

UserStory1: As a Manager at A.N. Corporation, I want to raise a request to the Purchasing Department of the company to purchase some of the products, so that I can eliminate the need to contact multiple vendors.

Acceptance Criteria:

Given that I have logged into the website.

When I click on the dashboard to raise a Purchasing Request.

Then a form will be displayed and I have to fill the form that will include basic information regarding my purchase.

Scenario 1: After filling the Purchase Request Form, I will first need to select the member of the Purchasing Department in the Reviewer Section of the webpage and then submit the form. Without adding the Reviewer if I will try to submit the form then a pop-up will be displayed stating that add the reviewer first.

Scenario 2: In the Legal Name of the Supplier section, I will be able to choose the existing Supplier from the drop-down list or create a new one by clicking the Add new supplier button.

Scenario 3: Edit option should be enabled only before submitting the form to the reviewer. After submitting the form Edit option will be disabled.

Scenario 4: Upload Documents Section will also be a part of the form. Document type can be .pdf, .jpg, .jpeg and the limit should be 500KB.

S.No	Field Name	Data Type	Mandatory Fields
1.	Name of the Requestor	String	Mandatory
2.	Department of the Requestor	String	Mandatory
3.	Date of the Request	Date	Non-Mandatory
4.	Category	String	Mandatory
5.	S No.	Integer	-
6.	Item Description	String	Mandatory
7.	Quantity	String	Mandatory
8.	Price	Integer	Non-Mandatory

9.	Reason For Purchase	String	Mandatory
10.	Legal Name of the Supplier	String	Mandatory
11.	Delivery Address	String	Non-Mandatory
12.	Desired Delivery Date	Date	Non-Mandatory

Procurement Services

https://Procurement/PurchaseRequest

PROCUREMENT

Home
Dashboard
Invoices
Receipts
Reports
My Orders
Track Orders
Help
Settings

DASHBOARD

Purchase Requisition
Request For Proposal
Purchase Order

Name of the Requestor : Jahanvi Singh
Department of the Requestor : IT
Purchase requisition number : #2334456

Add Reviewer
Edit

S.No	Item Description	Category	Quantity	Price	Date of the Request
1.	i-Pad	Office Equipment	10	60,000	23/10/2023
2.	Laptop	Office Equipment	15	56,000	12/10/2023

Reason For Purchase	Legal Name of the Supplier	Delivery Address	Desired Delivery Date
Office Usage	-	A.N. Corporation	12/04/2024
Office Usage	-	A.N. Corporation	12/04/2024

Upload Documents (if any)

Submit

In the above scenario Ankit(employee of the organization) has raised a request to purchase some of the items to the Purchasing Department.

UserStory2: As a member of the Purchasing Department of A.N. Corporation, I want to review the Purchase Request and the cost so that I can approve this purchase.

Acceptance Criteria:

Given that the PR has been forwarded to the Purchasing Department Member.
When I click on the Purchasing Request Section.
Then a page will be displayed with all the Recent Requests raised by the employees.
When I review the PR and the cost.

Then a pop-up will be displayed stating that the PR has been approved.

Scenario1: A Decline option will also be present on the screen if the PR is not appropriate.A comment section will also be provided if the Decline button is clicked.

Scenario2: Download option will also be provided on the webpage.

Procurement Services

https://Procurement/ReviewRaisedRequests

PROCUREMENT

- Home
- Dashboard
- Invoices
- Receipts
- Reports
- My Orders
- Track Orders
- Help
- Settings

HOME

Review Raised Purchase Requests About Us Welcome

Download

Name of the Requestor : Jahanvi Singh
Department of the Requestor : I.T.
Purchase Requisition Number : #2334456

S.No	Item Description	Category	Quantity	Price	Date of the Request
1.	i-Pad	Office Equipment	10	60,000	23/10/2023
2.	Laptop	Office Equipment	15	56,000	12/10/2023

Reason For Purchase	Legal Name of the Supplier	Delivery Address	Desired Delivery Date
Office Usage	-	A.N. Corporation	12/04/2024
Office Usage	-	A.N. Corporation	12/04/2024

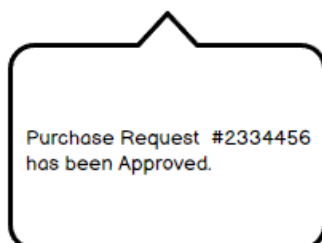
Add a Note:

Approve Reject

Date of Approval :

In the above scenario the Purchasing Department member has logged into the website to check for New Review Raised Purchase Requests.

