**Epic- User Story – For Employee**

**User Story 1.1 Login to the system**

As an employee,

I should be able to login to the system with my credentials

so that I can access the purchase requisition form

**Acceptance criteria:**

Given I am on the login page

When I enter credentials and click on “login”

Then I should be redirected to the dashboard where I can access the purchase requisition form

**Positive Scenario:**

Given I am on the login page

When I enter valid credentials and click on “login”

Then I should be redirected to the dashboard where I can access the purchase requisition form

**Negative Scenario**

Given I enter the invalid credentials

When I click on login button

Then error message should be displayed indicating incorrect name or password

**Alternate scenario**

Given the I forget the password

When I click on forgot password link and complete the password recovery process

Then I should receive the email to reset password and regain access

**User Story 1.2 Select type of requisition**

As an employee,

I want to input all relevant requisition details, including the type (office supplies, IT equipment, etc.), item name, quantity, budget, and delivery timeline

so that my request is clear and categorized appropriately.

**Acceptance criteria:**

Given that I am on the requisition form page,

When I enter all required requisition details (type, item name, quantity, budget, and delivery timeline, documents) correctly,

Then the requisition should be saved and categorized correctly, and a confirmation message should be displayed to me indicating successful submission

**Positive Scenario:**

Given I am filling out the requisition form

When I enter valid details

Then the system should save and display details in summary

Given I am on requisition form

When I click on “attach file” button

Then I should be able to upload the supporting documents

**Negative scenario:**

Given I am on the requisition form page.

When I submit the form without filling in any of the required fields (type, item name, quantity, budget, or delivery timeline).

Then the system displays an error message indicating which fields need to be filled

Given I am on the requisition form page.

When I enter an invalid value for the item details like quantity in negative or non-numeric, budget in non-numeric format or delivery timeline of past or invalid date format (e.g., a negative number or a non-numeric value).

Then the system displays an error message asking the employee to enter a valid input

Given I attach the file which is unsupported file type or exceeds the size limit

When I attempt to attach file

Then the error message should be displayed and file should not be uploaded

**Alternate Scenario:**

Given the I select “Other” as requisition type

When I fill other mandatory fields

Then system should allow me to proceed

Given I am on the requisition form page.

When I fill in some of the requisition details but does not complete all required fields.

Then I can save the form as a draft and come back to complete it later

**User Story 1.3 Save requisition draft**

As an employee,

I want to save draft requisitions

so that I can revisit if needed later for completion

**Acceptance criteria:**

Given I have filled in some or all details of the requisition form

When I click the "Save Draft" button

Then the requisition should be saved as a draft and available for future editing in the drafts section

**Positive scenario:**

Given I am filling out the requisition form

When I click the save draft button

Then the partially filled form should be saved for later editing

**Negative scenario:**

Given I have not entered any details in the requisition form

When I click the "Save Draft" button

Then I should see an error message saying, "Please fill in the required fields before saving

Given the system experiences a failure (e.g., database issue) while saving the draft

When I click the "Save Draft" button

Then I should see an error message saying, "There was an issue saving your draft. Please try again."

**Alternate scenario**

Given I have filled out some requisition details

When I navigate away from the form or close the application

Then the requisition is automatically saved as a draft, and I can return to it later.

Given I have saved a requisition draft previously

When I access the drafts section

Then I can open the saved draft and continue editing it before submitting

**User Story 1.4**

As an Employee,

I want to submit the requisition for approval once all details are filled

So that the process can move forward

**Acceptance criteria:**

Given I completed all required fields in the requisition form

When I click on the “Submit” button

Then the requisition should be submitted for approval and I should see the confirmation message

**Positive scenario:**

Given I have entered correct information in all fields (no errors)

When I click "Submit for Approval"

Then the requisition is submitted for approval and the status is updated to "Pending Approval."

**Negative scenario:**

Given I have not filled in one or more required fields (e.g., missing budget or quantity)

When I click the "Submit for Approval" button

Then I should see an error message saying, "Please fill in all required fields before submitting” and highlight missing fields

Given I have entered invalid data (e.g., negative quantity or budget exceeding limits)

When I click "Submit for Approval"

Then I should see an error message stating, "Please correct the invalid data before submitting."

**Alternate scenario:**

Given I have saved a requisition draft earlier and made edits

When I click the "Submit for Approval" button

Then the requisition is submitted for approval after successfully editing the draft

Given requisition includes the additional comments

When I submit the requisition

Then the system should include the comments in the approval request sent to the manger

**User Story 1.5**

As an employee,

I want to track the requisition status

So that I can stay updated on process

**Positive scenario:**

Given I have submitted multiple requisitions

When I view my requisitions list

Then I should be able to see the status of each requisition (e.g., "Pending Approval," "Approved," "Rejected") for all submitted requisitions

Given I am logged into the system

When I navigate to the requisition tracking page and select specific requisition

Then the system should display the current status, history, and any relevant updates for requisition

**Negative scenario:**

Given I have not submitted any requisitions yet

When I access the requisition tracking section

Then I should see a message saying, "No requisitions found. Please submit a requisition first."

Given I am not logged into the system

When I try to access the requisition tracking section

Then I should see a prompt to log in, saying, "You must log in to track your requisition status."

