



INFORMATION
TECHNOLOGIES

Functional Requirements Document: 4Flow Implementation

Prepared for:

**STAGE
ZERO**

On

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INFORMATION
TECHNOLOGIES

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1. Introduction

1.1 Purpose of the document

This is the formal requirements document for automating and streamlining Stage Zero Purchase Order and Invoicing processes by implementing 4Flow. This document will include the business logic and processes of Stage Zero procurement processes and policies. It will also show the process flows and transaction designs based of the requirements gathered from Stage Zero.

1.2 Method of work followed

4Sight consultants gathered requirements during requirements workshops held with Stage Zero staff. Requirements and findings from these sessions have been collated and detailed in this document, including detail requirements processes documented provided by Stage Zero.

1.3 Processes Included in this scope

The following workflow processes were scoped to be included Stage Zero's Microsoft Business Central processes for Phase 1:

- Purchase Request Inventory
- Purchase Request Assets
- Purchase Request Job Related
- Purchase Request General
- Service Requisitions
- Goods received notes (PO Invoice)

2. 4Flow General Configuration

2.1. User Sign in

- Users are registered with an email account.
- Users will have a password in order to sign in
- 4Flow sign in will be linked to Microsoft office 365 for single sign on
- If no single sign on is used, users have the ability to request a new password

Login

The screenshot displays the login interface for 4Flow. It features a primary login form on the left and an external login option on the right.

Main Login Form:

- Title: Please enter your email and password
- Fields: Email (with user icon), Password (with lock icon and eye icon for visibility toggle)
- Remember my login: A toggle switch currently turned off.
- Buttons: Login (blue), Cancel (grey), Forgot password (teal)

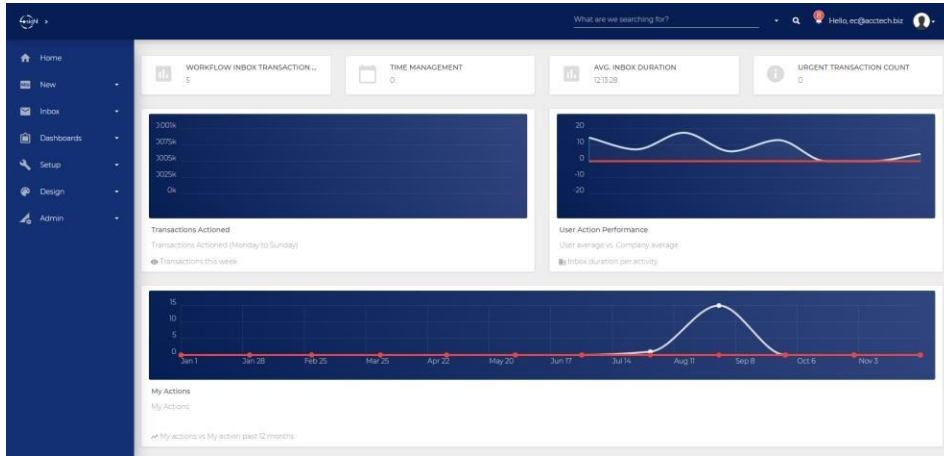
External Login:

- Title: External Login
- Button: Microsoft (blue)

2.2. Interface

The 4Flow interface will be used as is with a custom theme applied to match Stage Zero's company profile

- Company Logo will be loaded
- Interface colours will be changed to match Stage Zero's Profile
- The Default dashboard on home screen will be kept
- No customization of the menu items are included



2.3. Uploading of Supporting Documents on Workflows

The following table indicates when supporting documents are required to be uploaded on the initiation of a workflow

Process	Mandatory
Purchase Request Inventory	X
Purchase Request Assets	X
Purchase Request Job Related	X
Purchase Request General	X
Service Requisitions	X
Goods received notes (PO Invoice)	X

2.4. Internal Comments on Workflow Initiation

The following table indicates when internal comments are required to be completed before the initiation of a workflow

Process	Mandatory
Purchase Request Inventory	X
Purchase Request Assets	X
Purchase Request Job Related	X
Purchase Request General	X
Service Requisitions	X
Goods received notes (PO Invoice)	

2.5. Internal Comments on Workflow Approval

The following table indicates when internal comments are required to be completed before the initiation of a workflow

Action Taken	Mandatory

Return to Originator	X
Adhoc and Reply from Adhoc	X
Approve	
Back	X

2.6. Workflow Approver Actions

The following table indicates which actions are available to take on a workflow

Actions	Available
Adhoc	X
Approve	X
Back	X
Return to Originator	X
Discard	X (For Initiator)
Hold	

2.7. Approval Structures

The approval structures will be set up according to each process LOA provided by Stage Zero with Approval amounts:

- **Purchase requisition general & Service requisition:**

General Procurement (Excl Stock and Fixed Assets)

Approval threshold (excl VAT)		R0	R0 - R4,999	R5,000 - R49,999	> R50,000	> R50,000
Dep Code	Department	HOD	Execo	FD	CEO	Group CFO
RAD	R&D	Martin du Plooy	Timothy Manners-Wood	Edgar Prozesky	Abraham van der Merwe	Gert Koen
FAC	Manufacturing	Peter Westerman	COO - Vacant (Temp Abraham van der Merwe)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DSD	Service Delivery	Johan Kritzing	COO - Vacant (Temp Abraham van der Merwe)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DSA	Service Assurance	Neels Kruger	COO - Vacant (Temp Abraham van der Merwe)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
SHQ	Health and Safety	Mike Pitout	COO - Vacant (Temp Abraham van der Merwe)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
SLS	Sales	JP van der Merwe	Simon Butler	Edgar Prozesky	Abraham van der Merwe	Gert Koen
MAR	Marketing	Brink van Zyl	Simon Butler	Edgar Prozesky	Abraham van der Merwe	Gert Koen
PRO	Procurement	Patricia Muller	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
STR	Stores	Jillian Fisher	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DEB	Debtors	Robyn DeKeijzer	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
FIN	Finance	Ginene de Graaf	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
HRD	HR	Elize Hartzenberg	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
ITX	IT	Deon Thirumalai	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen

- **Purchase requisition Assets:**

Fixed Assets

Approval threshold (excl VAT)		R0	0 - R4,999	R5,000 - R49,999	> R50,000	> R50,000
Dep Code	Department	HOD	Execo	FD	CEO	Group CFO
RAD	R&D	Martin du Plooy	Timothy Manners-Wood	Edgar Prozesky	Abraham van der Merwe	Gert Koen
FAC	Manufacturing	Peter Westerman	COO - Vacant (Temp Abz)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DSD	Service Delivery	Johan Kritzing	COO - Vacant (Temp Abz)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DSA	Service Assurance	Neels Kruger	COO - Vacant (Temp Abz)	Edgar Prozesky	Abraham van der Merwe	Gert Koen
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MAR	Marketing	Brink van Zyl	Simon Butler	Edgar Prozesky	Abraham van der Merwe	Gert Koen
PRO	Procurement	Patricia Muller	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
STR	Stores	Jillian Fisher	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
DEB	Debtors	Robyn DeKeijzer	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
FIN	Finance	Ginene de Graaf	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
HRD	HR	Elize Hartzenberg	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen
ITX	IT	Deon Thirumalai	Edgar Prozesky	Edgar Prozesky	Abraham van der Merwe	Gert Koen

