

AGILE USER STORY TEMPLATE					
USER STORY ID	PRIORITY	AS A [type of user]	I NEED TO [do some task]	SO THAT I CAN [get some result]	STATUS
1	Highest	Employee	register on the system	log in using my employee id and password so that the system can remember me and my data	Pending Review
2	Highest	Employee	log into the system	log in using my employee id and password so that the system can remember me and my data	Pending Review
3	Highest	Vendor	be able to register on the system	log in using my employee id and password so that the system can remember me and my data	Pending Review
4	Highest	Vendor	log in using my vendor id and password	log in using my employee id and password so that the system can remember me and my data	Pending Review
5	High	Requester	log into my registered account	access my landing page	Pending Review
6	High	Requester	create a purchase request on the system	initiate the process of procurement for items that I need for work	Pending Review
7	Low	Requester	view the status of my purchase request	understand if it is rejected or if it is approved, how long it will take to get delivered	Pending Review
8	Highest	Manager	log into my registered account	access my landing page	Pending Review
9	High	Manager	I want to be able to view purchase requests submitted by the requester	accept or reject them	Pending Review
10	Highest	Purchase Team Manager	log into my registered account	access my landing page	Pending Review
11	High	Purchase Team Manager	view purchase request	create Request for quotation to send to the vendors	Pending Review
12	Medium	Purchase Team Manager	view quotations submitted by vendors	compare their price and select the one that is most suitable	Pending Review
13	High	Purchase Team Manager	create and send a Purchase Order	send it to the Purchase Manager for approval	Pending Review
14	Low	Purchase Team Manager	view the status of purchase orders	know if they were rejected or approved by the purchase manager	Pending Review
15	Highest	Purchase Manager	log into my registered account	access my landing page	Pending Review
16	High	Purchase Manager	View the Purchase Orders	accept or reject them	Pending Review
17	Low	Purchase Manager	open the ‘View Approved Purchase Orders’ list	view the status of the orders accepted by me	Pending Review
18	Highest	Vendor	log in to my account	access my landing page	Pending Review
19	High	Vendor	send quotations to the purchase team for the Request for Quotations	get purchase orders and sell my products	Pending Review
20	High	Vendor	Accept and Reject Purchase Orders sent to me by the purchase team	either process the delivery or I can let the purchase team know that I won’t be able to supply the product anymore	Pending Review
21	Medium	Vendor	update the status of the purchase orders that I have accepted	notify the purchase team about the status of the delivery process	Pending Review
22	High	Vendor	view the returned goods	check the reason why they were returned and send goods for replacement	Pending Review
23	Medium	Vendor	generate invoices on the system	send that the payment can be processed after the delivery is done	Pending Review
24	Low	Vendor	view the status of payments	confirm receipts and check if the payments have been made against the orders that have been delivered	Pending Review
25	Highest	Warehouse Team Member	log into my registered account	access my landing page	Pending Review
26	High	Warehouse Team Member	view the goods received note and the PO	make sure that the goods delivered were correct and that they are not damaged	Pending Review
27	Highest	Accounts Team Member	log into my registered account	access my landing page	Pending Review
28	High	Accounts Team Member	check the Invoice, Goods Received Note and Purchase Order of goods that have been delivered to ensure they match	process the payment	Pending Review
29	Medium	Accounts Team Member	process payment once I have checked the documents	finish the procurement process	Pending Review
30	Low	Registered User	log out of my account	view by log in again	Pending Review

User Stories and Acceptance Criterion:

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User Story:

1) As an employee I want to be able to register on the system so that I can log in using my employee id and password so that the system can remember me and my data.

Acceptance Criterion:

Considering I am an employee of the organisation and a part of the procurement process, when I go to the sign up page on the system and enter my name, role, employee id, phone number, email id and password and confirm password, then I am successfully registered and able to log in with credentials.

User Story:

2) As a registered employee I want to log in using my employee id and password so that the system can authenticate me and i can trust it.

Acceptance Criterion:

Considering that I am a registered user and logged out, if I go to the log in page and enter my employee id and password and click on Log in, then the data associated to my user would be accessible.