**Alternate scenario**

Given I am logged into the system

When the requisition tracking feature is temporarily unavailable due to maintenance

Then the system should display a maintenance notification with an estimated time for resolution and an alternative way to contact support for urgent updates

**User Story – 1.6**

As an employee,

I want to receive the notifications about approval, rejection or additional information requests for my requisition

So that I can respond accordingly

**Acceptance Criteria**

Given my requisition status changes due to an action by department manager

When the status update is recorded in the system

Then I should receive a notification

**Positive Scenario:**

Given my requisition has been approved

When the requisition status changes to "Approved"

Then I should receive a notification saying, "Your requisition has been approved." Along with ID and the link

Given my requisition has been rejected

When the requisition status changes to "Rejected"

Then I should receive a notification saying, "Your requisition has been rejected."

Given my requisition requires additional information

When the requisition status changes to "Additional Information Required"

Then I should receive a notification saying, "Additional information is required for your requisition."

Given I have multiple requisitions pending approval

When different requisitions are approved, rejected, or require additional information

Then I should receive separate notifications for each requisition, detailing their status

**Negative scenario:**

Given I have enabled the notification for requisition updates

When the system fails to send a notification due to a technical issue

Then system should log the failure and retry sending the notification and inform me through alert in application

**Alternate scenario:**

Given I have chosen to receive notifications by email and in-app

When the status of my requisition changes (e.g., "Approved")

Then I should receive the notification both via email and within the app

Given I have received a notification about the requisition's approval, rejection, or additional information request

When I click on the notification link

Then I should be redirected to the requisition details page where I can take appropriate action (e.g., respond to additional information request or view approval status).

**Epic –For Department manager**

**User Story 2.1**

As a department manager

I want to view all the pending requisitions from my team

so that I can review them promptly

**Acceptance criteria**

Given I am logged in as a department manager

When I navigate to the pending requisitions section

Then I should see the pending requisitions submitted by my team, including requisition details such as requisition ID, name of employee, submission date, category, and total estimated cost.

**Positive Scenario:**

Given I logged into the system  
When I filter requisitions based on specific criteria (e.g., department, date)

Then the system displays only the filtered requisitions

When I sort requisitions by priority or submission date or any other filters  
Then the system should display the requisitions in the specified order.

Given I have pending requisitions.

When the system sends a daily summary email of pending requisitions to me.

Then I can review the summary and decide which requisitions to prioritize

**Negative scenario:**

Given I am logged into the system

When I try to access the "Pending Requisitions" section but do not have sufficient permissions,  
Then the system displays a message "Access denied."

When there are no pending requisitions for my team  
Then the system displays a message: "No pending requisitions at the moment."

**Alternate Scenario:**

Given I logged into the system  
When I access pending requisitions and the system detects a large volume of entries  
Then the system enables pagination or provides a search bar for better navigation.

**User Story 2.2**

As a department manager,

I want to see all details of a requisition

So that I can make informed decision

**Acceptance criteria:**

Given I am reviewing specific requisition

When I click on a requisition from pending list

Then I should see all the details of requisition

And I must be able to view or download attached documents.

**Positive scenario:**

Given I logged into the system  
When I Select a specific requisition  
Then the system displays all requisition details, including item specifications, budget allocation, and attached documents

When I click to preview an attached document

Then the system opens the document in a separate window or viewer

Given the requisition impacts the departmental budget.

When I view the requisition details.

Then the system displays a breakdown of how the requisition affects the budget

**Negative scenario:**

Given I selected a pending requisition

When requisition details are missing or incomplete

Then the system should notify me of missing data and should allow me to request the missing information from the employee

When they try to preview a document with an unsupported format  
Then the system displays a message: "Cannot open this document type."

Given the department manager tries to view requisitions from another team.

When the system identifies that I am unauthorized.

Then I should see a "Permission Denied" message

**Alternate scenario:**

Given I logged into the system,  
When I access requisition details on a requisition flagged as urgent,  
Then the system highlights the requisition and displays it at the top of the list.

Given I need to review requisitions offline.

When the manager clicks the "Export" button.

Then the requisition details are exported as a PDF or Excel file

**User Story 2.3**

As a department manager,

I want to approve or reject the requisition based on the necessity and budget constraints

so that purchase is justified

**Acceptance criteria:**

Given The requisition is necessary and fits within the constraints

When I click on approve or reject

Then the system should update the requisition status accordingly and send a notification to the employees

Given: The requisition is unnecessary or exceeds the budget.

When I click on the "Reject" button.

Then the requisition status updates to "Rejected," and the requester is notified with a reason

**Positive Scenario**

Given A requisition contains multiple items.

When I decide to approve only a subset of the items.

Then the system updates the requisition status to "Partially Approved" and notifies the requester

Given the requisition meets predefined rules (e.g., below a specific budget).

When I review the requisition.

Then the system suggests auto-approval with a reason

**Negative scenario:**

Given I am reviewing the requisition

When I attempt to approve or reject without providing mandatory inputs

Then the system should display a validation message prompting them to provide the missing details

Given I approve or reject a requisition.

When A system error occurs during the save operation.

Then the decision is not saved, and I am prompted to retry

Given The requisition is already approved or rejected.

When I attempt to take the same action again.

Then the system displays a message: "Action already taken."

**Alternate scenario:**

Given The requisition requires additional clarification before approval.

When I select "Request additional information or add comments" and adds a note.

Then the requisition remains pending with a comment for further review

Given I am reviewing the requisition

When I approve or reject the requisition during system downtime

Then the system should queue the decision and process it automatically when system is back online

**User Story 2.4**

As a department manager,

I want to track the status of approved requisitions

to ensure they progress in the procurement cycle

**Acceptance criteria:**

Given, I am logged in as a department manager,  
When**,** I navigate to the "Approved Requisitions" section,  
Then, I should see a list of all requisitions I have approved, along with their current status (e.g., RFQ sent, under vendor review, or purchase completed)

**Positive Scenario**

Given I have approved a requisition  
When I navigate to the requisition tracking page  
Then the system should display the current status of the requisition in the procurement cycle (e.g., "In Progress," "Completed").

