28.05.2023

**Handover Document**

**PO - CONNECT US 2.0**

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1. **VERSION CONTROL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Version no** | **Version Date** | **User name** | **User department** | **Updated By**  | **Ticket ID** |
| 1 | 1.1 | 27/5/2024 | Sanika Dewoolkar | IT Implementation | Sanika Dewoolkar | TT21122 |
| 2 | 1.2 | 6/6/2024 | Sanika Dewoolkar | IT Implementation | Sanika Dewoolkar | TT22390 |

1. **INTRODUCTION**

This system outlines the generation of requisition i.e. demand by uploading the requirement details through excel into the system, once the requisition file is uploaded, the order is placed by inputting the order qty upon selecting the vendor, delivery date considering the open qty (reorder level count) uploaded in the file.

Open Qty denotes the minimum qty required at branch for particular SCM Code ( SCM code- item, category, weight range, size range, purity range)

Eg, If the open qty is 20 and the order qty is 10 against it then the open qty should get updated to 10 for that SCM.

1. **SCOPE**

Using the Generate Requisition menu, users can upload an Excel file containing order details to be provided to the vendor. Upon successful upload of a file with valid data, Users can submit the order Qty by selecting the valid details.

Upon submitting the order, PO Bulk upload file will be generated which users will be uploading in Connect Us 1.0 in the PO Bulk File Order Upload menu and the process will continued as per the existing system.

Through History users can view the previous orders submitted by filtering the data by date, vendor name.

Through Order Qty Report, users will be able to view and export the total order quantity submitted.

Through vendor export report users will be able to view and export report of pending order given to vendors

1. **BUSINESS & SYSTEM RULES**
* User will be registered in the system.
* User will be logged in.
* System should display error message for incorrect details if entered.
* System should pop up a message, if any issues in the system is detected.
* All forms should have on field validations. System should display on field errors in case of incorrect inputs.
1. **ABBREVIATIONS & TERMS**

PO - Pending Order

SCM code- item, category, weight range, size range, purity range

Wt - weight

Qty - quantity

1. **GRAPHICAL REPRESENTATION**



1. **DEVELOPED SYSTEM**

We will have a main menu as PO and Generate Requisition, Generate PO, Order History, Vendor Export Report, Order Qty Report in it.



* 1. **GENERATE REQUISITION:**

Through Generate Requisition menu the user will upload the Excel file containing the details of orders given for Karagirs as per the SCM code. It will have following fields:

* Download bulk upload format
* Upload bulk file
* Search
* Reset
* Filter
* Export
* Total Wt
* Total Open Pcs
* Sr No
* Item
* Category
* Exact Wt
* Wight Range
* Size range
* Purity range
* Karagir wt range
* Knock off wt range
* Karagir size range
* Open Qty

User will have to first download the bulk format file. Once user clicks on bulk upload format, excel file will get downloaded which will have following columns:

* Item
* Category
* Size range
* Weight range
* Exact wt
* Purity range
* Karagir weight range
* Knockoff weight range
* Karagir size range
* Open Qty



Fig: Generate Requisition Menu -> Download bulk format

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Item | Text | Mandatory | User will mention item name from the connect us 1.0 -> SCM master gold.  |
| Category | Text | Mandatory | User will mention category name from the connect us 1.0 -> SCM master gold for that item.  |
| Exact Wt | Text | Mandatory | User will mention the exact wt of the item - category which will be between mentioned weight range only. |
| Weight Range | Text | Mandatory | User will mention weight range from the SCM master gold connect us 1.0 -> for that item -category.  |
| Size Range | Text | Mandatory | User will mention size range from the SCM master gold connect us 1.0 -> for that item -category. |
| Purity Range | Text | Mandatory | User will mention purity range from the SCM master gold connect us 1.0 -> for that item - category.  |
| Karagir Wt Range | Text | Mandatory | User will enter the Karagir wt range that that means weight range as per karagir’s record. Validation: Karagir wt range can be different from weight range column but Karagir wt range has to be between or equal to mentioned weight range only. |
| Knock off Wt Range | Text | Mandatory | User will mention the weight range against which we have to map the pcs with net wt field of labeling file once uploaded. Validation: Knockoff wt range can be different from weight range column but knock off wt range has to be between or equal to mentioned weight range only. |
| Karagir Size Range | Text | Mandatory | User will enter the Karagir size range for that item - category. Validation: Karagir size wt range can be different from SCM size range column but karagir size range has to be between or equal to mentioned SCM size range only. |
| Open Qty | Text | Mandatory | User will enter the min qty required at branch i.e. Reorder level |

Once user uploads the bulk order file through upload button and clicks on submit button, the data will be displayed at the grid view.