- **Purchase requisition Inventory & Purchase requisition Job related:**

Stock						
Approval threshold (excl VAT)	0 - R4,999	0 - R4,999	R5,000 - R49,999	> R50,000	> R50,000	
Dep Code	Department	HOD	Procurement	FD	CEO	Group CFO
STR	Stores	Edgar Prozesky	Patricia Muller	Edgar Prozesky	Abraham van der Merwe	Gert Koen
RAD	R&D	Martin du Plooy	Patricia Muller	Edgar Prozesky	Abraham van der Merwe	Gert Koen
SHQ	Health and Safety	Mike Pitout	Patricia Muller	Edgar Prozesky	Abraham van der Merwe	Gert Koen
ITX	IT	Deon Thirumalai	Patricia Muller	Edgar Prozesky	Abraham van der Merwe	Gert Koen

- **Purchase requisition Job related dgar gaan struur)**

Jobs						
Approval threshold (excl VAT)	R0	0 - R9,999	R10,000 - R49,999	> R50,000	> R50,000	
Dep Code	Department	HOD	FM	FD	CEO	Group CFO
DSD	Service Delivery	Johan Kritzinger	Ginene de Graaf	Edgar Prozesky	Abraham van der Merwe	Gert Koen

- **Goods Received Notes**

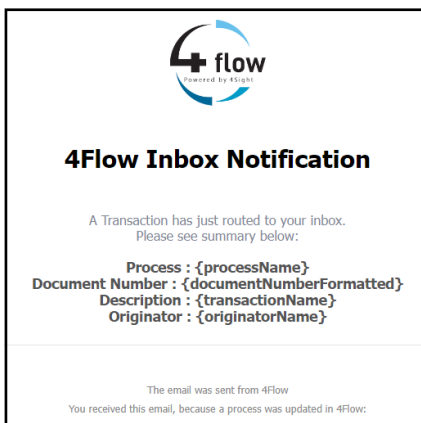
A pool of Finance/Creditors will receive GRV to check details before integration.

2.8. Notification Templates

When a document is allocated to a user , they will be notified via an email notification and a push notification to a mobile device

The email notification will include

- Process Name
- Document Number
- Description
- Urgency
- Originator
- Vendor Name
- Link to open the document

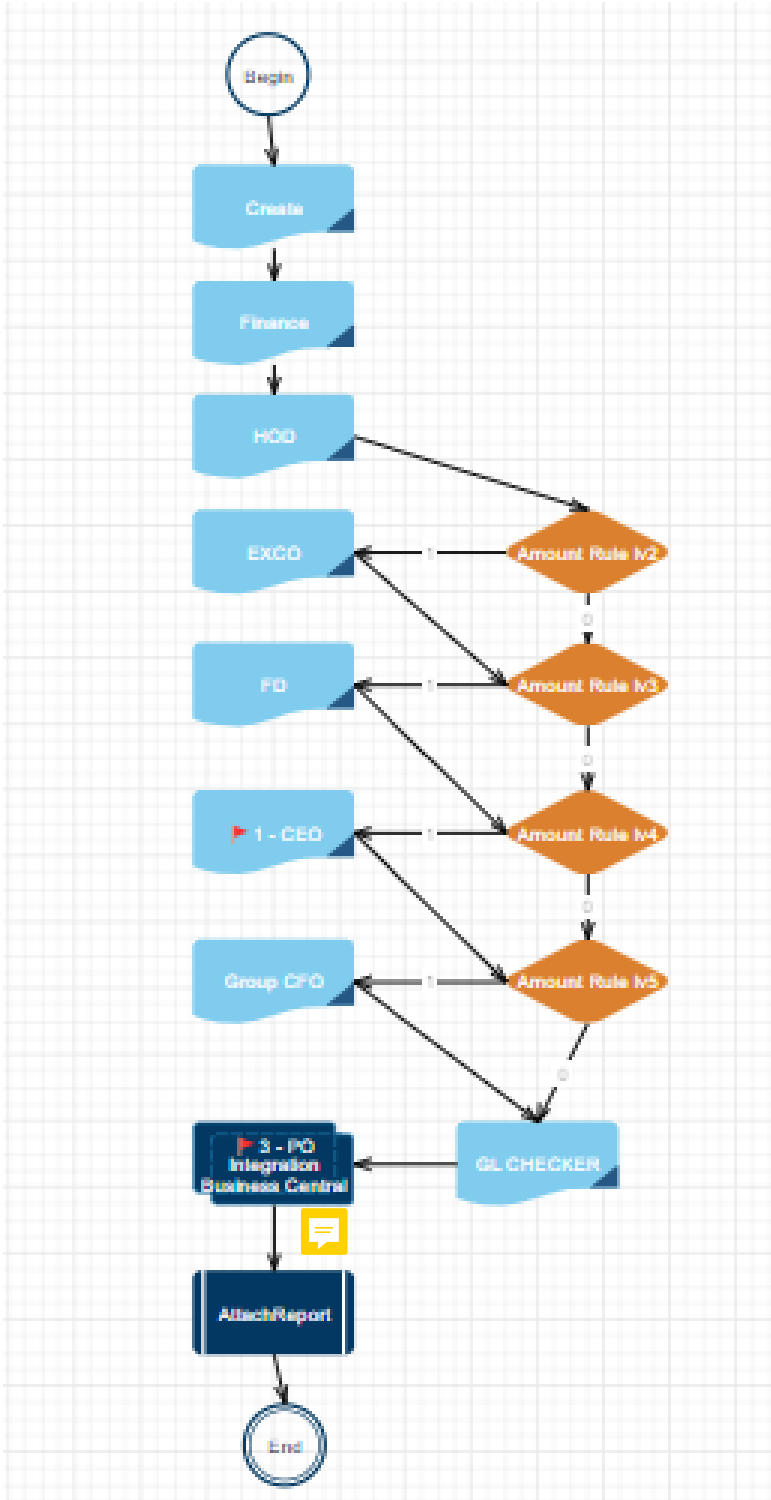


3. Purchase Request General

3.1 General

The PR process will originate with a Stage Zero employee capturing and declaring details of the requisition. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built into account for access rights to departments and GL Accounts. Relevant routing emails and push notifications will go out with the approval. Relevant buttons will be made available to upload and attach supporting documentation. Approval structures will be driven by department codes and amount rules Excl VAT.

