

Business Requirements

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Project Name:	C-TPAT On VSA and VMA	Project Manager:	David Shapiro
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Sponsor:		Business Owner:	

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1 Document Overview

This document covers business requirements for implementing C-TPAT enhancement in Vendor Setup Application. A new functionality will be provided in Vendor Setup Application to allow import vendors to fill up C-TPAT questionnaire

1.1 Business Objectives

1. Providing an online access for Import Vendors to fill up C-TPAT Questionnaire
2. New review / approval queue will be built in Vendor Setup Application Authorized Corporate Users to review C-TPAT Questionnaire provided by the vendor.

1.2 Business Benefits

1. Import vendor C-TPAT standard will be assessed.

1.3 In Scope

1.3.1 C-TPAT Vendor Preliminary Questionnaire - VSA

1. Import Vendors has to select whether they are C-TPAT Certified or not as part of Preliminary Questions.
2. If the import Vendor owns a C-TPAT Certificate, then there is an option should be provided to enter the certificate number and the Expiration Date
3. This option should not be provided ,if the vendor selects 'No'
4. After receiving the certificate number and the Expiration date an Email notification will be sent to Customs Authorized Corporate Users for verification of C-TPAT certification.

1.3.2 C-TPAT Vendor Detailed Questionnaire- Vendor View -VSA

1. If Vendor selected 'No' in the preliminary questions and he does not have valid certificate number, then the system will display the detailed C-TPAT questionnaire along with detail questionnaire
2. After the C-TPAT Questionnaire is completed by respective import vendor, a notification email will be sent to Authorized Corporate Users.
3. Email should have direct link to the review page and also link to the Vendor's list page.

1.3.3 C-TPAT Vendor Detailed Questionnaire- Authorized Corporate Users View -VSA

1. When they click on the link in the email, Authorized Corporate Users can only view the C-TPAT Questionnaire page or the Certificate Details.
2. Authorized Corporate Users can view the status of the vendor by logging to the application page also.
3. When they login, page should have list of Import Vendor and Vendor's Questionnaire/Certificate status.
4. Status can have either as 'Progress' or 'Completed'
5. Authorized Corporate Users should view the Answers in a grouped manner. Answers which are C-TPAT compliant should be displayed in the top and the answers which are not compliant with C-TPAT should be displayed next.

6. New function to be added in Authenticator to give access to corporate users.
7. Answers which need to be reviewed manually by the Authorized Corporate Users should be displayed in the bottom.
8. If the Questions are outdated (previous version), those questions should be differentiated.
9. There is a 'Check Box' should be provided with the text "I want to reject" and there should be a 'Approve' or 'Reject' button .
10. If the user selects the checkbox, then there is a text areas should be enabled to enter the reason. 'Approve' button should be disabled.
11. If the user does not select the 'Approve' button, 'Reject' button should be disabled.
12. If Authorized Corporate Users is rejecting, an email should have been sent to the Vendor, Category Manager and MSR along with the reason.
13. All the answers provided by the user are valid for one year from the submitted date.
14. Certificate number is valid only till the Expiration Date.

1.3.4 MSR Creating Vendors - VSA

1. When the MSR creates the vendor in VSA, there should be a question to be asked whether C-TAPT details should be asked or not.
2. If MSR selects 'yes' then, there should be an option to ask for the C-TPAT Certificate. If Vendor doesn't have C-TPAT Certificate number, C-TPAT Questionnaire to be displayed.
3. If MSR selects 'No', then there should not be an option to ask either C-TPAT certificate details or C-TAPT Questionnaire.

1.3.5 CM Review - VSA

1. CM should able to view the C-TPAT Compliance Status either In Progress or Approved or Rejected of the Import Vendor in his queue irrespective of Authorized Corporate Users approval /rejection.

1.3.6 MSR Review - VSA

1. MSR should able to view the C-TPAT Compliance Status (Approved or Rejected by Authorized Corporate Users) of the Import Vendor in his queue after CM approves the Vendor.

1.3.7 Yearly Reminder

1. C-TPAT Questionnaire validity expires within one year from the date submitted.
2. C-TPAT Certificate expires after the expiration date.
3. Weekly batch job has to monitor the C-TPAT Questionnaire and Certificate status of the Vendors.
4. Reminder emails has to be sent to the Vendor about Expiration date to fill the questionnaire or to enter the certificate
5. No of Reminder emails and the frequency should be configurable.
6. Email will be sent to the Vendor with the link to C-TPAT pages.
7. Alert should display for the Vendors to remind about the C-TPAT expiry in the application. Existing alert framework should be used.