Given the requisition is progressing through the procurement cycle.

When the status changes (e.g., to "Vendor Sourced").

Then the manager receives a notification

**Negative Scenario**

Given I have approved a requisition  
When the tracking information is delayed or unavailable  
Then the system should display a notification about the delay and provide an estimated update time.

**Alternate Scenario**

Given the manager needs to track specific requisitions.

When the manager applies a status filter (e.g., "In Progress").

Then the system displays only requisitions matching the selected status

Given I want a summary of requisitions.

When I click "Download Report."

Then the system generates a report with the statuses of all approved requisitions

Given I have approved a requisition  
When I need to view a detailed history of the procurement process  
Then, the system should display a timeline view with key milestones and associated dates.

**User Story – 3 Vendor and Quotation Management**

**User Story -3.1**

As a procurement officer, I want to receive alerts when a requisition is approved so that I can begin sourcing vendors by searching the vendor database to identify suitable suppliers for requested items

**Acceptance Criteria**

Given the requisition is approved

When requisition approval is confirmed in the system

Then an alert is sent to the procurement officer via email or in-app notifications

**Positive scenario:**

Given requisition is approved by the relevant authority

When requisition approval process completed

Then the I receive an alert notifying me of the requisition approval with requisition details

**Negative Scenario:**

Given a requisition is approved

When there is a system error

Then the procurement officer does not receive the aler**t**

**Alternate scenario:**

Given I logged into the system

When I navigate to the requisition management section

Then they should see a list requisition that have an approved status with the details

Given I am logged into the procurement system

When I attempt to view approved requisitions but prefer to access a downloadablereport (e.g., Excel or PDF) instead of viewing them directly on the system,

Then I should have the option to export the list of approved requisitions in the desired format, ensuring I can use the data offline or for sharing purposes.

**User Story 3.2**

As a procurement officer,

I want to invite vendors to submit quotations

so that I can evaluate competitive pricing and quality

**Acceptance Criteria:**

Given I have access to approved requisition

When I click on invite vendor button

Then I should be able to enter or select contact details (emails, phone) from the system

Given I entered the vendors details

When they send invitation

Then vendors should be able to receive an invitation containing details and instructions for submitting

**Positive Scenario:**

Given I am logged into the procurement system as an authorized procurement officer, and I have identified the required items and potential vendors

When I select the vendors and initiate the invitation process for submitting quotations

Then the system should successfully send the invitation to the selected vendors and confirm that the invitations were sent, with a record maintained for tracking

**Negative Scenario:**

Given I am logged into the procurement system as an authorized procurement officer, and I attempt to invite vendors to submit quotations

When there are missing vendor details

Then the system should display vendor information is incomplete

**Alternate Scenario:**

Given I am logged into the procurement system as an authorized procurement officer, and I have identified potential vendors

When I decide to send invitations using an alternative method (e.g. generating a downloadable invitation template or using a pre-approved email template outside the system)

Then The system should allow me to generate and download the template for offline use, ensuring I can still invite vendors if the system’s direct invitation functionality is not used.

**User Story – 3.3**

As a procurement officer,

I want to store vendor details (e.g., contact information, past performance)

so that I can build a reliable supplier database.

**Acceptance Criteria:**

Given I am logged into the vendor management dashboard

When I add new vendor

Then I should be able to input details such as contact information, past performance and any relevant notes and confirm with a message like “Vendor added successfully”

**Positive Scenario:**

Given I logged into procurement system and have accessed a specific vendors profile

When I update the vendors details like changed contact information, update performance ratings

Then the system should save the changes and log the updates for audit purposes

Given I am logged into the system

When I search for and open vendors profile

Then the system should display vendor details contact information, past performance and any associated documentation for review.

Given I logged into the procurement system and have stored multiple vendors

When I assign vendors to specific cateingories

Then system should update the database with the assigned for categories for easier filtering and retrieval.

**Negative Scenario:**

Given I logged into the system

When I attempt to save vendor details but leave mandatory fields blank

Then system should display an error message such as “please fill all required fields” before saving

Given I am logged into system and attempt to add new vendor

When I enter the details for a vendor which is already exists in the databse

Then the system should alert me with a message like “vendor already exists please check the database”

**Alternate Scenario:**

Given I am logged in the system and need to add multiple vendors

When I upload a file like excel or csv containing vendor details

Then should validate and import details, providing feedback on any errors or missing fields

Given I am logged into system and reviewing the vendor profiles

When I identify vendors who are no longer active and relevant

Then system should allow me to archive their profiles, preserving the historical data but excluding them from active lists

Given I am logged into the system and have access to vendor database

When I need to export vendor details for offline use or sharing

Then the system should allow me to download the database in specified format

**Epic- 4 Purchase order management**

User Story- 4.1

As I procurement officer,

I want to create a purchase order based on the approved vendor quotation

So that order is formalized

**Acceptance criteria:**

Given the procurement officer has selected an approved vendor’s quotation,

When they click on the "Create Purchase Order" button,

Then the system should auto-fill the purchase order form with details from the vendor’s quotation, including item description, quantity, price, delivery terms, and vendor contact details and also generate unique PO number with confirmation message

**Positive Scenario:**

Given the PO has been successfully created

When I choose the send the PO to vendor

Then system should send the PO to the vendors registered email address and notify me of successful delivery

Given I have created the PO

When I assign the PO to a specific department or project

Then the system should link the PO to the specified department for tracking purposes

**Negative Scenario:**

Given I am creating a purchase order

When I leave mandatory fields (e.g., vendor name, item details, or quantity) blank.

