# Sample Use Case Document

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| **Name of Use Case:** | Order Materials | | |
| **Created By:** | Pools R Us | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/2019 | **Last Revision Date:** | 2/22/2019 |
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| **Description:** | Pools R Us Inc. buyer submits material order to one of a pre-approved list of material vendors | | |
| **Actors:** | Pools R Us Inc. buyer, SAP material module, pre-approved vendor, | | |
| **Preconditions:** | 1. Vendor has pre-approval in Pools R Us Inc.’s ordering system 2. Funding is available for material ordering 3. Material being ordered is available for purchase | | |
| **Postconditions:** | 1. Vendor receives funds for purchase of materials 2. Pools R Us Inc. receives materials within the designated timeframe 3. Pools R Us Inc.’s material account is reduced by the cost of the material order 4. Pools R Us Inc.’s inventory numbers are successfully updated once material is received | | |
| **Flow:** | 1. Pools R Us Inc. buyer identifies material needing to be ordered 2. Pools R Us Inc. buyer consults pre-approved list of vendors to identify supplier 3. Pools R Us Inc. buyer confirms funding is available 4. Pools R Us Inc. buyer submits order to pre-approved vendor 5. Vendor receives order and verifies material is available and accepts funding transfer 6. Vendor pulls material order and submits shipping order to ship material 7. Pools R Us Inc. receives material 8. Pools R Us Inc. enters material receipt verification into SAP and inventory levels are updated 9. Funding transactions are confirmed between Pools R Us Inc. buyer and vendor | | |
| **Alternative Flows:** | 5. In step 5 of the normal flow, if the vendor does not have the material available   1. Vendor places order in a hold status and notifies the Pools R Us Inc. buyer 2. Vendor provides updates and estimated timeframe of material receipt 3. Once material arrives the Use Case resumes at step 6 of the normal flow | | |
| **Exceptions:** | 2. In step 2 of the normal flow, if Pools R Us Inc. identifies material needed with no pre-approved vendor   1. Pools R Us Inc. buyer initiates internal process to identify suppliers for new material 2. Pools R Us Inc. buyer coordinates agreement between Pools R Us Inc. and potential vendor 3. Upon obtaining agreement and approval, vendor is added to pre-approved vendor list 4. Use Case resumes on step 3 of normal flow | | |
| **Requirements:** | The following requirements must be met before execution of the use case   1. Funding availability must be verified prior to submitting any material purchases 2. All material orders must comply with internal Pools R Us Inc. ordering guidelines and procedures | | |