1.3.8 Questionnaire Update on VMA - Vendor View

1. When the user clicks on the link, user will be asked to enter the certificate number. If the user does not have certificate number, user will be asked to enter the C-TPAT Questionnaire.

2. If the user has certificate number, there should be an option to enter the certificate number and Expiry date. These pages should be part of VMA.
3. An email will be sent to the Authorized Corporate Users after Vendor submitted answers.

1.3.9 Questionnaire Review on VMA – Authorized Corporate Users View

1. When the user clicks on the link in the email, they will be able to see the C-TPAT answers in non-editable mode. This link should be part of VMA application.
2. Authorized Corporate Users can view the status by logging into the application. They will be able to see the Vendor Name and the C-TPAT answer status 'Progress', 'Completed' and 'Expected'. Users who saved and not submitted the answers, will be shown as 'Progress' and Users who have completed all the answers will be shown as 'Completed' and Users who C-TPAT status is expiring and expected to complete the answer within some configurable duration will be displayed as 'Expected' (exact status wordings will be decided later).
3. Authorized Corporate Users should view the Answers in a grouped manner. Answers which are C-TPAT compliant should be displayed in the top and the answers which are not compliant with C-TPAT should be displayed next. Answers which need to be reviewed manually by the Authorized Corporate Users should be displayed in the bottom.
4. There is a 'Check Box' should be provided with the text "I want to reject" and there should be a 'Approve' or 'Reject' button.
5. If the user selects the checkbox, then there is a text area should be enabled to enter the reason. 'Approve' button should be disabled.
6. If the user does not select the 'Approve' button, 'Reject' button should be disabled.
7. If Authorized Corporate Users is not agreeing, an email should have been sent to the Vendor, Category Manager and MSR along with the reason.
8. Yearly review will be done ONLY by authorized corporate users.

1.3.10 Existing Vendors - VMA

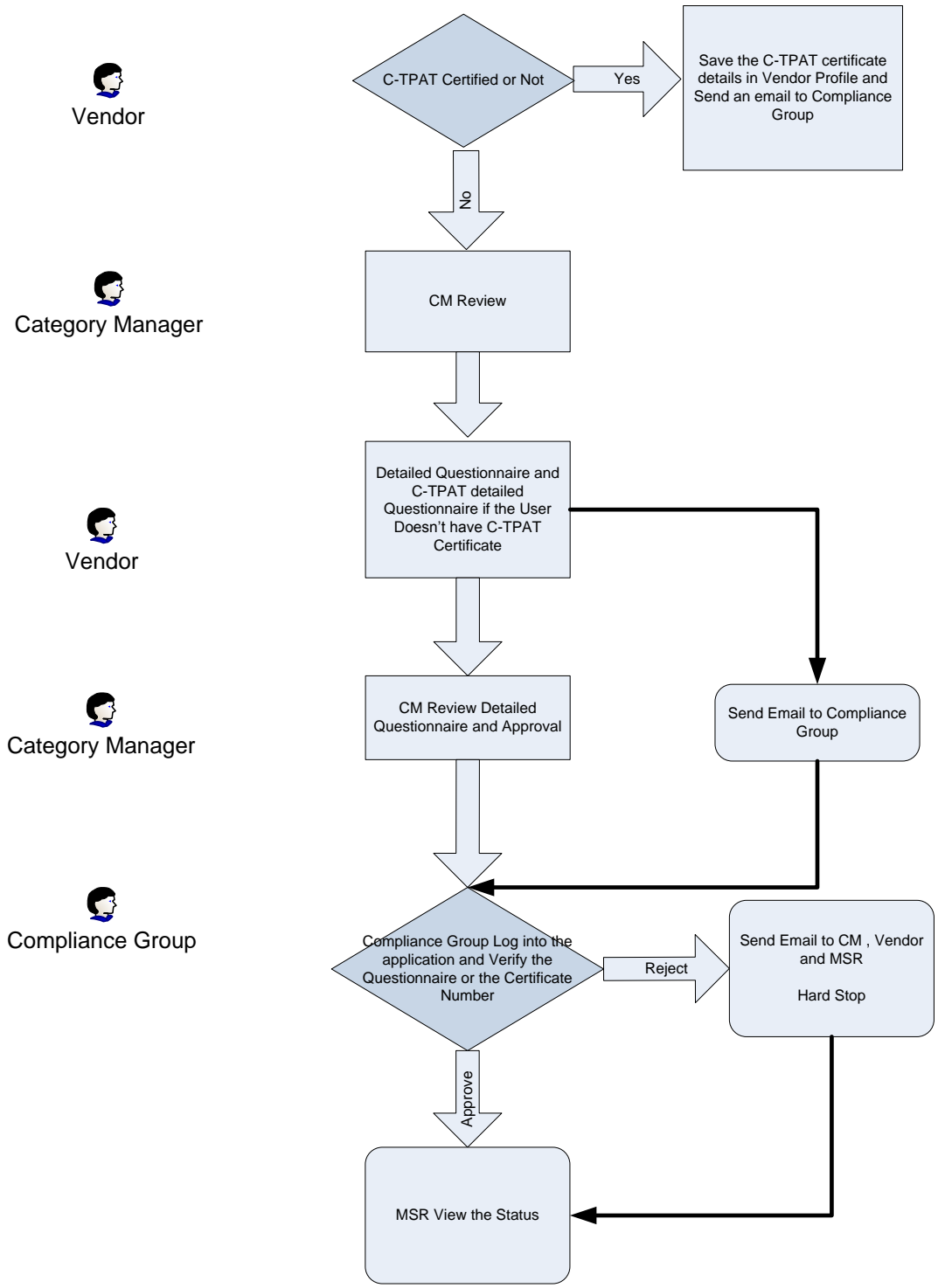
1. All the existing Vendors who doesn't have certificate number or have not answered for the C-TPAT Questionnaire should be notified to enter either the Certificate number or the C-TPAT Questionnaire. Screen for entering the C-TPAT Questionnaire and Certificate number should be same as yearly review.
2. After vendor submits the answer, email will be triggered to Authorized Corporate Users.
3. Authorized Corporate Users will either approve /reject based on the answers. This is same as the yearly review.

