



# BM Office

## Internal Inventory Management System

### Business Requirements Document

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This document outlines the business and functional requirements for an internal office supplies inventory management system. It is intended to be attached to the request email and shared with the selected service provider for review, pricing, timeline estimation, and implementation recommendations.

|                   |                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------|
| Company Name      | BM Office                                                                                           |
| Business Type     | Office supplies sales and distribution                                                              |
| System Type       | Internal administrative system                                                                      |
| Main User         | Admin user                                                                                          |
| Primary Objective | Manage products, stock, destinations, orders, returns, and invoice printing in one organized system |

## 1. Business Case

BM Office manages office supply products, incoming stock quantities, customer destinations, sales orders, returns, and invoice printing. The current process requires a more organized internal system to reduce manual work, improve stock accuracy, track order history, and produce printable invoices for customers.

The requested system should support daily operational work in a simple and practical way. BM Office does not require a specific technical approach. The selected provider may recommend the most suitable tools and implementation method based on reliability, ease of use, maintainability, and cost.

## 2. Project Objectives

- Create a simple internal system for managing office supplies stock and orders.



- Allow the admin to add, update, search, and manage products.
- Track product quantities accurately when orders and returns are created.
- Maintain a clear record of customers or delivery destinations.
- Generate order numbers automatically.
- Calculate totals, tax values, and profit for each order.
- Allow returns while preventing invalid returned quantities.
- Print clean A4 invoices for customers.
- Keep historical order and invoice data stable even if product prices change later.

### 3. Project Scope

The system scope includes the following core areas:

- Admin login and protected access.
- Products and stock management.
- Destinations management.
- Order creation and order history.
- Order details with financial calculations.
- Return creation and return history.
- Printable A4 invoice for each order.
- Arabic right to left user interface suitable for internal use.

### 4. User Access

| ID    | Requirement                                               | Business Purpose                                 |
|-------|-----------------------------------------------------------|--------------------------------------------------|
| UA-01 | The system should be used by one admin user.              | Limit access to authorized internal staff only.  |
| UA-02 | The admin should log in using a username and password.    | Protect business and stock information.          |
| UA-03 | All internal pages should be accessible only after login. | Prevent unauthorized access to operational data. |
| UA-04 | The admin should be able to log out from the system.      | Allow safe session termination after use.        |

### 5. Products and Stock Management

| ID    | Requirement                                                                                               | Business Purpose                                               |
|-------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| PR-01 | The admin should be able to add a new product.                                                            | Create a central product list.                                 |
| PR-02 | Each product should include product name, barcode, purchase price, selling price, and available quantity. | Store all product information needed for orders and reporting. |
| PR-03 | The system should not allow duplicate barcodes.                                                           | Avoid confusion between products.                              |
| PR-04 | The admin should be able to edit product information.                                                     | Keep prices and product details updated.                       |



| ID    | Requirement                                                                                      | Business Purpose                                 |
|-------|--------------------------------------------------------------------------------------------------|--------------------------------------------------|
| PR-05 | The admin should be able to add new stock quantity to an existing product.                       | Increase current stock when new items arrive.    |
| PR-06 | When quantity is added, it should be added to the current available quantity.                    | Maintain accurate running stock balance.         |
| PR-07 | The admin should be able to search products by name or barcode.                                  | Find products quickly during daily work.         |
| PR-08 | Products used in previous orders should not be permanently deleted.                              | Protect old order records and invoice history.   |
| PR-09 | Deleted products should be hidden from normal product lists while keeping their historical data. | Keep the workspace clean without losing records. |

## 6. Destinations Management

| ID    | Requirement                                                                     | Business Purpose                                               |
|-------|---------------------------------------------------------------------------------|----------------------------------------------------------------|
| DS-01 | The admin should be able to add a destination.                                  | Save customers or delivery locations for future orders.        |
| DS-02 | Each destination should include name, address, and optional phone number.       | Provide the main information needed for delivery and invoices. |
| DS-03 | The admin should be able to edit destination details.                           | Keep destination records accurate.                             |
| DS-04 | The admin should be able to delete destinations when they are no longer needed. | Maintain a clean destination list.                             |
| DS-05 | When creating an order, the admin should select the destination from a list.    | Reduce typing errors and speed up order creation.              |

