

Purchase Approval System

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in
The Department
of
Computer Science and Engineering



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Approval Certificate

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Abstract

The Purchase Approval System is business software that helps to automate the purchasing function of the organization. An organization can process their purchase paperwork through this system. Each step requires a certain user to approve or reject the process to move ahead to the next step, and this approval can be done by only clicking a button. So it saves time and avoids the lengthy processes to approve on different steps to finally reach the target. The system also provides a comparison view to compare prices given by multiple vendors to ensure the consistency of minimum price and best quality goods to be purchased.

Acknowledgement

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Chapter 1

Introduction

A Purchase Approval System is a procurement system used to purchase products of an organization. This system is highly effective to ensure requisition, approval from different departments, comparison of different products, receiving of goods etc. with less paperwork. Thus it saves time, ensures to choose worthy vendors, and minimizes the delay of order and mistakes of the procurement.

There are various kinds of purchase approval systems. They system provides requisition, purchase, approval etc. But they cannot schedule (grouping same product from different requisitions) their requisitions by category or product. Another problem occurs as the end users are not properly notified to take actions.

The Purchase Approval System overcomes these problems strictly to ensure better facility to the users. Before requesting the vendors to provide quotation of the purchased goods, scheduling takes place to ensure if other requisition contains same goods, and are merged together to make a single requisition. And each end user is notified to take actions both in the system and via e-mail.

Major Scopes for this system are as follows: -

- Keep track of every day requisition.
- Maintain the scheduling of the requisition.
- Incorporation of every day purchase.
- Ensure fastest search operation of each requisition.
- Database independency.
- Device independency.
- Maintain user security.

Chapter 2

Background and Literature Review

This is the era of science and technology. Web applications are massively used in each and every step of modern businesses. But unfortunately the developing countries like Bangladesh are far behind of using the internet or web based applications. Users can register their details for logging or access to the information page. View flight timetables, information and finally purchase or cancel a flight ticket through the automated system. Several software applications have been used to demonstrate the whole system. The implementation of the system required to use asp.net, HTML, JavaScript, CSS and MySql. There are some well-known company that use online purchase approval system in Bangladesh like Rangs Properties, Marie Stopes of Bangladesh etc.

2.1 The Proposed System

The proposed system is a web based application that allows customers to make purchase any type of products. Major Scopes for this system are as below:

- To keep track of every day requisition.
- Maintain the scheduling of the requisition.
- Incorporation of every day purchase.
- Ensure fastest search operation of each requisition.
- Database independency.
- Device independency.
- Maintain user security

The system helps customer to purchase products by requisition it. A customer can through any of the item of the proposed system. In master setting user can input measurement unit, group, product, supplier information, terms & condition. In purchase requisition user can create requisition, after scheduling, receive product user can finally pay the amount. This study has been categorized into six groups:

- Requisition

- Scheduling
- Vendor quotation
- Purchase order
- Product receive
- Payment

2.2 Limitations of Existing System

To overcome of traditional purchasing system automation is a proven tool but a successful outcome hinges on the effectiveness of the strategy. By taking an end-to-end approach to automation, goals of the business as a whole are addressed, as well as those of everyone involved. But still it has some limitation on existing systems.

Most limitations in the existing systems are:

- Missing chart of account code can delay in the process of requisition and approval.
- Different supplier name can lead to error when completing the purchase order when requisition is often presented to the finance office.
- It is a quite big problem when same data fields are appearing in many different files and in different formats because the data has to be maintained in large volumes but in our system, by providing the correct condition this problem can be overcome.
- Often the Finance Office has not been notified that a person is acting in a position with a delegation sufficient to cover the value of the purchase. This advice can be provided by email to the Manager, Financial Operations or by entry in e-update.

2.3 Limitations of Existing System

- Requirement gathering and analysis
- Design
- Implementation
- Deployment
- Maintenance and improvement
- Report

2.3 Benchmark Data

Table 1: Benchmark Data

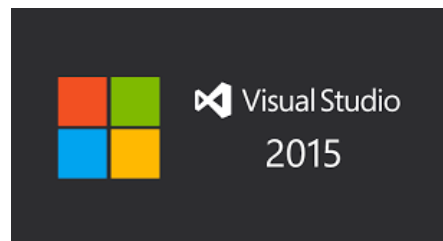
Sl.	Contents	Procurify by Procurify	Purchase Order System By myofficehub	Purchase Approval System
1	Catalog Management	Yes	Yes	Yes
2	Compliance Management	Yes	Yes	No
3	Contract Management	Yes	Yes	Yes
4	Inventory Management	Yes	Yes	Yes
5	Invoice Processing	Yes	Yes	Yes
6	PunchOut	Yes	No	No
7	Purchase order Management	Yes	Yes	Yes
8	Requisitions & Approval	Yes	Yes	Yes
9	Sourcing Management	Yes	Yes	Yes
10	Spend Management	Yes	Yes	Yes
11	Supplier Management	Yes	Yes	Yes

Development Software & Tools

3.1 Development Software

- **Microsoft Visual Studio 2015**

An IDE (Integrated Development Environment) from Microsoft Corporation. It is used to develop cross platform mobile development (apps, e.g. Android, MAC, iOS, Windows), programs, websites, and web services. It supports IntelliSense (code completion component or autocomplete) feature to speed up the development process, and to avoid common mistakes made in a tight schedule. Visual Studio supports



different programming languages which includes C, C++, .Net, C#, Visual Basic, F#, HTML, CSS, JavaScript and many others either it is built-in or need different packages to be supported.

- **SQL Server 2008**

A database server developed by Microsoft Corporation. Its primary objective is to store and retrieve data as per user/software/application requirement. It is written in C/C++.



It can run in the same computer and also can be worked while running in another computer connecting via network or internet. It provides the users/developers with a GUI (Graphical User Interface) to work with the stored data in a comfortable way.

3.2 Languages

- **C#**

C# (pronounced as see sharp) is an object-oriented programming language developed by Microsoft Corporation. It is designed to work with Microsoft's .Net platform to enable the developers to build secured and robust applications.

- **HTML**

Hyper Text Markup Language (HTML) is a markup language used to create web pages. It describes the structure of the web page. The HTML elements are represented by tags (e.g. head, body, paragraph, etc.).

- **CSS3**

CSS (Cascading Style Sheet) is a style sheet language, to describe the presentation of document written in markup language. It is used to change the design of web pages written in HTML/XHTML to ensure a friendly user interface.

3.3 Framework

- **ASP.Net MVC 4**

Asp.Net MVC is an open-source web application framework developed by Microsoft Corporation. It implements the Model-View-Controller (MVC) architecture pattern to build scalable and robust, and secured applications.

- **jQuery**

jQuery is an open-source cross-platform JavaScript library; designed to simplify the client-side scripting of HTML/XHTML. It is, till today the most popular and long running JavaScript library.

- **Twitter Bootstrap**

An open-source front-end framework for creating websites and web applications. It contains HTML and CSS based components, such as forms, buttons, navigations, links etc., and also customizable JavaScript extensions.

3.4 Tools

- **Fire Bug**

Firebug is a free open-source web browser extension for Mozilla Firefox that facilitates the live debugging, editing, and monitoring of any website's CSS, HTML, DOM, XHR, and JavaScript.

- **Bit Bucket**

Bitbucket is a version control hosting service developed by Atlassian. It is a central place to store the source code and share them between team members. It also allows merging different changes made by different members at different times in the master repository

and collaborating the changes to be available with other members of the team. It primarily uses Git (version controlling system to track and up to date files between shared members).

- **Edraw**

Edraw Max is an all-in-one diagram software that makes it simple to create professional-looking flowcharts, organizational charts, network diagrams, business presentations, building plans, mind maps, science illustration, fashion designs, UML diagrams, workflows, program structures, web design diagrams, electrical engineering diagrams, directional maps, database diagrams and more.

3.5 About ASP.Net MVC

The Model-View-Controller (MVC) is an architectural pattern that separates an application into three main logical components: the model, the view, and the controller. It is most commonly used a very popular for designing user interfaces of web applications.

The Model represents what data of which data types the application should contain. It is also the Business Logic Layer to implement business logics as per the need of the application. These layers are used to retrieve data from or store data to the database.

The View is the presentation part. It contains logic to show data to the end user with different UI components, e.g. textbox, label, dropdowns, toggle, checkboxes etc.

The Controller is the layer that coordinates data between the View and the Model. Typically, user interact with View, which in-turn raises appropriate URL request, this request will be handled by a controller. The controller renders the appropriate view with the model data as a response.

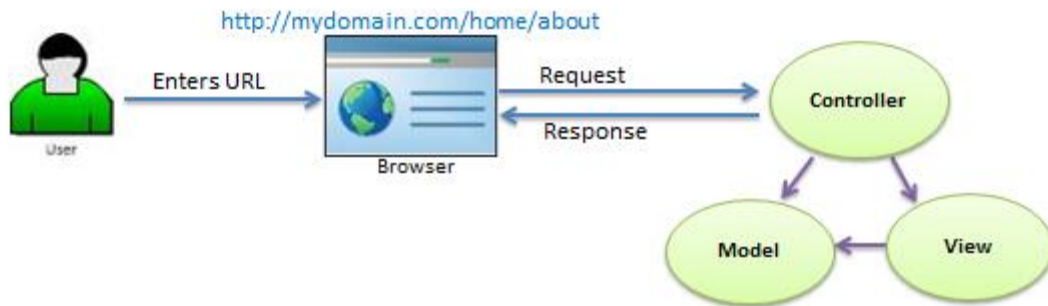


Figure 1: Example of MVC pattern

The above figure describes that, when a user enters a URL in the browser, it goes to the server and calls appropriate controller. Then, the Controller uses the appropriate View and Model and creates the response and sends it back to the user.

Chapter 4

System Functionality & Interface

4.1 System Functionality

The functionality of this project is mainly divided into under stated partitions:

- Administrator:
 - Configuration:
 - Manage Employee:
 - User:
 - System Feature:
 - User Permission:
 - Chart Of Accounts:
 - User Functionality:
- User Functionality
 - Master Setting: This is a Master Setting Option for the System. Here user can find the list of links of Global setup which will be usable for business operation.
 - Purchase Requisition: One recognized user can create a new requisition using this option with requisition id, requisition date, requisition by, product details, requisition approval list etc.
 - Purchase Schedule: Using this requisition user can do any scheduling by select and deselect the desired products.
 - Vendor Quotation: To add the vendor quotation of products in details and system support also upload the corresponding excel document.
 - Purchase Order: After select the vendor user will purchase the products creating new purchase order.

- Product Receive: To receive the product including payment date, payment id, vendor, paid amount, due amount and remarks will store here and with that user have to assign a person for GRN quality check.
- Payment: To create and manage the bill wise payment with PO type, No, Payment information, payment details all information will store here.
- Reports: To see different types of reports.

4.2 User Interface

- Easy to use
- Scurried
- Device Independency
- Responsive
- Convenient: Reduce or eliminate manual entries for companies spend.
- Responsive: In a world of ever increasing diversity of devices, screen sizes & web browsers, many have chosen to adopt the responsive web design approach when creating their websites
- Easy navigation: User interactive design and features, easily understood by the users for fluent navigation to different pages.
- Works on all browsers
- Simple but attractive.