1.3.11 Admin tool for Authorized Corporate Users.

1. There should be admin screen provided to Import/Export the C-TPAT questionnaires.
2. There should be formatted excel which should capture all the Questions and Question's fields.
3. Each Question should have the following field
 - a. Question
 - b. Answer Type
 - c. Compliance Answer
 - d. Mandatory or Not
4. Question – Admin can enter the question.
5. Answer Type - Answer Type can be the following, All the answer should have 'Other' Category
 - a. 'Yes' or 'No' or 'Other'.
 - b. Multiple Choice – If the admin selects multiple choices, there should be an option to provide all the values.

- c. Scale - If the admin selects 'Scale' there should be an option to enter the no of scales and details.
- 6. Every Question should have text area to enter comment.
- 7. Compliance Answer – Admin needs to provide the answer which is adhere to C-TPAT.
- 8. After importing, there should be an option to view the Questions as is in Vendor's Detailed Questionnaire.
- 9. This page should be accessible only to Authorized Corporate Users.
- 10. Training document should be created for the business user to explain about excel.

2 Process Flow



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3 Screenshots.

3.1 C-TPAT Preliminary Questions For Vendor

The screenshot displays the 'Vendor Setup' page for a vendor named MARIA. The page is divided into several sections: Vendor Profile, Insurance and Certifications, and C-TPAT Certifications. The 'Insurance and Certifications' section includes fields for insurance information and certification questions. The 'C-TPAT Certifications' section has a red circle around the question 'Do you have a valid C-TPAT Certificate?' with the 'No' radio button selected. The 'Save and Continue' button is also highlighted with a red circle.

Vendor Profile
Vendor Name: MARIA
City/State/Zip: DEERFIELD/IL/60090
Headquarters Contact: TEST
Telephone: (847) 000-1200
Status: Preliminary
Email Address: MARIA.JEYARAJ@WALGREENS.COM

Insurance and Certifications
All information on this page is mandatory

Insurance Information
Insured by: Self Insured
Carrier holding policy (Insurance carrier): UHC
Company name as listed in insurance policy: TEST
Policy type: Claims Made
Product liability amount (\$): 10000
Aggregate insurance limit (\$): 10000
Per occurrence limit (\$): 100

Certifications and Regulations
Do you certify that forced labor, or illegal child labor is not, and will not be used, in the manufacturing of this product? Yes No
If you are a domestic vendor and if your product is produced in USA/Canada, do you certify that the next 2 statements are true?
OSHA standards are met in your plants? Yes No
Your company is in compliance with EPA regulations? Yes No

