**Prerequisite**

1. A database of products with prices, and suppliers (phone contacts, email) is available for consultation in the system.
2. In advance, the Requester must ensure that the products and quantities are available from the registered supplier. *Discussion by phone or email should be performed,* before submission to the budget officer for approval.

**Process**

1. The Requester makes a purchase request via a form in the system.
2. The Budget officer (or Chief of Office) approves the purchase request.
3. The Liaison Officer validates and issues a purchase confirmation document to the vendor, so that the product can be delivered.
4. Upon delivery, the supplier submits the invoice and delivery note to the liaison officer.
5. At the end of every month:

* The vendor sends a bulk invoice of what was delivered.
* The L.O. make a summary statement of the purchases made by each hosted center and he sends it with the corresponding invoice and delivery notes Officer to the AfricaRice Finance in St. Louis for payment.

**The automated system**

**Budget Officer (Chief of Office)**

Approve

*Approve requisition.*

**Liaison officer**

*Confirm the order. Print and sent to vendor.*

Approve

**Requester**

Record & Send

*Fill a form to request product.*

DELIVERY

**Vendor**

*Deliver the goods.*

*Send invoices.*

**Requester**

*Receive the goods. Send GRN to the L.O.*

Aknowledge delivery

**Liaison officer**

*Receive invoice and delivery note.*

Record

REQUEST