eProcurement Process Overview

Start

EP.020.500 Create a Requisition

Additional Info Needed?

Yes

Choose one of the following based on the type of information needed:
- EP.020.530: Adding a Travel Requisition for Non-Employee
- EP.020.540: Managing Requisitions
- EP.020.550: Editing, Saving, and Submitting a Requisition
- EP.020.620: Selecting, Adding, and Deleting Favorite Items

No

EP.020.660 Approve or Deny the Requisition(s)

Additional Info Needed?

Yes

Choose one of the following based on the type of information needed:
- EP.020.560: Deleting a Requisition and Requisition Lines
- EP.020.670: Push Back a Requisition
- EP.020.680: Delegating Requisition Approval
- EP.020.690: Using Ad Hoc Requisition Routing

No

EP.020.760 Run Expedite Requisitions Process or PO.020.120 Create a PO by Copying a Requisition

End

EP.020.570 Budget Check Requisitions

PO.020.160 Approve Purchase Order(s)

PO.030.030 Budget Check Purchase Order(s)

PO.020.200 or PO.030.010 Dispatch Purchase Order(s)

AP.020.011 & AP.020.012 Purchase Orders/Receipts Used to Create Vouchers for Payment

AP.020.500 – AP.020.510 Voucher Payment for Purchases Received by the Vendor/Created from Receipt

AP.020.230, PO.020.240, PO.020.250 Create Receipts

Additional Info Needed?

No

Yes