C-TPAT Certifications
Do you have a valid C-TPAT Certificate? Yes No

Buttons: Save and Continue, Save Changes, Previous

3.2 C-TPAT Preliminary Question

Vendor Name: **MARIA** Headquarters Contact: **TEST** Status: **Preliminary**
City/State/Zip: **DEERFIELD/IL/60090** Telephone: **(847) 000-1200** Email Address: **MARIA.JEYARAJ@WALGREENS.COM**

Insurance and Certifications

All information on this page is mandatory

Insurance Information

Insured by: Carrier holding policy (Insurance carrier):
Company name as listed in insurance policy: Policy type:
Product liability amount (\$): Aggregate insurance limit (\$):
Per occurrence limit (\$):

Certifications and Regulations

Do you certify that forced labor, or illegal child labor is not, and will not be used, in the manufacturing of this product? Yes No
If you are a domestic vendor and if your product is produced in USA/Canada, do you certify that the next 2 statements are true?
OSHA standards are met in your plants? Yes No
Your company is in compliance with EPA regulations? Yes No

C-TAPT Certificate

Do you have C-TPAT Certificate number? Yes No
Enter the Certificate number:
Enter the Certificate Expiry Date:

3.3 CTPAT Detailed Questionnaire Link

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Vendor Name: MARIA	Headquarters Contact: TEST	Status: Preliminary
City/State/Zip: DEERFIELD/IL/60090	Telephone: (847) 000-1200	Email Address: MARIA.JEYARAJ@WALGREENS.COM

- [Company Information](#)
- [Manufacturing Information](#)
- [Marketing Information](#)
- [Company Contacts](#)
- [Purchase Orders](#)
- [Cash Terms](#)
- [Purchase Terms and Allowances](#)
- [Freight Terms](#)
- [Shipping Points](#)
- [Accounting Information](#)
- [Business References/Comments](#)
- [CTPAT Questionnaire](#)
- [Submit Information](#)

Company Information

Established date: 07 / 11 / 2001 Tax ID: (Optional)

Are you a member of GS1? Yes No GS1 membership number (Please list all your GS1 membership numbers): 010101,020101

Are you an Agentric member? Yes No Company GLN:

Market restrictions: Yes No Comments:

Dunn and Bradstreet number: (Optional)

Parent Company Information

Parent company name: TEST Dunn and Bradstreet number: (Optional)
(In case of no Parent company, specify Vendor name)

Tax ID: (Optional) Email Address: MARIA.JEYARAJ@WALGREENS.COM

Street address: 304 WILMOT ROAD Telephone: (248) 111-1111

City: DEERFIELD Telephone country code (if not USA):

State: ILLINOIS Ext: (Optional)

Country: United States Fax: (Optional)

Zip code: 60090 Toll free telephone: (Optional)

3.4 C-TPAT Detailed Questionnaire for Vendors

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Agreements

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[Cash Terms](#)

[Purchase Terms and Allowances](#)

[Freight Terms](#)

[Shipping Points](#)

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C-TPAT Questionnaire

[Submit Information](#)

Vendor Name: MARIA	Headquarters Contact: TEST	Status: Preliminary
City/State/Zip: DEERFIELD/IL/60090	Telephone: (847) 000-1200	Email Address: MARIA.JEYARA@WALGREENS.COM

C-TPAT Questionnaire

Procedural Security

A designated security officer to supervise the introduction/removal of cargo Yes No Other

Procedures for ensuring proper marking, weighing, counting and documenting of cargo? --Select--

Procedures for detecting and reporting overages and shortages? Yes No Other

Procedures for verifying seals on containers, trailers and railcars? Yes No Other

Procedures for tracking the timely movement of incoming/outgoing goods? --Select--

--Select--
Camera
Online
Paperwork
Inventory
manual

Physical Security

Buildings and railyards are constructed from materials which resists unlawful entry and protect from intrusion Yes No Other

Procedures for ensuring proper marking, weighing, counting and documenting of cargo? --Select--

Locking devices on internal/external doors, windows, gates and fences? Yes No Other

Adequate interior /exterior lighting Yes No Other

Internal, domestic, high-value and hazardous merchandise is physically seperated within the warehouse(s) I agree

C-TPAT Enhancement on VSA

The enclosed material is proprietary to Walgreens.

