

Purchasing Process Flow Chart

Ordering and Delivery

Discrepancy

Manager (CM)

Supplier

Accounts Officer (AO)

CM identifies goods/inventory to order

CM selects the appropriate supplier and orders goods

Online
Email
Phone

CM receives goods & invoice

CM receives goods & delivery docket

CM scans and emails the invoice to AO

CM scans and emails the delivery docket to AO

CM checks if the order is correct

Item Name & Number of Items
Price (if provided)
Quality of the item

Supplier receives CM's order

Supplier's delivery drivers delivers the ordered goods

Deliver goods & invoice (with pricing) to the CM

Deliver goods & delivery docket (without pricing)

The supplier generates invoice and sends to the AO

AO receives the invoice

AO receives the delivery docket

AO records it in MYOB

AO receives the credit note

CM finds discrepancies in the order

CM marks the discrepancies on the invoice

CM call's the supplier to request the credit note

Delivery driver fills it in the credit request note

CM provides a copy of the marked invoice to the delivery driver

Supplier prepares the requested credit note

The delivery driver hands over the document to the supplier

Supplier emails the credit note to the AO