

Sample Process Description

Purchase Requisition Process

Overview

This process describes the steps for creating and approving purchase requisitions.

Roles Involved

- Requestor
- Manager
- Purchasing Department

Process Steps

1. Start

The process begins when an employee identifies a need.

2. Create Purchase Requisition

The Requestor creates a purchase requisition in the system including:

- Item description
- Quantity
- Estimated value
- Justification/Reason

3. Value Check

The system automatically checks the total value of the order. **Decision:** Is the value greater than 10,000 EUR?

Case A: Value > 10,000 EUR (Yes-Path)

- Requisition is forwarded to the Manager for approval
- Manager checks justification and budget
- Manager approves or rejects

If rejected: Process ends (with notification to Requestor) **If approved:** Proceed to Step 4

Case B: Value ≤ 10,000 EUR (No-Path)

- Automatic approval
- Proceed directly to Step 4

4. Create Purchase Order

The Purchasing Department creates an official Purchase Order (PO):

- PO number is generated
- Supplier is selected

- Order is sent to the supplier

5. Confirmation

System sends confirmation with PO number to the Requestor.

6. End

Process is complete.

Additional Information

- Average cycle time: 2-5 days
- System: SAP Ariba
- Escalation upon rejection: Possible via Help Desk