Pop-up when clicked on Approve Button if Raised PR is accepted.



Pop-up when clicked on Reject Button if Raised PR is not accepted.



UserStory3: As a member of the Purchasing Department of A.N. Corporation, I want to raise a RFQ(Request For Quote) and send it to the vendors, so that vendors will send back proposals tailored to our specific needs.

Acceptance Criteria:

Given that the PR has been approved and the next step is to fill the RFQ.

When I will click on the Dashboard to Create RFQ then a form will be displayed with fields like Company Name,Company Address,Contact Number,Email Number,General/technical specifications for the product or service,Delivery Location,Last date for accepting RFQ responses,Estimated dates for the final product or service delivery,Proposed contract duration with the vendor and

Other terms and conditions that need to be accepted by the vendor.

Then a field will be displayed on the screen with the Vendor's Name where you can select more than 1 vendor's and send your RFQ.

Scenario 1: Edit option will also be displayed to edit the RFQ before sending it to the vendors.

Scenario 2: Download option and Add Comment will also be provided on the webpage.

Scenario: Reviewer option will also be displayed on the webpage, to keep the finance team in the loop.

S.No	Field Name	Data Type	Mandatory Field
1.	Product Specification	String	Mandatory
2.	Last Date for accepting RFQ responses	Date	Mandatory
3.	Estimated Delivery Date	Date	Mandatory
4.	Proposed Contract Duration	String	Mandatory

5.	Vendor's Name	Array	Mandatory
6.	Company Name	String	Mandatory
7.	Company Address	String	Mandatory
8.	Delivery Location	String	Mandatory
9.	Contact Number	Integer	Mandatory
10.	Email	String	Mandatory
11.	Requestor Name	String	Mandatory

Procurement Services

https://Procurement/RequestForQuote

PROCUREMENT

Home
Dashboard
Invoices
Receipts
Reports
My Orders
Track Orders
Help
Settings

DASHBOARD

Purchase Requisition
Request For Proposal
Purchase Order

Status

Approved
Pending

RFQ Response

Add Reviewer
Download
Edit Details

Requestor Name : Jahanvi Singh
Company Name : A.N. Corporation
Company Address : A.N. Corporation
Email : jahanvi@ancorporation
Contact Number : 9833355666

Product Specification	Proposed Contract Duration	Estimated Delivery Date	Last Date for accepting RFQ responses
i-pad : iPad 10th generation	20 Days	12/11/2023	30/10/2023
Laptop: MacBook Air	20 Days	12/11/2023	30/10/2023

Search the Vendor's by Category or Name

KC Supplier
Avni Market
AC Enterprise

Submit

Add a Note:

UserStory4: As a member of the Purchasing Department of A.N. Corporation, I want to analyze and select the vendor, so that I can give them the contract to supply the goods.

Acceptance Criteria:

Given that the RFQ has been sent to the vendors.

When the vendors click on the Dashboard.

Then the need to fill out the RFQ Response Form and send it back to the company.

Scenario1: RFQ Response Form will only be visible to the vendors and not to the company employees.

Scenario2: Download open will be provided to download the RFQ Form.

S.No.	Field Name	Data Type	Mandatory Field
1.	Company Name	String	Mandatory
2.	Company Introduction	String	Non-Mandatory
3.	Company Expertise	String	Mandatory
4.	Price Per Unit	String	Non-Mandatory
5.	Lead Days	Integer	Non-Mandatory
6.	Delivery Date	Integer	Non-Mandatory
7.	Qualifications and Expertise	String	Non-Mandatory
8.	Price Per Unit % Discount	Integer	Non-Mandatory
9.	Warranty	String	Non-Mandatory
10.	References and Past Performance	String	Non-Mandatory

Procurement Services

https://Procurement/RFQResponse

AC Enterprise

PROCUREMENT

- Home
- Dashboard
- Invoices
- Receipts
- Reports
- My Orders
- Track Orders
- Help
- Settings

DASHBOARD

RFQ

Company Name : A.N. Corporation
 Company Introduction : A.N. Corporation strives to provide you with the best solutions to your business system needs.
 Company Expertise : Software Services

Product Name	Price Per Unit	Delivery Date	Qualifications & Expertise	Price Per Unit % Discount	Warranty	References and Past Performance
I-pad : iPad 10th generation	56000	12/11/2023	N.A.	5%	2 Years Warranty	N.A.
Laptop: MacBookAir	59000	12/11/2023	N.A.	2%	2 Years Warranty	N.A.