Considering that I am a registered user and logged out, if I go to the log in page and enter the wrong employee id or wrong password and click log in, then log in should fail with an error message that specifies that the employee id or password were wrong.

Considering I am a registered user logging in, the system should give me the ability to be able to stay logged in by click on the remember me checkbox.

Considering I am a registered user and I want to log in, the system should allow me to reset my password if i forget it by clicking on the forgot password link.

Considering I am a registered user and logged out, if i go to the log in page and enter my username and password and click on login then my log in session should be loaded in less than 8 seconds.

User Story:

3) As a vendor I want to be able to register on the system so that I can log in using my employee id and password so that the system can remember me and my data.

Acceptance Criterion:

Considering I am a vendor, when I go to the sign up page on the system and enter my name, vendor id, phone number, email id and password and confirm password, then I am successfully registered and able to log in with credentials.

User Story:

4) As a registered vendor I want to log in using my vendor id and password so that the system can authenticate me and i can trust it.

Considering that I am a registered vendor and logged out, if I go to the log in page and enter my vendor id and password and click on Log in, then the data associated to my user would be accessible.

Considering that I am a registered vendor and logged out, if I go to the log in page and enter the wrong vendor id or wrong password and click log in, then log in should fail with an error message that specifies that the vendor id or password were wrong.

Considering I am a registered vendor logging in, the system should give me the ability to be able to stay logged in by click on the remember me checkbox.

Considering I am a registered vendor and I want to log in, the system should allow me to reset my password if i forget it by clicking on the forgot password link.

Considering I am a registered vendor and logged out, if i go to the log in page and enter my vendor id and password and click on login then my log in session is loaded in less than 8 seconds.

User Story:

5) As a requester, I want to be able to log into my registered account so that I can access my landing page.

Acceptance Criterion:

Considering I am a requester I want the system to load my landing page that shows my navigation panel, which should include ‘Create Purchase Request’, ‘View Status Of Purchase Request’ and ‘Log out’. The navigation panel should show my profile picture, my name, my role and my employee id.

User Story:

6) As a requester, I want to be able to create a purchase request on the system so that I can initiate the process of procurement for items that I need for work.

Acceptance Criterion:

Considering I am logged in the system should load the, ‘Create Purchase Request’ page when I click on, 'Create Purchase Request' on the navigation panel.

Considering that I have opened the, ‘Create Purchase Request’ page the system should allow me to fill the purchase request form by filling in the name of item, quantity of item and the total expected cost and submit it.

User Story:

7) As a requester who has submitted a purchase request form, I want to be able to view the status of my purchase request so that I can understand if it is rejected or if it is approved, how long it will take to get delivered.

Acceptance Criterion:

Considering I am logged in and I have submitted a purchase request form, I should be able to open the, ‘View Status of Purchase Request’ page from the navigation panel.

Considering I have opened the, ‘View Purchase Request’ page I should be able to view the status for each request on cards. Each card should include the request id, the status and a button that allows me to view request. The status should be Purchase request accepted, purchase request rejected, in process and goods delivered. The colour of each card should be based on the status, yellow for ‘In Process’, green for ‘Purchase Request Accepted’, red for ‘Purchase Request Rejected’ and grey for ‘Goods Delivered’.

User Story:

8) As a manager, I want to be able to log into my registered account so that I can access my landing page.

Acceptance Criterion:

Considering I am a manager I want the system to load my landing page that shows my navigation panel, which should include ‘View Purchase Request’, ‘Log out’. The navigation panel should show my profile picture, my name, my role and my employee id.

User Story:

9) As a manager registered on the system, I want to be able to view purchase requests submitted by the requester so that I can accept or reject them.

Acceptance Criterion:

Considering that I am the manager and i am logged in, I should be able to access the, ’View Purchase Request’ page from the navigation panel.

Considering I have opened the, ‘View Purchase Request’ page I should be able to view the purchase requests on cards, with each card displaying the request id and the button to view the request.

Considering I have clicked on the ‘View Purchase Request’ page, I should be able to accept or reject the request by clicking on the accept and reject button on the Purchase Request pop up, by comparing the estimated cost with the benchmark cost.