3.2 Process Flow





	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
3	Finance	Review	Finance role	Finance will review GL codes selected and approve transactions
3	Amount Rule	Rule	System	Rule checks what is the total amount on the PR and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule. Driven by selected GL Code
5	EXCO	Review	EXCO	This activity will contain a query which will select the department EXCO from a list and allocate the approval to the user under this rule. Driven by GL code selected
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
7	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
7	GL CHECKER	Review	Pool of users	Allocated user will check that the captured GL Account is correct and approve accordingly.
8	PO Integration Business Central	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
9	PO Mail	Notification	System	The PO will then be mailed out to the VENDOR/SUPPLIER. REQUESTOR TO BE COPIED.
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

3.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Lookup from vendor list in MS BC
Vendor Name	Textbox	Populates from Vendor No.
Description	Textbox	Entered by user
Contact Person	Textbox	Populates depends on vendor chosen
Vendor Ref no.	Textbox	Quote number will populate
Currency	DropDown	Autopopulate from vendor selected
Posting Date	Date Picker	Integration Date
Vendor Order No	Textbox	Opex/Capex Supplier Quote Nr (Editable field)
Order Date	Date Picker	Populated = 4Flow creation date
Your referenece	Textbox	4flow link for supporting docs
Additional Comments	Text area	Can enter extra information
Buy-From - Address	Textbox	Populated from Vendor
Buy-From - Address 2	Textbox	Populated from Vendor

Buy-From - City	Textbox	Populated from Vendor
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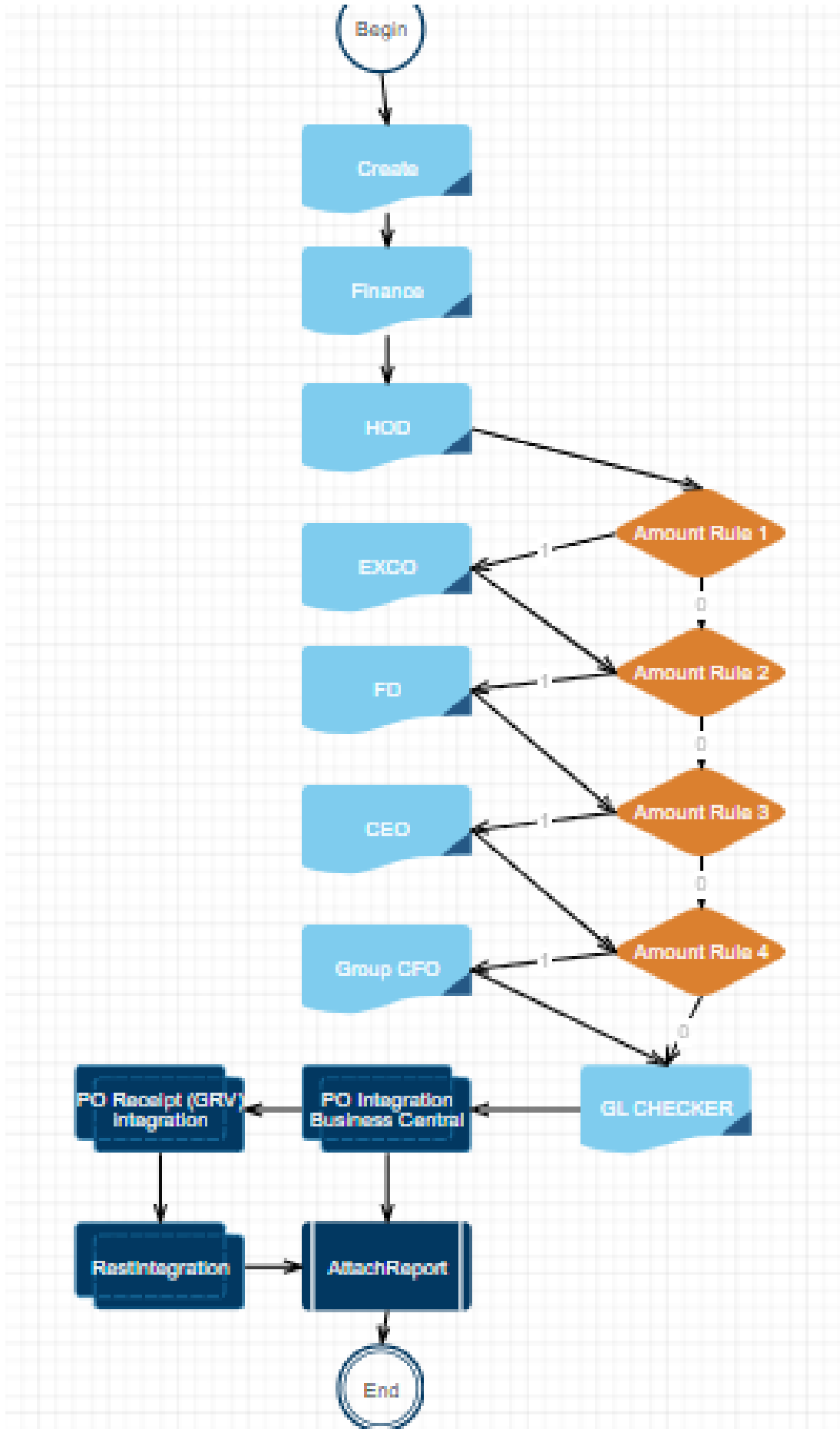
Buy-From - Postal Code	Textbox	Populated from Vendor
Buy-From - Country/Region	Textbox	Populated from Vendor
Buy-From - Contact No	Textbox	Populated from Vendor
Detail		
Type	Finder	G/L Account (Hidden)
No.	Finder	Choose GL code from a list (Department Limited OR Item Code from list)
Description	Textbox	Populates based of GL Code or Item No chosen
Expected delivery date	Date Picker	Selected by user
VAT Posting Group	Finder	Autopopulate according to vendor (Editable field)
Location Code	Finder	Selected by user
Quantity	Textbox	Entered by user
UOM	Finder	Default to item setup
Unit Cost Excl VAT	Textbox	Entered by user OR Populates from Item/Service chosen
Line Amount Excl VAT	Finder	Calculated field
Department Code	Finder	Chosen by user
Div Code	Textbox	Hardcoded to: STG (Hidden field)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden field)
Region Code	Textbox	Populates from Location Code selected
Warehouse/Location	Finder	Populated based of item selected

4. Service Requisition

4.1 General

The PR process will originate with a Stage Zero employee capturing and declaring details of the requisition. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built into account for access rights to departments and GL Accounts. Relevant routing emails and push notifications will go out with the approval. Relevant buttons will be made available to upload and attach supporting documentation. Approval structures will be driven by department codes and amount rules Excl VAT. With this process the GRV (Receipt) and PO Invoice will occur in the same transaction.

4.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
	Finance	review	Finance role	Finance will review GL Codes selected, approve transactions accordingly
3	Amount Rule	Rule	System	Rule checks what is the total amount on the PR and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule. Driven by GL code selected
5	EXCO	Review	EXCO	This activity will contain a query which will select the department EXCO from a list and allocate the approval to the user under this rule. Driven by GL code selected
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
7	GL CHECKER	Review	Pool of users	Allocated user will check that the captured GL Account is correct and approve accordingly.
8	Business Central Integration	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

4.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Lookup from vendor list in MS BC
Vendor Name	Textbox	Populates from Vendor No.
Description	Textbox	Entered by user
Contact Person	Textbox	Populates depends on vendor chosen
Vendor Ref no.	Textbox	Quote number will populate
Currency	DropDown	Select option from a list of SAP Vendors
Posting Date	Date Picker	Integration Date
Your reference	Textbox	4flow link for supporting docs
Vendor Order No	Textbox	Opex/Capex Supplier Quote Nr (Editable field)
Order Date	Date Picker	Populated = 4Flow creation date
Invoice Number	Textbox	Invoice number will be entered immediately to integrate Invoice to BC
Additional Comments	Text area	Can enter extra information
Buy-From - Address	Textbox	Populated from Vendor