4.3 UML Diagrams

4.3.1 Use Case Diagram

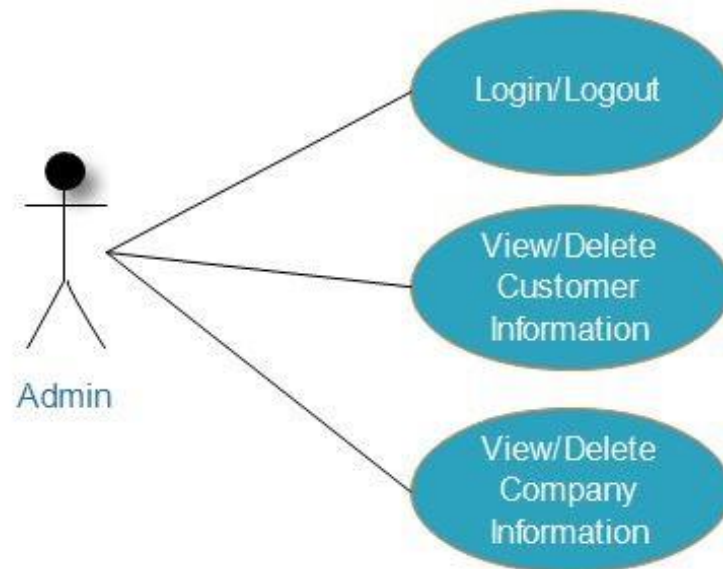


Figure 2: Use Case for Admin

UC 1: Login to System

Use Case ID:	UC 1
User/Actors :	All user of the application
Detail Business Rule	System log information for each sign in.
Pre-Condition:	System should be running on browser
Main success scenario/steps: User will see main window of the application.	
<<User>>	Provide user name , password, visitor type and finally click on log in button
<<System>>	System will check whether user is registered or not. If registered, open into main dashboard.
<<User>>	User will see main dashboard.
<<System>>	Open into main window.

Post Condition:	N/A
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed

UC 2: Requisition Information

Use Case ID:	UC 2
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	▪ The system user can add purchase requisition by providing purchase information. ▪ User can save, edit this information.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	
<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information then create new requisition of the system.
Post Condition:	User will see the conformation message that the requisition added successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

UC 3: Purchase Schedule

Use Case ID:	UC 3
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	▪ After approve the requisition user will create schedule by different requisition. ▪ User can create one schedule with multiple requisitions.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	

<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information then create new schedule of the system.
Post Condition:	User will see the conformation message that schedule added successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

UC 4: Vendor Quotation

Use Case ID:	UC 4
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	▪ After scheduling user will create vendor quotation. ▪ Can negotiate the price of the product. ▪ Select the vendor quotation.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	
<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information then create new vendor quotation of the system.
Post Condition:	User will see the conformation message that vendor quotation added successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

UC 5: Comparative Statement

Use Case ID:	UC 5
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	▪ Can compare the quotation. ▪ And finally select the vendor.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	
<<User>>	Provide all required fields information then click on button to compare the quotation.
<<System>>	System will check validity of information then purchase product.
Post Condition:	User will see the conformation message that quotation selected successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

UC 6: Purchase Order

Use Case ID:	UC 6
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	▪ Here user will purchase the product from the vendor. ▪ User can add purchase order. ▪ Approve purchase order need to approve by the approver. ▪ Direct purchase order doesn't needed any approve.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	
<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information then return the purchase product.

Post Condition:	User will see the conformation message that Product purchase return successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

UC 7: Product Receive

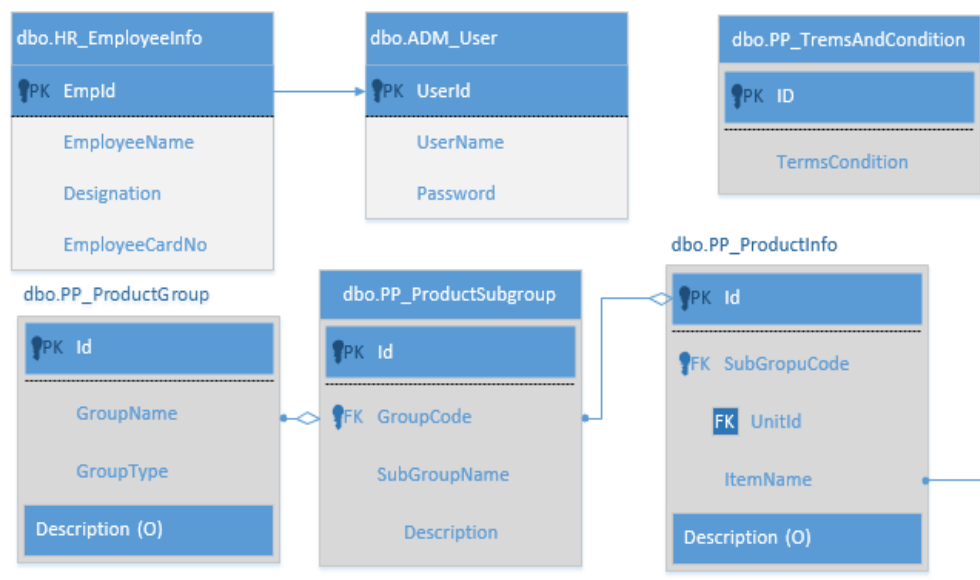
Use Case ID:	UC 7
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	Here user will receive the product from the vendor.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	
<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information.
Post Condition:	User will see the conformation message that product receive successfully.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

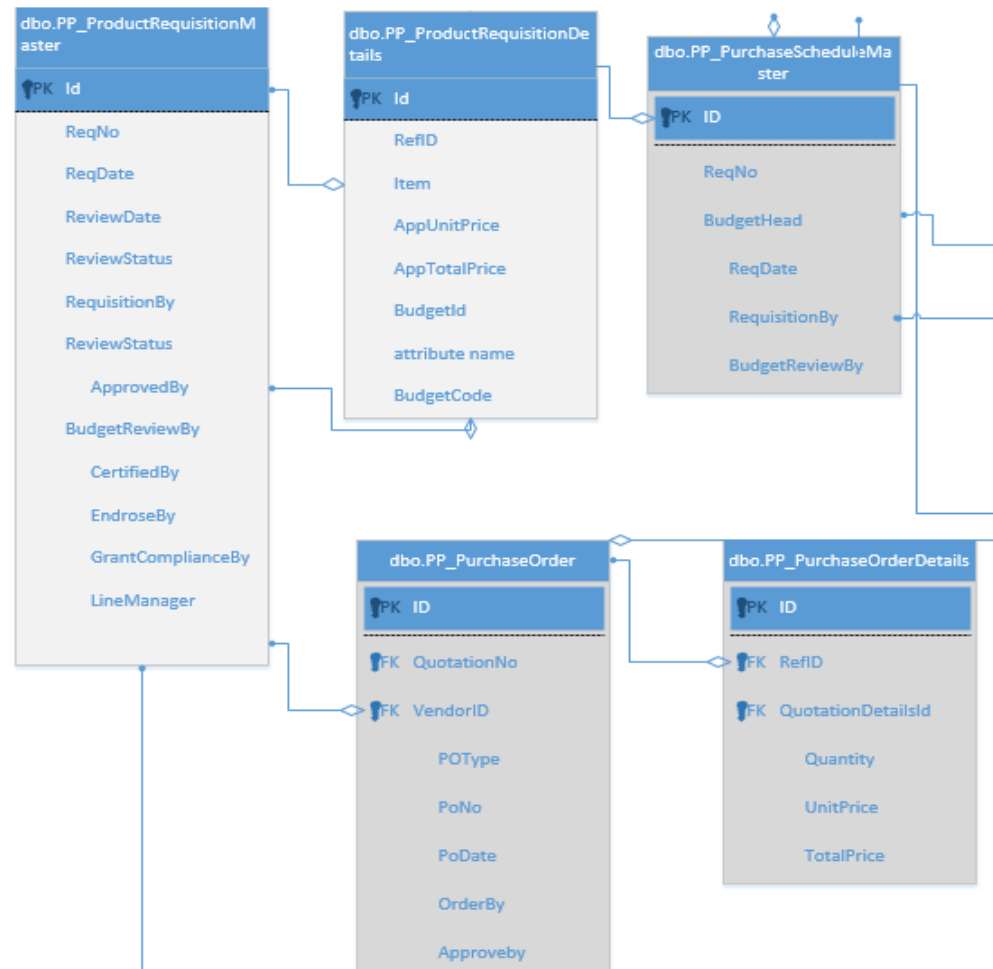
UC 8: Payment/ Budget Adjustment

Use Case ID:	UC 8
User/Actors :	User who has permission or admin user of the system.
Detail Business Rule	- User can give the payment bill wise. - Can create a bill wise payment. - After payment system will automatically adjust the budget with budget head.
Pre-Condition:	System should be running on browser or run windows of application.
Main success scenario/steps	

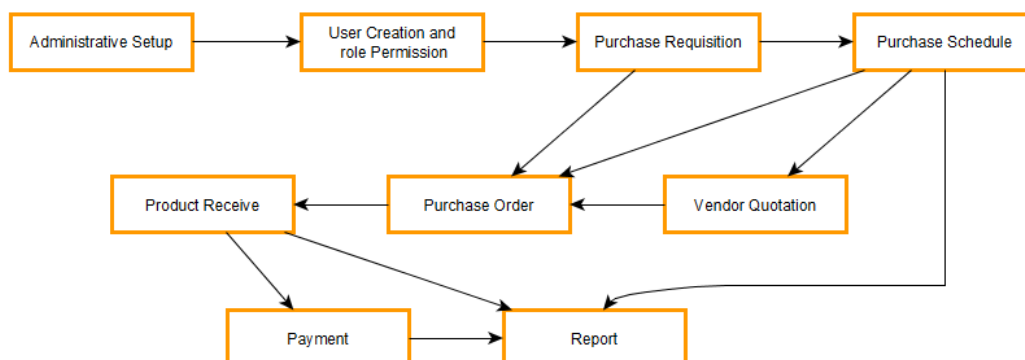
<<User>>	Provide all required fields information then click on creation or submit button.
<<System>>	System will check validity of information.
Post Condition:	User will see the conformation message.
Alternative Courses/Exceptions:	If any expected fields are blank or incorrect then error message is displayed.

