

PRODUCT BLUEPRINT

Purchase Requisition Tool

What is confirmed, what is still open and what it will take to build.

VERSION	1.0
STATUS	Ready to Share
ISSUED	24 August 2026
PREPARED FOR	Purchase Requisition Tool

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Executive Summary

The product is designed for Engineer, Line Manager, Finance Director and Procurement Officer. Its confirmed scope centres on Raise Purchase Requisition, Approve Requisition Under Threshold, Convert Approved Requisition to Purchase Order and Maintain Audit Trail.

Primary Users

- Engineer
- Line Manager
- Finance Director
- Procurement Officer

Scope at a Glance

- Raise Purchase Requisition
- Approve Requisition Under Threshold
- Convert Approved Requisition to Purchase Order
- Maintain Audit Trail

Document Purpose

Provide a clear, reviewable product definition for estimation, implementation planning and stakeholder handoff.

Product Vision

The business outcome and what successful delivery should enable.

Business Goal

Allow engineers to raise requisitions, ensure correct approval routing based on amount, enable procurement officers to convert approved requisitions into purchase orders, and maintain a complete audit trail of all actions.

Evidence of Success

The confirmed users can complete the primary product journey using the agreed core capabilities without relying on undocumented manual steps.

Users

Purchase Requisition Tool is used by 4 roles: Engineer, Line Manager, Finance Director and Procurement Officer. What each is responsible for, and the capabilities they take part in, follows.

Engineer

Raises purchase requisitions specifying supplier, cost centre, and amount.

KEY RESPONSIBILITIES

- Raise Purchase Requisition

Line Manager

Approves requisitions under five thousand euros.

KEY RESPONSIBILITIES

- Approve Requisition Under Threshold

Finance Director

Approves requisitions above five thousand euros.

Procurement Officer

Converts approved requisitions into purchase orders and sends them to suppliers.

KEY RESPONSIBILITIES

- Convert Approved Requisition to Purchase Order

Core Capabilities

Between them those roles carry out 4 capabilities - Raise Purchase Requisition, Approve Requisition Under Threshold, Convert Approved Requisition to Purchase Order and Maintain Audit Trail. Each is stated with the role that performs it, so the work can be estimated against a named owner.

Raise Purchase Requisition

Enable engineers to create purchase requisitions specifying supplier, cost centre, and amount.

PRIMARY USERS

- Engineer

Approve Requisition Under Threshold

Allow line managers to approve requisitions with amounts under five thousand euros.

PRIMARY USERS

- Line Manager

Convert Approved Requisition to Purchase Order

Enable procurement officers to convert approved requisitions into purchase orders and send them to suppliers.

PRIMARY USERS

- Procurement Officer

Maintain Audit Trail

Record all actions on requisitions and purchase orders to ensure traceability and accountability.

User Stories

What each confirmed role wants from the product, and why where the reason is known.

- Raise Purchase Requisition. As an Engineer, I want to create purchase requisitions specifying supplier, cost centre, and amount.
- Approve Requisition Under Threshold. As a Line Manager, I want to approve requisitions with amounts under five thousand euros.
- Convert Approved Requisition to Purchase Order. As a Procurement Officer, I want to convert approved requisitions into purchase orders and send me to suppliers.

Business Objects

Those capabilities act on 5 records: Purchase Requisition, Supplier, Cost Centre, Purchase Order and Audit Trail. Each is listed with the role that owns it and the other records it relates to.

Purchase Requisition

A request raised by an engineer specifying supplier, cost centre, and amount for purchasing goods or services.

OWNER

- Engineer

RELATIONSHIPS

- Supplier
- Cost Centre

Supplier

The external party from whom goods or services are requested.

Cost Centre

The internal accounting unit charged for the requisitioned purchase.

Purchase Order

A formal order created by procurement officers from approved requisitions and sent to suppliers.

OWNER

- Procurement Officer

RELATIONSHIPS

- Supplier

Audit Trail

A record of all actions taken on requisitions and purchase orders for accountability and traceability.

RELATIONSHIPS

- Purchase Order

Product Journey

Primary Product Journey shows the order those records move in, from the first action to the recorded outcome.

Primary Product Journey

A structured view of how the confirmed users and capabilities connect from the initial action to the recorded outcome.