Then the system should display an error message like, "Please fill in all required fields."

Given I attempt to create a PO.

When I select a vendor who has not been approved for the quotation.

Then The system should prevent the creation of the PO and display a message like, "Cannot create PO. Vendor has not been approved."

Given I have selected a quotation for creating a PO.

When the quotation details (e.g., pricing or item list) do not match the stored records.

Then the system should alert me with a message like, "Quotation details do not match. Please verify the quotation.

**Alternate Scenario:**

Given I have multiple approved quotations for the same purchase.

When I select multiple quotations from different vendors.

Then the system should allow me to create a consolidated PO, indicating individual vendor contributions.

Given I need to save a partially completed PO.

When I save the PO without submitting it for approval.

Then the system should save the draft and allow me to complete it later.

Given I have created a PO but realized some details need updating.

When I edit the PO before submission

Then the system should allow updates and log the changes for tracking

Given A purchase order has been created but is no longer needed.

When I choose to cancel the PO.

Then The system should mark the PO as canceled, notify relevant stakeholders, and maintain a record for audit purposes

Given An urgent purchase is required, bypassing the usual quotation process.

When I create a PO without an approved vendor quotation.

Then The system should flag the PO as "Urgent" and notify the relevant stakeholders

Given an urgent purchase is required, bypassing the usual quotation process.

When I create a PO without an approved vendor quotation.

Then the system should flag the PO as "Urgent" and notify the relevant stakeholders

**User Story – 4.2**

As a procurement officer,

I want to track the status of POs (e.g., sent, confirmed, in-progress)

so that I stay informed about delivery timelines.

**Acceptance Criteria:**

Given I am on the purchase order (PO) dashboard,

When I view the list of POs,

Then the system should display the status of each PO (e.g., Sent, Confirmed, In-Progress, Delivered, or Canceled) in a dedicated column.

Positive Scenarios:

Given: I am on the PO tracking page.

When: I apply a filter to view POs by a specific status (e.g., "in-progress").

Then: The system should display only the POs matching the selected status.

Given I want to find a specific purchase order.

When I use the search bar to enter the PO number or vendor name.

Then The system should display the matching PO with its status and other relevant details.

Given I want to share the status of POs with stakeholders.

When I choose the "Export Report" option.

Then The system should generate a PDF or Excel report with the current status of all PO

**Negative Scenario:**

Given I have no purchase orders in the system.

When I try to access the PO tracking page.

Then The system should display a message like, "No purchase orders available to track."

Given I am searching for a specific PO.

When I enter an incorrect or non-existent PO number.

Then The system should display a message like, "No purchase order found with the entered details."

**Alternate Scenario:**

Given A PO status update from the vendor is not automatically received.

When I manually update the status of the PO to "confirmed" or "in-progress."

Then The system should log the manual update with the user details and timestamp

Given A PO has been "in-progress" for longer than expected.

When I set a reminder or notification for follow-up.

Then The system should send a notification when the reminder time is reached

Given I have POs with multiple vendors.

When I view the PO tracking page.

Then the system should allow me to group or sort POs by vendor for easier tracking

Given I have POs with multiple vendors.

When I view the PO tracking page.

Then the system should allow me to group or sort POs by vendor for easier tracking

Given A PO remains in the "in-progress" status beyond the expected delivery date.

When I escalate the issue directly from the PO details page.

Then The system should notify the vendor and procurement manager about the delay

Given Multiple POs require a status update (e.g., from "sent" to "confirmed").

When I select multiple POs and perform a bulk update.

Then The system should update the statuses of all selected POs and log the changes.

**Epic 5 – Receiving/Inventory Team**

**User Story 5.1**

As a receiving officer,

I want to match the delivered items against the purchase order

so that I can confirm the receipt

**Acceptance Criteria:**

Given I have a delivery to process

When I access the PO details in the system

Then system should display the list of items from purchase order, including item description, quantities and any other specified delivery instructions

**Positive Scenario:**

Given a purchase order and its details are available in the system.

When I input or scan the delivered items' details.

Then the system should match the items with the purchase order and display a confirmation if they match perfectly

Given a purchase order includes multiple items, but only some are delivered

When I input or scan the delivered items' details

Then the system should highlight the matched items and flag the undelivered items as pending

Given the delivered items match the purchase order details.

When I confirm receipt of the items.

Then the system should update the purchase order status to "Received" and log the confirmation

Given the delivery includes multiple quantities of the same item.

When I input the quantity of each delivered item.

Then the system should match the delivered quantities with the purchase order quantities and highlight discrepancies, if any

Given: I want to upload proof of delivery (e.g., delivery receipt or signed invoice).

When I attach the document during the matching process.

Then the system should store the document and link it to the purchase order for future reference

**Negative Scenarios:**

Given the delivered item do not match the purchase details

When I input or scan the items

Then system should flag the mismatched items and display an error message “delivered items do not match the purchase order”

Given I mistakenly input an invalid or incorrect delivery item

When I submit delivery details for matching

Then system should display an error message “invalid item details entered. Please correct the input”

**Alternate Scenarios:**

Given an only portion of the items the purchase order is delivered

When I confirm receipt of delivered items

Then system should update purchase order status to “partially received ” and log the details of received items

Given delivered items are not linked to any digital purchase order system

When I enter manually the delivered items details for matching

Then the system should allow manual entry, flag potential discrepancies and link the delivery to the corresponding purchase order

Given some items in the purchase order are undelivered past the expected delivery date.

