Business Requirements Document (BRD)

Project Title: Vendor Portal
Customer: Quantum
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Version: 4.0
Date: 12-08-2025

1. Overview

The Vendor Admin Portal is a back-office web application used by procurement and operations teams to manage vendor onboarding, transactions, and approvals. It supports oversight of Purchase Requests (PRs), Quotations (including revisions), and Purchase Orders (POs) submitted via the Vendor Portal.

This document outlines the functional requirements for the following Vendor Admin Portal screens:

1. Login Screen
2. Dashboard
3. User and Role
4. Vendor Approval
5. Transaction Screens
    - Purchase Request
    - Quotation Analysis
    - Quotations (with revision handling)
    - Purchase Orders

Each section includes two views:

- **List Screen**: Displays records in tabular format
- **Details Screen**: Opens detailed view of selected record, divided into Header and Body sections

2. Functional Requirements

2.1 Login Screen

Purpose: Authenticate authorized admin users.

Fields:

Field Label	Type	Mandatory	Editable	Notes
Username / Email	Text	Yes	Yes	Email format validation
Password	Password	Yes	Yes	Masked input

Features:

- "Forgot Password" link → Redirects to password recovery screen

- Login button → Validates credentials and redirects to Dashboard
- CAPTCHA (optional) for bot protection

2.2 Dashboard

Purpose: Provide summary and quick access to major sections.

Widgets / Panels: -

- Pending Vendor Approvals
- Pending PRs
- Quotations Received
- Revisions Pending Review
- Pending PO Confirmations
- Activity Summary Chart (Last 7 days)

Widget Title	Description
Pending RFQs	Count + link to list screen
Submitted Quotes	Count + link to list screen
Quotes Under Negotiation	Count + link to list screen
Pending PO Confirmations	Count + link to list screen
PO Without PI	Count + link to list screen

2.3 User and Role

The user can select which actions and screens are available when creating a role. While creating a user-specific role, it must be linked to a user. That user will then have permission to access only the screens and actions specified in the role linked to them.

2.4 Vendor Approval

Purpose: Review and approve or reject vendor registration requests.

Listing Screen Columns:

Field Label	Type
Vendor Name	Text

Field Label	Type
Registration Number	Text
Submission Date	Date
Status	Label
Actions	Button

Details Screen

Header Section:

Field Label	Type	Mandatory	Editable
Vendor Name	Text	Yes	No
Company Reg. No	Text	Yes	No
Country	Text	Yes	No
Submission Date	Date	Yes	No
Status	Label	Yes	No

Attachments Table

Document Type	Type	Mandatory	Download/View
Registration Certificate	File	Yes	Yes
Bank Verification Letter	File	Yes	Yes
VAT Certificate	File	Optional	Yes
Signatory ID Proof	File	Yes	Yes

Actions: -

- Approve Vendor
- Reject with Reason (TextArea)
- View

- Delete

2.5 Transaction Screens Overview

Applicable to: -

- Purchase Requests
- Quotations (with revisions)
- Quotation Screen
- Purchase Orders

Each screen includes: -

- Listing View
- Details View (Header + Tabular Body)

2.5.1 Purchase Requests

Listing Screen:

Field Label	Type
PR Number	Text
PR Date	Date
Raised By	Text
Status	Label
Actions	Button

Details Screen

Header Section:

Field Name	Type	Specification
Document No	Text	This field specifies the document number
Date	Date	This field specifies the date of the transaction
Category	Master	Selection from master
Department	Master	Selection from master
Project	Master	Selection from master
Priority Flag	Master	Selection from master
Delivery Location	Master	Selection from master
Expected Delivery Date	Date	This field specifies the date of the Delivery

Attachments1,2,3	Document Viewer	This three fields option to attach the documents
Narration	Text	User Input
Business Unit	Master	Selection from master
Company Master	Master	Selection from master

Body Section (Line Items):

Field Label	Type	Specification
Item Code	Selection	User Input
Description	Text	Loading from item code / Editable
UOM / UNITS	Master	User input selection
Manufacturer	Text	Auto populate details from Item Master
Make Type	Text	Auto populate details from Item Master
Model	Text	Auto populate details from Item Master
Quantity	Number	User Input
Remarks	Text	User Input
Attachment	File upload	This option to attach the documents

Actions:
New
Edit
Delete

2.5.2 Quotations (Including Revisions)

Listing Screen:

Field Label	Type
RFQ Number	Text
Quotation No	Text
Vendor Name	Text
Submission Date	Date
Revision No	Number
Status	Label
Actions	Button

Details Screen

Header Section:

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No

RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No
Incoterms	Drop down		No
Delivery Address Considered	Yes/No		No

Body Section (Line Items):

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer	Text		No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity	Number	Preload	Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments	File upload		No

Comments	Text		No
Remarks	Text	No	Yes

Actions: -

- View
- Approve Quotation
- Reject with Comments
- Compare with Previous Revisions

2.5.3 Quotation Analysis & Negotiation

Internal users access all vendor responses in the Admin Portal. • The system performs an initial auto-analysis of quotations based on pre-defined rules (e.g., lowest price, shortest delivery, compliant terms).

Field Label
Vendor Name
Item Name
Required Quantity
Offered Quantity
Unit Price
Gross
Discount

PR	select.....

Negotiate
QuotApproval

	VENDOR1				VENDOR1			
Payment tems								
Delevery terms								
Comments								
ITEM NAME	Qty	Unit price	Value	Comments	Qty	Unit price	Value	Comments
Item 1	2	232			6	232		
Item 2	44	333			34	333		
Item 3	36	444			4	444		
Item 4	55	44			5	44		
Item 5	6	555			56	555		

Actions:

Negotiation:Clicking on the negotiation will open a pop up with a drop down to select vendor and a remarks field to enter comments.

Quotation for approval(Clicking this button will send the selected quotation for approval) To select winning quotations user can either select individual products from each vendor or choose all items from a single vendor using the select all options

2.5.4 Purchase Orders (POs)

Listing Screen:

Field Label	Type
PO Number	Text
PO Date	Date
Vendor Name	Text
Total Value	Number
Status	Label
Actions	Button

Details Screen

Header Section:

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No

Incoterms	Drop down		No
Delivery Address Considered	Yes/No		No

Body Section (Line Items):

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer			No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity	Number	Yes	No
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments	File upload		No
Comments	Text		No
Remarks	Text	No	Yes

Actions: -

View PO

Upload / View PI (Proforma Invoice)

3. General UI/UX and System Features

- All tables support search, filters, sorting, and pagination
- Upload controls should validate file types and size
- Activity and status logs
- Role-based access control
- Email notifications on major workflow actions (e.g., Vendor Approved, PO Issued)

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