4.3.1 Class Diagram

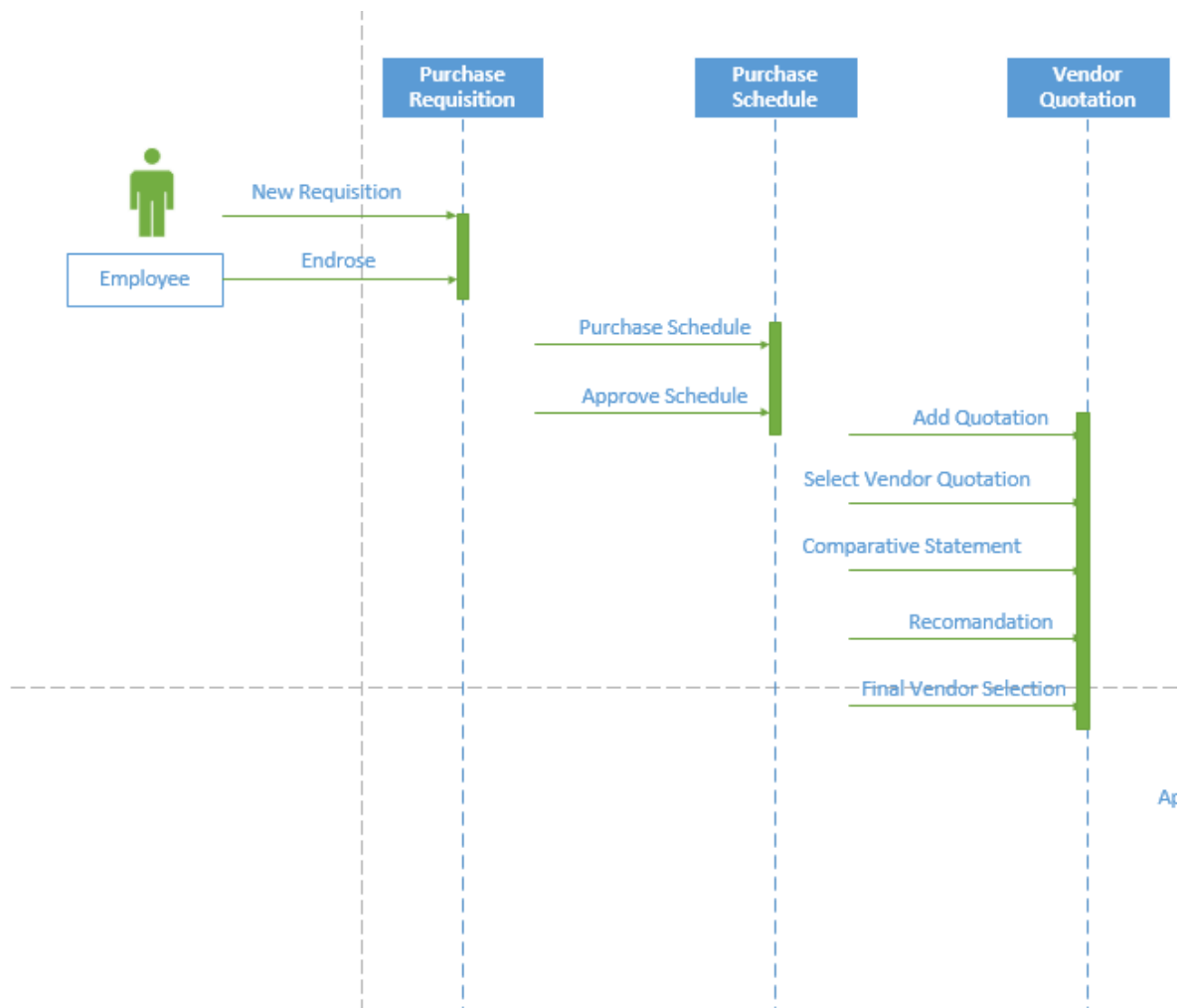




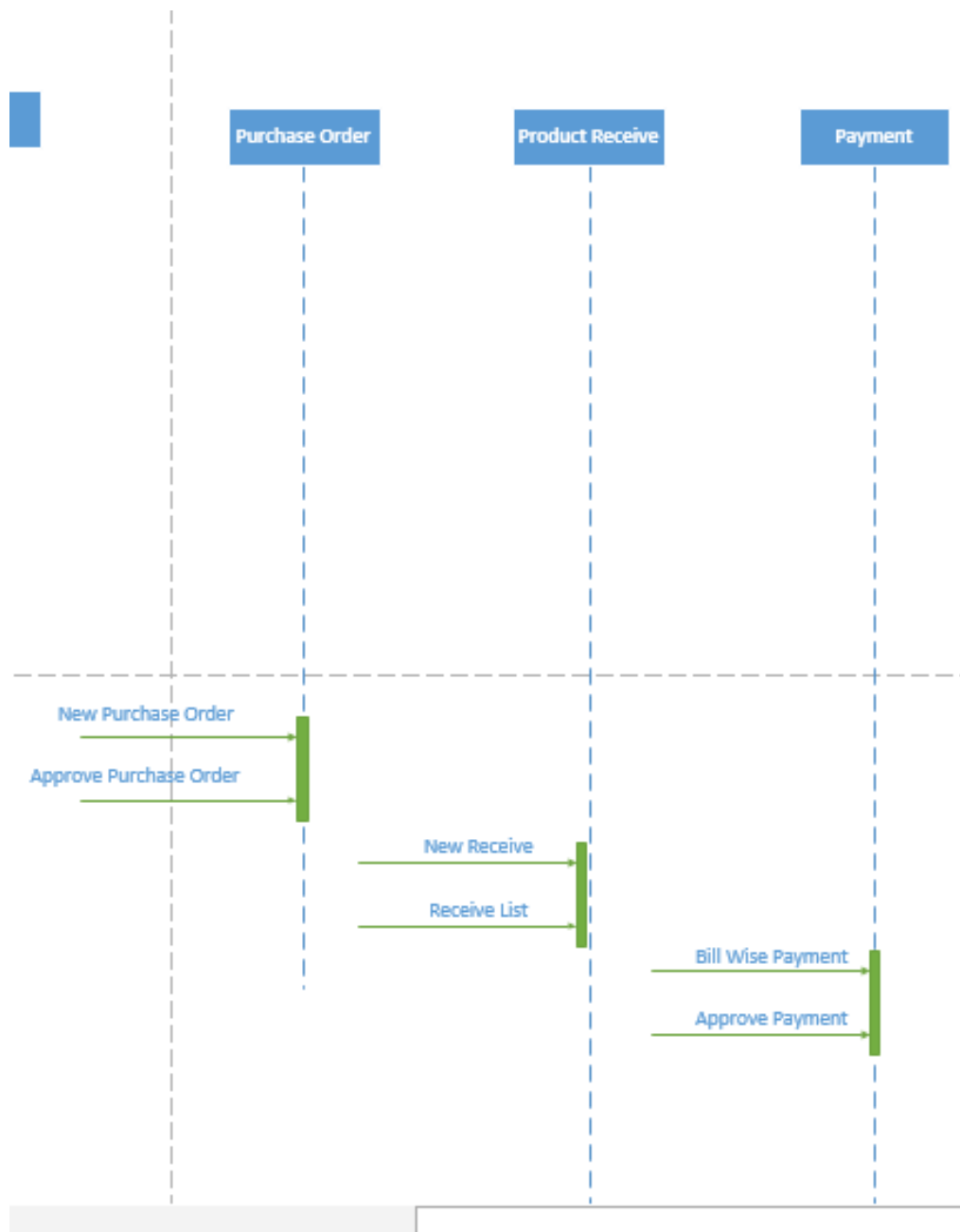
4.3.1 Data Flow Diagram



4.3.1 Sequence Diagram



Ag



4.3.1 Gantt Chart for completing the project

Table 2: Project Completing Gantt chart

Task	w-1	w-2	w-3	w-4	w-5	w-6	w-7	w-8	w-9	w-10	w-11	w-12
Requirement Gathering												
System Development & Modification												
Testing												
UAT												
To be presented												

4.4 Process & Project Snapshots

4.4.1 Working Mechanism

Step 1: User will upload the budget in excel file.

Step 2: User will requisition his/her products.

Step 3: After endorse the requisition it will scheduling.

Step 4: To add the vendor quotation of products in details.

Step 5: After select the vendor user will purchase the products creating new purchase order.

Step 6: To receive the product including payment date, payment id, vendor, paid amount, due amount and remarks will store here and with that user have to assign a person for GRN quality check.

Step 7: Approve the payment user wise.

Step 8: Report.

4.4.2 Snapshots

4.4.2.1. Module Panel

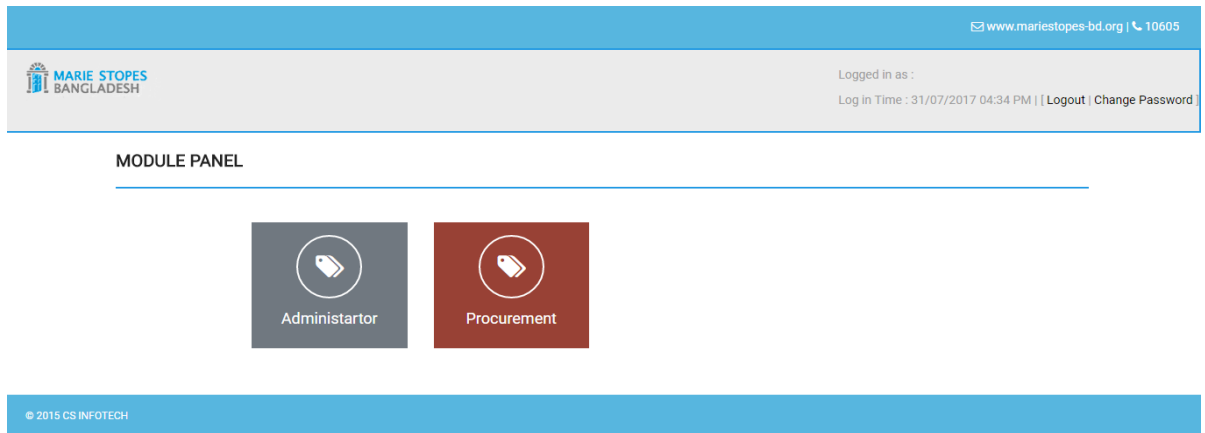


Figure 3:Module Panel

Application Path :	Login to the System » Administrator and Procurement Module
Functionalities :	This is a module page for the System. Here we can find the list of module of the system to access the corresponding module.
Prerequisites :	Administrative or authorized user's access

4.4.2.2. Master Setting: Home Page

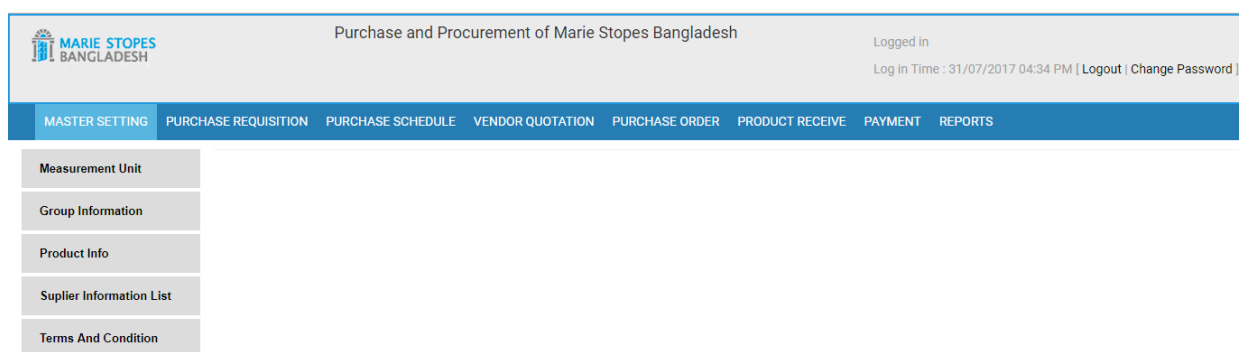


Figure 4:Home Page

Application Path :	Home » Master Setting
---------------------------	-----------------------