## 7. Order Creation

| ID    | Requirement                                                                                           | Business Purpose                                                  |
|-------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| OR-01 | The system should generate the next order number automatically.                                       | Create a clear sequential order reference.                        |
| OR-02 | The admin should select a destination before confirming the order.                                    | Connect every order to the correct customer or delivery location. |
| OR-03 | The admin should be able to enter the tax percentage manually.                                        | Support different tax values when needed.                         |
| OR-04 | The admin should search products by name or barcode while creating the order.                         | Add products quickly and accurately.                              |
| OR-05 | The selected products should appear in an order items table.                                          | Allow review before confirmation.                                 |
| OR-06 | The admin should enter the required quantity for each product.                                        | Define the exact sold quantity.                                   |
| OR-07 | The selling price should appear automatically from the product record.                                | Speed up order creation.                                          |
| OR-08 | The admin should be able to change the selling price inside the order when required.                  | Allow flexible pricing for specific cases.                        |
| OR-09 | The system should prevent confirming an order if the requested quantity is more than available stock. | Avoid selling unavailable items.                                  |
| OR-10 | If quantity is not available, the system should show a clear warning with the available quantity.     | Help the admin correct the order immediately.                     |



| ID    | Requirement                                                                                                 | Business Purpose                                                             |
|-------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| OR-11 | After confirming the order, sold quantities should be deducted from stock.                                  | Keep inventory accurate.                                                     |
| OR-12 | The system should save a copy of product name, barcode, purchase price, and selling price inside the order. | Keep old invoices and order records unchanged if product data changes later. |

## 8. Order Calculations

| ID    | Requirement                                                                         | Business Purpose                                    |
|-------|-------------------------------------------------------------------------------------|-----------------------------------------------------|
| OC-01 | The system should calculate total selling amount before tax.                        | Show the order value before tax.                    |
| OC-02 | The system should calculate total purchase amount.                                  | Support internal cost and profit tracking.          |
| OC-03 | The system should calculate tax value based on the entered percentage.              | Calculate the amount added as tax.                  |
| OC-04 | The system should calculate total selling amount after tax.                         | Show the final customer total.                      |
| OC-05 | The system should calculate total profit.                                           | Allow management to understand order profitability. |
| OC-06 | Total profit should be calculated as selling total before tax minus purchase total. | Keep profit calculation clear and consistent.       |

## 9. Orders List and Order Details

| ID    | Requirement                                                                                                                                     | Business Purpose                                      |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| OD-01 | The system should show all orders from newest to oldest.                                                                                        | Allow quick access to recent activity.                |
| OD-02 | The orders list should support pagination.                                                                                                      | Keep the page fast and organized as records increase. |
| OD-03 | The orders list should show order number, destination, sales total, purchase total, tax percentage, total after tax, profit, and date.          | Provide a useful business summary.                    |
| OD-04 | The admin should be able to open full order details.                                                                                            | Review all information related to a specific order.   |
| OD-05 | Order details should include destination name, address, phone number if available, order date, tax values, totals, and profit.                  | Provide complete order information.                   |
| OD-06 | Order item details should include product name, barcode, sold quantity, returned quantity, remaining quantity, prices, totals, and item profit. | Track the status and financial effect of every item.  |

## 10. Invoice Printing

| ID    | Requirement                                          | Business Purpose         |
|-------|------------------------------------------------------|--------------------------|
| IN-01 | The admin should be able to print an A4 invoice from | Provide a customer ready |



| ID    | Requirement                                                                                                               | Business Purpose                                  |
|-------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|       | order details.                                                                                                            | document.                                         |
| IN-02 | The invoice should include company name, invoice title, order number, date, destination, address, and phone if available. | Show the required customer and order information. |
| IN-03 | The invoice should include product name, barcode, quantity, unit selling price, and item total.                           | Clearly explain what was supplied.                |
| IN-04 | The invoice should include total before tax, tax percentage, tax value, and total after tax.                              | Provide a clear customer total.                   |
| IN-05 | The invoice should not show purchase prices or profit.                                                                    | Keep internal financial information private.      |
| IN-06 | Invoices should not change if product prices are edited after order creation.                                             | Protect historical customer documents.            |

