

No.	Process	Requirement Description	P*	Comments
1.	Generating a Purchase Order:	System checks remaining budget balance for line item	1	
2.	Generating a Purchase Order:	Remaining Balance must include encumbered Purchase Orders and contracts as well as pending purchase orders	1	
3.	Generating a Purchase Order:	System must route purchase orders to appropriate approvers electronically	2	
4.	Generating a Purchase Order:	System must be able to route approvals differently when approvers are unavailable	3	
5.	Generating a Purchase Order:	System must identify purchase orders which require multiple approvals	1	
6.	Generating a Purchase Order:	System must maintain on-line catalogs for the purpose of ordering at approved prices	2	
7.	Generating a Purchase Order:	System must allow catalogs to be manually or electronically updated	2	
8.	Generating a Purchase Order:	System must verify that all procurement rules have been met	3	
9.	Generating a Purchase Order:	System must maintain history of all bidders (successful & unsuccessful) based on procurement rules	3	
10.	Generating a Purchase Order:	System must flag employees when they attempt to procure items with a certain failure rate	3	
11.	Generating a Purchase Order:	System must track the purchase history of an item	1	
12.	Generating a Purchase Order:	System must track the performance of an item (ex: shower valve A is replaced more often Shower valve C)	3	
13.	Generating a Purchase Order:	System must notify purchases of grouped items (ex: printers and printer cables)	2	
14.	Generating a Purchase Order:	System must autonumber purchase orders based user defined criteria by development / department	1	
15.	Generating a Purchase Order:	System must link to vendor catalogs via the web	3	
16.	Generating a Purchase Order:	System must maintain vendors site password for log on	2	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
17.	Generating a Purchase Order:	System must restrict types of items to be purchased by employee positions	1	
18.	Generating a Purchase Order:	System must notify the employee when item can be obtained from a BHA warehouse instead of a vendor	1	
19.	Generating a Purchase Order:	System must be able to link purchase orders back to contracts	1	
20.	Generating a Purchase Order:	System must provide a mechanism to solicit bids and notify bidders	2	
21.	Generating a Purchase Order:	System must track the solicitation process	2	
22.	Generating a Purchase Order:	System must be able to extend out the bid price (ex: shower valve A costs \$10. 100 shower valves costs \$1,000)	1	
23.	Generating a Purchase Order:	System must have the ability to copy previous purchase orders and contracts	2	
24.	Generating a Purchase Order:	System must have the ability to generate purchase orders which are not in a catalog	1	
25.	Generating a Purchase Order:	System must reference project # 's and type on purchase orders	1	
26.	Generating a Purchase Order:	System must identify BHA tax exempt status	2	
27.	Generating a Purchase Order:	System must allow for multiple general ledger distributions by line item	1	
28.	Generating a Purchase Order:	System must be able to split charges between departments and developments	1	
29.	Generating a Purchase Order:	System must identify appropriate approvals for a split purchase order	1	
30.	Generating a Purchase Order:	System must be able to track notes	2	
31.	Receiving goods and supplies:	System must maintain default billing and shipping addresses by employee	2	
32.	Receiving goods and supplies:	System must be able to attach scanned documents to purchase orders	1	

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33.	Receiving goods and supplies:	System must be able to receive products by line item on the purchase order	1	
34.	Receiving goods and supplies:	System must be able to reject products by line item on the purchase order	1	
35.	Receiving goods and supplies:	System must be able to reject entire purchase order	1	
36.	Receiving goods and supplies:	System must generate fixed assets tags by line item	1	
37.	Receiving goods and supplies:	Four-way match between receipts, purchase order and invoices	1	
38.	Receiving goods and supplies:	System must be able to process partial receipts	1	
39.	Maintaining and tracking purchase orders:	System must alert users when purchase orders is about to expire	1	
40.	Maintaining and tracking purchase orders:	System must maintain user defined alerts based on dates and dollars expended and remaining	1	
41.	Maintaining and tracking purchase orders:	System must alert user-defined employees when budget minimums and maximums occur by line item	1	
42.	Maintaining and tracking purchase orders:	System must be able to cancel purchase orders	1	
43.	Maintaining and tracking purchase orders:	System must be able to re-open purchase orders	1	
44.	Maintaining and tracking purchase orders:	System must maintain Purchase order agings	1	
45.	Maintaining and tracking purchase orders:	System must be able to drill back on contract, purchase order, invoice, project, fixed asset and general ledger information	1	
46.	Maintaining and tracking purchase orders:	System must be able to track back-ordered items	1	
47.	Maintaining and tracking purchase orders:	System must release funds when purchase order / contract is closed	1	
48.	Vendor selection / maintenance :	System must maintain a list of all approved vendors	2	
49.	Vendor selection / maintenance :	System must provide performance tracking for vendors by user defined criteria (ex: delivery on time, orders complete)	3	

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50.	Vendor selection / maintenance :	System should automatically flag vendors as "not in good standing" when certain user defined criteria is met	3	
51.	Vendor selection / maintenance :	System must notify employee when selected vendor is not an approved BHA vendor or a vendor not in good standing	3	
52.	Vendor selection / maintenance :	System must maintain vendor's insurance information	2	
53.	Vendor selection / maintenance :	System must maintain user defined vendor information for minority status reporting	1	
54.	Vendor selection / maintenance :	System must maintain vendors by user-defined type (ex: contractors or suppliers	1	
55.	Vendor selection / maintenance :	System can generate a new vendor package based on user-defined criteria	2	
56.	Vendor selection / maintenance :	System has ability to put vendors on hold pending information	2	
57.	Vendor selection / maintenance :	System has ability to procure items from a vendor with a minimal amount of vendor information	2	
58.	Vendor selection / maintenance :	System has ability to allow vendors to maintain their own information based on security	2	
59.	Vendor selection / maintenance :	System has ability to allow vendors to apply online	3	
60.	Vendor selection / maintenance :	System should maintain current year 1099 information	1	
61.	Vendor selection / maintenance :	System should maintain historical 1099 information	1	
62.	Vendor selection / maintenance :	System should be able to generate 1099 information for vendors and the IRS	1	
63.	Vendor selection / maintenance :	System should maintain default general ledger information by vendor	3	
64.	Integration:	System must be fully integrated with Accounts Payable, Fixed Assets, Inventory Control, Projects Management and Work Order	1	

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