Functionalities :	This is a home page link for Master Setting Option for the System. Here we can find the list of links of Global setup which will be usable for business operation.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.3. Master Setting: Measurement Unit



Purchase and Procurement of Marie Stopes Bangladesh

Logged in as:
Log in Time : 31/07/2017 04:34 PM [Logout | Change Password]

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Measurement Unit

Group Information

Product Info

Supplier Information List

Terms And Condition

Add New

SL	Measurement Unit	Description	
1	KG	Kilo Gram	 
2	Pad	Pad	 
3	PC	PC	 
4	Pkt	No of Packet	 

<< < 1 > >> Go to page: Row count:

Showing 1-4 of 4

Figure 5: Measurement Unit

Application Path :	Home » Procurement » Master Setting » Measurement Unit
Functionalities :	This menu is used to set the measurement unit with details. User can also edit, update and delete the unit by using this.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.4. Master Setting: Group Information

MARIE STOPES

BANGLADESH

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as:

Log in Time : 31/07/2017 04:34 PM | Logout | Change Password

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Measurement Unit

Group Information

Product Info

Supplier Information List

Terms And Condition

Add New

SL	Group Name	Group Type	Description	Dep.Rate	Action
1	IT Equipment	Asset Item	Computer	IT Equipment	
2	Office Equipment	Asset Item	Air Conditioner		
3	Office Furniture	Asset Item	Revolving Chair		
4	Branding	Others	Internal and External Branding		
5	Food Item	Others	Food Item	ok	
6	Hospital Equipment	Others	Clinical Use		
7	Printing Materials	Store Item	Printing		
8	Stationery Items	Store Item	Official Use		

<< < 1 >> >>

Go to page: Row count:

Showing 1-8 of 8

Figure 6: Group Information

Application Path :	Home » Procurement » Master Setting » Group Information
---------------------------	---

Functionalities :	To set, configure and store the product group with group details and type.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.5. Master Setting: Product Info

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS						
Measurement Unit	Group Name Product Name Search Add New					
Group Information						
Product Info						
Supplier Information List						
Terms And Condition						
Sl	Group	Product Name	Measurement Unit	Short Name	Description	Action
1	Stationery Items	Paper A-4	Pkt			
2	Stationery Items	Pen	PC	pen		
3	IT Equipment	Computer	PC		Brand and Model To be specified Processor Intel Core I5 Processor, 3.0 GHz or Higher Memory 4 GB DDR3 or Higher Hard Disk 500 GB SATA [5400rpm] or higher Monitor 17" Square /19" wide LCD/LED Monitor DVD-RAM DVD-RW Keyboard and Mouse USB Standard Keyboard & Scroll Mouse Operating System : Original Windows 7/10 Professional 64 bit with License Battery backup time 4 hours or more Warranty 3 Year Full	
4	IT Equipment	Laptop	PC		Brand and Model: To be specified Processor: 5th Generation Intel Core I5 (2.0GHz /3MB Cache processor) or Higher, Memory:8 GB DDR3 or Higher, Hard Disk 500 GB SATA [5400rpm] or higher, Display: 14.1" Anti-Glare LED support HD or higher, Carling Case: Standard Carling Case (same brand) Operating System : Original Windows 7/10 Professional 64 bit with License Battery backup time 4 hours or more Warranty 3 Year Full (minimum)	
5	IT Equipment	Multimedia Projector	PC			
6	IT Equipment	Printer	PC			
7	IT Equipment	UPS	PC			
8	Food Item	Milk	Pkt			
9	Food Item	Sugar	KG			
10	Food Item	Tea	Pkt			

Figure 7: Product Information

Application Path :	Home » Procurement » Master Setting » Product Info
Functionalities :	This submenu is used to set, configure and store the product details.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.6. Master Setting: Supplier Information List

MARIE STOPES

BANGLADESH

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as

Log in Time : 31/07/2017 04:34 PM | Logout | Change Password

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Measurement Unit

Group Information

Product Info

Supplier Information List

Terms And Condition

Code

Name

Search

Add New

SL	Code	Name	Address	Trade No	Tin No	VAT Reg No	Phone No	Vendor Type	Action
1	0002	M/s. Memorial Diary	268/1, Fakirapool, Commissioner golli, Motijheel, Dhaka-1000				Phone: 7193972, 7170235	One Time Vendor	 
2	0010	Ahsan Medical Hall	217, Mitford Road, Dhaka-1100				Tel: 7314535, 7310864, Mobile: 01711537320	Regular Vendor	 
3	0007	Asia Pacific Medicals Ltd.	Rupayan Z.R. Plaza (9th Floor) Plot # 46, Road # 9/A, Satmasjid Road, Dhanmondi, Dhaka-1209				9112481, 9133804, 8121433	Regular Vendor	 
4	0012	Biomedics	15/2, Topkhana Road, BMA Bhaban, Dhaka-1000				Tel: 9559371, Mobile: 01742412916, 01911362976	Regular Vendor	 
5	0009	Continental Surgicals	15/2, Topkhana Road, BMA Bhaban, Dhaka-1000				Tel: 9568769, Mobile: 01711145795	Regular Vendor	 

Figure 8: Supplier Information List

Application Path :	Home » Procurement » Master Setting » Supplier Information List
Functionalities :	Here store and configure the supplier related information such as vendor id, name, company name, vendor type, address, city, district, post code, country, fax and note.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.7. Master Setting: Terms & Conditions

4.4.2.7. Master Setting: Terms & Conditions



Purchase and Procurement of Marie Stopes Bangladesh

Logged in as:
Log in Time : 31/07/2017 04:48 PM | [Logout](#) | [Change Password](#)

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Measurement Unit

Group Information

Sub Group Info

Product Info

Supplier Information List

Terms And Condition

Budget

Add New

SL	Terms And Condition	
1	Bill will be paid by Account Payee Cheque after delivery of goods as per our specifications	 
2	Your supplied goods may be rejected fully or partially if they are not prepared/supplied according to our Work Order	 
3	Please submit the closed quotation addressing to Secretary, Procurement Committee, Marie Stopes Bangladesh.	 
4	VAT & Tax will be deducted from your submitted bill as per Govt. Rules	 

<< < 1 > >> Go to page: Row count:

Showing 1 - 4 of 4

Figure 9 : Terms and Condition

Figure 9 : Terms and Condition

Application Path :	Home » Procurement » Master Setting » Terms and Condition
Functionalities :	Company's terms and condition will be store here. Based on this information Company deal in suppliers.

Prerequisites :	Administrative or authorized user's access of the System.
------------------------	---

4.4.2.8. Master Setting: Budget

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: [User Name]
Log in Time : 31/07/2017 04:48 PM | Logout | Change Password

MASTER SETTING | PURCHASE REQUISITION | PURCHASE SCHEDULE | VENDOR QUOTATION | PURCHASE ORDER | PRODUCT RECEIVE | PAYMENT | REPORTS

Measurement Unit: [Dropdown]
Donor: [Dropdown] Project Code - DRL: [Dropdown] Search [Add New]

Donor/Funder	Project Code - DRL	Expenditure	Budget Amount	Budget Year	Budget Month
B012	E2203-A46063	Furniture	200334.00	2017	3
F012	E2600-AS8625	Soft wear	600000.00	2017	6
G002	E2477-A57460,A57409	8.1.1 Printing & BCC material-share cost	750000.00	2017	3
B012	E2203-A42620	Printing Materials	2443000.00	2017	5
F012	E2600-AS8625	Laptop	636270.00	2018	6
B012	E2600-AS8625	Laptop	240000.00	2017	6
F012	E2600-AS8625	Laptop	240000.00	2017	6
B012	E2600-AS8625	Cell phone	45000.00	2017	6
B012	E2203-A42622	Test (20 July 2017)	3000000.00	2017	5
B012	E2203-A42626	Office supplies	57580.00	2017	3

<< < 1 2 4 5 > >> Go to page: [Input] Row count: [Input] Showing 1-10 of 45

Choose File No file chosen
Upload

Figure 10 : Budget

Application Path :	Home » Procurement » Master Setting » Budget
Functionalities :	Budget Amount, description will be added here and also can uploaded budget by excel sheet in the system.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.9. Purchase Requisition: New Requisition

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 31/07/2017 04:48 PM [Logout] [Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

New Requisition

Requisition Date: 31/07/2017 Last Req No:

Requisition By: Md Mahfuzur Rahma Department: HR & Admin Designation: Admin Officer

Product Details

Donor: Group: Item Required Date:

Budget Head: Product: Unit:

Budget Amount: Specification: Quantity: 0

Unit Price (Approx.): 0 Total Price (Approx.): 0

St. Donor	Budget Head	Product Name	Unit	Specification	Quantity	Unit Price	Total Price	Required Date
No data available!								

on to page: New count:

Remarks:

Line Manager(1): Procurement(2):

Budget holder Confirmed(3): Grant & Complied(4):

Certified By(5): Approved By(6):

Figure 11 : New Requisition

Application Path :	Home » Procurement » Purchase Requisition » New Requisition
Functionalities :	- One recognized user can create a new requisition using this option with requisition id, requisition date, requisition by, product details, requisition approval list etc. - Here product quantity and unit price are mandatory fields. - If any user adds a product twice in same budget head, then when he/she click the submit button a message will appear. - Line manager and Procurement are also mandatory fields when user wants to submit it but in draft mode these two fields are non-mandatory fields.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.10. Purchase Requisition: User Requisition

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 10/05/2018 10:30 AM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

New Requisition

User Requisition

Endorse

Budget Review

Requisition No. Pdf

From Date To Date Search

SL	ReqNo	Req Date	APP. Total Price	Requisition By	Status	Remark
1	10003	08/05/2018	144	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Approved	
2	10002	26/04/2018	60000	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Approved	

<< < 1 > >> Go to page: Row count: Showing 1-2 of 2

Figure 12 : User Requisition

Application Path :	Home » Procurement » Purchase Requisition » User Requisition
Functionalities :	To see the user wise requisition with requisition status in a specific duration. Here user can also see the details of this requisition by selecting the REQNO and can also update it. In addition here user can also print his/her requisition.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.11. Purchase Requisition: Endorse

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Ali Asgar
Log in Time : 31/07/2017 04:34 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

New Requisition

User Requisition

Endorse

Status Pending Search

SL	ReqNo	Req Date	Department Remarks	APP. Total Price	Requisition By	Status
1	8	30/07/2017		168	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Pending
2	7	30/07/2017		144	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Pending
3	6	30/07/2017		12	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Pending
4	5	27/07/2017		132	Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)	Pending

<< < 1 > >> Go to page: Row count: Showing 1-4 of 4

Figure 13 : Endorse

Application Path :	Home » Procurement » Purchase Requisition » Endorse
Functionalities :	There are 6 endorse person here. One requisition will endorse here one by one.

Prerequisites :	Administrative or authorized user's access of the System.
------------------------	---

4.4.2.12. Purchase Requisition: Endorse Types

The screenshot displays the 'Purchase and Procurement of Marie Stopes Bangladesh' system. The user is logged in as 'Md Mahfuzur Rahman (Admin Officer, HR & Admin - 000621)' at 31/07/2017 04:59 PM. The 'PURCHASE REQUISITION' tab is active. The 'Endorse' button is highlighted in the sidebar. The main table lists four requisitions, all with a 'Pending' status. An 'Edit Record' modal is open, allowing the user to edit the 'Department Remarks' and perform actions like 'Approve', 'Reject', or 'Query'.