When I mark them pending delivery

Then the system should send an automated follow-up notification and log the action

Given the delivered items are mostly match the purchase order, but minor discrepancies(e.g., slight damage, replacement item) are noted

When I adjust details before confirming receipt

Then system should log adjustments and update the purchase order status accordingly

Given the delivery does not match any purchase order in the system

When I try to link delivery to an existing or new purchase order

Then the system should allow linking but flag even as an exception and log it for review

Given multiple purchase orders have associated deliveries

When I input or scan details for multiple deliveries at once

Then system should match each delivery to its corresponding purchase order and display summary of the results

**User Story- 5.2**

As a receiving officer,

I want to update the system with delivery status (e.g., received, partially received, pending )

So that stakeholders are informed

**Acceptance Criteria:**

Given I have received a delivery,

When I open the purchase order (PO) in the system,

Then the system should provide an option to update the delivery status to one of the following: "Received," "Partially Received," or "Pending.”

**Positive Scenario:**

Given all items in the delivery match the purchase order.

When I update the delivery status to "Received."

Then the system should mark the status as "Received" and notify relevant stakeholders.

Given Some items from the purchase order are delivered.

When I update the status to "Partially Received" with details of received items.

Then the system should record the received items, flag the pending items, and notify stakeholders.

Given no items have been received for the purchase order.

When I update the status to "Pending."

Then the system should log the pending status and notify stakeholders about the delay

Given I have supporting documents like delivery receipts or shipping confirmations.

When I attach these documents while updating the delivery status.

Then the system should store the documents and link them to the purchase order.

**Negative Scenarios:**

Given The selected status does not align with the delivery state (e.g., marking "Received" when no items are delivered).

When I try to save the update.

Then the system should display an error message like, "Invalid status update. Please check the delivery details."

Given I fail to provide necessary details, such as quantities or items received.

When I attempt to update the status.

Then the system should prompt me to complete the missing information before saving

Given the delivery status has already been updated.

When I try to update the status again.

Then the system should prevent duplication and notify me with a message like, "This status has already been updated.

**Alternate Scenario:**

Given the delivery is not linked to any purchase order in the system.

When I attempt to update the delivery status.

Then the system should flag the delivery as "Unlinked" and prompt me to link it to a purchase order.

Given Delivery discrepancies (e.g., damaged items) require a custom status update.

When I create a manual status like "Partially Received - Damaged."

Then the system should log the custom status, attach a reason, and notify stakeholders

Given the delivery is overdue.

When I update the status to "Pending" and specify the delay reason.

Then the system should log the reason, alert stakeholders, and suggest follow-up actions

Given the system fails to notify stakeholders after a status update.

When I complete the status update.

Then the system should retry notifications and log the failure for resolution

**Epic- 6 Finance Department**

**User Story – 6.1**

As a finance officer,

I want to verify vendor invoices against the approved purchase order and receipt details

so that I can ensure accuracy

**Acceptance Criteria:**

Given a vendor has submitted an invoice,

When I access the invoice verification section,

Then the system should display the corresponding purchase order (PO) details and receipt details for comparison

**Positive Scenarios**

Given the vendor invoice matches the approved purchase order and receipt details.

When I verify the invoice.

Then the system should mark the invoice as "Verified" and proceed for payment processing.

Given The vendor invoice partially matches the purchase order due to pending deliveries.

When I verify the invoice.

Then system should flag the discrepancy, update the invoice status to "Partially Verified," and notify the stakeholders about the pending items.

Given A discrepancy in the invoice is resolved after clarification with the vendor.

When I verify the updated invoice.

Then The system should update the invoice status to "Verified" and link it to the PO and receipt details.

Given Supporting documents (e.g., proof of delivery or amended PO) are available.

When I attach these documents during verification.

Then The system should store the documents and include them in the audit trail.

Given Multiple invoices are received for verification.

When I verify invoices in bulk.

Then The system should update the status for all verified invoices and flag any exceptions.

**Negative Scenarios**

Given The vendor invoice does not match the approved purchase order or receipt details.

When I attempt to verify the invoice.

Then the system should reject the verification, flag the discrepancy, and notify stakeholders.

Given: The vendor invoice is missing key details such as PO number, item descriptions, or quantities.

When I try to verify the invoice.

Then the system should display an error message like, "Invoice details are incomplete. Verification cannot proceed."

Given The same vendor invoice is submitted multiple times.

When I attempt to verify the duplicate invoice.

Then The system should flag the invoice as a duplicate and prevent further verification.

**Alternate Scenarios**

Given the vendor invoice applies to multiple purchase orders.

When I attempt to verify the invoice.

Then the system should allow partial linking to each PO, flag the distribution, and mark it as "Partially Verified."

Given Verification is delayed due to missing receipts or vendor-provided clarifications.

When I update the invoice verification status after receiving the required documents.

Then the system should allow late verification, log the delay reason, and notify stakeholders.

Given there is a minor price discrepancy in the invoice due to rounding or discounts.

When I manually adjust the invoice amount for verification.

Then the system should allow adjustments, log the change, and mark the invoice as "Verified with Adjustments."

Given the invoice reflects a partial delivery not yet updated in the receipt details.