Considering I have clicked accept on a purchase request, the system should notify the purchase team that a purchase request has been has been sent. The system should also change the status of the purchase request to purchase request accepted in the requester’s View Status of Purchase Request page.

Considering I have clicked reject on a purchase request, the system should notify the requester that the purchase request has been rejected by changing the status.

User Story:

10) As a purchase team member, I want to be able to log into my registered account so that I can access my landing page.

Acceptance Criterion:

Considering I am a purchase team member I want the system to load my landing page that shows my navigation panel, which should include ‘View Purchase Request’, ‘View Quotations’, ‘View Purchase Order’ and ‘Log out’. The navigation panel should show my profile picture, my name, my role and my employee id.

User Story:

11) As a purchase team member I want to be able to ‘View Purchase Request’ so that I can create Request for quotation to send to the vendors.

Acceptance Criterion:

Considering I am a purchase team member and have logged into my account, I should be able to view the purchase requests on cards, each card should display the purchase request id, ‘Create Request for Quotation’ Button and ‘View Request’ button.

Considering I have viewed the request, when I click on the create a request for quotation, the system should load a pop up request for quotation form, where in I can fill details like product name, detailed specifications, product quantity, delivery requirements, service and support needs and proposal deadline. Once I fill in the details I should be able to submit the request for quotation form.

User Story:

12) As a purchase team member I want to be able to view quotations submitted by vendors so that I can compare their price and select the one that is most suitable.

Acceptance Criterion:

Considering I have opened the‘View Quotations’ page. I should be able to view the information on cards, with each card displaying the RFQ id, request id, the date the RFQ was submitted on and the button to view quotations.

Considering I have clicked on the ‘View Quotations’ button, I should be able to view the submitted quotation for the RFQ in the ascending order of the price quoted. The quotations must be displayed in card design format and should display the Vendor name, Price Quoted, Delivery time and After Sales Service. It should also have a button on the right to Send PO.

User Story:

13) As a purchase team member I should be able to create a Purchase Order so I can send it to the Purchase Manager for approval.

Acceptance Criterion:

Considering I have clicked on the create Purchase Order button on the View Quotations page, the system should load a pop up Purchase Order form where I should be able to fill in the details like Product name, Detailed Specification, Delivery Address, Quantity, Unit Price, Total price and Order Price.

Considering I have filled in the requirement information, when I click on submit the system should send the Purchase order to the Purchase team manager so that he can accept or reject it.

User Story:

14) As a purchase team member I should be able to view the status of purchase orders so that I can know if they were rejected or approved by the purchase manager.

Acceptance Criterion:

Considering I have opened the ‘View Purchase Order’ page I should be able to view the information regarding each purchase order on cards. Each card should display the PO id and the status. It should also have a button to Open PO. The status should be approved by manager, approved by vendor and in process, rejected by manager, rejected by vendor, completed.

User Story:

15) As a Purchase Manager I want to be able to log into my registered account so that I can access my landing page.

Acceptance Criterion:

Considering I am a purchase manager I want the system to load my landing page that shows my navigation panel, which should include ‘View Purchase Orders’, ‘View Approved Purchase Orders’ and ‘Log out’. The navigation panel should show my profile picture, my name, my role and my employee id.

User Story:

16) As a logged in Purchase Manager I should be able to View the Purchase Orders that I can Accept or reject them.

Acceptance Criterion:

Considering I have opened the View Purchase Orders page in the navigation panel, the purchase orders made by the purchase team should be displayed to me on cards. Each card should display the purchase order id and the Open PO button.

Considering I have clicked on the Open PO button, the system should load a pop up window that displays the purchase order and has the accept and the reject button. There should be a required text field before the reject button, to input the reason to reject the PO.

Considering I have accepted the purchase order, the system should notify the vendor and change the status for the purchase team member to ‘Approved by Manager’.

Considering I have rejected the purchase order, the system should update the status for the purchase team member to ‘Rejected by Manager’ and also change the status for the requester to ‘Purchase Request Rejected.’

User Story:

17) As a logged in Purchase Manager I should be able to open the ‘View Approved Purchase Orders’ list so that I can view the status of the orders accepted by me.