Figure 14 : Endorse Type

Application Path :	Home » Procurement » Purchase Requisition » Endorse » Pending/Approved/Rejected
Functionalities :	• One requisition will endorse here one by one. User can also reject and query a requisition. • Here endorses person can edit the product list • If he/she approves it then this requisition will auto moves to the next user • If he/she rejects it then this requisition will be stopped. • If he/she queries it then it will get the previous person and obviously he/she should be next assignee person.
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required information before click on ADD Button.

4.4.2.13. Purchase Requisition: Budget Review

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: [User Name]
Log in Time : 31/07/2017 05:02 PM | Logout | Change Password

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

New Requisition
User Requisition
Endorse
Budget Review

From Date: 31/07/2017 To Date: 31/07/2017 Search

SL	ReqNo	Req Date	Quantity	Review Date	Review Status	Review Remarks
1	18	31/07/2017	5.01		No	
2	17	31/07/2017	125.23		No	
3	16	31/07/2017	10		No	
4	15	31/07/2017	24		No	
5	14	31/07/2017	12		No	
6	13	31/07/2017	10		No	
7	12	31/07/2017	3		No	

<< 1 >> Go to page: [] Row count: [] Showing 1-7 of 7

Figure 15 : Budget Review

Application Path :	Home » Procurement » Purchase Requisition » Budget Review
Functionalities :	To review and monitoring the budget.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.14. Purchase Schedule: Purchase Schedule

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur R
Log in Time : 10/05/2018 10

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Purchase Schedule
Schedule List
Approve Schedule
Email Send

Req No: [] Schedule No.: [] Pdf

load Save

Item List (Name / Quantity / Specification) Add Item list (Name / Quantity / Specification)

Remarks: []

Active Go to !

Figure 16 : Purchase Schedule

Application Path :	Home » Procurement » Purchase Schedule » Purchase Schedule
---------------------------	--

Functionalities :	- Using this requisition user can do any scheduling by select and deselect the desired products. - After selecting any requisition no he/she have to press the load button to find the product list. - With that user can print schedule by schedule no.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.15. Purchase Schedule: Schedule List

The screenshot displays the 'Purchase Schedule List' interface. At the top, the header shows 'MARIE STOPES BANGLADESH' and 'Purchase and Procurement of Marie Stopes Bangladesh'. The user is logged in as 'Md Mahfuzur Rahman' on '10/05/2018 10:42 AM'. The navigation menu includes 'MASTER SETTING', 'PURCHASE REQUISITION', 'PURCHASE SCHEDULE' (selected), 'VENDOR QUOTATION', 'PURCHASE ORDER', 'PRODUCT RECEIVE', 'PAYMENT', and 'REPORTS'. The sidebar on the left has 'Purchase Schedule' and 'Schedule List' (selected). The main content area shows a table with the following data:

SL	Schedule Number	Req Date	APP. Total Price	Remark
1	33	24/04/2018	340	
2	32	16/04/2018	12	
3	34	24/04/2018		

Below the table, there are pagination controls showing 'Showing 1-3 of 3'.

Figure 17 : Purchase Schedule List

Application Path :	Home » Procurement » Purchase Schedule » Purchase Schedule
Functionalities :	To observe and monitoring the created schedule list in a specific duration.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.16. Purchase Schedule: Approve Schedule

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 10/05/2018 10:42 AM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION **PURCHASE SCHEDULE** VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Purchase Schedule Schedule List **Approve Schedule** Email Send

From Date: 01/01/2018 To Date: 10/05/2018 Status: Pending Search

SL	Schedule Number	Req Date	Remark	APP. Total Price	Status	PurchaseType	Remarks
1	33	24/04/2018		340	Approve	Need Vendor Quotation	
2	32	16/04/2018		12	Approve	Need Vendor Quotation	
3	34	24/04/2018			Not Approve		

Showing 1-3 of 3

Figure 18 : Approve Schedule

Application Path :	Home » Procurement » Purchase Schedule » Approve Schedule
Functionalities :	This option is used to approve schedule list also pending and reject the list.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.17. Purchase Schedule: Send Email

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as:
Log in Time : 31/07/2017 05:24 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION **PURCHASE SCHEDULE** VENDOR QUOTATION PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Purchase Schedule Schedule List Approve Schedule **Email Send**

Schedule No: [Dropdown]
Subject: [Text Area]
Body: [Text Area]

Product Details

SL	Product	Unit	Specification	Quantity

Send

Filter: [Text Box]

- ☐ One Time Vendor - M/s. Memorial Diary -
- ☐ Regular Vendor - Ahsan Medical Hall - zaii00.haque@gmail.com
- ☐ Regular Vendor - Asia Pacific Medicals Ltd. - info@apmld.com
- ☐ Regular Vendor - Biomedics - biomedics2013@gmail.com
- ☐ Regular Vendor - Continental Surgicals - zcsurgicals@gmail.com
- ☐ Regular Vendor - Endolap Services Ltd. - endolap@live.com
- ☐ Regular Vendor - Evergreen Printing and Packaging - 'evergreenpnp@gmail.com'
- ☐ Regular Vendor - Janani Printers - info@jananiprinters.com; jananiprinters@gmail.com

Figure 19: Email Send

Application Path :	Home » Procurement » Purchase Schedule » Email Send
Functionalities :	This option is used to inform the specific people by email about approved schedule for their valuable observation.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.18. Vendor Quotation: Add Quotation

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:24 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Add Quotation

Schedule No: Quotation No: Supplier Name:

Supplier Code: Address: Phone:

Product Details

SL	Group	Sub Group	Product	Unit	Schedule Qty.	Quotation Qty.	Unit Price	Total Price	Product Specification	Negotiable Unit Price	Negotiable Total Price
Advance(%) 0 Quotation Date 31/07/2017 Validity date 30/08/2017											
Delivery date 30/08/2017 Remarks											

Choose File No file chosen

Submit Reset

Figure 20: Add Quotation

Application Path :	Home » Procurement » Vendor Quotation » Add Quotation
Functionalities :	To add the vendor quotation of products in details and system support also upload the corresponding excel document.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.19. Vendor Quotation: Quotation List

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:24 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Quotation List

Schedule No: Search

	SL	Qua.Number	Quo.Date	Supplier Name	Remark	Total Price	Status
Edit	1	8	31/07/2017	Ahsan Medical Hall		2052	Approved
Edit	2	1	25/07/2017	M/s. Memorial Diary		59000	Approved
Edit	3	3	25/07/2017	Evergreen Printing and Packaging		58000	Approved
Edit	4	14	26/07/2017	M/s. Azad Products (Pvt) Ltd.	Sugar	3750	Approved
Edit	5	11	12/07/2017	Life Care	dsfsadffds	300	Approved
Edit	6	10	31/07/2017	M/s. Memorial Diary		132	Approved
Edit	7	6	25/07/2017	Mohanagar Printers		60000	Approved
Edit	8	5	25/07/2017	M/s. Azad Products (Pvt) Ltd.		57500	Approved
Edit	9	13	08/08/2017	Blomedics		380	Approved
Edit	10	7	31/07/2017	M/s. Memorial Diary		2024	Approved

<< 1 2 >> Go to page: Row count:

Figure 21: Quotation List

Application Path :	Home » Procurement » Vendor Quotation » Quotation List
Functionalities :	To observe the created quotation list and also find the desired quotation form list by searching option.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.20. Vendor Quotation: Negotiable Price

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:24 PM | Logout | Change Password

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Add Quotation Schedule No: 9 Quotation No: 13 Supplier Name: Biomedics

Quotation List Supplier Code: 12 Address: 15/2, Topkhana Road Phone: Tel: 9559371, Mobile:

Negotiable Price

Comparative Statement

Final Vendor Selection

Product Details

SL. Group	Sub Group	Product	Unit	Schedule Qty.	Quotation Qty.	Unit Price	Total Price	Product Specification	Negotiable Unit Price	Negotiable Total Price
1	Printing Materials	Printing Materials	Admission Form	Pad	10.00	10	25.50	255		255.00
2	Printing Materials	Printing Materials	Counseling before caesarean section	Pad	0.25	0.25	500.50	125.125		125.13

Advance(%) : 0 Quotation Date : 08/08/2017 Validity date : 08/08/2017

Delivery date : 08/08/2017 Remarks :

Submit Reset

Figure 22 : Negotiable Price

Application Path :	Home » Procurement » Vendor Quotation » Negotiable Price
Functionalities :	To set the negotiable price in details against schedule and supplier.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.21. Vendor Quotation: Select Vendor Quotation

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:34 PM | Logout | Change Password

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Add Quotation Schedule No: Search

Quotation List

Negotiable Price

Select Vendor Quotation

Comparative Statement

Recommendation

Final Vendor Selection

SL	Qua.Number	Supplier Name	Quo.Date	Remark	Total Price	Status	Approve Remark
1	8	Ahsan Medical Hall	31/07/2017		2052	Approved	Approve
2	1	M/s. Memorial Diary	25/07/2017		59000	Approved	
3	3	Evergreen Printing and Packaging	25/07/2017		58000	Approved	
4	14	M/s. Azad Products (Pvt) Ltd.	26/07/2017	Sugar	3750	Approved	Sugar
5	11	Life Care	12/07/2017	dsfsadffds	300	Approved	vsadfsdf
6	10	M/s. Memorial Diary	31/07/2017		132	Approved	hhhh
7	6	Mohanagar Printers	25/07/2017		60000	Approved	
8	5	M/s. Azad Products (Pvt) Ltd.	25/07/2017		57500	Approved	
9	13	Biomedics	08/08/2017		380	Approved	ddd
10	7	M/s. Memorial Diary	31/07/2017		2024	Approved	Approve

Figure 23 : Select Vendor Quotation

Application Path :	Home » Procurement » Vendor Quotation » Select Vendor Quotation
Functionalities :	User send the approve schedule list to the vendor. The vendor will add quotation these approved schedule of the product. User can approve or reject any product/supplier from this page.

