

MINUTES OF MEETING (MOM)

Project	Progressive Enterprises – Tender Portal
Meeting Date	01 September 2026
Meeting Type	Business Process & Requirement Discussion
Subject	Review of Tender Portal Business Process and Enhancement Requirements

Attended By:

Progressive: Ratan Upadhaya and others.

Indigi: Bhargab Sarma, Dipankor Konwar

1. Meeting Objective

The meeting was conducted to review the existing business process of the Tender Portal and discuss the required changes, validations, reporting enhancements, and additional provisions for managing Purchase Orders and invoices outside the tender process.

2. Discussion Points & Requirements

Sl. No.	Discussion / Requirement	Proposed Action
1	Review of Tender Portal Business Process	The complete business process of the Tender Portal was discussed and reviewed once again to ensure that the application workflow aligns with the actual business process and operational requirements.
2	Deadline Page – Display of Expired Deadlines	On the Deadline page, tender/deadline records should continue to be displayed even after the deadline has passed. The records should not be automatically removed or hidden based on the deadline date.
3	Pending Quantity Validation in Invoice Creation	Currently, a validation check is applied to the pending quantity while creating invoices against a Purchase Order. This validation is restricting invoice creation for other items within the same PO when items are ordered separately. The validation should therefore be removed/modified so that invoices can be created independently for eligible items against the same PO.
4	Stock Matrix Against Purchase Order	In the Reports section, the Stock Matrix should be mapped and displayed against the respective Purchase Order. The report should clearly show the items associated with each particular PO along with the relevant stock information.
5	Dynamic Address in Purchase Order Template	The address displayed in the Purchase Order template should be made dynamic. A provision should be provided so that authorized users can easily modify/update the address whenever required, without making changes to the application/template code.
6	Management of Non-Tender Purchase Orders & Invoices	A new tab/module or suitable provision should be created for managing Purchase Orders and invoices that are generated outside the tender process. The provision should also include functionality to maintain and track the payment status of such invoices/transactions.

3. Conclusion

The meeting concluded with agreement on the above requirements and enhancements. The development team will review the discussed points, assess the required changes, and incorporate the finalized requirements into the Tender Portal. Further clarification or confirmation will be taken from the business team wherever required before implementation.