* Sr No
* Item
* Category
* Knock Off size range - By default the knock off size range will be displayed
* Karagir size range - In filter, if the user selects view for Karagir size range then karagir size range will be displayed. Else this field will not be displayed.
* Knock off wt range
* Exact Wt
* Open Pcs
* Purity range
* Total Wt (Exact Wt x Open Pcs)
* Subtotal on top – Open pcs, total wt
* Filters – View For: Karagir size range; Knock off size range, Item, category, karagir size range, knock off wt range, Search Filter

**GENERATE PO :**

Once the excel file is successfully uploaded in the generate requisition menu, user will select the required details and enter Order Qty to be given to Vendor in this menu.

**Step 1 -** User will select the vendor name and delivery date of the order to be given.

**Step 2 -** User will select the Item- Category from the drop- down, upon selection, the knockoff wt range, karagir size range, Exact Wt, Open Qty, Order Qty fields will be displayed in table view.

**Step 3 -** User will enter order qty i.e count of pcs / order that is to be given to Karagir for particular SCM (item - category - weight range - size).

**Step 4 -** User can filter down the data by knock off weight range and size range as well and enter the order Qty for filtered data.

**Step 5 -** User will save the details entered and can add order Qty for more SCM (item - category - weight range - size) by clicking on ‘save and add more’.

**Step 6 -** Upon clicking on save button, user can review all the records added and can edit/delete them.

**Step 7-** After clicking on submit button, user will be redirected to the home screen. User can now download the PO bulk upload format file.

Below fields will be displayed in this menu:

* Vendor Name
* Delivery date
* Item -> Category
* Filter
* Weight range (Knock off weight range)
* Size Range
* Knock off Wt Range
* Karagir Size range
* Exact Weight
* Open Qty
* Order Qty
* Save and Add more
* Save
* Submit
* PO Bulk Upload File

Field Description:

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Vendor Name | Drop-down | Mandatory | User will select the vendor name from the drop-down.Drop- down will display the Karagir names which was mentioned in the uploaded bulk file in generate requisition menu. |
| Delivery date | Date picker | Mandatory | User will enter the delivery date on which the order is expected to be delivered by the vendor at inventory.Validation:Previous dates than current date will be disabled  |
| Item -> Category | Drop-down | Mandatory | User will select the item->category for which the order is to be placed. The drop-down values will be fetched from the uploaded excel file in generate requisition menu. |
| Filter | Button | Optional | User can drill down the data by using filter. Once the user clicks on filter button, weight and size filter will be displayed.Upon selecting the weight and size, filtered record will be displayed in table view. |
| Weight range (Knock off weight range) | Drop down | Optional | User can enter order Qty by filtering specific weight range. The dropdown values of this field will be fetched from the uploaded excel file in generate requisition menu from the Knock off Wt Range column. |
| Size range | Dropdown | Optional | User can enter order Qty by filtering specific size range. The dropdown values of this field will be fetched from the uploaded excel file in generate requisition menu from the Size Range column. |
| Knock off Wt Range | Text | Mandatory | User can view the knock off weight range for the selected item category or according to the filters applied.This record will be fetched from the uploaded excel file in generate requisition menu.Validation:It will be readable only. |
| Karagir Size range | Text | Mandatory | User can view the karagir size range for the selected item category or according to the filters applied.This record will be fetched from the uploaded excel file in generate requisition menu.Validation:It will be readable only. |
| Exact Weight | Text | Mandatory | User can view the Exact Wt for the selected item category or according to the filters applied.This record will be fetched from the uploaded excel file in generate requisition menu.Validation:It will be readable only. |
| Open Qty | Text | Mandatory | User can view the Open Qty for the selected item category or according to the filters applied.This record will be fetched from the uploaded excel file in generate requisition menu.Once the order Qty is placed against the open qty for particular SCM code then the open qty should get updated I.e Updated Open Qty = Original Open Qty(Updated in excel) - Order QtyEg, if the open qty is 20 for particular SCM Code and 10 order is placed against it then while placing order against same scm code second time, the open qty should be 10 I.e 20 - 10.Validation:It will be readable only. |
| Order Qty | Text | Mandatory | User will mention the pcs count which are to be ordered from the vendor for that SCM code.Validation- It should accept only numbers.0 should not be accepted. |
| Save and Add more | Button | Optional | User can add more records by clicking on save and add more. Once the user clicks on the button, add screen will be displayed. |
| Save | Button | Mandatory | Once the user clicks on save button, a new screen with all the records will be displayed.Below fields will be displayed in the grid view:* Item
* Category
* Knock off wt Range
* Karagir size range
* Order Qty
* Action- Edit, Delete
* Add
* Submit

Order Qty - If the user saves the order Qty twice for same item category multiple times, then on review page the collated order Qty for that item - category will be displayed. |
| Submit | Button | Mandatory | Upon clicking on submit button, user will be redirected to the home screen. The PO Bulk upload file button will be enabled.  |
| PO Bulk Upload File | Button | Mandatory | Before submitting the order Qty, this button will be disabled.Once the user submits the order Qty for SCM, this button will be enabled.Once the users clicks on this button, excel file will be downloaded in the system with the submitted details.This file will have below columns.* Delivery date
* Order date
* Karagir
* Item
* Category
* Exact wt
* Weight range
* Size range
* Purity range
* New order
* Karagir weight range
* Knockoff weight range
* Karagir size range
 |

* 1. **ORDER HISTORY:**

User will be able to view history of submitted records in this menu.