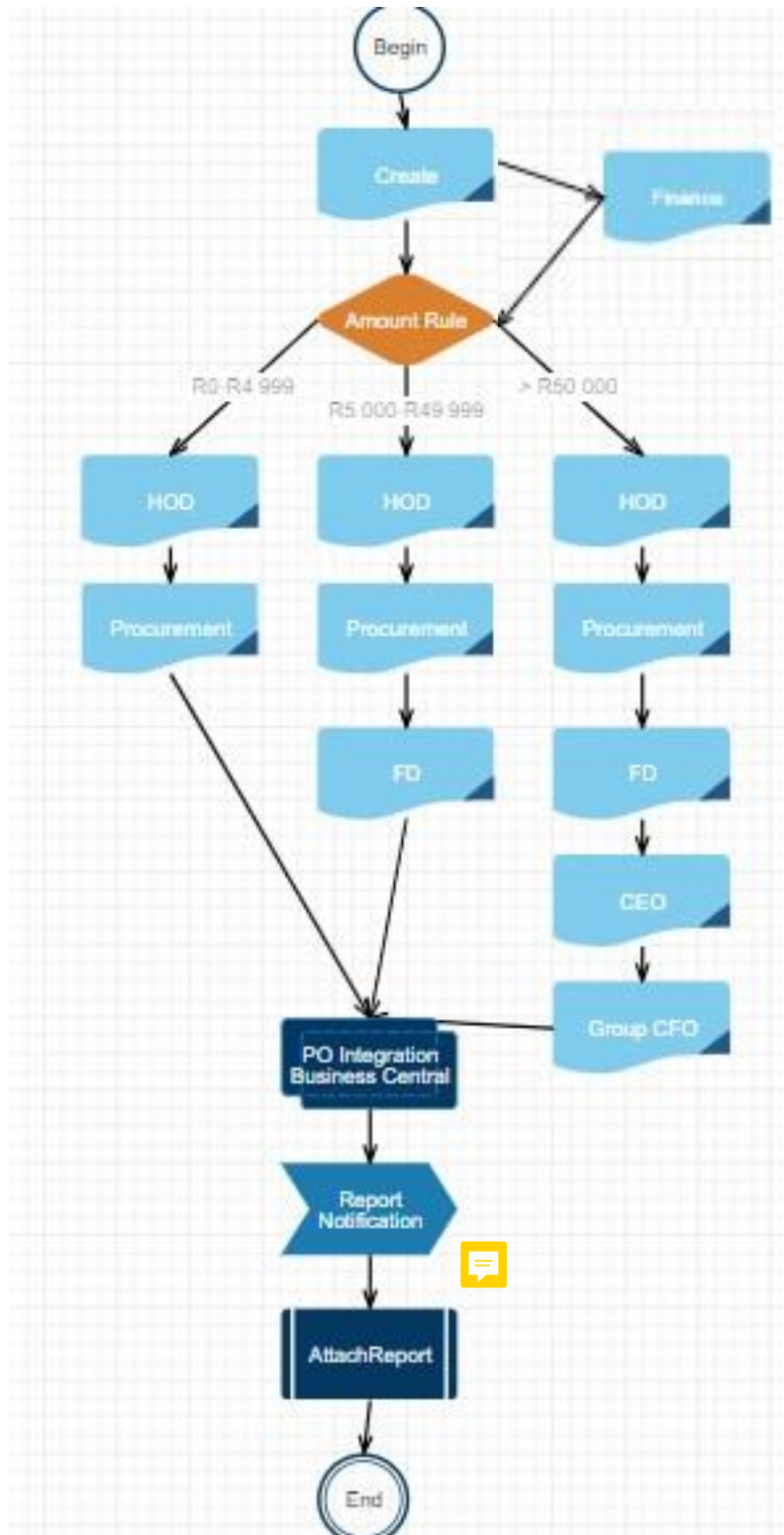
Buy-From - Address 2	Textbox	Populated from Vendor
Buy-From - City	Textbox	Populated from Vendor
Buy-From - Postal Code	Textbox	Populated from Vendor
Buy-From - Country/Region	Textbox	Populated from Vendor
Buy-From - Contact No	Textbox	Populated from Vendor
Detail		
Type	Finder	G/L Account (Hidden)
No.	Finder	Choose GL code from a list (Department Limited OR Item Code from list
Description	Textbox	Populates based of GL Code or Item No chosen
VAT Posting Group	Finder	Auto populated but is editable
Location Code	Finder	Selected by user
Quantity	Textbox	Entered by user
UOM	Finder	Default to item setup
Unit Cost Excl VAT	Textbox	Entered by user OR Populates from Item/Service chosen
Line Amount Excl VAT	Finder	Calculated field
Department Code	Finder	Chosen by user
Div Code	Textbox	Hardcoded to: STG (Hidden field)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden field)
Region Code	Textbox	Populates from Location Code selected

5. Purchase Request Inventory

5.1 General

The PR process will originate with a Stage Zero employee capturing and declaring details of the requisition. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built into account for access rights to departments and job number and tasks. Relevant fields will be populated based of managed data inside of Business Central. Relevant routing emails and push notifications will go out with the approval. Approval structures will be driven by department codes.

5.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
	Finance	Review	Finance Role	Finance will review GL Code selected and approve accordingly.
3	Amount Rule	Rule	System	Rule checks what is the total amount on the PR and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule. Driven by GL code selected
5	Procurement	Review	Procurement	This activity will contain a query which will select the department Procurement from a list and allocate the approval to the user under this rule.
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
8	PO Integration Business Central	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
9	PO Mail	Notification	System	The PO will then be mailed out to the VENDOR/SUPPLIER. REQUESTOR TO BE COPIED
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

5.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Lookup from vendor list in MS BC
Vendor Name	Textbox	Populates from Vendor No.
Description	Textbox	Entered by user
Contact Person	Textbox	Populates depends on vendor chosen
Vendor Ref no.	Textbox	Quote number will populate
Currency	DropDown	Select option from a list of SAP Vendors
Posting Date	Date Picker	Integration Date
Vendor Order No	Textbox	Opex/Capex Supplier Quote Nr (Editable field)
Your reference	Textbox	4flow link for supporting docs
Order Date	Date Picker	Populated = 4Flow creation date
Additional Comments	Text area	Can enter extra information
Buy-From - Address	Textbox	Populated from Vendor