When I verify the invoice with partial details.

Then the system should flag the discrepancy, link the available items to the receipt, and notify stakeholders.

Given I need to delegate invoice verification to another finance officer.

When I reassign the task to a colleague.

Then the system should update the workflow and notify the new assignee.

Given the receipt details are not yet updated in the system.

When I attempt to verify the invoice.

Then the system should allow verification, flag the missing receipt details, and suggest a follow-up for receipt confirmation

**User Story-6.2**

As a finance officer,

I want to process payments to vendors as per the agreed terms

so that the company maintains good relationships with suppliers

**Acceptance Criteria:**

Given the vendor's invoice has been verified,

When I initiate the payment process,

Then the system should display the payment terms agreed upon in the purchase order (e.g., due date, payment method, any discounts

**Positive Scenario:**

Given a vendor has submitted an invoice,

When I access the invoice verification section,

Then the system should display the corresponding purchase order (PO) details and receipt details for comparison

Given the vendor's payment is scheduled before the agreed due date.

When I initiate the payment.

Then the system should prioritize early payments, log the transaction, and notify the vendor

Given multiple vendor payments need to be processed together.

When I initiate batch processing.

Then the system should process all payments, update statuses, and generate a consolidated report

Given the payment to the vendor has been successfully processed.

When I confirm the payment in the system.

Then the system should send a confirmation email to the vendor and update the payment ledger

**Negative Scenario:**

Given the company's account has insufficient funds.

When I attempt to process the payment.

Then the system should block the transaction and notify me of the fund shortfall

Given the invoice amount and the payment request do not match.

When I attempt to process the payment.

Then the system should flag the discrepancy and prevent payment processing.

Given the vendor's payment terms have expired.

When I try to process the payment.

Then the system should reject the payment and alert me to renegotiate terms with the vendor

Given the payment for the same invoice has already been processed.

When I attempt to process the payment again.

Then the system should prevent duplication and notify me

**Alternate Scenarios:**

Given the vendor offers a discount for early payment.

When I process the payment before the due date.

Then the system should calculate and apply the discount, update the payment ledger, and notify the vendor

Given the vendor agrees to a partial payment due to pending delivery.

When I process the partial payment.

Then the system should record the transaction, update the invoice status to "Partially Paid," and notify the vendor.

Given the payment amount exceeds the predefined threshold for direct approval.

When I submit the payment request for managerial approval.

Then the system should send the request for approval and notify me upon authorization

Given the vendor requires payment in a foreign currency.

When I process the payment.

Then the system should calculate the exchange rate, process the payment, and log the details for audit purposes.

Given the vendor has updated their bank account details.

When I process the payment with the new account details.

Then the system should validate the new details, record the payment, and notify the vendor

Given the vendor requests an urgent payment outside of the regular cycle.

When I process the payment manually.

Then the system should prioritize the transaction, update the status, and notify stakeholders

**User Story – 6.3**

As a finance officer, I want to record payment transactions in the system so that financial records are updated

**Acceptance Criteria:**

Given a payment transaction has been processed,

When I complete the transaction,

Then the system should automatically record the payment details (e.g., payment date, amount, vendor, method) in the financial records.

**Positive Scenario:**

Given: The payment transaction details are accurate and complete.

When: I record the payment in the system.

Then: The system should save the transaction, update the financial records, and generate a receipt.

Given multiple payment transactions need to be recorded simultaneously.

When I initiate a batch recording process.

Then the system should successfully save all the transactions and generate a consolidated report.

Given the payment aligns with the respective ledger category.

When I record the payment.

Then the system should post the entry to the correct ledger and update the balance

**Negative Scenario:**

Given the payment details provided are incomplete.

When I attempt to record the transaction.

Then the system should prevent saving the transaction and prompt me to fill in the missing details.

Given The payment is mapped to the wrong account.

When I record the payment.

Then the system should flag the error and provide an option to correct the account details

Given the payment transaction has already been recorded.

When I try to record it again.

Then the system should block the duplicate entry and notify me of the existing record

**Alternate Scenario:**

Given the payment requires additional documentation for audit purposes.

When I record the transaction.

Then the system should prompt me to attach supporting documents and maintain an audit trail

Given the vendor has received only a partial payment.

When I record the partial payment transaction.

Then the system should update the invoice status to "Partially Paid" and reflect the remaining balance

Given the payment transaction needs to be recorded across multiple ledgers.

When I input the transaction details.

Then the system should auto-generate entries for all relevant ledgers

**Epic – 7 Management/Administration**

**User Story- 7.1**

As a procurement manager,

I want to generate reports on purchase trends (e.g., expenditure by category, vendor performance)

so that I can analyze and optimize spending

**Acceptance Criteria:**

Given I have access to the reporting module,

When I select the option to generate a report,

Then the system should provide options to choose report types (e.g., expenditure by category, vendor performance, purchase frequency

**Positive Scenario:**

Given the system has complete and accurate purchase data.

When I generate a report on expenditure by category.

Then the system should display the report with clear visualizations, categorized data, and accurate totals

Given the Vendor performance data is available in the system.

When I generate a report on vendor performance.

Then the system should provide metrics such as delivery time, quality ratings, and total expenditure per vendor

Given I need a customized report.

When I apply filters like date range, purchase category, or vendor.

Then the system should generate the report with the selected criteria and provide export options

Given I need regular updates on purchase trends.

When I set up a scheduled report generation.

Then the system should automatically generate and email the report periodically

**Negative Scenarios:**

Given Some purchase data is missing or incomplete.

