

Business Requirements Document (BRD)

Project Title: Vendor Portal

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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. Vendor Approval
- 4. 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	Туре	Mandatory	Editabl e	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

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• 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 Vendor Approval

Purpose: Review and approve or reject vendor registration requests.

Listing Screen Columns:

Field Label	Туре
Vendor Name	Text
Registration Number	Text
Submission Date	Date
Status	Label
Actions	Button

Details Screen

Header Section:



Field Label	Туре	Mandator y	Editabl e
Vendor Name	Text	Yes	No
Company Reg. No	Text	Yes	No
Country	Text	Yes	No
Submissio n Date	Date	Yes	No
Status	Labe I	Yes	No

Attachments Table

Document Type	Typ e	Mandator y	Download/Vie w
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

2.4 Transaction Screens Overview

Applicable to: -

- Purchase Requests
- Quotations (with revisions)



- Quotation Screen
- Purchase Orders

Each screen includes: -

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

2.4.1 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
	Document	This three fields option to attach the
Attachments1,2,3	Viewer	documents
Narration	Text	User Input
Business Unit	Master	Selection from master
Company Master	Master	Selection from master

Body Section (Line Items):

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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

Actions:

New

Edit

Delete

2.4.2 Quotations (Including Revisions)

Listing Screen:

Field Label	Туре
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	Туре	Mandator y	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		No
Carrency	down		110
Payment Terms	Drop		No
rayment remis	down		INO
Warranty Terms	Drop		No
vvairanty reims	down		NO
Incoterms	Drop		No
IIICOCETIIIS	down	INO	
Delivery Address	Yes/No		No
Considered	103/110		110

Body Section (Line Items):

Field Label	Туре	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer	Text		No
Model	Text	Yes	No
Туре	Text	3	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			No
Comments			No
Remarks	Text	No	Yes

Actions: -

- View
- Approve Quotation



- Reject with Comments
- Compare with Previous Revisions

2.4.3 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

								Negotiate		
PR	select							QuotApproval		
	VENDOR1				VENDOR1					
ITEM NAME	Qty	Discount	Payment Terms	Delvery Terms	Unit price	Qty	Discount	Payment Terms	Delvery T	Unit price
Item 1	2	1			232	6	1			232
Item 2	44	2		Delivery within	333	34	2			333
Item 3	36	3			444	4	3		Delivery v	444
Item 4	55	4		Delivery within	44	5	4			44
Item 5	6	5			555	56	5			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

2.4.4 Purchase Orders (POs)

Listing Screen:

Field Label	Туре
PO Number	Text

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

Details Screen

Header Section:

Field Label	Туре	Mandator y	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text	SUL	No
Address 2	Text	- AL 1/	No
Address 3	Text	OBYT N	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	17 #	No
Currency	Drop down	9. KERA	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	Туре	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No

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Description	Text	No	No
Manufacturer			No
Model	Text	Yes	No
Туре	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity			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			No
Comments			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)