1. The Parts Manager will have prepared orders and is reaching out to the Business Manager to get a purchase order number.
   1. The information the Business Manager needs at this point is the total of the order and the supplier it is being sent to.
2. The Business Manager will create a purchase order number and provide it to the Parts Manager who will finish the order and fax the order to the supplier in question.
   1. Once the order is faxed out the Business Manager needs to know of this as well for when the order is completed.

PROBLEMS:

1. There is a concern that everything needs to be done in phone calls.
2. Has to sometimes track down invoices as they do not always make it to the Business Manager.
3. Multiple orders being processed for same item, missing out on discounts for bulk orders.