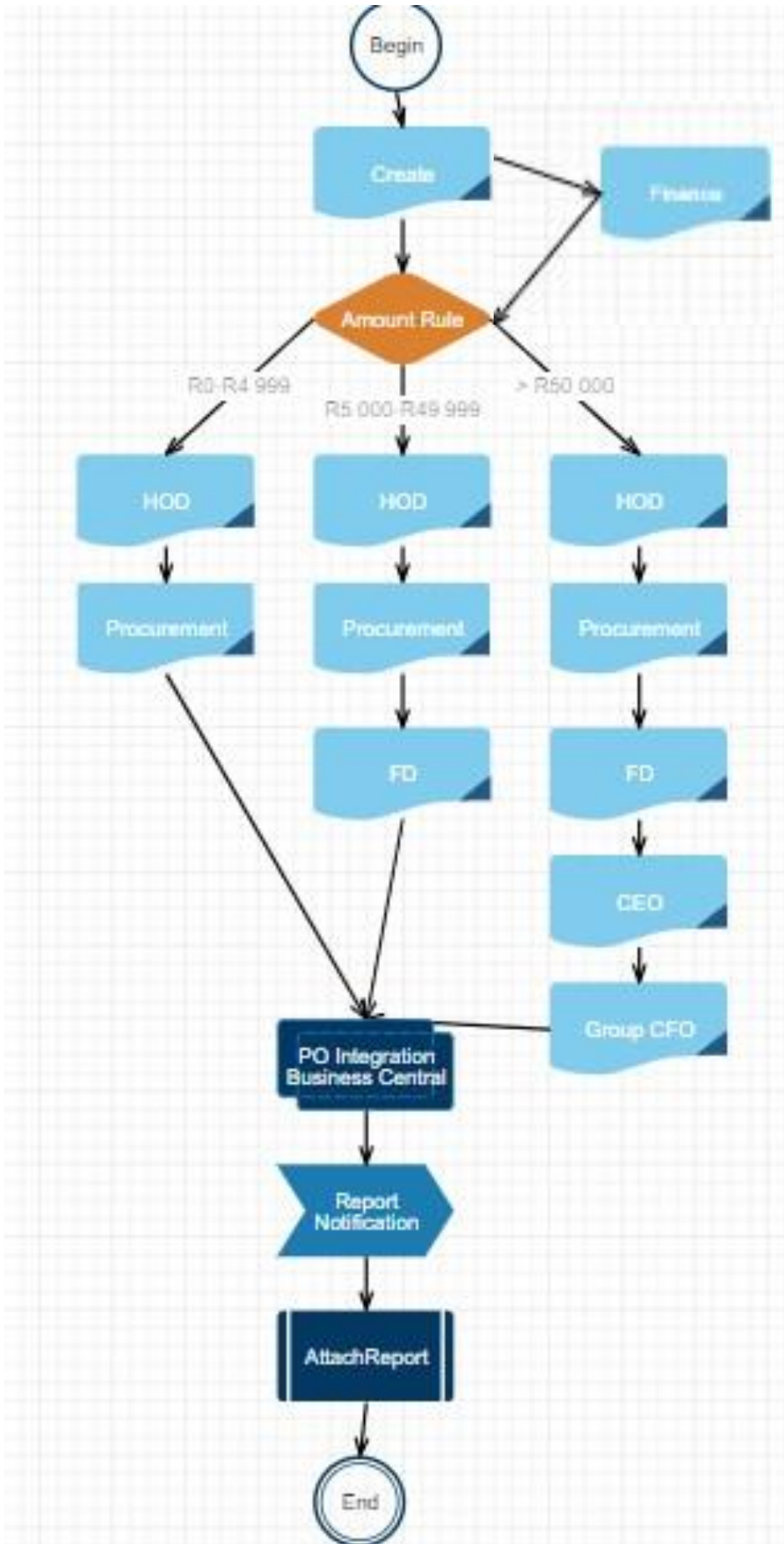
Buy-From - Address 2	Textbox	Populated from Vendor
Buy-From - City	Textbox	Populated from Vendor
Buy-From - Postal Code	Textbox	Populated from Vendor
Buy-From - Country/Region	Textbox	Populated from Vendor
Buy-From - Contact No	Textbox	Populated from Vendor
Detail		
Type	Finder	Item (Hidden)
No.	Finder	Choose GL code or Item number (Department Limited OR Item Code from list)
Description	Textbox	Populates based of item chosen
Gl cpde		From item
Expected delivery date	Date Picker	Selected by user
VAT Posting Group	Finder	Auto populate based of vendor selected (Editable)
Location Code	Finder	Selected by user
Quantity	Textbox	Entered by user
UOM	Finder	Default to item setup
Unit Cost Excl VAT	Textbox	Entered by user OR Populates from Item/Service chosen
Line Amount Excl VAT	Finder	Calculated field
Department Code	Finder	Chosen by user
Div Code	Textbox	Hardcoded to: STG (Hidden Filed)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden Field)
Region Code	Textbox	Populates from Location Code selected
Warehouse/Location	Finder	Autopopulate based of item selected

6. Purchase Request Job Related

6.1 General

The PR process will originate with a Stage Zero employee capturing and declaring details of the requisition. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built into account for access rights to departments and job number and tasks. Relevant fields will be populated based of managed data inside of Business Central. Relevant routing emails and push notifications will go out with the approval. Approval structures will be driven by department codes. Certain items selected drives the job number.

6.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
3	Finance	Review	Finance Role	Finance will review job related purchase requisition details captured and approve accordingly
3	Amount Rule	Rule	System	Rule checks what is the total amount on the PR and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule.
5	Procurement	Review	Procurement	This activity will contain a query which will select the department Procurement from a list and allocate the approval to the user under this rule.
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
8	Business Central Integration	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
9	PO Mail	Notification	System	The PO will then be mailed out to the VENDOR/SUPPLIER. REQUESTOR TO BE COPIED
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

6.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Lookup from vendor list in MS BC
Vendor Name	Textbox	Populates from Vendor No.
Description	Textbox	Entered by user
Contact Person	Textbox	Populates depends on vendor chosen
Vendor Ref no.	Textbox	Quote number will populate
Currency	DropDown	Select option from a list of SAP Vendors
Posting Date	Date Picker	Integration Date
Vendor Order No	Textbox	Opex/Capex Supplier Quote Nr (Editable)
Your reference	Textbox	4flow link for supporting docs
Order Date	Date Picker	Populated = 4Flow creation date

Additional Comments	Text area	Can enter extra information
Buy-From - Address	Textbox	Populated from Vendor

