

Use Case - Create purchase order

Iteration: E1

Version: 3.0

Date: 2019-05-09

Priority: High

Description/Overview:

An employee wishes to create a purchase order. The employee opens a template and fill in all required fields like: Item name, Quantity, Description, Justification. The employee submits it to his/her department supervisor for review. The purchase order's status is 'pending'. While in a 'pending' state, the employee will have the ability to check on the status of the PO. The supervisor will approve or deny each item putting the PO in a closed state. The system will notify the employee as to the decision and approved purchases will be sent to the purchasing department.

Actors:

- Supervisor
- Employee
- Purchasing department

Pre-conditions:

- The employee and supervisor must be logged on to the Macro Welding system.

Typical Course of Events:

The use case begins when an employee of Macro Welding wishes to create a purchase order request.

1. The employee opens up the electronic purchase order form. *002
System Response – the form is auto-completed with the employee's name, department, date, and supervisor name.
2. The employee enters all the necessary information.
3. When finished, the request is automatically forwarded to the department supervisor
a. System Response – The system confirms that the PO has been submitted.
b. System Response – The system indicates that the PO is in a 'pending' state.
4. The supervisor receives the PO and reviews it.
5. The supervisor approves or denies each item (giving a reason for any denial) and closes the PO. *006
a. System Response – any approved items are sent to the purchasing department.

b. System Response – the submitting employee is notified of the decision(s).

c. System Response – The system indicates that the PO is in a 'closed' state.

Alternate Course of Events:

Line 2 – The employee does not provide all the necessary information. The use case ends without a PO being submitted.

Business Rule Applications:

*002 – Purchase Order Submission Process

*006 – Purchase Order Approval Protocol