VPConnect Base Solution Requirements Document

User Case #	Functional Area	Functional Process	Full User Story Text	Completion Criteria	Additional Notes
VP-ACC-1	Access	Access	1 - As the VPConnect Admin, I shall be able to add a new VPConnect Admin, so that multiple people can be assigned as VPConnect administrators..	VPConnect Admin logs in to VPConnect and has access to applicable menu items	
VP-ACC-2	Access	Access	2 - As the VPConnect Admin, I shall be able to add a new Vendor Admin, so that the Vendor Admin is assigned to the applicable Costpoint Vendor IDs.	Vendor Admin received an email notification with initial password. Vendor Admin logs in to VPConnect and has access to applicable menu items and vendor IDs	
VP-MNG-3	Manage	Input	3 - As the Vendor Admin, I shall be able to submit an invoice for Labor (in summary; detail by day is not required), so that the invoice is for a valid PO Labor line item.	the invoice is available in IAConnect for processing	
VP-MNG-4	Manage	Input	4 - As the Vendor Admin, I shall be able to submit an invoice for Travel expenses (in summary), so that the invoice is for a valid PO Travel expense line item.	the invoice is available in IAConnect for processing	
VP-MNG-5	Manage	Input	5 - As the Vendor Admin, I shall be able to submit an invoice for ODC (in summary), so that the invoice is for a valid PO	the invoice is available in IAConnect for processing	

			ODC line item.		
VP-RTR-6	Retrieve	Input	6 - As the Vendor Admin, I shall be able to lookup the employee by name, so that the Vendor Admin does not need to know the employee ID.	the Costpoint employee id is populated on the labor, travel or ODC invoice line item	
VP-MNG-7	Manage	Input	7 - As the Vendor Admin, I shall be able to enter a labor invoice for a generic employee name, so that Serco does not have to maintain all subcontract vendor employee records in the system.		
VP-MNG-8	Manage	Input	8 - As the Vendor Admin, I shall be able to Upload a PO invoice, so that the invoice is for a valid PO for the vendor.	the invoice is available in IAConnect for processing	
VP-MNG-9	Manage	Input	9 - As the Vendor Admin, I shall be able to Upload a non-PO invoice, so that Invoice data will be entered with or without a Project Number and the invoice will be uploaded to IAConnect..	the invoice is available in IAConnect for processing	
VP-MNG-10	Manage	Input	10 - As the System, I shall be able to Set the vendor invoice date and invoice receipt date to the date vendor submits invoice , so that Date vendor submits invoice will be the vendor invoice date and invoice receipt date.	Date vendor submits invoice will be the vendor invoice date and invoice receipt date	
VP-INT-11	Integrate	Input	11 - As the System, I shall be able to Display a Customer Specific portal name as the application	"Serco Supplier Portal" is the name displayed to vendors.	

			name., so that Vendors have a visual representation of the Customer's Vendor Portal.		
VP-MNG-12	Manage	Notify	12 - As the System, I shall be able to Email notifications sent to Vendor Admins, so that Vendor Admins receive email notification as listed in the notifications tab..	Email received by the Vendor Admin.	
VP-MNG-13	Manage	Notify	13 - As the System, I shall be able to send reject notification to the vendor after it AP has reviewed and removed the invoice from processing, so that vendor does not receive a reject notification prematurely.	the vendor admin receives an email notification identifying the invoice and the reason it was rejected.	
VP-MNG-14	Manage	Input	14 - As the System, I shall be able to Import vendor admin data from a file, so that Bulk load of vendor admins rather than manual entry..	Vendor Admins are able to login	• The tool does not import a middle initial. • The tool does not import a phone number. • The imported record can only be associated with one vendor ID. • No email is sent to the users once the user account is created.
VP-MNG-15	Manage	Input	15 - As the Vendor Admin, I shall be able to attach supporting documents for the invoice, so that one or more supporting documents are attached to the submitted invoice.	AP staff or approvers can view the supporting data for the invoice	

VP-RTR-16	Retrieve		16 - As the Vendor Admin, I shall be able to Inquire the payment status of an invoice, so that the Vendor Admin knows the payment status of an invoice in Serco..	the invoice status within IAConnect and Costpoint is displayed to the Vendor.	
VP-MNG-17	Manage	Notify	17 - As the Vendor Admin, I shall be able to know when an invoice is rejected, so that the Vendor Admin is notified that an invoice is rejected.	the vendor admin receives an email notification identifying the invoice and the reason it was rejected.	
VP-MNG-18	Manage	Notify	18 - As the System, I shall be able to sends a notification to the Buyer when an invoice is rejected, so that the Buyer can take appropriate Acton.	the buyer receives an email notification identifying the invoice and the reason it was rejected.	
VP-RTR-19	Retrieve		19 - As the Vendor Admin, I shall be able to query the Purchase Order(s), so that the Vendor Admin is able to determine if funds are available on the PO to invoice..	a listing is displayed of a purchase order with their status and the funds remaining by line.	