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3.5 Authorized Corporate Users View

Authorized Corporate Users view the entire Vendor's who completed the C-TAPT Questionnaire and the Vendors who are answered and not submitted

The screenshot shows a web browser window titled "comp_group_View_VSA - Windows Picture and Fax Viewer". The browser address bar shows the URL: <http://dwagda01.walgreens.com:8080/VSADCWeb/servlet/walgreens.vsa.dc.proxy.VSADCProxyServlet/DCPAVendorSearchRH>. The page content includes a "Vendor Setup" header, a "Vendors" tab, and a table of vendor information. The table has the following data:

Vendor Name	City/State/Zip	Telephone	C-TPAT Questionnaire Status
TEST/VENDORNAME88	LINCOLNSHIRE/IL/60089	23232323	Completed
TEST NAME	32323/LA/23233	32323232	Progress
TEST/VENDORNAME	LINCOLNSHIRE/IL/60089	99999999	Progress
VIKASH SINGH	NOIDA//36363-6363	88888888	Completed
SDFDSFDSF	SDFSD/AZ/DF324-234	56565656	Completed

3.6 Authorized Corporate Users Review

Authorized Corporate Users view the Vendor’s C-TPAT Questionnaire Page when he clicks the link directly from email or can navigate to this page thru the page which is screenshot No.4

C-TPAT Questionnaire	Vendor Name: TEST NAME	Headquarters Contact: TEST	Status: Preliminary
	City/State/Zip: 32323 / LA/ 23233	Telephone: (232) 323-2323	Email Address: TEST@TEST.COM

C-TPAT Questionnaire	
C-TPAT Compliance Answers	Vendor Answer
A designated security officer to supervise the introduction/removal of cargo	YES
Internal,domestic ,high-value and hazardous merchandise is physically seperated within the warehouse(s)	I AGREE
Procedures for tracking the timely movement of incoming/outgoing goods?	CAMERA, ONLINE

C-TPAT non-compliance Answers	Vendor Answer	Correct Answer
Locking devices on internal/external doors , windows, gates and fences	NO	YES
Procedures for detecting and reporting overages and shortages?	YES	NO

Self review Answers	Vendor Answer
Procedures for verifying seals on containers, trailers and railcars?	PRIVATE TRANSPORT

I Want to Reject

3.7 Authorized Corporate Users Review –Reject option

If the user clicks on ‘I want to reject’ text box will be displayed to enter the reason

C-TPAT Questionnaire	Vendor Name: TEST NAME	Headquarters Contact: TEST	Status: Preliminary
	City/State/Zip: 32323 / LA/ 23233	Telephone: (232) 323-2323	Email Address: TEST@TEST.COM

C-TPAT Questionnaire	
C-TPAT Compliance Answers	Vendor Answer
A designated security officer to supervise the introduction/removal of cargo	YES
Internal,domestic ,high-value and hazardous merchandise is physically seperated within the warehouse(s)	I AGREE
Procedures for tracking the timely movement of incoming/outgoing goods?	CAMERA, ONLINE

C-TPAT non-compliance Answers	Vendor Answer	Correct Answer
Locking devices on internal/external doors , windows, gates and fences	NO	YES
Procedures for detecting and reporting overages and shortages?	YES	NO

Self review Answers	Vendor Answer
Procedures for verifying seals on containers, trailers and railcars?	PRIVATE TRANSPORT

I Want to Reject

Provide a reason for rejection

3.8 Compliance Group Review the Certificate

This page will be displayed for the Authorized Corporate Users when he clicks the link in the email (If vendor has entered certificate number

• C-TPAT Certificate	Vendor Name: TEST NAME	Headquarters Contact: TEST	Status: Preliminary
	City/State/Zip: 32323/LA/23233	Telephone: (232) 323-2323	Email Address: TEST@TEST.COM

C-TPAT Certificate Number: **XXXXXXXXXX**

Expiration Date : 05 /10 /2012

I want to reject

Provide a reason for Rejection

3.9 CM View the C-TPAT Status

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[New Vendor](#)

If you want to search for a specific vendor(s), please specify a criteria below.

Vendor Name:	Category Manager:	Vendor Status:	Item Type: (For RX Use Only)	Opstudy:		
<input type="text" value="MARIA"/>	<input type="text" value="All"/>	<input type="text" value="Preliminary"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					<input type="button" value="Find Opstudy"/>	<input type="button" value="Search"/>

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Please click on the vendor's name link to review the vendor information.