When I attempt to generate a report.

Then the system should display a warning about missing data and provide an option to proceed with partial information

Given the filters applied for report generation are incorrect or conflict with available data.

When I generate the report.

Then the system should show an error message and prompt me to adjust the filters

Given the system is temporarily unavailable.

When I try to generate a report.

Then the system should display an appropriate error message and log the failed attempt

Given the purchase data includes duplicates or incorrect entries.

When I generate the report.

Then the system should flag anomalies in the data or provide an audit log

**Alternate Scenarios:**

Given I need the report in a specific format.

When I select an export option (e.g., PDF, Excel, CSV).

Then the system should export the report in the chosen format with consistent formatting

Given I need to share the report with stakeholders.

When I use the "Share Report" feature.

Then the system should send the report via email or provide a shareable link

Given I want to compare purchase trends across departments.

When I generate a report with departmental filters.

Then the system should provide a comparative analysis and highlight variances

Given I want to compare expenditures across categories.

When I generate a comparative report for multiple categories.

Then the system should display side-by-side comparisons and highlight key differences

Given I need to generate a report but have limited system access.

When I request an offline report.

Then the system should generate a downloadable report with the latest available data

**User Story – 7.2**

As a finance manager,

I want to audit purchase orders, invoices, and payments

to ensure compliance with company policies and regulatory standard

**Acceptance Criteria:**

Given I access the audit module,

When I select a purchase order for review,

Then the system should display all relevant details, including associated invoices, payments, and approval history

**Positive Scenario:**

Given All purchase orders are complete and accessible in the system.

When I review the purchase orders.

Then the system should display detailed purchase order records, including associated vendor details, item descriptions, and amount

Given Invoices are correctly linked to purchase orders and receipts.

When I review invoices in the system.

Then the system should display invoice details, including payment terms, amounts, and matching purchase order references

Given Payment records are up to date and linked to invoices.

When I audit payments.

Then the system should provide payment details, including payment dates, amounts, and associated vendor information.

Given the company has specific compliance requirements.

When I request a compliance report.

Then the system should generate a report highlighting any discrepancies or areas requiring review

Given the system maintains an audit trail for all financial transactions.

When I review the audit trail.

Then system should display a chronological log of all actions, including timestamps and user details.

**Negative Scenarios:**

Given some purchase orders, invoices, or payment records are incomplete or missing.

When I attempt to audit these records.

Then the system should flag missing data and indicate incomplete records

Given Invoice amounts do not match purchase orders or payments.

When I perform an audit.

Then the system should highlight discrepancies and provide tools to investigate the issues

Given the system becomes temporarily unavailable.

When I try to access audit records.

Then The system should notify me of the downtime and provide an estimated recovery time

**Alternate Scenario:**

Given I want to focus on a specific category or vendor.

When I filter audit data by category or vendor.

Then the system should display filtered results, highlighting relevant purchase orders, invoices, and payments

Given A compliance breach occurs in financial records.

When I run an audit.

Then the system should automatically notify me of the breach and recommend corrective action

Given I need to share audit findings with stakeholders.

When I export audit data.

Then the system should allow me to export data in formats like PDF or Excel, maintaining data integrity

Given I want to see real-time compliance statistics.

When I access the dashboard.

Then the system should display real-time analytics, such as the percentage of compliant and non-compliant records

Given I want team members to audit specific sections.

When I assign audit tasks in the system.

Then the system should provide permissions for the assigned tasks and log their activities

**User Story- 7.3**

As an administrator,

I want to configure user roles and permissions (e.g., employee, manager, procurement officer)

so that access is secure and controlled

**Acceptance Criteria:**

Given I have logged into the system with appropriate credentials,

When I navigate to the user management module,

Then the system should display options to configure roles and assign permissions

**Positive Scenarios:**

Given the system allows the creation of new roles.

When I create a new role, such as "Procurement Officer," and assign specific permissions.

Then the role is created successfully, and assigned permissions are saved in the system

Given the Roles like "Employee" and "Manager" already exist.

When I update the permissions for these roles (e.g., granting "Manager" access to reports).

Then the updated permissions are applied, and users assigned to the roles inherit the changes

Given a list of employees exists in the system.

When I assign the "Procurement Officer" role to a specific user.

Then the user is updated with the new role and corresponding permissions

Given A "Manager" role has access to analytics reports.

When A user with the "Manager" role logs in.

Then the system grants access to analytics reports while restricting other unauthorized features

Given an existing roles are configured in the system

When I view the permissions assigned to the "Employee" role.

Then The system displays a detailed list of all permissions for the selected role

**Negative Scenarios:**

Given the system has a character limit for role names.

When I attempt to create a role with a name exceeding the limit.

Then the system rejects the input and displays an appropriate error message.

Given Certain permissions are mutually exclusive (e.g., "View Reports" vs. "Edit Reports").

When I try to assign conflicting permissions to a single role.

Then The system prevents the action and provides guidance to resolve the conflict.

Given A user with the "Employee" role tries to access admin configuration settings.

When The user navigates to the admin panel.

Then The system denies access and logs the attempt

Given A role has been incorrectly configured with incomplete permissions.

When I try to assign this role to a user.

Then The system warns that the role has missing or invalid permissions and disallows assignment

Given the system experiences a temporary server issue.

When I save updated permissions for a role.

Then the system fails to save changes and displays a message prompting me to retry later

**Alternate Scenarios:**

Given multiple users need to be assigned the "Employee" role.