## 11. Returns Management

| ID    | Requirement                                                                                           | Business Purpose                                           |
|-------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| RT-01 | The admin should be able to create a return from an existing order.                                   | Record returned items against the original order.          |
| RT-02 | The admin should select the product to be returned from the order items.                              | Avoid returning products that were not sold in that order. |
| RT-03 | The admin should enter the returned quantity.                                                         | Define the exact returned amount.                          |
| RT-04 | The system should not allow returned quantity greater than the available quantity for return.         | Prevent invalid returns.                                   |
| RT-05 | Available quantity for return should equal original sold quantity minus previously returned quantity. | Support multiple returns while keeping limits accurate.    |
| RT-06 | After confirming a return, the returned quantity should be added back to stock.                       | Restore inventory correctly.                               |
| RT-07 | The order should be updated with the new returned quantity.                                           | Keep the order status accurate.                            |
| RT-08 | Order totals should be recalculated after the return.                                                 | Reflect the updated financial values.                      |
| RT-09 | The return operation should be saved in a returns history list.                                       | Keep a record of all returns.                              |
| RT-10 | Orders with returns should be clearly marked.                                                         | Make it easy to identify adjusted orders.                  |

## 12. Returns List and Return Details

| ID    | Requirement                                                                                                                      | Business Purpose                                     |
|-------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| RL-01 | The system should show a paginated list of all returns.                                                                          | Keep return records organized.                       |
| RL-02 | The returns list should show order number, destination, return date, returned products, returned quantities, and updated totals. | Provide a quick summary of each return.              |
| RL-03 | The admin should be able to open return details.                                                                                 | Review all information related to a specific return. |
| RL-04 | Return details should show original order data, returned items, quantities after return, new totals, tax value, total            | Understand the full effect of the return.            |

| ID | Requirement                | Business Purpose |
|----|----------------------------|------------------|
|    | after tax, and new profit. |                  |

## 13. User Interface Requirements

| ID    | Requirement                                                                                          | Business Purpose                                        |
|-------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| UI-01 | The system should have an Arabic right to left interface.                                            | Match the daily working language of the team.           |
| UI-02 | The dashboard should be simple, organized, and easy to use.                                          | Allow staff to work without technical complexity.       |
| UI-03 | The system should include clear sections for products, new order, destinations, orders, and returns. | Make navigation simple.                                 |
| UI-04 | Tables should be clear, readable, and organized.                                                     | Support fast review of data.                            |
| UI-05 | Search fields should be easy to find and use.                                                        | Speed up daily operations.                              |
| UI-06 | The system should show clear success and error messages.                                             | Help the admin understand what happened.                |
| UI-07 | The system should be responsive and usable on different screen sizes.                                | Support office use on laptops and other common devices. |

## 14. Data to be Stored

The system should store the following main business records:

| ID    | Requirement                                                  | Business Purpose                         |
|-------|--------------------------------------------------------------|------------------------------------------|
| DT-01 | Admin user information.                                      | Secure access to the system.             |
| DT-02 | Product records with stock quantities.                       | Manage inventory and pricing.            |
| DT-03 | Destination records.                                         | Reuse customer or delivery information.  |
| DT-04 | Order records with copied product data and financial totals. | Maintain accurate historical records.    |
| DT-05 | Return records linked to orders.                             | Track adjustments and returned products. |
| DT-06 | Order numbering counter.                                     | Generate order numbers automatically.    |

## 15. Acceptance Criteria

- The admin can log in and access the dashboard securely.
- The admin can create, edit, search, and manage products.
- The system prevents duplicate product barcodes.
- Stock quantities increase when new quantity is added.
- Stock quantities decrease correctly when an order is confirmed.
- The system prevents orders with unavailable quantities.
- The system generates order numbers automatically.



- Order totals, tax, and profit are calculated correctly.
- Old order data remains unchanged after later product edits.
- The admin can print a clean A4 invoice without internal cost or profit information.
- The admin can create valid returns only within the available return quantity.
- Returned quantities are added back to stock.
- Order totals are updated after returns.
- Orders and returns lists are paginated and easy to review.
- The system interface is Arabic, right to left, responsive, and suitable for daily use.

## 16. Provider Response Requested

BM Office requests the service provider to review this document and provide a proposal that includes:

- Recommended implementation approach.
- Estimated timeline.
- Estimated cost.
- Assumptions and limitations, if any.
- Required information from BM Office before starting.
- Support, testing, and handover plan.