

# Functional Specification

## Template - Request for Price Quote

Prepared by



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2023 Edition

# Requirements

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## I. PROFILE

### Overview

COMPANY NAME is a \_\_\_\_\_ organization that \_\_\_\_\_ in the \_\_\_\_\_ industry. It is located in a campus-like setting that is connected by an extensive campus-wide Ethernet LAN wired and Wi-Fi supporting the Windows, TCP/IP, and \_\_\_\_\_ protocols. Workstations and mobile devices are the predominant platforms used within the enterprise.

COMPANY NAME is upgrading the \_\_\_\_\_ systems and desires a productive network solution. The applications to be supported include:

- Purchasing

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There is a potential requirement for an e-commerce or electronic data interchange (EDI) solution as well as more traditional purchase order processing techniques The system must meet security requirements for PCI-DSS, HIPAA, ISO, and Sarbanes-Oxley. In addition, it must meet all mandated data security and business continuity requirements.

COMPANY NAME requires considerable flexibility in its systems approach to best meet its business, administrative, and control objectives.

**COMPANY NAME**

**Functions Specifications and Requirements**

**Mark Accordingly**  
Basic   Should Have   Nice To Have

**Transaction Requirements**

Key transaction information is provided for vendor review.

<u>Key Item</u>	<u>Value</u>
General	
Number of physical locations	_____ Headquarters Buildings
Number of workstations	_____
Estimated mobile devices	_____
Estimated number of concurrent users	_____
Desired months of transaction detail	_____
Current PO history file -- 36 months	_____
Estimated Transaction Volumes (Monthly)	
Low -- Purchase orders	_____
High -- Purchase orders	_____
Average line items per purchase order	_____
Line items per purchase order (max.)	_____
Number of Vendors	_____
Open PO Line Items	_____
Accounts Payable	
Number of invoices per week	_____
Number of checks generated per week	_____

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COMPANY NAME

Functions Specification s and Requirements

**Mark Accordingly**  
Basic Should Have Nice To Have

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**II. VENDOR PROFILE**

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The vendor is requested to provide the following information about their company:

- 1. Do you sell your software application modules directly to the customer?
- 2. Do you sell your software application modules through a VAR?

Please attach a list of VARs located in \_\_\_\_\_.

- 3. The software vendor should be of sufficient stature to allow for continued service over five years.

Years in business?

The number of sites utilizing the package?

Current year estimated sales?

Past 5 years' average annual sales?

Current year estimated income?

Past 5 years' average annual income?

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2. Provisions for the following fields (indicate if available and existing field size):

<b><u>Field</u></b>	<b><u>Length</u></b>
Purchase order number	____characters (inc. dashes)
Sub-order release number	____ characters (inc. dashes)
Item number	___characters
Item description (2 full lines)	____ characters per line
Quantity	___ characters
Currency Code	
Unit price	____ characters
Unit discount	__ characters (\$ and %)
Scheduled delivery date	__characters (inc. slashes)
Purchase order type	__characters
Contract number	__ characters
_____ code	__characters
_____ number	__characters
Buyer code	__characters
Source code	__characters
Cost account	__characters
Log number	__characters
Unit of measure	__ characters
User-defined flag codes	__ character each

3. Several levels of electronic approval should be provided online for purchase orders.

4. Provision for online tracking of purchase orders by approval status.

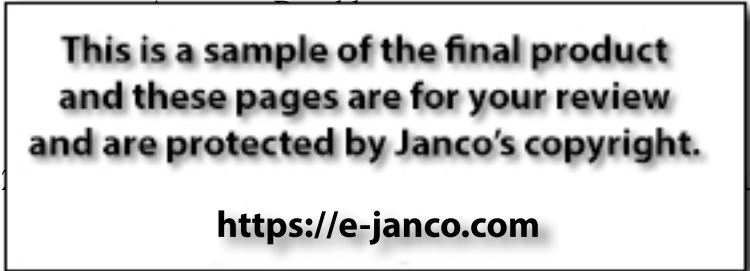
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## VIII. INVENTORY

### Major Functions and Features

1. Inventory should be fully integrated with the appropriate subsystems:



are:

- Item detail file

3. Provision to code the item master file with the following fields (indicate if available and existing field size):

<u>Field</u>	<u>Length</u>
Item number	__ characters
Category	__ characters
Product class	__ characters
Type	__ characters
Four units of measurement codes	__ characters each
2 lines full product description field	__ characters per line

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## **X. SECURITY AND DISASTER RECOVERY REQUIREMENT**

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1. Security compliance with the Security Policies and impact on the appropriate subsystems:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
2. Compliance with data retention and destruction guidelines
  - PCI-DSS
  - Sarbanes-Oxley
  - HIPAA
  - ISO - ITIL
  
3. How integration with Disaster Recovery Program will be coordinated

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**Company Name**  
**Functions Specifications and Requirements**

**CONFIDENTIALITY AGREEMENT**

This Confidentiality Agreement (this “Agreement”) is made effective as of \_\_\_\_\_, between \_\_\_\_\_ (COMPANY) at \_\_\_\_\_ and \_\_\_\_\_, of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

In this Agreement, the party who owns the Confidential Information will be referred to as (“OWNER”), and the party to whom the Confidential Information will be disclosed will be referred to as (“POTENTIAL VENDOR”).

OWNER is engaged in the Management of an RFQ and Proposal Evaluation process for \_\_\_\_\_ client in the entertainment industry. POTENTIAL VENDOR is engaged in providing \_\_\_\_\_ software in the commercial marketplace. To protect the confidential and private information of the COMPANY the POTENTIAL VENDOR has represented that POTENTIAL VENDOR will protect the confidential material and information which may be disclosed between OWNER and POTENTIAL VENDOR. POTENTIAL VENDOR agrees to the following:

I. Confidential information which

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“Confidential Information” means any information or material which is owned by OWNER, which is not generally known other than by OWNER, and which is disclosed to POTENTIAL VENDOR by or indirect contact with OWNER.

## **WHAT'S NEW**

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2023 Edition

- Added materials for e-Commerce and Omni Commerce processing
- Added mobility application requirements
- Update technology requirements
- Update to meet mandated compliance requirements Including ISO Supply Chain Management

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