Acceptance Criterion:

Considering I have opened the ‘View Approved Purchase Orders’ page I should be able to view cards displaying the purchase order id, Status and a button to ‘Open PO’. The status should be ‘Delivered’, ‘Rejected by Vendor’ and ‘Accepted by Vendor’.

User Story:

18) As a registered vendor I want to be able to log in to my account so that I can access my landing page.

Acceptance Criterion:

Considering I have logged into my account, the system should load my landing page that shows my navigation panel, which should include ‘Send Quotations’, ‘Approve Purchase Orders’, ‘Update Status of Purchase Orders’, ‘Returned Goods’, ‘Payments’ and ‘Log Out’.

User Story:

19) As a logged in vendor I want to be able to send quotations to the purchase team for the Request for Quotations so that I can get purchase orders and sell my products.

Acceptance Criterion:

Considering I have opened the ‘Send Quotations’ page in the navigation panel I want the system to display the information of each Request for Quotation on a card display. I want each card to display the Purchase Request id and the Request for Quotation id. The card should also have two buttons. One to, ‘View RFQ’ and the other one, ‘Send Quotation’.

Considering I click on the ‘Send Quotation’ button, the system should load a pop up menu titled ‘Quotation for request id’. The form should have text fields for ‘Product Name’, ‘Unit Price’, ‘Quantity Available’, ‘Total Price’, ‘Delivery Time’ and ‘After Sales Service’. It should have a submit button to submit the form.

Considering I submit the form, the system should notify the purchase team member.

User Story:

20) As a vendor I want to be able to Accept and Reject Purchase Orders sent to me by the purchase team so that I can either process the delivery or I can let the purchase team know that I won’t be able to supply the product anymore.

Acceptance Criterion:

Considering I have opened the ‘Approve Purchase Orders’ page in the navigation panel, the system should display cards for each purchase order. Each card should display the purchase order id and the ‘Open PO’ button.

Considering I have clicked on the ‘Open PO’ button the system should load a pop up window showing the details of the purchase order. The pop up window should have an ‘Accept’ and a ‘Reject’ button.

User Story:

21) As a vendor I want to be able to update the status of the purchase orders that I have accepted so that the purchase team is notified of the status of the delivery process.

Acceptance Criterion:

Considering I have clicked on ‘Update Status of Purchase Orders’ the system should display a card for each purchase order that I have accepted. The card should display the Purchase Order id, Status and ‘Open PO’ button.

Considering I have clicked on the kebab menu button for the status, the system should load 2 options, ‘Goods Dispatched, and ‘Goods Delivered’. I should be able to select any one of the options and the system should save that as the status.

User Story:

22) As a vendor I want to be able to view the returned goods so that I can check the reason why they were returned and send goods for replacement.

Acceptance Criterion:

Considering I have opened the ‘Returned Goods’ page, the system should display cards for each purchase order that has goods that have been reported as damaged. Each card should display the Purchase Order id, the status of the goods returned, a button as, ‘View Receipt of Damaged Goods’ and a button for ‘Open PO’.

Considering I have clicked on the ‘View Receipt of Damaged Goods’, the system should load the Receipt for Damaged Goods that was submitted by the Warehouse team.

Considering I have clicked on the kebab menu beside the status field on the ‘Returned Goods’ page the system should load 2 options, ‘Goods Dispatched’ and ‘Goods Delivered’.

User Story:

23) As a vendor I want to be able to generate invoices on the system so that I can send it to the purchase team for payment.

Acceptance Criterion:

Considering I have opened ‘Generate Invoice’ page, the system should display cards for each purchase order. Each card should display the purchase order id, ‘Generate Invoice Against PO’ and ‘Open PO’ buttons.

Considering I have clicked on the ‘Generate Invoice Against PO’ button the system should load a pop up form titled, ‘Generate Invoice Against PO id’. The form should have text fields like ‘ Product Name’, ‘Quantity’, ‘Unit Price’, ‘Total Price’, ‘GST’, ‘Delivery Charges’ and ‘Total Amount To Be Paid’. The form should have a ‘Generate Invoice’ button at the end.

Considering I have filled the form for generating the invoice, when I click on the ‘Generate Invoice’ button, the system should save the invoice and notify the accounts team so that they can process the payments.

