**Use Case: Purchase Requisition Tracking**

**Actor:** Requestor

**Use Case Description:** This use case outlines the process of tracking a purchase requisition by the requestor, including monitoring its status and timeline, and reviewing associated details.

**Trigger Point:** The requestor accesses the system to track a specific purchase requisition.

**Pre-Conditions:**

1. The requestor is authenticated and logged into the system.

2. The requestor has previously initiated or been assigned a purchase requisition.

3. The purchase requisition has been submitted and is in progress.

**Post-Conditions:**

1. The requestor successfully tracks the purchase requisition and obtains relevant information about its status and progress.

2. The requestor may take appropriate actions based on the requisition status.

**Normal Flow:**

1. The requestor navigates to the "Purchase Requisition Tracking" section of the system.

2. The system presents a list of purchase requisitions initiated by or assigned to the requestor.

3. The requestor selects the specific purchase requisition to track from the list.

4. The system displays the details of the selected requisition in the request overview section:

* Creation date
* Required delivery date
* Request type
* Department
* Priority
* Location
* Requestor
* Total cost
* Final approver

5. The requestor reviews the request overview to ensure accuracy and completeness.

6. At the right panel, the requestor views the Request Timeline, which includes milestones such as:

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

7. The requestor tracks the progress of the requisition through the various stages listed in the timeline.

8. The requestor may click on each milestone to view additional details or updates related to that stage of the requisition process.

9. At the bottom panel, the requestor reviews the order line of the request, which includes:

* Line number
* Item name
* Quantity
* Unit
* Price
* Total cost

10. The requestor may add attachments or comments related to the requisition, if necessary.

**Alternative Flow:**

1. If the requestor encounters difficulty accessing or viewing the purchase requisition:

* The requestor may refresh the page or try accessing the requisition from a different browser.
* The requestor may contact the system administrator or support team for assistance.

2. If the requestor needs to expedite or follow up on the requisition:

* The requestor may communicate directly with the appropriate stakeholders involved in the procurement process.

3. If there are delays or issues with the requisition timeline:

* The requestor may escalate the matter to the relevant authority for resolution.

4. If there are discrepancies or errors in the requisition details:

* The requestor may edit or update the requisition information if permitted by system permissions.
* The requestor may communicate the discrepancies to the appropriate personnel for correction.