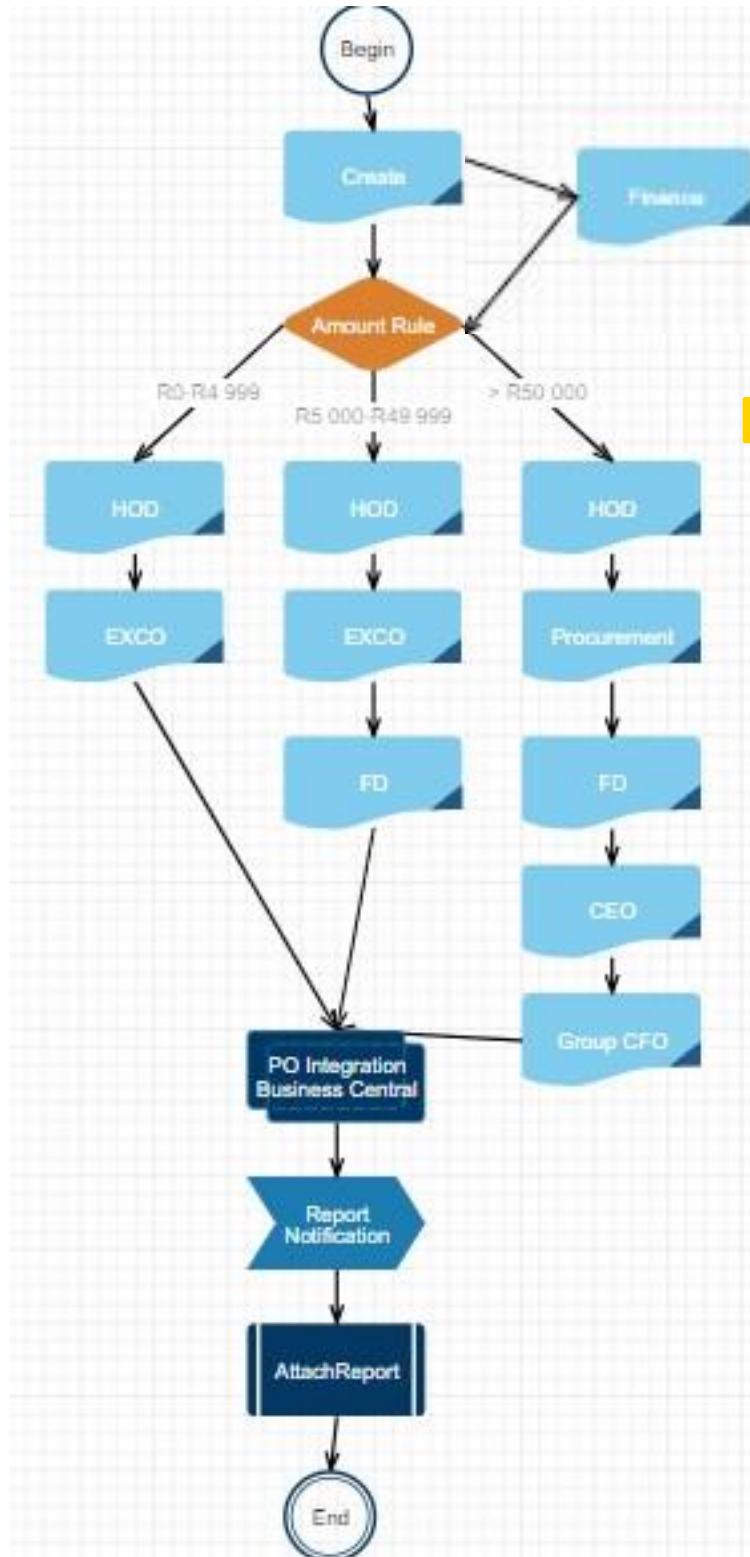
Buy-From - Address 2	Textbox	Populated from Vendor
Buy-From - City	Textbox	Populated from Vendor
Buy-From - Postal Code	Textbox	Populated from Vendor
Buy-From - Country/Region	Textbox	Populated from Vendor
Buy-From - Contact No	Textbox	Populated from Vendor
Detail		
Type	Finder	Item (Hidden)
No.	Finder	Choose GL code or Item number (Department Limited OR Item Code from list)
Description	Textbox	Populates based of GL Code chosen
Expected Delivery date	Date Picker	Selected by user
Job No.	Textbox	Entered by user when item related/job related
Job Task No.	Textbox	Entered by user when item related/job related
VAT Posting Group	Finder	Auto populated based of vendor selected (Editable)
Location Code	Finder	Selected by user
Quantity	Textbox	Entered by user
UOM	Finder	Default to item setup
Unit Cost Excl VAT	Textbox	Entered by user OR Populates from Item/Service chosen
Line Amount Excl VAT	Finder	Calculated field
Department Code	Finder	Chosen by user
Div Code	Textbox	Hardcoded to: STG (Hidden field)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden Field)
Region Code	Textbox	Populates from Location Code selected

7. Purchase Request Assets

7.1 General

The PR process will originate with a Stage Zero employee capturing and declaring details of the requisition. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built in to account for access rights to departments and job number and tasks. Relevant fields will be populated based of managed data inside of Business Central. Relevant routing emails and push notifications will go out with the approval. Approval structures will be driven by department codes.

7.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
	Finance	Review	Finance Role	Finance will review GL Code selected and approve accordingly
3	Amount Rule	Rule	System	Rule checks what is the total amount on the PR and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule. Driven by GL Code selected
5	EXCO	Review	EXCO	This activity will contain a query which will select the department EXCO from a list and allocate the approval to the user under this rule. Driven by GL Code selected.
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
8	Business Central Integration	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
9	PO Mail	Notification	System	The PO will then be mailed out to the VENDOR/SUPPLIER. REQUESTOR TO BE COPIED
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

7.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Lookup from vendor list in MS BC
Vendor Name	Textbox	Populates from Vendor No.
Description	Textbox	Entered by user
Contact Person	Textbox	Populates depends on vendor chosen
Vendor Ref no.	Textbox	Quote number will populate
Currency	DropDown	Select option from a list of SAP Vendors
Posting Date	Date Picker	Integration Date
Vendor Order No	Textbox	Opex/Capex Supplier Quote Nr (Editable)
Your reference	Textbox	4flow link for supporting docs
Order Date	Date Picker	Populated = 4Flow creation date
Additional Comments	Text area	Can enter extra information
Buy-From - Address	Textbox	Populated from Vendor