When I use the bulk assignment feature to update user roles.

Then the system assigns the role to all selected users and confirms the action

Given A role similar to "Procurement Officer" needs to be created with minor differences.

When I clone the "Procurement Officer" role and modify the cloned permissions.

Then the system saves the new role as "Procurement Officer 2" with the specified updates

Given A user needs admin permissions temporarily for a project.

When I assign the "Administrator" role to the user with an expiration date.

Then the system automatically revokes the role after the set duration

Given A user questions the permissions assigned to their role.

When The user requests a review of their role’s permissions.

Then The system notifies me and provides a summary of the permissions for review

Given the organization follows a hierarchy (e.g., Manager > Procurement Officer > Employee).

When I configure a role hierarchy in the system.

Then the system enforces the hierarchy, ensuring higher roles inherit permissions from lower roles

**User Story – 7.4**

As an administrator,

I want to define approval workflows based on requisition amount, urgency, and department

so that processes are streamlined

Acceptance Criteria:

Given I logged into the system with appropriate privileges

When I navigate to the workflow configuration module

Then the system should display options to create, edit, and view approval workflows

Positive Scenario:

Given the system allows workflows to be set up based on requisition amount thresholds.

When I define a workflow that requires a single approver for amounts under $5,000 and multiple approvers for amounts over $5,000.

Then the system successfully saves and applies the approval workflow

Given the system supports urgency-based workflow customization

When I configure urgent requisitions to bypass certain approval steps and route directly to senior approvers

Then the system applies the urgency-based workflow rules correctly

Given the system allows the department-specific workflows

When I set up workflows that require the finance department approve to budget related-requisitions and HR to approve recruitment-related ones

Then the system routes requisition based on department rules

Given system supports combining requisition amount, urgency and department in workflows

When I configure a workflow requiring urgent finance requisition above $10,000 to have two step approval

Then the system implements the combined rules and validate requisitions against them.

Given The system is configured to send notifications for approval workflows.

When A requisition is routed to an approver.

Then The system sends an email or system notification to the approver with the requisition details

**Negative Scenario:**

Given the system requires all workflows to have at least one approver defined.

When I try to save a workflow without assigning any approver.

Then the system prevents saving and displays an error message about missing approvers

Given system does not allow conflicting rules in workflows

When I define workflows when an urgent requisition is routed to two different departments simultaneously

Then system flags the conflict and prevents saving until the conflict is resolved

Given approval thresholds must be logical and sequential

When I set threshold for “two approvers” lower than threshold for “single approver”

Then system rejects the configuration and prompts for correction

Given notification settings are required for workflow activation

When I activate a workflow without setting up notification preferences

Then the system warns me about missing notifications and blocks activation

Given the system is experiencing a server issue.

When A requisition is submitted for approval.

Then the requisition fails to follow the workflow, and the system displays an error message with retry options.

**Alternate Scenarios:**

Given A workflow for a specific requisition doesn't fit the defined rules.

When I manually override the workflow to route the requisition to a senior manager.

Then the system records the override and routes the requisition accordingly

Given the system offers workflow templates for common requisition types

When I use a template to set up workflow for high-value urgent requisitions

Then the template is applied and I can customize it further

**Epic –8. Notifications and Alerts**

**User Story- 8.1**

As a system user, I want to receive notifications for key actions (e.g. requisition approved, PO, issued, payment processed)

So that I stay informed

**Acceptance Criteria:**

Given a requisition has been approved,

When the approval is finalized in the system,

Then the user should receive a notification (e.g., email, in-app alert, or SMS) stating that the requisition has been approved, along with relevant details (e.g., requisition ID, approver name, approval date

**Positive Scenario:**

Given A purchase order (PO) has been created and issued based on an approved requisition.

When the PO is marked as issued in the system.

Then the system notifies the user with the PO number, vendor, and amount

Given A vendor payment has been processed successfully.

When the finance team updates the payment status to "Processed."

Then the system sends a notification to the user with payment details, including the vendor’s name and amount

Given the system allows users to configure notification preferences.

When The user enables notifications for all key actions (requisition approval, PO issuance, and payment processing).

Then The system saves the settings and sends notifications accordingly

**Negative Scenarios:**

**Given** the notification system is configured to send emails

When there is server outage or email delivery failure

Then the system logs the failure and retries or displays an alert to the user

Given the system generates notifications based on predefined templates.

When A notification for requisition approval contains incorrect details (e.g., wrong requisition ID).

Then the user receives an inaccurate notification, prompting a system review.

Given the user has disabled notifications for certain actions.

When the system still sends notifications for those actions.

Then the user is frustrated by unwanted messages, requiring a fix to respect settings

Given The system should send a single notification per action.

When The system sends multiple notifications for the same action (e.g., requisition approval).

Then the user is overwhelmed by redundant notifications, and the issue requires resolution

**Alternate Scenario:**

Given a requisition has been escalated due to delays.

When The system escalates the requisition to a senior approver.

Then the user is notified of the escalation with relevant detail

Given notifications can include links to related records.

When a requisition is approved, and the notification includes a link to the requisition details.

Then the user clicks the link to review the requisition directly

Given Different user roles (e.g., procurement officer, finance manager) receive relevant notifications.

When A requisition is approved, and the procurement officer is notified while the finance manager is not.

Then the system adheres to role-specific notification rules

Given I logged in as a procurement officer

When the delivery gets delayed

Then I should receive alerts for overdue deliveries

Given I logged in as a finance officer

When the payments are pending

Then I should receive the reminders to process them on time