Purchasing Order Business Process:

Step 1: Purchase Request Submission

a. Inputs: Purchase request form, item specifications, budget allocation

b. Activities: Review purchase request details, verify budget availability, seek appropriate approvals

c. Decision Points: Approve or reject the purchase request

d. Outputs: Approved purchase request, request for quotation (RFQ)

Step 2: Purchase Request Approval

Step 3: Vendor Selection and Quotation Request

Step 4: Quotation Review and Vendor Selection

Step 5: Purchase Order Creation and Approval

Step 6: Goods Receipt and Inspection

Step 7: Invoice Verification and Payment

Step 8: Record Keeping and Archiving

Flowchart:

Start

├─ Step 1: Purchase Request Submission

│ ├─ Is the purchase request complete and accurate?

│ │ ├─ Yes: Proceed to Step 2

│ │ └─ No: Return to Step 1

│ └─ Step 2: Purchase Request Approval

│ ├─ Is the purchase request within budget?

│ │ ├─ Yes: Proceed to Step 3

│ │ └─ No: Return to Step 1

│ └─ Step 3: Vendor Selection and Quotation Request

│ ├─ Send RFQ (Request for Quotation) to potential vendors

│ ├─ Receive and review quotations

│ └─ Select a vendor based on evaluation criteria

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├─ Step 4: Quotation Review and Vendor Selection

│ ├─ Are the received quotations valid and acceptable?

│ │ ├─ Yes: Proceed to Step 5

│ │ └─ No: Return to Step 3

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├─ Step 5: Purchase Order Creation and Approval

│ ├─ Create a purchase order based on the selected vendor and quotation

│ ├─ Review and approve the purchase order

│ └─ Send the approved purchase order to the vendor

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├─ Step 6: Goods Receipt and Inspection

│ ├─ Receive the ordered goods from the vendor

│ ├─ Inspect the received goods for quality and quantity

│ └─ Record any discrepancies or issues

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├─ Step 7: Invoice Verification and Payment

│ ├─ Verify the received invoice against the purchase order and goods receipt

│ ├─ Check for accuracy and resolve any discrepancies

│ └─ Process payment to the vendor

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└─ Step 8: Record Keeping and Archiving

└─ Maintain records of the purchase request, purchase order, invoices, and related documents