

1) Service Now ticket - Which include Supplier related issue, Purchase order issue, Requisition, and receipt related issue, User account related issue, Add Project code, GL account.

2) Suppliers change request- Backlog has been cleared and now it's on track. Type of change request – supplier Email ID, Banking account details, Add BU, Update address of supplier, Payment terms, Change supplier country.

3) New supplier request - Has been automated. Get it address in case of failure.

4) Ivalua – Order close/open, upload payment remittance file, receipt related issue.

Update the report in system

1. Customer Admin report(monthly)

2. Run Stuck requisition report and send the mails to users(weekly once).

3. User Management – roles assignment

4. Failed Purchase order – Look after failed purchase order, finding the reason behind it and guide user through mail.

Creating test order for UI Path team for automation.

Power Bi - report design

1. Ivalua - we use to run the report from Ivalua for UK and US region on monthly basis and send it to management user.

2-hour Weekly

2. Ariba - Now we are in the process of creating Global report from Ariba which is time consuming