**Procurement Process**

* Process

The list of rules that need to be followed while reviewing, ordering, obtaining, and paying for goods/services. Steps increase with the complexity of the purchase.

* People

Stakeholders and their specific responsibility in the procurement cycle. They take care of initiating or authorizing every stage of the process. The number of stakeholders involved is directly value of the purchase.

* Paper

This refers to the paperwork and documentation involved in every stage of the procurement process flow, all of which are collected and stored for reference and auditing reasons.

**Example for Enterprise business.**

**Used Textbooks for social change.**

Step1: Need recognition.

* Recognizing the need for a product.
* **The simple act of donating your used post-secondary textbook creates a positive impact for students around the world.**
* University and college textbooks published in the years ago.
* Study guides, course packs, foreign language textbooks and other material that assists in the studying process.

Step 2: Purchase requisition.

* Partner with student groups/clubs to purchases used textbooks at the end of each semester.
* Students donate their used textbooks. Some of the textbooks are re-sold to students at the college/university of their collection source.
* The requester sends a request (Paper, Electronic, or Phone)
* Electronic in the sense online website to send request to purchase product.

Step 3: Review of request.

* The purchase request is then reviewed by the finance team.
* Student group to collect based on review.
* Some of the textbooks are donated to students in need at underserved universities in the developing world based on review to donate.
* Review is based on online using software or review based on store of paperwork.
* That support of students, librarians, and professors around the social enterprise now hopes to collect 100,000 textbooks by the end of this semester.

Step 4: Budget approval.

* In enterprise looking to raise funds on campus with a club or charity worked with campus initiatives and helped provide organizations.
* Run textbook drives. Run a fundraiser on your campus with Textbooks for Change.
* The Procurement team raises it forwards to accounting department to receive sold textbooks.

Step 5: Negotiation.

* Collecting used textbooks at the end of each semester. Students donate their used textbooks.
* Repurpose donated textbooks from University and College campuses across world to reduce waste on campus.
* Negotiating in times of social change fulfills the important task of providing valuable information.
* Book starts from the viewpoint that the other person's emotions and perceptions must be respected and negotiated towards.

Step 6: Receive goods/services.

* Some of the textbooks are resold to students at the college /university of their collection source.
* Some of the textbooks are donated to students in need at underserved universities in the developing world.
* Every textbook we receive is reused or recycled, creating amazing environmental impact.
* We help institutions improve their recycling activities and encourage all students to engage in waste diversion activities.

Step 7: Three-Way Matching

* At this step, three documents purchase orders, packaging slips (that arrive with the order), and vendor invoices are lined up
* And reconciled to pinpoint discrepancies and ensure that the transaction is accurate. Discrepancies should be addressed once they are discovered.

Step 8: Invoice approval payment.

* The profits are split between student group, administration costs, and any remaining funds.
* And any remaining funds are used to support social programs in developing communities.
* At textbooks change improve the education, profitability by recycle.

Step 9: Record Keeping.

* After the payment process, buyers make a record of it for bookkeeping and auditing.
* All appropriate documents right from purchase requests to approved invoices are stored in a centralized location.