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| --- | --- |
| Level1 | Purchase request |
| Level2 | 1.1Completing entire form  1.2Nominate a vendor  1.3Approval by supervisors  1.4The check of completeness of the purchase request by Central Purchasing Department |
| Level3 | 1.1.1Purchase order is generated  1.1.2 Fax is generated and sent to the vendor  1.1.3 Copy of the purchase order is sent to Account Payable Office  1.1.4 A clerk select the corresponding purchase order in the enterprise system  1.1.5The clerk checks the quantity and quality and also generate a document called good receipt form. |
| Level4 | 1.2.1 The vendor sent the invoice directly to the Account Payable Office.  1.2.2Three-way matching is being done by the vendor.  1.2.3 Bank transfer is triggered and payment notice is sent to the vendor  1.2.4 Vendors can be contacted by phone, email or postal mail when the payment bounce back. |
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**Table of Activities**

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| **Inputs** | Activity | Description | Outputs | Actors |
| Information about the good to be purchased, the quantity, the desired delivery date, approximate cost | Completing entire form | The employee fills in and sign a form on paper at the company | Being approved | The employee |
| The quote to be attached to the purchase request | Approval by the supervisor | To ensure that it is a correct information | Signed by two supervisors to show that it is approved | Two supervisors |
| Nomination of vendor | The check of completeness of the purchase request | To check if the employee has nominated the vendor | Vendor will be selected | Central Purchasing Department |
| Bank details | Payment process | To ensure that financial transactions are completed accurately | Payment can bounce back or be successful | Account Payable Office |

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