Download Preview Edit

Submit

In the above scenario AC Enterprise has logged into the system to check the Dashboard for RFQ Response Form.

UserStory5: As a member of the Purchasing Department of A.N. Corporation, I want to get the approval of the Finance Team and then create the Purchasing Order (PO), so that we can send the vendor the confirmation mail for our purchase.

Acceptance Criteria:

Given that we have analyzed the RFQ Response and selected our vendor

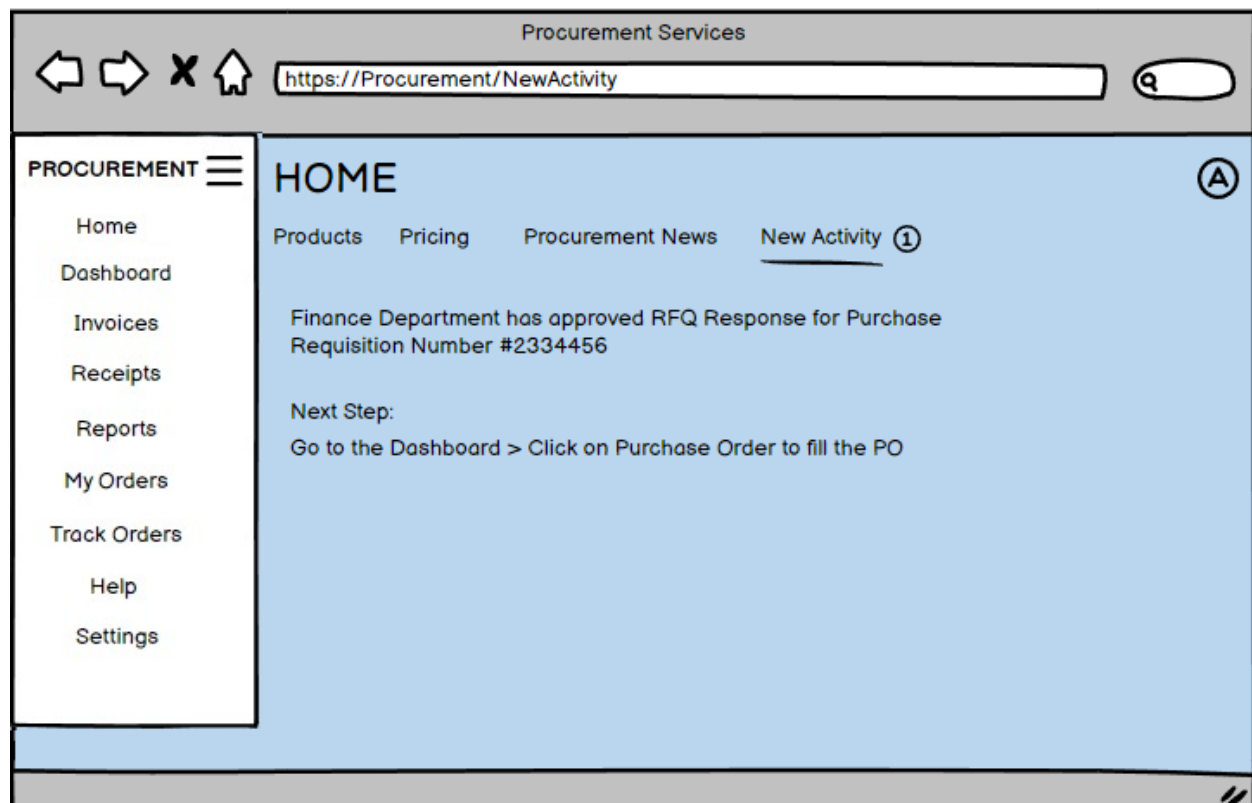
When will send the RFQ Report to the Finance Department for the approval of our purchase from the selected Vendor.

