**USER STORY: Victoria Queen**

As a Commercial Administrator for Purchasing and Sales (CAPS) I want:

* To view orders awaiting my authorisation so that I can see the orders in process.
* Update the status of the order so that the purchase assistants can see any queries.
* I would like to be able determine the level of priority for each notification so I can deal with the urgent ones first and reject them if necessary.
* So that I can review orders before they are sent to the suppliers and update the system to alert the SPA’s of any rejections in an appropriate time period for the level of urgency for each order.

**USER STORY: William Bolt**

As a Purchasing Sales Executive (PSE) I want:

* To know how many units of each product there is so that I can check the stock levels.
* I want to be able to set minimum stock levels for each product so the purchasing assistants know when to order new stock.
* See what each supplier charges for each product to be able to compare.
* See what the delivery times are for each supplier so I can choose the fastest delivery if required.
* Be able to run reports at sequential intervals so I can analyse our purchasing habits.
* Individual logins for each person who accesses the system in order to restrict the ability to approve orders.

**USER STORY: *Anon.***

As a Senior Purchasing Assistant I want:

* To be able to place orders electronically so that records are kept accurately and are easy to reference should another audit take place.
* To receive notifications for products in my category that are below the minimum stock level so that I can place orders for low stock and in a timely and efficient manner.
* I would like to be able to notify my manager that an order requires their approval and some way of alerting them to its priority so if it requires attention it will be handled quickly.