Procurement Process Overview

The procurement process involves all the steps required to make a purchase of goods or services. This includes selecting a supplier, creating a requisition which sources into a purchase order, receiving the order, and finally paying for goods or services.

Supplier Record
Record set up in the Enterprise Financial System (EFS) capturing information about the supplier.

Requisition
Internal document capturing request for purchasing goods or services.
- Requisition Created (Requisition Preparer)
- Requisition Approved (Requisition Approver)
- Budget Check (System)

Purchase Order
Formal contract sent directly to supplier requesting goods or services.
- PO Created (System)
- PO Approved (System, OR Approver if a Change Order)
- Budget Check (System or Proc. Spec.)
- PO Dispatched (System or Proc. Spec.)

Receipt
Entry acknowledging the receipt(s) of goods or services in EFS.
- Non-Assets Received (Casual Receiver)
- Assets Received (Proc. Specialist)

Voucher
Transaction to facilitate paying the supplier for provided goods or services.
- Voucher Created (Voucher Preparer)
- Match Process (System)
- Budget Check (System)
- Payment Issued (System)