Prerequisites :	Administrative or authorized user's access of the System.
------------------------	---

4.4.2.22. Vendor Quotation: Comparative Statement

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:24 PM | Logout | Change Password

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Add Quotation Quotation List **Negotiable Price** Comparative Statement Final Vendor Selection

Schedule No: 9 Quotation No: 13 Supplier Name: Biomedics Supplier Code: 12 Address: 15/2, Topkhana Road. Phone: Tel: 9559371, Mobile:

Product Details

SL. Group	Sub Group	Product	Unit	Schedule Qty.	Quotation Qty.	Unit Price	Total Price	Product Specification	Negotiable Unit Price	Negotiable Total Price
1	Printing Materials	Printing Materials	Admission Form	Pad	10.00	10	25.50	255		
2	Printing Materials	Printing Materials	Counseling before caesarean section	Pad	0.25	0.25	500.50	125.125		

Advance(%): 0 Quotation Date: 08/08/2017 Validity date: 08/08/2017 Delivery date: 08/08/2017 Remarks:

Submit Reset

Figure 24 : Comparative Statement

Application Path :	Home » Procurement » Vendor Quotation » Comparative Statement
Functionalities :	Here user will see the only approved vendor quotation. User will compare the products by specification or price. User can also negotiate the price, select the vendor and choose the final vendor.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.23. Vendor Quotation: Recommendation

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE **VENDOR QUOTATION** PURCHASE ORDER PRODUCT RECEIVE PAYMENT REPORTS

Add Quotation Quotation List **Negotiable Price** Select Vendor Quotation Comparative Statement **Recommendation** Final Vendor Selection

Schedule No: 9 View

ProductName	ScheduleQty.	SupplierName	QuotationQty.	SupplierUnitPrice.	TotalPrice	NegotiableUnitPrice	NegotiableTotalPrice	RecommendedSupplier
Admission Form	10	Biomedics	10.00	25.50	255.00	25.50	255.00	Biomedics
Counseling before caesarean section	0.25	Biomedics	0.25	500.50	125.13	500.50	125.13	Biomedics

Procurement member 1 Name: Name1 Recommendation: asda Print

Procurement member 2 Name: Name2 Recommendation: asd

Procurement member 3 Name: Name3 Recommendation: asd

Procurement member 4 Name: Name4 Recommendation: asd Financial Authority: Md Mahfuzur Rahman (Ac)

Submit

Figure 25 : Recommendation

Application Path :	Home » Procurement » Vendor Quotation » Recommendation
Functionalities :	This option is used to give the privileged of internal and external recommendation body.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.24. Vendor Quotation: Final Vendor Selection

The screenshot shows the 'Final Vendor Selection' page in the Marie Stopes Bangladesh system. The page has a sidebar on the left with navigation options: Add Quotation, Quotation List, Negotiable Price, Select Vendor Quotation, Comparative Statement, Recommendation, and Final Vendor Selection (highlighted). The main content area has a header 'Purchase and Procurement of Marie Stopes Bangladesh' and a navigation bar with tabs: MASTER SETTING, PURCHASE REQUISITION, PURCHASE SCHEDULE, VENDOR QUOTATION (selected), PURCHASE ORDER, PRODUCT RECEIVE, PAYMENT, and REPORTS. Below the navigation bar, there is a 'Schedule No' dropdown and a 'Search' button. The main table has columns: ProductName, ScheduleQty., SupplierName, QuotationQty., SupplierUnitPrice., TotalPrice, and NegotiableUnitPrice. Below the table, there are four rows for 'Procurement member 1' through '4', each with a 'Name:' field and a 'Recommendation' field. At the bottom, there is a 'Remarks' text area and an 'Approve' button.

Figure 26: Final Vendor Selection

Application Path :	Home » Procurement » Vendor Quotation » Final Vendor Selection
Functionalities :	After recommendation user can approve the final vendor selection in this page.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.25. Purchase Order: New Purchase Order

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Log in Time : 31/07/2017 05:34 PM [Logout] [Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION **PURCHASE ORDER** PRODUCT RECEIVE PAYMENT REPORTS

New Purchase Order

Schedule No: Po No: Po Date: 31/07/2017

Supplier Name: Supplier Code: Address:

Phone: Approve Date: Approve By:

Approve Remarks: Advance(%): Quotation Date:

Validity date: Delivery date: 30/08/2017

Product Details

SL	Group	Product	Unit	Quantity	Unit Price	Total Price
Advance(%)	0	Security Deposit	0	Grand Total		
Delivery date	30/08/2017	Order Validity	30/08/2017	Contact Person		
Phone		Fax		Remarks		

Figure 27:New Purchase Order

Application Path :	Home » Procurement » Purchase Order » New Purchase Order
Functionalities :	After select the vendor user will purchase the products creating new purchase order.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.26. Purchase Order: Approve Purchase Order

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as:Md Mahfuzur Rahman Log in Time : 10/05/2018 10:42 AM [Logout] [Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION **PURCHASE ORDER** PRODUCT RECEIVE PAYMENT REPORTS

New Purchase Order

Approve Purchase Order

From Date: 01/01/2018 To Date: 10/05/2018 Status: Approved

Search

Purchase Order	Vendor	PO Date	Schedule No	Remarks	Order By	Total Amount	Status	Remarks
☐ 20170002	M/s. Memorial Diary	03/05/2018	2		mahfuz	9800	Approve	
☐ 20170020	M/s. Memorial Diary	24/01/2018	22		mahfuz	1	Approve	
☐ 20170018	M/s. Memorial Diary	24/01/2018	20		mahfuz	10	Approve	
☐ 20170024	Continental Surgicals	25/01/2018	26		mahfuz	10	Approve	
☐ 20170001	Evergreen Printing and Packaging	30/04/2018	2		mahfuz	8400	Approve	

Figure 28 : Approve Purchase Order

Application Path :	Home » Procurement » Purchase Order » Approve Purchase Order
Functionalities :	To approve the creating purchase order by authorized approval body.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.27. Purchase Order: Purchase Order List

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 31/07/2017 05:40 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION **PURCHASE ORDER** PRODUCT RECEIVE PAYMENT REPORTS

New Purchase Order Approve Purchase Order **Purchase Order List** Direct Purchase Order Approve Direct Purchase Order

From Date: 31/07/2017 To Date: 31/07/2017 PO Type:

Search Print New Purchase Order

Pono	Po Date	Vendor	Schedule No	Remarks	Orderby	TotalAmount	Status
☐ 20170007	31/07/2017	Biomedics	8		mahfuz	120	Approve
☐ 20170006	31/07/2017	Life Care	8		mahfuz	120	Approve
☐ 20170008	31/07/2017	Biomedics	9		mahfuz	380	Approve
☐ 20170009	31/07/2017	M/s. Azad Products (Pvt) Ltd.	10		mahfuz	3750	Approve

<< 1 >> Go to page: Row count: Showing 1-4 of 4

Figure 29 : Purchase Order List

Application Path :	Home » Procurement » Purchase Order » Purchase Order List
Functionalities :	To observe and monitor the purchase order list in details. In addition user can select any purchase order and print it.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.28. Purchase Order: Direct Purchase Order

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 31/07/2017 05:40 PM [Logout | Change Password]

MASTER SETTING PURCHASE REQUISITION PURCHASE SCHEDULE VENDOR QUOTATION **PURCHASE ORDER** PRODUCT RECEIVE PAYMENT REPORTS

New Purchase Order Approve Purchase Order Purchase Order List **Direct Purchase Order** Approve Direct Purchase Order

Schedule No: Po No: Po Date:

Supplier Name: Supplier Code: Address:

Phone: Approve Date: Approve Remarks:

Product Details

SL	Group	Sub Group	Item	Unit	Quantity	Unit Price	Total Price
Advance(%)		Security Deposit		Grand Total			
Delivery date		Remarks					

Figure 30 : Direct Purchase Order

Application Path :	Home » Procurement » Purchase Order » Direct Purchase Order
Functionalities :	To create the direct purchase instead of vendor system to fulfill the emergency product demands.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.29. Purchase Order: Approved Direct Purchase Order

Figure 31 : Approved Direct Purchase Order

Application Path :	Home » Procurement » Purchase Order » Approved Direct Purchase Order
Functionalities :	To approve the created direct purchase order to meet the emergency product demand.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.30. Product Receive: New Receive

Figure 32 : New Receive

Application Path :	Home » Procurement » Product Receive » New Receive
Functionalities :	To receive the product including payment date, payment id, vendor, paid amount, due amount and remarks will store here and with that user have to assign a person for GRN quality check.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.31. Product Receive: Receive List

MARIE STOPES BANGLADESH

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 10/05/2018 10:42 AM | [Logout](#) | [Change Password](#)

[MASTER SETTING](#)
[PURCHASE REQUISITION](#)
[PURCHASE SCHEDULE](#)
[VENDOR QUOTATION](#)
[PURCHASE ORDER](#)
[PRODUCT RECEIVE](#)
[PAYMENT](#)
[REPORTS](#)

New Receive
ReceiveList
Final Receive Approval
Receive Product Print

InvoiceNo

SL	PoNo	SupplierName	Invoiceno	InvoiceDate	VendorBillNo	Rcvdate	Rcvtime	Receive Amount	Remarks	Status	Action
1	20170030	M/s. Memorial Diary	13	24/04/2018	new24	24/04/2018	17:21:52 PM	92.00		Done	✓
2	20170030	M/s. Memorial Diary	14	06/05/2018	12222	06/05/2018	10:36:24 AM	92.00		Done	✓
3	20170029	M/s. Memorial Diary	15	08/05/2018	12222	08/05/2018	10:04:03 AM	23.00		Not Done	✓
4	20170029	M/s. Memorial Diary	11	18/04/2018	ttt12	18/04/2018	16:40:06 PM	23.00		Done	✓
5	20170029	M/s. Memorial Diary	9	18/04/2018	New18	23/04/2018	11:16:13 AM	46.00		Done	✓
6	20170030	M/s. Memorial Diary	16	09/05/2018	1111	09/05/2018	14:00:40 PM	46.00		Done	✓

MARIE STOPES BANGLADESH

Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 10/05/2018 10:42 AM | [Logout](#) | [Change Password](#)

[MASTER SETTING](#)
[PURCHASE REQUISITION](#)
[PURCHASE SCHEDULE](#)
[VENDOR QUOTATION](#)
[PURCHASE ORDER](#)
[PRODUCT RECEIVE](#)
[PAYMENT](#)
[REPORTS](#)

New Receive
ReceiveList
Final Receive Approval
Receive Product Print

InvoiceNo

QC Report:

QC Comments:

SL	PoNo	SupplierName	Invoiceno	InvoiceDate	VendorBillNo	Rcvdate	Rcvtime	Receive Amount	Remarks	Status	Action
1	20170030	M/s. Memorial Diary	13	24/04/2018	new24	24/04/2018	17:21:52 PM	92.00		Done	✓
2	20170030	M/s. Memorial Diary	14	06/05/2018	12222	06/05/2018	10:36:24 AM	92.00		Done	✓
3	20170029	M/s. Memorial Diary	15	08/05/2018	12222	08/05/2018	10:04:03 AM	23.00		Not Done	✓
4	20170029	M/s. Memorial Diary	11	18/04/2018	ttt12	18/04/2018	16:40:06 PM	23.00		Done	✓
5	20170029	M/s. Memorial Diary	9	18/04/2018	New18	23/04/2018	11:16:13 AM	46.00		Done	✓
6	20170030	M/s. Memorial Diary	16	09/05/2018	1111	09/05/2018	14:00:40 PM	46.00		Done	✓

Figure 33 : Receive List

Application Path :	Home » Procurement » Product Receive – Receive List
Functionalities :	The assignee person of quality check will check the products and give his/her feedback. If user gives feedback then its status will be ‘Done’ otherwise ‘Not Done’.
Prerequisites :	Administrative or authorized user’s access of the System.