Then I will click on the Dashboard to create the Purchase Order form that communicates the intent to purchase goods or services from a supplier or vendor.

Scenario1: An Edit Option will be provided on the Purchase Order Web Page to edit the form before sending it to the vendor.

Scenario2: Download option will also be provided on the webpage if the Purchasing Department wants to download the Purchasing Order Report.

S.No.	Field Name	Data Type	Mandatory Field
1.	Vendor Company's Name	String	Mandatory
2.	Vendor Company Contact Number and Email	String	Non-Mandatory
3.	Vendor Address	String	Mandatory
4.	Delivery Address	String	Mandatory
5.	Product Number	Integer	Mandatory
6.	Product Description	String	Mandatory
7.	Quantity	Integer	Mandatory
8.	Unit Price	Integer	Mandatory
9.	Total Amount	Integer	Mandatory
10.	SubTotal	Integer	Non-Mandatory



Procurement Services

https://Procurement/PurchaseRequest

PROCUREMENT

- Home
- Dashboard
- Invoices
- Receipts
- Reports
- My Orders
- Track Orders
- Help
- Settings

DASHBOARD

Purchase Requisition Request For Proposal Purchase Order

Purchase Order No. 6655444 Add Reviewer ▼

Vendor Details

Company's Name	Contact Number	Email	Address	
A.N. Corporation	9828377444	an@corporation.com	A.N. Corporation	

Product No.	Product Description	Quantity	Unit Price	Total Amount
111	I-pad : iPad 10th generation	10	400	56000
112	Laptop: MacBookAir	15	400	58000

Sub-Total : 1,14,000

Download Edit

UserStory6: As a member of the Purchasing Department of A.N. Corporation, I want to check the status of the vendor if he has accepted the order or not, so that we can update on our Purchasing Order.

Acceptance Criteria:

Given that the Purchase Order has been filled and sent it out to the vendor.
When the vendor has approved the Purchase Order
Then the status of the Order has been updated in the My Orders Section.

Scenario1: If the vendor has not approved the Purchase Order Amount then status Rejected will be displayed.

Scenario2: A comment section will also be provided to the vendors if they want to communicate with the team.

Procurement Services

←

→

✕

🏠

https://Procurement/NewActivity

🔍

PROCUREMENT

Home

Dashboard

Invoices

Receipts

Reports

My Orders

Track Orders

Help

Settings

HOME

Products

Pricing

Procurement News

New Activity ①

Newer :

AC Enterprise has approved your order.

Next Step:

Go to the My Orders Section > Click on Purchase Order to fill the PO

Older :

Finance Department has approved RFQ Response for Purchase Requisition Number #2334456

Procurement Services

←

→

✕

🏠

https://Procurement/NewActivity

🔍

PROCUREMENT

Home

Dashboard

Invoices

Receipts

Reports

My Orders

Track Orders

Help

Settings

My Orders

Recent Orders :