User Story:

24) As a vendor I want to be able to view the status of payments so that I can confirm receipts and get informed incase there is any problem with the invoice.

Acceptance Criterion:

Considering I have opened the ‘Payments’ page the system should display the invoice ids on cards. Each card should display the invoice id, the the status of payment, ‘Open Invoice’ button and ‘View Receipt Payment’ button. There should also be a kebab menu button on the top right that should open a ‘Resolve Invoice Issues’ button.

Considering I click on ‘View Payment Receipt’ button the system should load a pop up menu showing the amount paid and the amount due. The receipt should have a ‘Confirm Receipt’ button.

Considering I click on the ‘Resolve Invoice Issues’ button, the system will load the old invoice and allow me to edit it. Once I have made the desired changed, I will click on the ‘Submit Invoice’ button so that it is submitted again to the accounts team.

User Story:

25) As a registered warehouse team member, I want to be able to log into my account so that I can access my landing page.

Acceptance Criterion:

Considering I have logged into my account, the system should load my landing page that shows my navigation panel, which should include ‘Goods Delivered’ and ‘Log Out’.

User Story:

26) As a logged in warehouse team member I should be able to view the goods received note and the PO so that I can make sure that the goods delivered were correct and that they are not damaged.

Acceptance Criterion:

Considering I have opened the ‘Goods Delivered’ page the system should display all the orders that have been delivered to the warehouse on cards. Each card should display the purchase order id, a button to ‘Open PO’, ‘Generate Goods Received Note’ and ‘Report Damaged Goods’ button.

Considering I clicked on the ‘Generate Goods Received Note’ the system should load a pop up form titled, ‘Goods Received Notes Against purchase id as on date’. The form should display the Product Name, Product Specification and Item Number. There should also be a submit button. Every detail should have a checkbox beside it so that I can verify that the current goods have been delivered. Once I have verified and clicked on ‘Submit’ the system should send the Goods Received Note to the accounts department for the payment process.

Considering I inspected the goods and they were damaged, I can click on ‘Report Damaged Goods’ button the system should load a form titled’, ‘Report Damaged Goods Against purchase order id as on date’. The form should have fields like Product Name, Number of Units Damaged and Description. Once I am done filling the form I should be able to submit the form by clicking on the submit button.

User Story:

27) As a registered accounts team member I want to be able to log into my account so that I can access my landing page.

Acceptance Criterion:

Considering I have logged into my account, the system should load my landing page that shows my navigation panel, which should include ‘Goods Delivered’, ‘Payments’ and ‘Log Out’.

User Story:

28) As a logged in accounts team member I want to check the Invoice, Goods Received Note and Purchase Order of goods that have been delivered to ensure they match so that I can process the payment.

Acceptance Criterion:

Considering I have opened the ‘Goods Delivered’ page the system should load the cards for each purchase order that has been delivered. Each card should display the status, purchase order id. It should have ‘Open PO’, ‘Open Invoice’ and ‘Open Goods Received Notes’ button.

Considering I have checked the invoice, the purchase order and the goods received notes I can click on the kebab menu button besides the status field and select either ‘Approve for Payment’ or ‘Report Issue to Vendor’.

User Story:

29) As a logged in accounts team member I want to be able to process payment once I have checked the documents to finish the procurement process.

Acceptance Criterion:

Considering I have opened the payments page the system should show cards for each invoice id. Each cards should have a status kebab menu, Open Invoice’ button and ‘Add Payment receipt’ button.

Considering I have finished the payment I can add the payment receipt by clicking on the ‘Add Payment Receipt’ button and the system should load a pop up form titled, ‘Payment Receipt Against INC#1569 as on date’. It should have fields like ‘Product Name’, ‘Amount Paid’, ‘Amount Due’ and ‘Account Details’. Once done filling the form there should be a submit button so that I can submit the payment receipt so that it can be sent to the vendor.

User Story:

29) As a logged in user I want to be able to log out of the system so that I can log in again.

Acceptance Criterion:

Considering I have clicked on the log out button on the navigation panel, the system should generate a pop up window asking me if I am sure that I want to log out.

Considering I press Yes the system should log me out and save all my data so that I can access it again when I log in.