standard T&C.
 - T & C Template will be available.

- **Price Bid :**
 - PR line Items with Item Code, Item Name, Long Description, location & Remarks fields will be available.
 - Remarks - Buyer can submit their remarks at Line item level.
 - Pricing Fields - Buyer can add dynamic multiple pricing bifurcation fields.
 - List of currency to show at header level (Buyer and Supplier Screen) (selection - mandatory)
 - Buyer / Supplier can select their preferred Currency.
 - BOQ Template : For single line item Buyer can create multiple sub-line items. This will be available on suppliers' side to give pricing on Item Level and Sub-item level.
 - Buyer can import / upload list of sub items in excel format.
 - Give print Preview in both supplier and buyer side. Download option as well.

- **Select Supplier :** Once click on Select Supplier page
 - Show list of suggested Suppliers on basis of previous RFQ / Last PO.
 - Allow additional supplier contact information to be maintained at Safal's Supplier Master
 - Supplier Category, Sub-Category to show under selected Item Category list.
 - List of Supplier - Item Code linkage. This will give list of suggested Suppliers for the RFQ based on PR line items selected.

- **Collaborative Users :** Buyer can involve collaborative users to participate in RFQ.
 - Allow technical user to participate in RFQ.
 - Can have only view rights to Technical Bid till RFQ is published.
 - After RFQ is published, Collaborative user can exchange information (Document exchange & Technical specification edit option)
 - Technical & Scoring evaluation rights will be with single / multiple technical users.

- **RFQ Bid Closing Date & Time :** This will have RFQ Closing Date & Time.



- Change RFQ Closing Date & Time : List of Standard reasons to be given with drop down feature to change RFQ Closing Date & Time.
- Publish RFQ : When RFQ is ready to publish to Suppliers, there will be mandatory validation to allow publish (Selected Suppliers list, Price Bid & Bid Closing Date & Time).
 - Automate email subject line with edit option
 - Standard template of email
 - No approval required for Buyer to Publish RFQ
 - Read receipt - Buyer can see which supplier has "view event".
 - View Price - Supplier Bids will be open *to buyer only* during RFQ is Published.
- Bid Optimization : Buyer can add additional pricing parameters to calculate the actual landed cost in QCS.
- Surrogate Bidding : Approval from Manager is required to do Surrogate Bidding. Tracking history of person who is doing Surrogate bidding will be maintained in the system.
- QCS :
 - Report will include Base currency, supplier given currency & currency conversion rate. Freeze conversion rate once QCS is prepared (submitted for approval).
 - Currency conversion rate to fetched from D&H approved Currency Conversion.
 - QCS Format - Technical & Commercial report in one QCS only. First Price, Technical & commercial details.
 - Approve / Reject / Remarks for QCS approval. Workflow of approval will be given by D&H team. Status of approval along with date and time will be given in QCS report.
- Technical Evaluation & Scoring :
 - Strength & Deviation in technical scoring along with "Remarks" column by assigned technical user.
 - Technical assigned user can give score and can attach documents. These documents should be visible in "Score Analysis"
- Supplier Awarding : Buyer can Award supplier after QCS approval. Buyer can award single Supplier or Multiple Supplier for single line item or multiple line items. Validation : Line Item Qty cannot be higher than RFQ Line Item Qty. Transfer information for PO Creation.



Auction

- Auction: There will be two ways to create auction.
 - Auction from RFQ
 - Direct Auction using PR
- Support two type of Auctions – Reverses and Forward Auctions.
- Create Online Auctions from RFQ
- Create Direct Auction from Purchase Requisition.
- Define Technical Specifications and T&C for the Auctions.
- Define Auctions Settings (Color Auctions like Green/Yellow/Red or define Ranking Number Auction like L1, L2, L3...)
- Auction auto extension if suppliers bidding on last time.
- Package Level Ranking and Item level ranking of Suppliers.
- Chat option during live auction.
- Starting bid – set starting bid to participate in auction.
- Auto extension – auto extension of time based on last moment bidding.
- The Comparison report generated from the Auction can be used as the same workflow of RFQ awarding for the PO.

Approved QCS to be pushed to D&H MS Navision

- Approved QCS will be available for the punching of Purchase Order in the MS Navision.
- The other additional required fields for the PO creation in MS Navision will be selected Safal's ProcureSens system.

Approved PO in D&H MS Navision

- Approved PO in D&H MS Navision will be pulled back to Safal's ProcureSens system against the approved QCS
- On confirmation from Buyer, approved PO will be released to the Supplier
- PO information will be reflected in supplier portal.

6. Supplier Portal

D&H Supplier can access the Supplier Portal to participate in the RFQ and Auction. Only Invited Suppliers can access the supplier, Portal.

- Auto generated E-mail with Supplier Secure Log in ID and Password.
- Encrypted password for the Suppliers.
- Can view, accept or reject participation in RFQ or Auction.
- Review technical documents submitted by Buyer
- Submit technical specifications to the Buyer.
- Accept or deviate Terms and Conditions of the RFQ or Auction.
- Submit Price Bid as per format defined by the Buyer.
- Option to download price bid format in excel template and upload the price.
- Participate in Online Auctions.
- Supplier can view their status as per Auctions settings.
- Online messaging system for Supplier to communicate with Buyer.



- Tracking history of communication in the system.
- Auto reminders for various activities in case of no responses from suppliers.
- Supplier can view the awarded PO and can download the awarded PO.
- Supplier can accept or reject the PO with remarks.

7. Integration

Safal’s E-Procurement solution will be integrated to D&H - MS Navision for the 2-way communication.

- MS Navision and Safal Integration Masters

Master Name	Source of Master
Plant Master / Location Master	MS Navision
Department Master	MS Navision
Division Code Master	MS Navision
Item Master <ul style="list-style-type: none"> • Item Code • Item Name • Item Category • UOM • Currency • Unit Price 	MS Navision
Indent Type Master	MS Navision
Variant Code Master	To be discuss
Product Group Code Master	To be discuss
Supplier Master <ul style="list-style-type: none"> • Supplier Code • Supplier Name • Contact Person Email ID • Contact Person Name • Payment Terms • Currency 	MS Navision
Delivery Term Master	MS Navision
Freight Master	MS Navision
Shipping Agent Code / Transporter	To be discuss
Tax Master	MS Navision
Visit Type Master	To be discuss
Purchase Type Master	To be discuss
Item Quantity Tolerance	To be discuss
Posting Date / Booking Date	To be discuss

Safal’s ProcureSens and D&H MS Navision will be integrated through API approach.

- MS Navision APIs – D&H will provide the Navision side APIs
- SAFAL APIs – Safal will develop and configure APIs to connect with Navision APIs.
- Safal APIs are dependent on the MS Navision APIs.