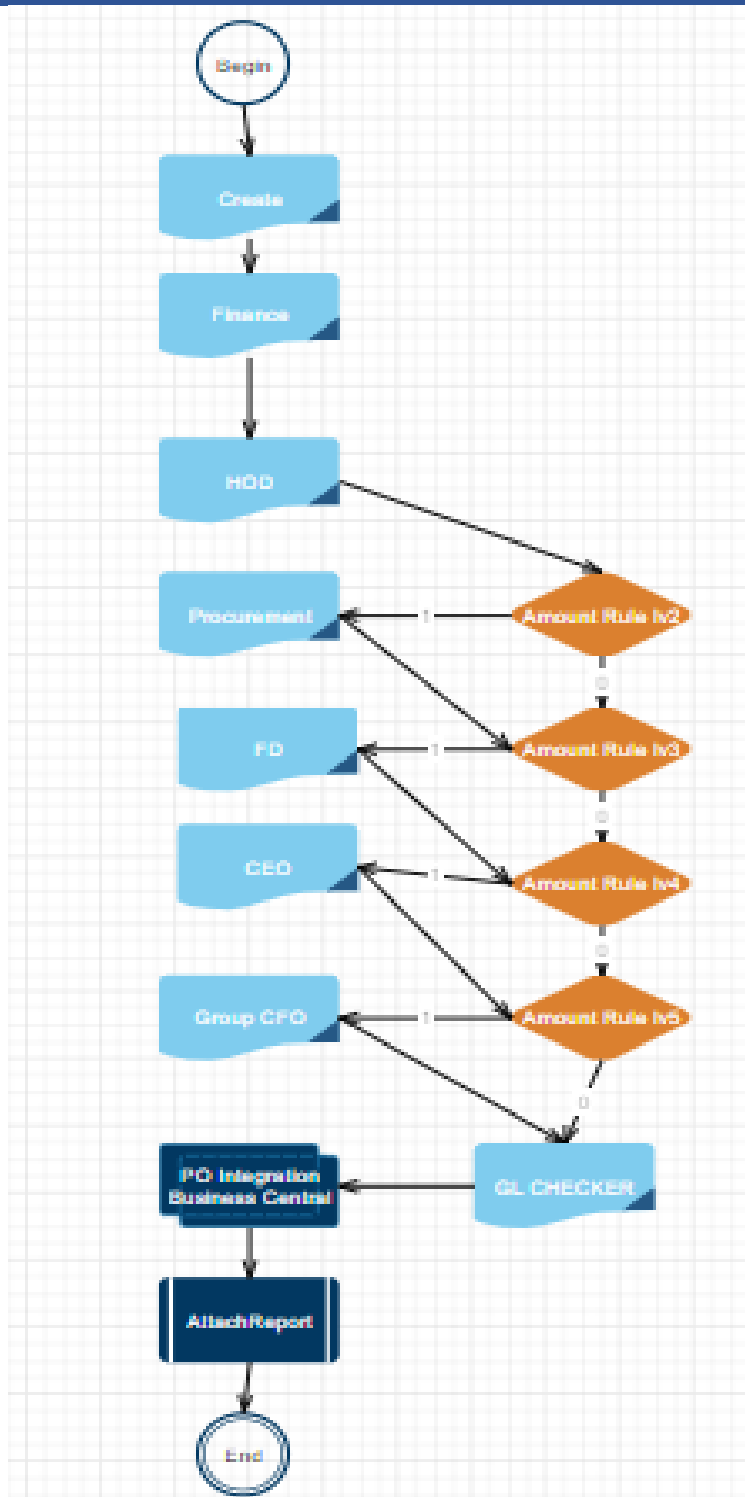
Buy-From - Address 2	Textbox	Populated from Vendor
Buy-From - City	Textbox	Populated from Vendor
Buy-From - Postal Code	Textbox	Populated from Vendor
Buy-From - Country/Region	Textbox	Populated from Vendor
Buy-From - Contact No	Textbox	Populated from Vendor
Detail		
Type	Finder	Item (Hidden)
No.	Finder	Choose Item number (Department Limited OR Item Code from list)
Description	Textbox	Populates based of Item No chosen
Expected delivery date	Date Picker	Selected by user
VAT Posting Group	Finder	Auto populates from vendor selected (Editable field)
Location Code	Finder	Selected by user
Quantity	Textbox	Entered by user
UOM	Finder	Default to item setup
Depreciation Useful Life	Textbox	Populates from asset selected (Editable field only by comment – With user reason to change default
Unit Cost Excl VAT	Textbox	Entered by user OR Populates from Item/Service chosen
Line Amount Excl VAT	Finder	Calculated field
Department Code	Finder	Chosen by user
Div Code	Textbox	Hardcoded to: STG (Hidden Field)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden Field)
Region Code	Textbox	Populates from Location Code selected
Warehouse/Location	Finder	NOT NEEDED

8. Purchase Order Amendment

8.1 General

The POA process will originate with a Stage Zero employee capturing and declaring details of the requisition to be amended. Once the details have been filled in the originator will start the process by submitting it for the relevant approval. Necessary validations will be built into account for access rights to departments and GL Accounts. Relevant routing emails and push notifications will go out with the approval. Relevant buttons will be made available to upload and attach supporting documentation. Approval structures will be driven by department codes and amount rules Excl VAT.

8.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
3	Finance	Review	Finance role	Finance will review GL codes selected and approve transactions
3	Amount Rule	Rule	System	Rule checks what is the total amount on the POA and decides which route to take. Above shows the thresholds
4	HOD	Review	HOD	This activity will contain a query which will select the department HOD from a list and allocate the approval to the user under this rule. Driven by selected GL Code
5	EXCO	Review	EXCO	This activity will contain a query which will select the department EXCO from a list and allocate the approval to the user under this rule. Driven by GL code selected
6	FD	Review	FD	The approval will be allocated to the group FD for action.
7	CEO	Review	CEO	The approval will be allocated to the group CEO for action.
	GROUP CFO	Review	CFO	The approval will be allocated to the group CFO for action.
7	GL CHECKER	Review	Pool of users	Allocated user will check that the captured GL Account is correct and approve accordingly
8	PO Integration Business Central	Integration	System	Information captured by originator will integrate to Business central and a PO will be generated, PO Number will be the response back to 4flow.
9	PO Mail	Notification	System	The PO will then be mailed out to the VENDOR/SUPPLIER. REQUESTOR TO BE COPIED.
	Attach Report	Vertical	System	The PO document will be attached onto the workflow for later reference
15	END			

8.3 Transaction Design

All fields will be editable according to the type of requisition rules being amended.

Form Design		
Header		
Field Name	Type	Comment
Purchase Order no	Finder	Select PO to be amended
Vendor No	Finder	Populates from PO selected
Vendor Name	Textbox	Populates from PO selected
Description	Textbox	Populates from PO selected
Contact Person	Textbox	Populates from PO selected
Vendor Ref no.	Textbox	Populates from PO selected
Currency	DropDown	Populates from PO selected
Posting Date	Date Picker	Populates from PO selected
Vendor Order No	Textbox	Populates from PO selected
Your reference	Textbox	4flow link for supporting docs
Order Date	Date Picker	Populates from PO selected

