**User Story 1: Purchase Order Types**

**As a** Procurement Officer  
**I want** to handle various types of purchase orders, including open and blanket orders  
**So that** I can manage long-term agreements and recurring purchases efficiently.

**Acceptance Criteria:**

1. The system should support the creation and management of open/blanket orders.
2. The system should allow tracking and utilization of quantities and values against blanket orders.
3. The system should notify relevant stakeholders when blanket order limits are reached or nearing completion.

**User Story 2: Legal Entities / Brands**

**As a** Procurement Manager  
**I want** to manage purchase orders and contracts across different legal entities and brands  
**So that** I can ensure compliance and proper allocation of resources.

**Acceptance Criteria:**

1. The system should support multiple legal entities and brands within the organization.
2. The system should allow selection of the appropriate legal entity/brand when creating purchase orders and contracts.
3. The system should maintain separate records and reporting for each legal entity/brand.

**User Story 3: Release Modes**

**As a** Procurement Officer  
**I want** to release purchase orders in multiple formats (PDF, email, hardcopy)  
**So that** I can cater to different supplier requirements and preferences.

**Acceptance Criteria:**

1. The system should generate purchase orders in PDF format for download and email.
2. The system should support printing of hardcopy purchase orders using pre-printed forms.
3. The system should enable integration with other interfaces for automated release of purchase orders.

**User Story 4: Actions on Purchase Orders**

**As a** Procurement Officer  
**I want** to be able to cancel, hold, or change purchase orders  
**So that** I can manage changes in procurement requirements effectively.

**Acceptance Criteria:**

1. The system should allow users to cancel, hold, or modify existing purchase orders.
2. The system should record the reason for any action taken on a purchase order.
3. The system should notify relevant stakeholders of any changes to purchase orders.

**User Story 5: Vendor Management**

**As a** Vendor Manager  
**I want** to manage vendor sanctions, audits, and documentation  
**So that** I can ensure compliance and maintain high-quality supplier relationships.

**Acceptance Criteria:**

1. The system should maintain a database of vendor information, including sanctions and audit results.
2. The system should allow for the attachment and management of vendor documentation.
3. The system should enable scheduling and tracking of vendor audits.

**User Story 6: Incoterms, Warranty, and Payment Terms**

**As a** Procurement Officer  
**I want** to include Incoterms, warranty, and payment terms in purchase orders  
**So that** all contractual conditions are clearly defined and agreed upon.

**Acceptance Criteria:**

1. The system should allow selection and inclusion of appropriate Incoterms in purchase orders.
2. The system should support the inclusion of warranty terms and conditions.
3. The system should enable the definition of detailed payment terms, including milestones and schedules.

**User Story 7: Reporting & Analytics**

**As a** Procurement Analyst  
**I want** to generate and access detailed reports and analytics  
**So that** I can monitor procurement performance and make informed decisions.

**Acceptance Criteria:**

1. The system should provide a variety of pre-built and customizable reports.
2. The system should include analytics dashboards to visualize key procurement metrics.
3. The system should support exporting reports in multiple formats for further analysis and presentation.