It will have below fields:

* From Order date
* To Order date
* From delivery date
* To delivery date
* Vendor name
* Search Button
* Reset Button
* Export button

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| From Order Date | Calender picker | Optional | User will select the order date from which the history is to be extracted.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Order Date | Calender picker | Optional | User will select the order date till which the history is to be extracted. Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| From Delivery date | Calender picker | Optional | User will select the delivery date from which the orders will be displayed in history.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Delivery date | Calender picker | Optional | User will select the delivery date till which the orders will be displayed in history.Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| Vendor name | Drop-down | Optional | User can search the orders by selecting specific vendor here. Validation: It will be multi-select. It should disable already selected vendor from the drop-down list.  |
| Search | Click  | - | Once user clicks on search button, the history will be displayed in grid and export button will be displayed.History will display the details of each vendor, order and SCM code. It will have following columns: * Sr no.
* Order date
* Delivery date
* Karagir
* Item
* Category
* Knock off Wt range
* Karagir Size range
* Purity range
* Order Qty
* Created at
* Created by
 |
| Export  | Click  |  | Export button will be display after user clicks on search and data will be displayed. Once user clicks on export button, excel file will be downloaded displaying data in following columns:* Delivery date
* Order date
* Karagir
* Item
* Category
* Exact wt
* Weight range
* Size range
* Purity range
* New order
* Karagir weight range
* Knockoff weight range
* Karagir size range

Downloaded excel file name will be Order History. |

* 1. **VENDOR EXPORT REPORT:**

Users will be able to export file with order details for SCM which can be sent to vendor.

It will have below fields:

* From Order date
* To Order date
* From delivery date
* To delivery date
* Vendor name
* Search Button
* Reset Button
* Export button

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| From Order Date | Calender picker | Optional | User will select the order date from which the report is to be extracted.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Order Date | Calender picker | Optional | User will select the order date till which the report is to be extracted. Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| From Delivery date | Calender picker | Optional | User will select the delivery date from which the orders will be displayed in report.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Delivery date | Calender picker | Optional | User will select the delivery date till which the orders will be displayed in report.Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| Vendor name | Drop-down | Optional | User can search the orders by selecting specific vendor here. Validation: It will be multi-select. It should disable already selected vendor from the drop-down list.  |
| Search | Click  | - | Once user clicks on search button, the records will be displayed in grid.Report will display the details of each vendor, order and SCM code. It will have following columns: * Order date
* Delivery date
* Item
* Category
* Purity
* Karagir Wt Range (Rename to Weight range)
* Karagir Size range (Rename to size range)
* Exact Weight
* Ordered Qty
 |
| Export  | Click  |  | Once user clicks on export button, excel file will be downloaded displaying data in following columns:* Order date
* Delivery date
* Item
* Category
* Purity
* Karagir Wt Range (Rename to Weight range)
* Karagir Size range (Rename to size range)
* Exact Weight
* Ordered Qty

Downloaded excel file name will be Vendor export report. |

* 1. **ORDER QTY REPORT:**

User can view the total ordered qty for specific Item- category, vendor name, order date, delivery date.

It will have below fields:

* From Order date
* To Order date
* From delivery date
* To delivery date
* Vendor name
* Item
* Category
* Search Button
* Reset Button
* Export button

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| From Order Date | Calender picker | Optional | User will select the order date from which the report is to be extracted.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Order Date | Calender picker | Optional | User will select the order date till which the report is to be extracted. Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| From Delivery date | Calender picker | Optional | User will select the delivery date from which the orders will be displayed in report.Validation: It will be single select. It should accept back dates as well as future dates.  |
| To Delivery date | Calender picker | Optional | User will select the delivery date till which the orders will be displayed in report.Validation: It will be single select. It should accept back dates as well as future dates. It should disable the dates before selected ‘from order date’. |
| Vendor name | Drop-down | Optional | User can search the orders by selecting specific vendor here. Validation: It should disable already selected vendor from the drop-down list.  |
| Search | Click  | - | Once user clicks on search button, the records will be displayed in grid.Report will display the details of each vendor, order and SCM code. It will have following columns: * Order date
* Delivery date
* Item
* Category
* Purity
* Karagir Wt Range (Rename to Weight range)
* Karagir Size range (Rename to size range)
* Exact Weight
* Ordered Qty
* Total Order Qty

Total Order Qty - Total order Qty as per the applied filters will be displayed. |
| Export  | Click  |  | Once user clicks on export button, excel file will be downloaded displaying data in following columns:* Order date
* Delivery date
* Item
* Category
* Purity
* Karagir Wt Range (Rename to Weight range)
* Karagir Size range (Rename to size range)
* Exact Weight
* Ordered Qty
* Total Order Qty

Downloaded excel file name will be Order Qty report. |