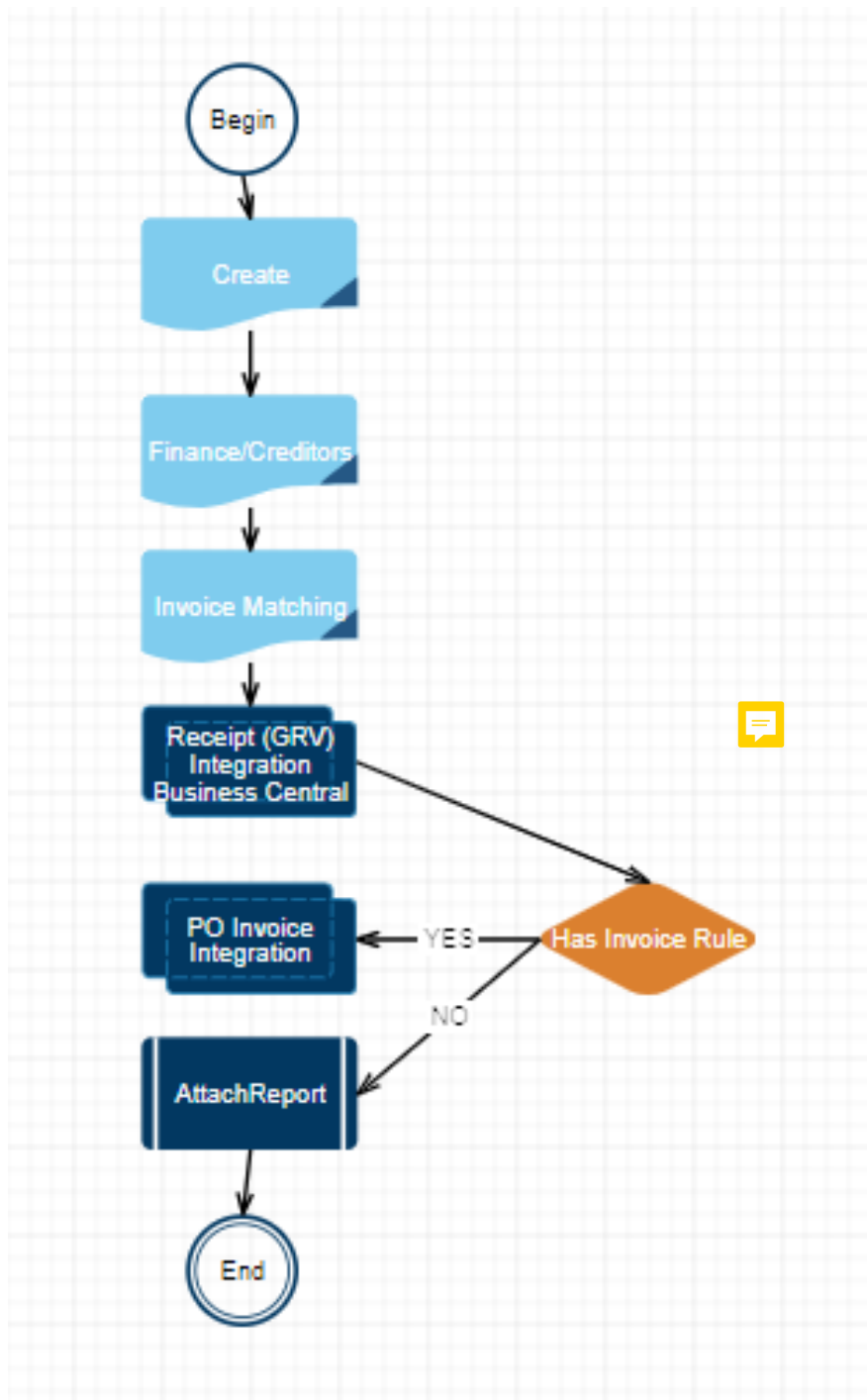
Additional Comments	Text area	Populates from PO selected
Buy-From - Address	Textbox	Populates from PO selected
Buy-From - Address 2	Textbox	Populates from PO selected
Buy-From - City	Textbox	Populates from PO selected
Buy-From - Postal Code	Textbox	Populates from PO selected
Buy-From - Country/Region	Textbox	Populates from PO selected
Buy-From - Contact No	Textbox	Populates from PO selected
Detail		
Type	Finder	G/L Account OR ITEM depended on PO being amended (Hidden)
No.	Finder	Populates from PO selected
Description	Textbox	Populates from PO selected
Expected delivery date	Date Picker	Populates from PO selected
VAT Posting Group	Finder	Populates from PO selected
Location Code	Finder	Populates from PO selected
Quantity	Textbox	Populates from PO selected
Job No.	Textbox	Populates from PO selected (If PO is job related)
Job Task No.	Textbox	Populates from PO selected (If PO is job related)
Depreciation Useful Life	Textbox	Populates from PO selected (If PO is asset related)
UOM	Finder	Populates from PO selected
Unit Cost Excl VAT	Textbox	Populates from PO selected
Line Amount Excl VAT	Finder	Populates from PO selected
Department Code	Finder	Populates from PO selected
Div Code	Textbox	Hardcoded to: STG (Hidden field)
Product Div Code	Textbox	Hardcoded to: PWR (Hidden field)
Region Code	Textbox	Populates from PO selected
Warehouse/Location	Finder	Populates from PO selected

9. Goods Received Notes (PO Invoice)

9.1 General

The PO Invoice and GRV/Receipt will occur at the same time. Stage Zero employee will choose a vendor then a PO number where the Purchase order details will populate. The users will then be able to choose dates and change VAT Amounts, Quantities and unit prices for rounding. Necessary validations will be built into account for variances between PO amount and Invoice amount. The form will allow the user to enter a invoice number where invoice and receipt will be created in BC. If the invoice number is not filled in, only a receipt will be created, and invoice matching will be done when it is received.

9.2 Process Flow



	Process	Type	Actor	Business Rule
1	Start			
2	Create	Create	USER	The originator starts the process by initiating a workflow and filling out the relevant form details and sending it for approval
3	Finance/Creditors	Review	Finance role	Finance/Creditors pool will review data captured and approve accordingly to see if invoice details etc. are correct.
3	Invoice Matching	Review	User	The user receives the GRV document and enters the corresponding invoice number for that PO.
4	Receipt Integration (GRV)	Integration	System	Information captured by originator will integrate to Business central and a Warehouse receipt will be generated
5	Has Invoice Rule	Rule	System	The system checks if the invoice has been entered and either goes to invoice integration or skips it
5	PO Invoice Integration	Integration	System	If invoice is entered po invoice will integrate and invoice matching will be done against that PO.
6	Report Notification	Notification	System	Notification of receipt/invoice will go out the relevant users.
7	Attach Report	Vertical	System	The PO invoice/receipt document will be attached onto the workflow for later reference
15	END			

9.3 Transaction Design

Form Design		
Header		
Field Name	Type	Comment
Vendor No	Finder	Pre-populates from PO selected
Vendor Name	Textbox	Pre-populates from PO selected
PO Number	Finder	Selected by user (Vendor code as a parameter)
Description	Textbox	Pre-populates from PO selected
Contact Person	Textbox	Pre-populates from PO selected
Vendor Ref no.	Textbox	Pre-populates from PO selected
Currency	DropDown	Pre-populates from PO selected

Posting Date	Date Picker	Pre-populates from PO selected
Expected delivery date	Date Picker	Pre-populates from PO selected
Document Date	Date Picker	Pre-populates from PO selected
Vendor Order No	Textbox	Pre-populates from PO selected
Order Date	Date Picker	Pre-populates from PO selected
Vendor Shipment No.	Textbox	Pre-populates from PO selected
Vendor Invoice Number	Textbox	Entered by user (On separate step)
Invoice Received Date	Date Picker	Chosen by user - If invoice number is provided
Delivery Date (Goods Received)	Date Picker	Chosen by user
Additional Comments	Text area	Pre-populates from PO selected
Total Excl	Textbox	Calculated field based of Grid details (Rounding 3c)
Total Incl	Textbox	Calculated field based of grid (Rounding 3c)
Detail		
Type	Finder	Pre-populates from PO selected (Hidden)
No.	Finder	Pre-populates from PO selected
Description	Textbox	Pre-populates from PO selected
Job No.	Textbox	Pre-populates from PO selected (If job related)
Job Task No.	Textbox	Pre-populates from PO selected (If job related)
VAT Posting Group	Finder	Pre-populates from PO selected
Location Code	Finder	Pre-populates from PO selected
Quantity	Textbox	Pre-populates from PO selected
Received Quantity	textbox	Entered by user
UOM	Finder	Pre-populates from PO selected
Unit Cost Excl VAT	Textbox	Pre-populates but is editable if changes needs to be made
Line Amount Excl VAT	Finder	Pre-populates from PO selected/Calculates
Department Code	Finder	Pre-populates from PO selected
Div Code	Textbox	Pre-populates from PO selected
Product Div Code	Textbox	Pre-populates from PO selected
Region Code	Textbox	Pre-populates from PO selected
Warehouse/Location	Finder	Pre-populates from PO selected

10. Supporting Documents

Documents include:

- Email Templates for each process

11. Sign Off

Name:	Designation:	Date	Signature
Edgar Prozesky	Stage Zero		
Ginene de Graaf	Stage Zero		
Lauren Meiring	4Sight		
Jacques Bothma	4Sight		
Eugene Cronje	4Sight		