If you are not interested in purchasing from the vendor then please select vendor(s) and click 'Remove Vendor' button.

Select to Remove	Category Manager	Opstudy	Vendor Name	Headquarters Contact	City/State/Zip	Telephone	Vendor Status	Status Date	Detail Info Completed (Yes/No)	Notice Recap	NDA/GTA (NP) Signed?	C-TPAT Status
<input type="checkbox"/>	041 - GORDON NIEDERMAYER	118 - Candys	David	Steve	Buffalo Grove/IL/60091		Preliminary	07/11/2011	No	<input type="checkbox"/>	No	InProgress
<input type="checkbox"/>	042 - GORDON FRESH	116 - AIR FRESHENERS	MARIA	Rick	Arlington Heights/IL/60090		Preliminary	07/11/2011	No	<input type="checkbox"/>	No	Completed
<input type="checkbox"/>	081 - COLEMAN	119 - Coolers	David	Steve	Buffalo Grove/IL/60091		Preliminary	07/11/2011	No	<input type="checkbox"/>	No	Rejected

3.10 MSR View the C-TPAT Status after Authorized Corporate Users review

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If you want to search for a specific vendor(s), please specify a criteria below.

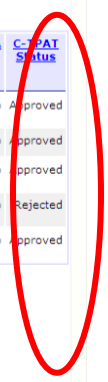
Vendor Name: Category Manager: Vendor Status: Item Type: (For RX Use Only) Opstudy:

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Please click on the vendor's name link to review the vendor information.
 If you are not interested in purchasing from the vendor then please select vendor(s) and click 'Remove Vendor' button.

Select to Remove	Category Manager	Opstudy	Vendor Name	Headquarters Contact	City/State/Zip	Telephone	Vendor Status	Status Date	Detail Info Completed (Yes/No)	Notice Recap	NDA/GTA (NP) Signed?	C-TPAT Status
<input type="checkbox"/>	032 - TIM NOLAN	079 - BASIC TOYS	TESTLEAGL NAME	TESTCA CA	CITYCA/AL/45345-3535		Preliminary	07/21/2011	No	0	No	Approved
<input type="checkbox"/>	015 - MAX TROTZ	215 - BAKERY	TCS TC	TCS TC	DEER/MX/42342-4234		Preliminary	07/15/2011	No	0	No	Approved
<input type="checkbox"/>	013 - ROBERT MCCABE	144 - ALLERGY	JAMES	A 34	CHICAGO/IL/34534-5345		Preliminary	07/14/2011	No	0	No	Approved
<input type="checkbox"/>	041 - GORDON NIEDERMAYER	116 - AIR FRESHENERS	MARIA	TEST	DEERFIELD/IL/60090		Preliminary	07/11/2011	No	1	No	Rejected
<input type="checkbox"/>	006 - MORGAN ODELL	034 - BABY FORMULA	EXP	HEAD TCS	NOIDA/AS/66666-6666		Preliminary	07/06/2011	No	0	No	Approved

