**Procurement Management App – Functional Specification (Hybrid Manual + Automated Process)**

**Objective:**
To develop a procurement monitoring system that tracks the entire procurement lifecycle: from requisition to RFQ, PO, delivery, and payment. The system combines manual uploads with automated tracking to enhance visibility and control.

**1. User Roles & Access**

* **Super Admin**
	+ Can create and manage staff accounts.
	+ When Vendor sign up with their CAC document, the login is sent the vendor email.
* **Staff**
	+ Can upload procurement requisitions and supporting documents.
	+ Can view the status of their procurement requests.
* **Procurement Manager**
	+ Sees all procurement requests via a dashboard.
	+ Assigns procurement tasks to specific staff (Procurement Assignees).
	+ Uploads RFQs and assigns them to vendors.
	+ Receives and downloads vendor quotes for analysis.
	+ Uploads POs and assigns them to vendors.
* **Vendors**
	+ Can only see RFQs assigned to them.
	+ Can upload their quotes within a time limit.
	+ Can upload signed PO acceptance and delivery notes.
* **Finance Team**
	+ Uploads payment evidence upon successful transaction.
	+ Can view completed procurement cases.

**2. Procurement Process Flow**

**Step 1: Requisition Upload**

* Staff uploads a **requisition document** and relevant supporting files.
* Each requisition is **named for identification**.
* These are visible on the Procurement Manager's dashboard, organized by project.

**Step 2: Assignment**

* Procurement Manager can **assign** a requisition to a procurement staff (assignee).
* If unassigned, only the Procurement Manager handles it.

**Step 3: RFQ Generation & Upload**

* RFQs are generated **manually**, outside the system.
* Procurement Manager/Assignee uploads the RFQ to the system and **inputs a unique RFQ number**.
* Requisition automatically moves to the "RFQ stage" when this is done.

**Step 4: Vendor Notification & Quote Submission**

* Selected vendors are notified of the new RFQ (visible only to them).
* Vendors upload their **quotation** before the RFQ deadline.
* Quotes are received by:
	+ The **Procurement Manager and Assignee**, if assigned.
	+ Only the **Procurement Manager**, if unassigned.
* Quotes are **downloaded manually** for evaluation.

**Step 5: PO Sharing**

* After vendor selection, a **Purchase Order (PO)** is manually generated and uploaded to the vendor's view.
* The vendor downloads the PO, signs it, and re-uploads the signed copy as **PO acceptance**.

**Step 6: Delivery & Documentation**

* For **goods**: The requesting staff uploads the **Goods Received Note (GRN)**.
* For **services**: The requesting staff uploads the **Job Completion Form**.
* The vendor then uploads a **Delivery Note** or **Invoice** to request payment.

**Step 7: Payment & Closure**

* The Finance Team uploads **payment evidence** once the payment is processed.
* The procurement is marked as **"Completed"**, and it reflects in the **Completed Procurement List** on the dashboard.

**3. Dashboard Features**

* Shows all procurement at various stages:
	+ Pending RFQs
	+ RFQs Awaiting Vendor Response
	+ Quotations Received
	+ POs Shared
	+ Deliveries Awaiting Confirmation
	+ Pending Payment
	+ Completed Procurement
* Filters by:
	+ Project
	+ Date Range
	+ Assigned Staff
	+ Procurement Stage

**4. File Management**

* All uploaded documents (Requisition, RFQ, Quote, PO, GRN, Job Completion, Delivery Note, Payment Evidence) must be:
	+ Viewable and downloadable by authorized users.
	+ Attached to the corresponding procurement ID/name for easy traceability.