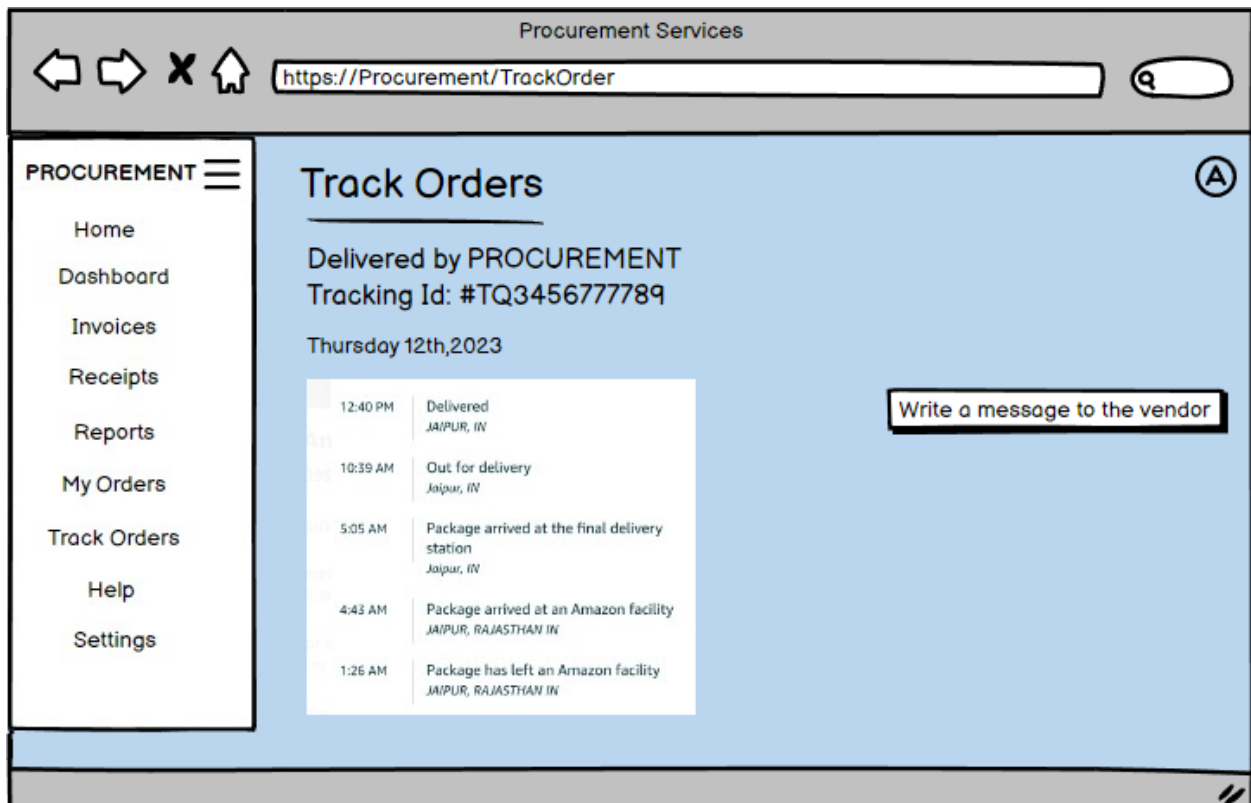
Status	Purchase Requisition	Supplier	Grand Total	Delivery Date
Approved	#2334456	A.n. Corporation	1,14,000	12/11/2023

Add a Note:

UserStory7: As a member of the Purchasing Department of A.N. Corporation, I want to keep a track on my order so that I can know if there's going to be any delay in the delivery of the product.

Acceptance Criteria:

Given that the vendor has started working on the delivery of the product/service.
When I click on the Track Order button.
Then the order details will be displayed.



UserStory8: As a member of the Purchasing Department of A.N. Corporation, I want to send the receivable note to the vendor, so that we can acknowledge that the right product has been received without any damage.

Acceptance Criteria:

Given that the product has been delivered to the company.
When the Product has been received without any damage.
Then a Thank You Note will be sent to the Vendor

Scenario1: If the product is damaged then a return or exchange request option will be available on the web page.

Scenario2: If there is any delay in the delivery of the product then a message should be sent.

The screenshot shows a web browser window titled "Procurement Services". The address bar contains the URL "https://Procurement/OrderReceived". The main content area has a light blue background and includes the text "Provide your feedback to the vendor" in the top left. Below this text is a large white rectangular input field. To the right of the input field is a small circular icon containing the letter "A". Centered below the input field is a button labeled "Submit". On the left side of the page, there are three stacked buttons: "Return the Product", "Exchange the Product", and "Help". In the bottom left corner, there is a double left arrow icon. The browser's navigation bar at the top includes back, forward, and home icons.

UserStory9: As a member of the Purchasing Department of A.N. Corporation, I want to do 3 way matching, so that I can compare the purchase order, invoice, and goods receipt to make sure they match, prior to approving the invoice.