Local Intranet 100%

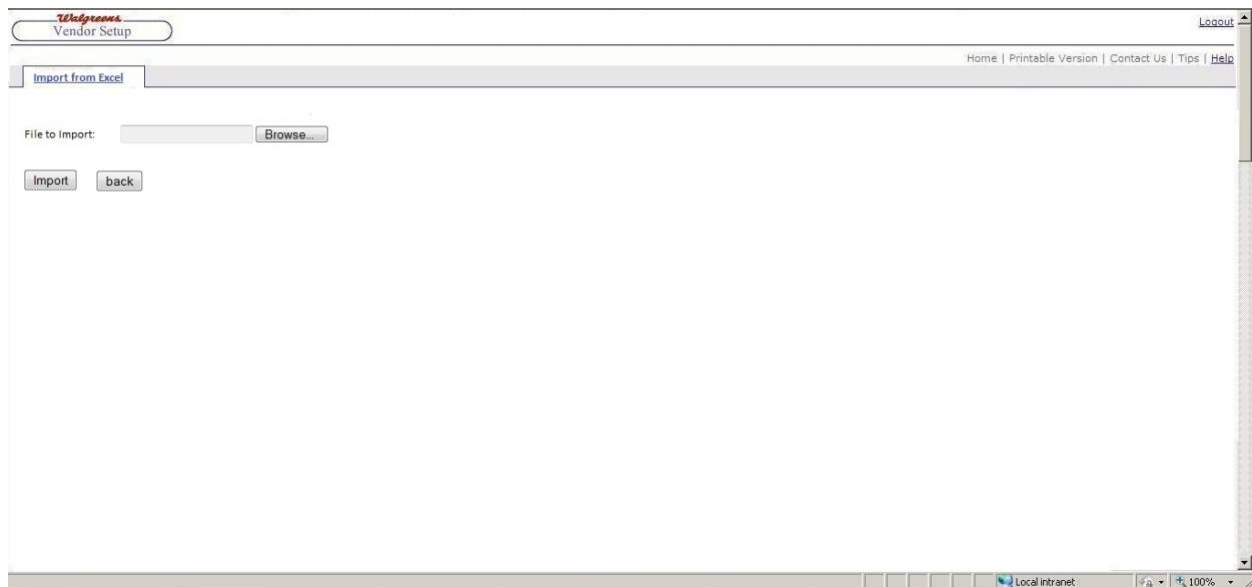


3.11 Admin Screen – Import Excel Link

Admin can import the master Questionnaire, answers and the question type thru formatted excel sheet.

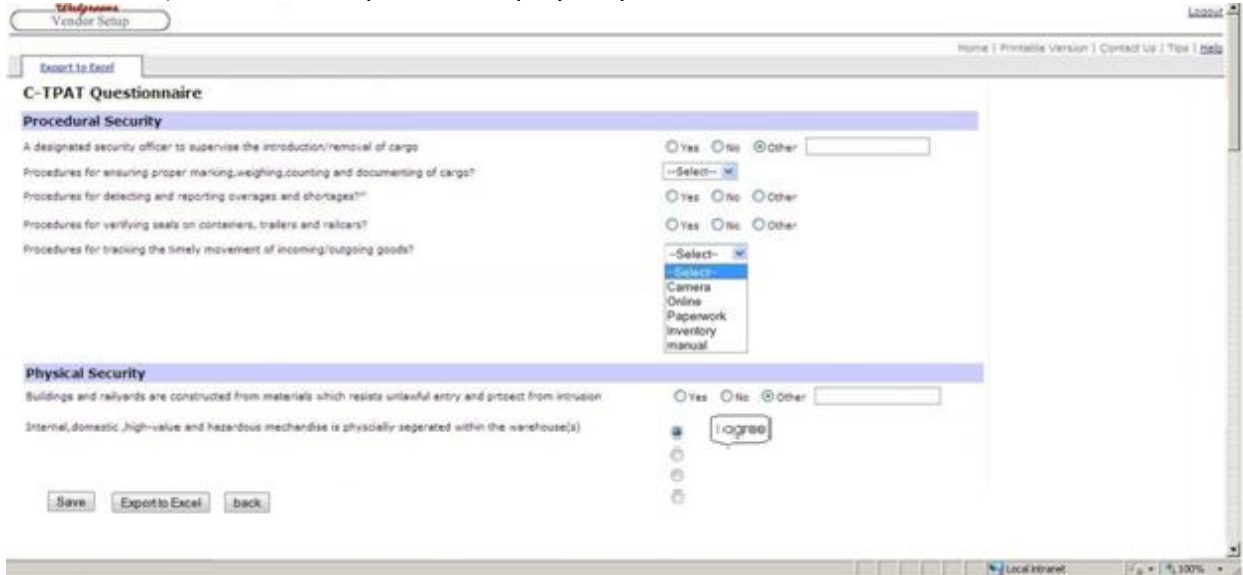


3.12 Admin Screen – Import Excel Page



3.13 Admin Preview the Questions

(on clicking the Import link an excel sheet will open with the set of questions currently in the database). Admin can export the displayed questions to an Excel.



4 Sample Excel



C-TPAT Sample Admin Question Shee

5 Assumptions

- There is no change in the existing approval workflow in VSA
- We are not modifying any VMA workflow.
- There is no dependency between each question.
- When the admin starts importing the Questions, if any of the Vendors is already started answering for the Current Questions, he should able to work on his own copy of the old Questions.
- Admin Excel will be finalized during the design phase
- All the screens, fields, contents and email contents will be finalized during design phase.

6 Dependencies

7 Integration with other systems

7.1 *Changes in Other Applications*

NA

7.2 *Non Functional Requirements*

NA

7.3 *Performance*

7.4 *Scalability*

7.5 *Availability*