4.4.2.32. Product Receive: Final Receive Approval

Marie Stopes Bangladesh | Purchase and Procurement of Marie Stopes Bangladesh | Logged in as: Md Mahfuzur Rahman | Log in Time : 10/05/2018 10:42 AM | Logout | Change Password

MASTER SETTING | PURCHASE REQUISITION | PURCHASE SCHEDULE | VENDOR QUOTATION | PURCHASE ORDER | **PRODUCT RECEIVE** | PAYMENT | REPORTS

New Receive | **ReceiveList** | **Final Receive Approval** | Receive Product Print

Receive Date: 10/05/2018 | Supplier Name: M/s. Memorial Diary | Receiving Challan/Invoice No: 9(New18 Dated: 18/0)

Po Type: Vendor Quotation | Supplier Code: 2 | Invoice Date: 18/04/2018

Po No: 20170029 | Address: 268/1, Fakirapool, Comm | QC Approval Remarks:

Phone: Phone: 7193972, 717023

Product Details

SL	Group	Item	Unit	Quantity	Unit Price	Total Price	Received
1	IT Equipment	Computer	PC	12	1	12	8.00

Remarks:

Payment Approval Person:

Submit | Reset

Figure 34 : Final Receive List

Application Path :	Home » Procurement » Product Receive – Final Receive List
Functionalities :	After the quality check here user will assign person for payment approval.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.33. Product Receive: Receive Product Print

Marie Stopes Bangladesh | Purchase and Procurement of Marie Stopes Bangladesh | Logged in as: Md Mahfuzur Rahman | Log in Time : 10/05/2018 10:42 AM | Logout | Change Password

MASTER SETTING | PURCHASE REQUISITION | PURCHASE SCHEDULE | VENDOR QUOTATION | PURCHASE ORDER | **PRODUCT RECEIVE** | PAYMENT | REPORTS

New Receive | **ReceiveList** | **Final Receive Approval** | **Receive Product Print**

PO Type: Vendor Quotation | PO No.: 20170029 | Invoice No.: 9(New18 Dated: 1)

Pdf

Figure 35 : Receive Product Print

Application Path :	Home » Procurement » Product Receive » Receive Product Print
Functionalities :	User will print the product receive from here.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.34. Payment: Bill Wise Payment

Figure 36 : Bill Wise Payment

Application Path :	Home » Procurement » Payment » Bill Wise Payment
Functionalities :	To create and manage the bill wise payment with PO type, No, Payment information, payment details all information will store here.
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	After field the required field must be click on calculate button to see in details.

4.4.2.35. Payment: Approve Payment

Figure 37 : Approve Payment

Application Path :	Home » Procurement » Payment » Approve Payment
Functionalities :	Print the payment from here.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.36. Payment: Approve List



Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman

Log in Time : 31/07/2017 05:40 PM | [Logout](#) | [Change Password](#)

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Bill Wise Payment

Approve Payment

Payment Approve List

From Date

04/07/2017

To Date

31/07/2017

Submit

PoType	PoNo	BillNo	PaymentRefNo	PaymentDate	PaymentMode	ChequeDate	Supplier	View	
Vendor Quotation	20170007	22c5ac41-c0ca-4b67-afc2-7d7403715cf2	7	31/07/2017	CP		Biomedics (12)	Print	Excel
Vendor Quotation	20170005	dc83f7ee-c03a-47c5-acbb-acbfdf03f2f	5	30/07/2017	CP		M/s. Memorial Diary (2)	Print	Excel
Vendor Quotation	20170002	c3195029-54a7-4725-8347-68e27caf24ec	2	25/07/2017	CP		Ahsan Medical Hall (10)	Print	Excel
Vendor Quotation	20170001	5c577f18-50a8-4727-ad95-510e7664fc79	3	25/07/2017	CP		M/s. Azad Products (Pvt) Ltd. (6)	Print	Excel
Vendor Quotation	20170008	af0fbfe2-1fc6-4492-bdca-e06b82b0deb0	8	31/07/2017	CP		Biomedics (12)	Print	Excel
Vendor Quotation	20170006	247ce1e3-cc96-459a-ab1d-68d3a2f03fe3	6	31/07/2017	CP	26/07/2017	Life Care (13)	Print	Excel
Vendor Quotation	20170009	1ba9861c-215f-4eee-a0cc-fddef0fb89c7	9	31/07/2017	CP		M/s. Azad Products (Pvt) Ltd. (6)	Print	Excel
Vendor Quotation	20170004	d2fb04e0-9a6b-47b1-8e69-41ef257df508	4	25/07/2017	CP		M/s. Memorial Diary (2)	Print	Excel
Vendor Quotation	20170003	5df3f042-eab2-481d-88b2-1a78d3bcaaf3	1	25/07/2017	CP		M/s. Memorial Diary (2)	Print	Excel

Figure 38 : Payment Approve List

Application Path :	Home » Procurement » Payment » Payment Approve List
Functionalities :	To see the payment approve list in a specific duration.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.37. Payment: Payment Approval List by User



Purchase and Procurement of Marie Stopes Bangladesh

Logged in as: Md Mahfuzur Rahman
Log in Time : 10/05/2018 10:42 AM | [Logout](#) | [Change Password](#)

MASTER SETTING

PURCHASE REQUISITION

PURCHASE SCHEDULE

VENDOR QUOTATION

PURCHASE ORDER

PRODUCT RECEIVE

PAYMENT

REPORTS

Bill Wise Payment

Approve Payment

Payment Approve List

Payment Approval List By User

From Date

To Date

Submit

PoType	PoNo	BillNo	PaymentRefNo	PaymentDate	PaymentMode	ChequeDate	Supplier	Action
Vendor Quotation	20170029	b78ad713-8750-44d8-a41e-1419b016edb6	1	08/04/2018	CP		M/s. Memorial Diary (2)	✓
Vendor Quotation	20170030	3a525369-13ee-48c8-a302-fc6627b0d876	2	09/05/2018	CP		M/s. Memorial Diary (2)	✓

Figure 39 : Payment Approval List By User

Application Path :	Home » Procurement » Payment » Payment Approval List By User
Functionalities :	Approve the payment user wise.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.38. Configuration: Financial Period

ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM | Logout | Change Password

CONFIGURATION MANAGE EMPLOYEE USER SYSTEM FEATURE USER PERMISSION CHART OF ACCOUNTS

Financial Period

Add New

Name	Start Date	End Date	Status
2014-2015	01/07/2014	30/06/2015	Inactive
2011-2012	30/06/2011	31/07/2012	Inactive
2012-2013	01/01/2013	31/12/2013	Inactive
2015-2016	01/07/2015	30/06/2016	Inactive
2013-2014	01/01/2014	31/12/2014	Active

<< 1 >> Go to page: New count: Showing 1-5 of 5

Figure 40: Financial Period

Application Path :	Home » Administrator » Configuration » Financial Period
Functionalities :	Nationality edit.
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.39. Configuration: Location

ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM | Logout | Change Password

CONFIGURATION MANAGE EMPLOYEE USER SYSTEM FEATURE USER PERMISSION CHART OF ACCOUNTS

Financial Period

Company Code

Get List

SL	Company Code	Company	Description
1	UCEP-Paratrade	(Consolidated)	UCEP
2	GMDH3	GMD-Dhaka-North	Dhaka
3	MSB	Marie Stopes Bangladesh	MSB
4	UCEP-DTS I	UCEP- Mirpur Technical School Division	Mirpur, Dhaka
5	UCEP-ST5	UCEP_Hafiz Mojamder Sylhet technical School	Sylhet
6	UCEP-CTS I	UCEP-A.K.Khan Technical School	Kalurghat, Chittagong
7	UCEP-CTSD II	UCEP-AmbaganTechnical School	Ambagan, Chittagong
8	UCEP-BFSD	UCEP-Barisal Feeder School Division	Kashipur, Barisal
9	UCEP-BTS	UCEP-Barisal Technical School	Kashipur, Barisal
10	UCEP-CWRA	UCEP-Child Woman Rights Advocacy	Mirpur, Dhaka

<< 1 2 3 4 >> Go to page: New count: Showing 1-10 of 37

Figure 41: Location

Application Path :	Home » Administrator » Configuration » Location
Functionalities :	Sector list.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.40. Configuration: Department

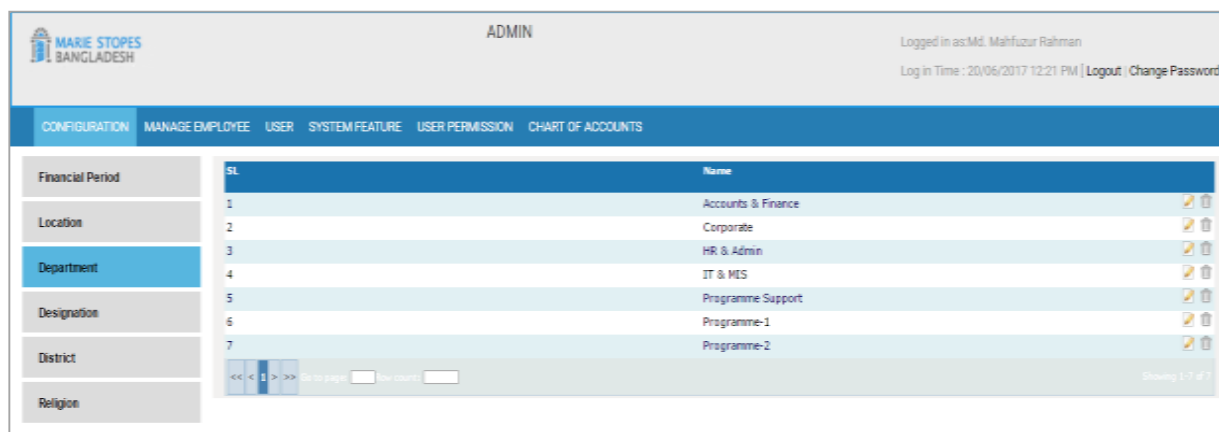


Figure 42 : Department

Application Path :	Home » Administrator » Configuration » Department
Functionalities :	Adding sector.
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.41. Configuration: Designation



ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM | [Logout](#) | [Change Password](#)

CONFIGURATION

MANAGE EMPLOYEE

USER

SYSTEM FEATURE

USER PERMISSION

CHART OF ACCOUNTS

Financial Period

Location

Department

Designation

District

Religion

SL	Name	Name (In Bangla)
1	Admin Officer	
2	Associate Manager	
3	Controller Of Finance & Accounts	
4	Country Director	
5	Director	
6	Manager Finance	
7	Manager HR	
8	Manager IT & MIS	
9	Project Manager	

<<

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Go to page:

Row count:

Showing 1-9 of 9

Figure 43: Designation

Application Path :	Home » Administrator » Configuration » Designation
Functionalities :	Sector Edit
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.42. Configuration: District

		ADMIN	Logged in as: Md. Mahfuzur Rahman Log in Time : 20/06/2017 12:21 PM Logout Change Password
CONFIGURATION MANAGE EMPLOYEE USER SYSTEM FEATURE USER PERMISSION CHART OF ACCOUNTS			
Financial Period	SL	Name	
	1	Bagerhat	
Location	2	Bandarban	
	3	Barguna	
Department	4	Barisal	
	5	Bhola	
Designation	6	Bogra	
	7	Brahmanbaria	
District	8	Chandpur	
	9	ChapaiNawabgonj	
Religion	10	Chittagong	
<< 1 2 3 4 5 6 7 >> Go to page: Row count:			
Showing 1-10 of 10			

Figure 44: District

Application Path :	Home » Administrator » Configuration » District
Functionalities :	Occupation list.
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.43. Configuration: Religion

