**Use Case: Purchase Requisition Tracking with Attachments**

**Actor:** Requestor

**Use Case Description:** The requestor tracks the progress of a purchase requisition along with associated attachments, providing an overview and monitoring the request's status updates.

**Trigger Point:** The requestor accesses the purchase requisition tracking interface after initiating a request or receiving notification of its progress.

**Pre-conditions:**

* The requestor is logged into the procurement system.
* A purchase requisition with attachments has been initiated or is in progress.
* The requestor has permission to track purchase requisitions and view attachments.

**Post-conditions:**

* The requestor gains insights into the progress of the purchase requisition and access to relevant attachments.
* Any comments or updates made during the tracking process are recorded for future reference.

**Normal Flow:**

1. The requestor logs into the procurement system and navigates to the purchase requisition tracking section.

2. The system presents the request attachment form containing:

* Request overview: Summary of the purchase requisition details.
* Attachments: List of attachments associated with the requisition, including file name, file size, uploaded date, and uploaded by.
* Comments: Space for adding comments or notes related to the requisition.

3. The requestor reviews the request overview to understand the context and details of the requisition.

4. The requestor checks the attachments section to access any relevant documents or files uploaded along with the requisition.

5. The requestor may add comments or notes to provide additional context or updates regarding the requisition if necessary.

6. The requestor observes the request timeline displayed on the right panel, indicating the various stages of the requisition process:

* Initiated request
* Approved request
* Sent for RFQ (Request for Quotation)
* Purchase order confirmed
* Waiting for delivery
* Order confirmation
* Close request

7. The requestor monitors the progress of the requisition by comparing its current status with the stages outlined in the request timeline.

8. If any updates or changes occur in the requisition status, the requestor observes the timeline for real-time updates.

9. The requestor may download, or view attachments as needed for reference or further action.

**Alternative Flow:**

* If the requestor encounters difficulties accessing attachments or viewing the request timeline due to system errors or connectivity issues, they may refresh the page or report the problem to the system administrator.
* If the requestor requires clarification or assistance regarding specific stages or updates in the requisition process, they may contact the relevant stakeholders or the procurement department for support.
* If the requestor needs to upload additional attachments or update existing ones, they may navigate to the attachment section and follow the designated process for file upload.