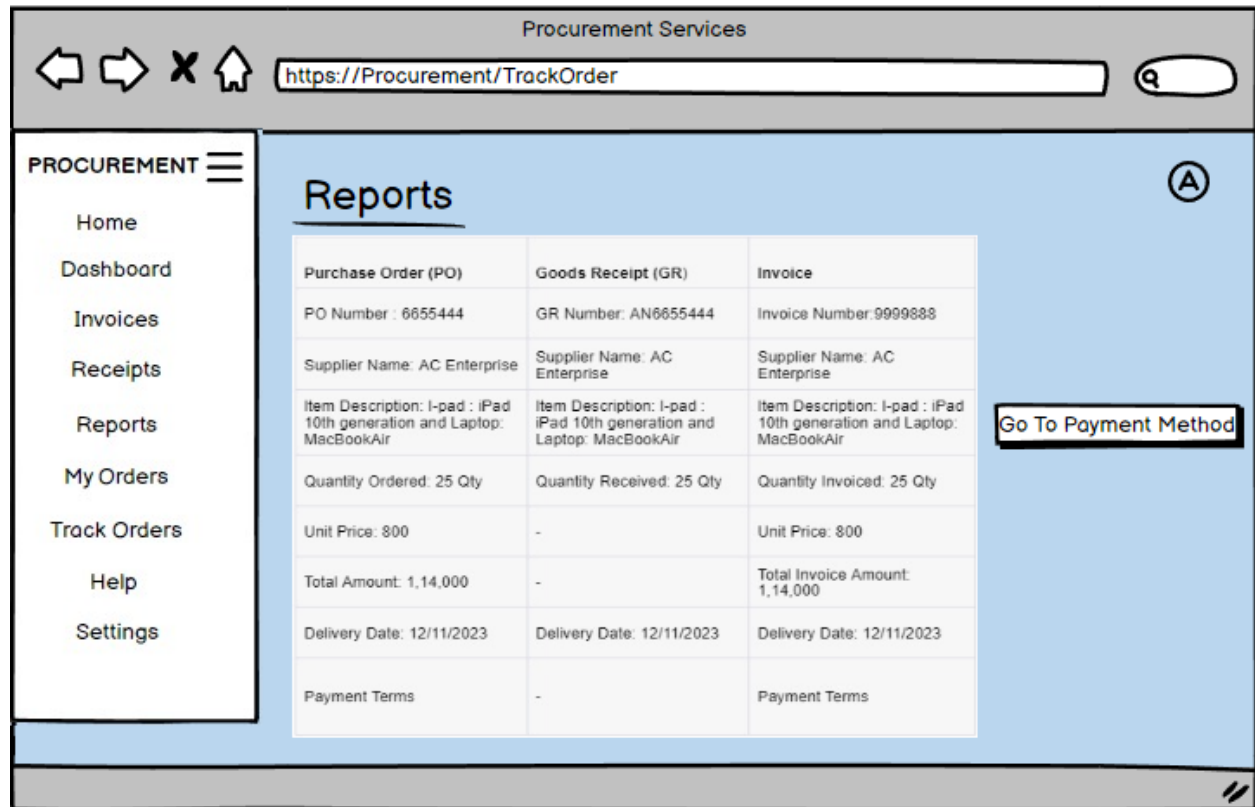
Acceptance Criteria:

Given that the Products/Services has been delivered

When the company is ready to release the payment to the vendor so before that a 3 way matching is required, if the purchase order,invoice and goods receipt matches

Then only the Payment will be sent to the vendor.

Scenario 1: What if the 3 way matching fails then a Send a message option should be displayed on the screen to contact the involved parties, including the vendor and internal departments (procurement, receiving, accounts payable), to discuss the discrepancies and gather additional information.



UserStory10: As a member of the Purchasing Department of A.N. Corporation, I want to check the Payment Status done by the organization, so that we can keep a check on the status of the payment.

Acceptance Criteria:

Given that the 3 way matching is done

When the Amount is transferred to the vendor.

Then a Pop-up will be displayed stating that Payment has been successfully done.

Scenario1: If the payment has failed then a pop-up will be displayed that the Payment has failed kindly try after some time.

Procurement Services

https://Procurement/Payment

Payment

Payment mode

☒ NEFT

☐ RTGS

☐ Pay Instantly - IMPS

From which of your accounts*

188301501719 - ANANTH IVER

Total available amount

INR 17,581.68 as of 09/01/2018 12:54

To which Payee Account*

MFDC2C-3CCL

Amount (INR)*

1000

Payee Bank IFSC Code

HDFC0000240

Payee Bank Name

HDFC BANK LTD.

Remarks

SIP Investment

Payment date

09/01/2018

Payment type*

One Time

Avail Rs. 2 lakhs personal accident insurance at just Rs. 60/-

☐ Yes

☒ No

NEXT

ADD PAYEE

Procurement Services

https://Procurement/Payment

Payment has been successfully transferred.

Go To Home