01

Engineer: Raise Purchase Requisition (CAP-001)

- Engineer creates purchase requisitions.
- Record: Purchase Requisition
- Unresolved: Engineer; Line Manager
- Then: Approve Requisition Under Threshold

02

Line Manager: Approve Requisition Under Threshold (CAP-002)

- Line Manager approves requisitions.
- Unresolved: Line Manager; Finance Director
- Then: Convert Approved Requisition to Purchase Order

03

Procurement Officer: Convert Approved Requisition to Purchase Order (CAP-003)

- Enable procurement officers to convert approved requisitions into purchase orders and send them to suppliers.
- Record: Purchase Order
- Unresolved: Engineer; Line Manager
- Then: Maintain Audit Trail

04

Maintain Audit Trail (CAP-004)

- Records all actions.
- Record: Audit Trail
- Outcome: the journey completes and the result is recorded

Access and Permissions

Because those records belong to different roles, the table below states what each of Engineer, Line Manager, Finance Director and Procurement Officer may see, change and manage.

ROLE	VIEW	CREATE / EDIT	MANAGE
Engineer	Not specified	Raise Purchase Requisition	Not specified
Line Manager	Not specified	Not specified	Approve Requisition Under Threshold
Finance Director	Not specified	Not specified	Not specified
Procurement Officer	Not specified	Convert Approved Requisition to Purchase Order	Not specified

Business Rules

The policies below govern that work: what may happen, in what order, and who is permitted to do it.

- **Approval Threshold Rule.** Requisitions with amounts under five thousand euros require line manager approval; requisitions with amounts above five thousand euros require finance director approval.
- **Audit Trail Requirement.** All actions on requisitions and purchase orders must be recorded in an audit trail.
- **Raise Purchase Requisition.** Only Engineer may perform Raise Purchase Requisition.
- **Approve Requisition Under Threshold.** Only Line Manager may approve a requisition under threshold.
- **Convert Approved Requisition to Purchase Order.** Only Procurement Officer may perform Convert Approved Requisition to Purchase Order.

Open Decisions

What the product has not settled yet. Each question is reported rather than guessed at, because a wrong assumption here is paid for during the build.

Engineer

Which of Purchase Order may Engineer see, and which must they never see?

Why It Matters

Left open, this is quoted as an assumption - and the quote moves when the assumption turns out to be wrong.

Suggested Default

Engineer may view and manage only their own records, and cannot see records belonging to anyone else.

Affected Blueprint Areas

Access and Permissions; Business Rules

Line Manager

Which of Purchase Requisition and Purchase Order may Line Manager see, and which must they never see?

Why It Matters

Left open, this is quoted as an assumption - and the quote moves when the assumption turns out to be wrong.

Suggested Default

Line Manager may view and manage only their own records, and cannot see records belonging to anyone else.

Affected Blueprint Areas

Access and Permissions; Business Rules

Finance Director

Which of Purchase Requisition and Purchase Order may Finance Director see, and which must they never see?

Why It Matters

Left open, this is quoted as an assumption - and the quote moves when the assumption turns out to be wrong.

Suggested Default

Finance Director may view and manage only their own records, and cannot see records belonging to anyone else.

Affected Blueprint Areas

Access and Permissions; Business Rules

Procurement Officer

Which of Purchase Requisition may Procurement Officer see, and which must they never see?

Why It Matters

Left open, this is quoted as an assumption - and the quote moves when the assumption turns out to be wrong.

Suggested Default

Procurement Officer may view and manage only their own records, and cannot see records belonging to anyone else.

Affected Blueprint Areas

Access and Permissions; Business Rules

This release

How will you know this release succeeded - what will you measure, and against what starting point?

Why It Matters

Left open, this is quoted as an assumption - and the quote moves when the assumption turns out to be wrong.