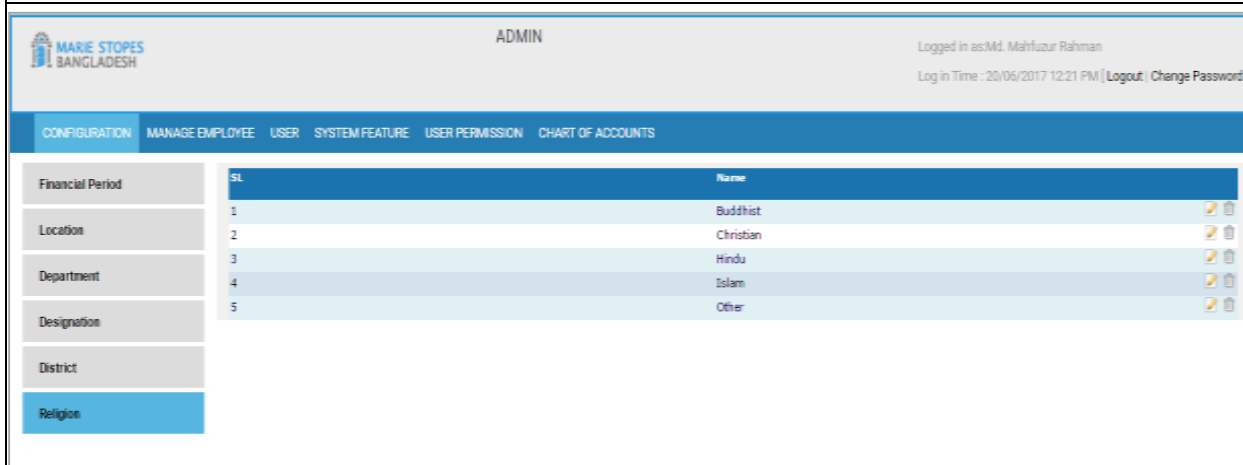


Figure 45: Religion

Application Path :	Home » Administrator » Configuration » Religion
Functionalities :	Occupation edit
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.44. Manage Employee: Employee List

ADMIN

Logged in as: Md. Mahfuzur Rahman
Log in Time : 21/06/2017 11:42 AM | Logout | Change Password

CONFIGURATION MANAGE EMPLOYEE USER SYSTEM FEATURE USER PERMISSION CHART OF ACCOUNTS

Employee List

New Employee

Change Employment Status

Range (EmpId) To

Employee ID Employee Name Department

Company Marie Stopes Bangla Project Name Designation

Gender Employment Status Status Inactive

Load records

Emp ID	Name	Email	Phone	Mobile	Gender	Date Of Birth	Department	Designation	Joining Date	Retirement Date
No data available!										

Go to page: New count:

Figure 46: Employee List

Application Path :	Home » Administrator » Manage Employee » Employee List
Functionalities :	Occupation edit.
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.45. Manage Employee: New Employee

ADMIN

Logged in as: Md. Mahfu
Log in Time : 21/06/2017

CONFIGURATION MANAGE EMPLOYEE USER SYSTEM FEATURE USER PERMISSION CHART OF ACCOUNTS

Employee List

New Employee

Change Employment Status

Employee Info Employee Pic

Employee ID 001

Card Number

Name(In English) *

Name(In Bangla)

Father's Name

Mother's Name

Spouse Name

Religion *

Date Of Birth *

Joining Date *

Gender *

Department *

Designation *

Employment Status *

Project Name

Status *

Submit Reset

NO IMAGE AVAILABLE

Figure 47: New Employee

Application Path :	Home » Administrator » Manage Employee » New Employee
Functionalities :	Group list

Prerequisites :	Administrative or authorized user's access of the System.
------------------------	---

4.4.2.46. Manage Employee: Change Employee Status

The screenshot displays the 'ADMIN' interface for Marie Stopes Bangladesh. The top navigation bar includes 'CONFIGURATION', 'MANAGE EMPLOYEE', 'USER', 'SYSTEM FEATURE', 'USER PERMISSION', and 'CHART OF ACCOUNTS'. The 'MANAGE EMPLOYEE' section is active, showing a sidebar with 'Employee List', 'New Employee', and 'Change Employment Status'. The main area contains a table of employees with columns: Emp ID, Emp Name, DOB, Department, Designation, and Status. The table lists 7 employees, including Zahidul Islam Ansari, Masrurul Islam, Md. Mahfuzur Rahman, Sufian Sarkar, Bhola Nath, Nasim Ahmed, and Ali Asgar. A 'Make Permanent' button is located at the bottom left of the table.

Figure 48: Change Employment Status

Application Path :	Home » Administrator » Manage Employee » Change Employment Status
Functionalities :	Group Add
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.47. User: Add Employee

Figure 49: Add Employee

Application Path :	Home » Administrator » User » Add Employee
Functionalities :	Group edit
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.48. User: Employee List

Figure 50: Employee List

Application Path :	Home » Administrator » User » Employee List
Functionalities :	Country List
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.49. User: User List

MARIE STOPES BANGLADESH

ADMIN

Logged in as: Md. Mahfuzur Rahman
Log in Time : 20/06/2017 12:21 PM | Logout | Change Password

CONFIGURATION

MANAGE EMPLOYEE

USER

SYSTEM FEATURE

USER PERMISSION

CHART OF ACCOUNTS

Add Employee

Employee List

User List

Add New User

SL	Employee Id	Name	Department	Designation	User Id	User Type
1	000150	Md. Mahfuzur Rahman	HR & Admin	Admin Officer	mahfuz	Sys Admin
2	001102	Sufian Sarker	HR & Admin	Manager IT & MIS	sufian.sarker	Read Write
3	000204	Zahidul Islam Ansari	Accounts & Finance	Manager HR	zahidul.islam	Read Write
4	000222	Nasim Ahmed	IT & MIS	Associate Manager	nasim.ahmed	Read Write
5	000202	Masrurul Islam	Corporate	Country Director	masrurul.islam	Read Write
6	000109	Bhola Nath	HR & Admin	Project Manager	bhola.nath	Read Write
7	000528	Ali Asgar	IT & MIS	Manager IT & MIS	ali.asgar	Sys Admin

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Go to page

New column

Showing 1 to 7 of 7

Figure 51: User List

Application Path :	Home » Administrator » User » User List
Functionalities :	Add Country
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.50. System Feature: Master Tab



ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM | Logout | Change Password

CONFIGURATION

MANAGE EMPLOYEE

USER

SYSTEM FEATURE

USER PERMISSION

CHART OF ACCOUNTS

Master Tab

Sub Tab

Module Name

Tab Name

URL

SL/Order

Submit

Reset

SL	Module Name	Tab Name	Url	SL/Order
1	ADM	Configuration	~/ADM/MasterSetting/Index	1
2	PP	Master Setting	~/PP/MasterSetting/Index	1
3	ADM	Manage Employee	~/ADM/StaffManagement/Index	2
4	PP	Purchase Requisition	~/PP/Purchase/Index	2
5	PP	Purchase Schedule	~/PP/PurchaseSchedule/Index	3

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Go to page:

Row count:

Showing 1 - 5 of 14

Figure 52: Master Tab

Application Path :	Home » Administrator » User » Master Tab
Functionalities :	Country Edit
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.51. User: Sub Tab

Edit	SL	Module Name	Tab Name	Sub Feature	Url	SL/Order
Edit 1	ADM	Configuration	Financial Period	~/ADM/PP/List	1	
Edit 2	ADM	Configuration	Location	~/ADM/PP/Company/Create	2	
Edit 3	ADM	Configuration	Department	~/ADM/MasterSetting/DepartmentInformation	4	
Edit 4	ADM	Configuration	Designation	~/ADM/MasterSetting/DesignationInformation	5	
Edit 5	ADM	Configuration	District	~/ADM/MasterSetting/DistrictInformation	11	
Edit 6	ADM	Configuration	Religion	~/ADM/MasterSetting/ReligionInformation	13	

Figure 53: Sub Tab

Application Path :	Home » Administrator » User » Sub Tab
Functionalities :	City List
Prerequisites :	Administrative or authorized user's access of the System.

4.4.2.52. User: Permission

SL	Module Name	Tab Name	SubFeature	status
No data available!				

Figure 54: User Permission

Application Path :	Home » Administrator » User » User Permission
Functionalities :	Add City
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.53. Chart of Accounts: Chart of Account



ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM

CONFIGURATION

MANAGE EMPLOYEE

USER

SYSTEM FEATURE

USER PERMISSION

CHART OF ACCOUNTS

Chart of Account

Load records

Class Name	Group Name	Sub Group Name	Control Name	GL Code	Account Title	Acc Type	RC LC
(101-102)-Assets	(10101-10108)-Fixed Assets	(1010101-1010101)-Land for School building/Training Institute	(-)-Land for School building/Training Institute				
		(1010201-1010201)-Building construction for School/Training Institute	(-)-Building construction for School/Training Institute				
		(1010301-1010302)-Teaching Training Equipments and Tools	(-)-TT Equipments				
			(-)-Training Tools				
		(1010401-1010402)-Furniture & Equipments	(-)-Furniture's				
			(-)-Equipments				

View Chart Of Account

Figure 55: Chart of Account

Application Path :	Home » Administrator » User » Chart of Account
Functionalities :	City List
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

4.4.2.54. User: View Chart of Account



ADMIN

Logged in as: Md. Mahfuzur Rahman

Log in Time : 20/06/2017 12:21 PM | [Logout](#) | [Change Password](#)

CONFIGURATION

MANAGE EMPLOYEE

USER

SYSTEM FEATURE

USER PERMISSION

CHART OF ACCOUNTS

Chart of Account

Load records

View Chart Of Account

Class Name	Group Name	Sub Group Name	Control Name	GL Code	Account Title	Acc. Type	RC LC
(101-102)-Assets	(10101-10108)-Fixed Assets	(1010101-1010101)-Land for School building/Training Institute	(-)-Land for School building/Training Institute				
		(1010201-1010201)-Building construction for School/Training Institute	(-)-Building construction for School/Training Institute				
		(1010301-1010302)-Teaching Training Equipments and Tools	(-)-TT Equipments				
			(-)-Training Tools				
		(1010401-1010402)-Furniture & Equipments	(-)-Furniture's				

Figure 56: View Chart of Account

Application Path :	Home » Administrator » User » View Chart of Account
Functionalities :	Add City
Prerequisites :	Administrative or authorized user's access of the System.
Minimum Entry :	Required (*) Information before click on Add Button.

Chapter 5

Conclusion

5.1 Conclusion

Internet is not only the most used communication tool in the world, but also the fastest, most efficient and the most important. Online approval system not only save the time but also organize the system. No more endless hours of waiting for the approval from the approval assignee person just with one click. Nowadays, most people like to use automation and workflow wise work. The exchange of emails or paper submits is now something of the past. With an easy purchase approval system, you are providing organization people not only purchase a product immediately but you are also providing a better organize service.

The Purchase Approval System was developed to replace the manual process of purchasing a product of any organization. The old system does not serve the users in a better way; rather it makes user data vulnerable. The new system keeps proper records of users for emergency and security purposes.

The benefit of Purchase approval system:

- It is simply good user service
- Minimize your workload
- All data in a structured system
- Clear and Simple Overview

5.2 Future Works

- Direct purchase order need to implement.
- Also upload the corresponding excel document in vendor quotation.

References

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