Suggested Default

Affected Blueprint Areas

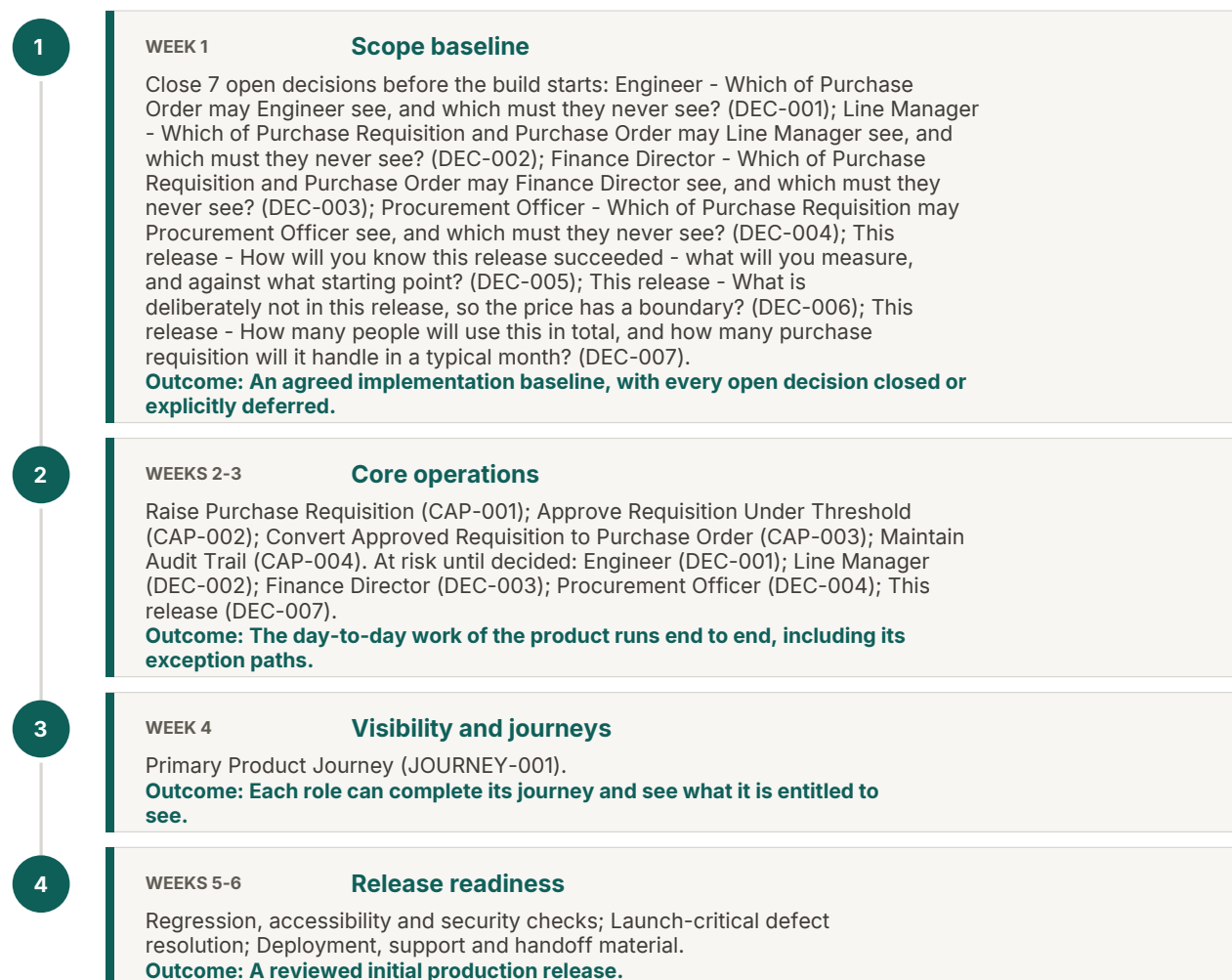
Product Vision

Indicative Delivery Plan

Everything above, sequenced into 4 stages. The order follows what each capability does to the product's records rather than the order they were captured.

Indicative Delivery Roadmap

A product of this confirmed scope would typically require approximately 6-8 weeks for an initial production-ready release. This is a planning range, not a delivery commitment; team size, technical architecture, integrations, content readiness and unresolved decisions can change it.



WHY THIS ORDER

A record has to exist before it can be worked on, and be worked on before there is anything to report, so the capabilities are sequenced by what each one does to the product's records rather than by the order they were captured.

PLANNING BASIS

4 core capabilities, 1 confirmed journey, 0 named integrations and 7 open decisions.

WHAT COULD MOVE THESE DATES

One milestone depends on a decision that affects only that stage: Core operations (Engineer (DEC-001); Line Manager (DEC-002); Finance Director (DEC-003); Procurement Officer (DEC-004); This release (DEC-007)).

DELIVERY ASSUMPTIONS

One cross-functional delivery team; timely stakeholder reviews; required third-party access available when needed; production content supplied before release; no major scope expansion after the baseline is agreed.

EXPECTED HANDOFF

A tested initial release, confirmed acceptance results, deployment checklist, known-limitations record and concise operational handoff material.