Slide 1

Slide notes: There are 9 possible statuses for a Purchase Request. We will look at each status, and explain it.

Slide 2

Slide notes: 'On Request' means that a Purchase Request has been entered, but needs to be authorized by a nominated Authorizer. The Request is currently in the queue of that Authorizer awaiting further action.

Slide 3

Slide notes: '1st Authorization' means that a Purchase Request has already passed the 1st Authorization step, and has been forwarded to the Purchase Manager's queue for assignment to a Buyer.

Slide 4

Slide notes: 'Quotes and Pricing' means that a Purchase Request has been assigned to a Buyer to obtain a source and a price, and the Purchase Request is currently in that Buyer's queue for action.

Slide 5

Slide notes: 'Request Final Authorization' will apply when a Buyer has obtained a price, and needs authorization to continue with the Order step. If Final Authorization was already available, but the price obtained is higher than originally expected, then the Buyer will also have to revert to the Authorizer to request Final Authorization again.

Slide 6

Slide notes: 'Final Authorization' means that the expected or the final price has been authorized, and the Purchase Request is with the Buyer.

Slide 7

Slide notes: A 'declined' Purchase Request means that the Authorizer has declined to authorize the Request. The Item therefore cannot be ordered, and this is a final status.
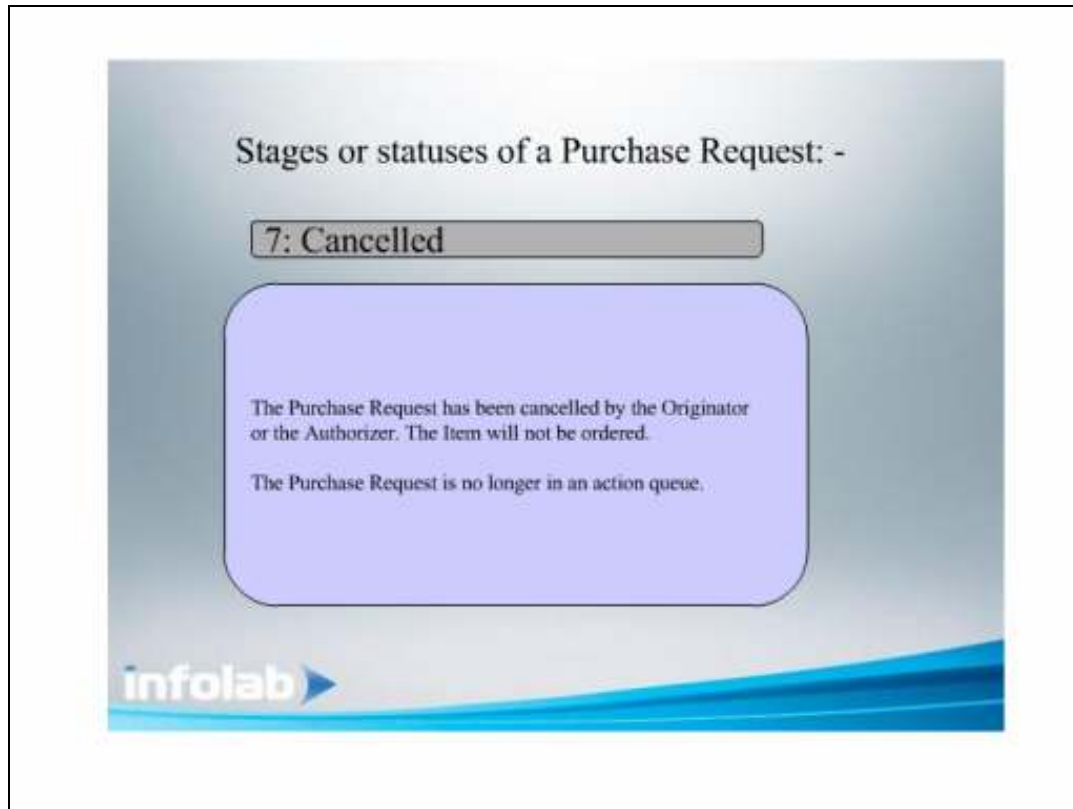
Slide 8

Slide notes: A 'cancelled' Purchase Request is a Request cancelled by either the Originator or the Authorizer, and the Item will no longer be ordered. This is a final status.
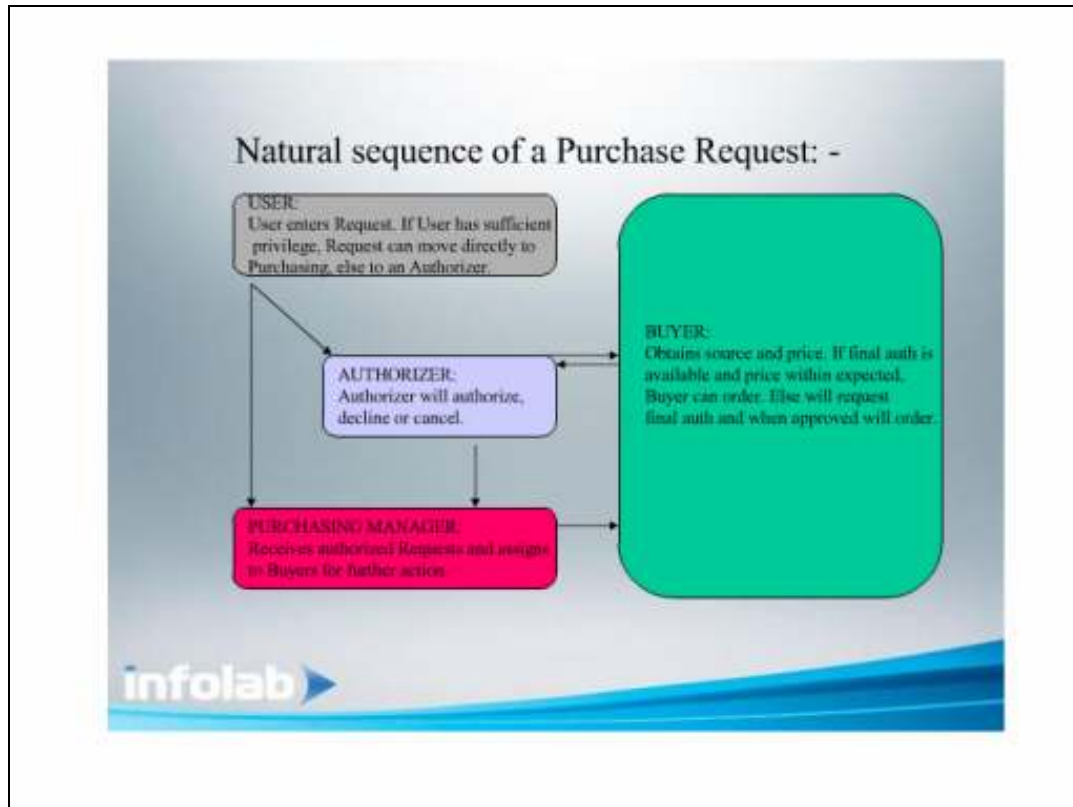
Slide 9

Slide notes: 'Not Available' means that the Buyer has been unsuccessful in obtaining a source and a price, and the Item cannot be procured. This is a final status.
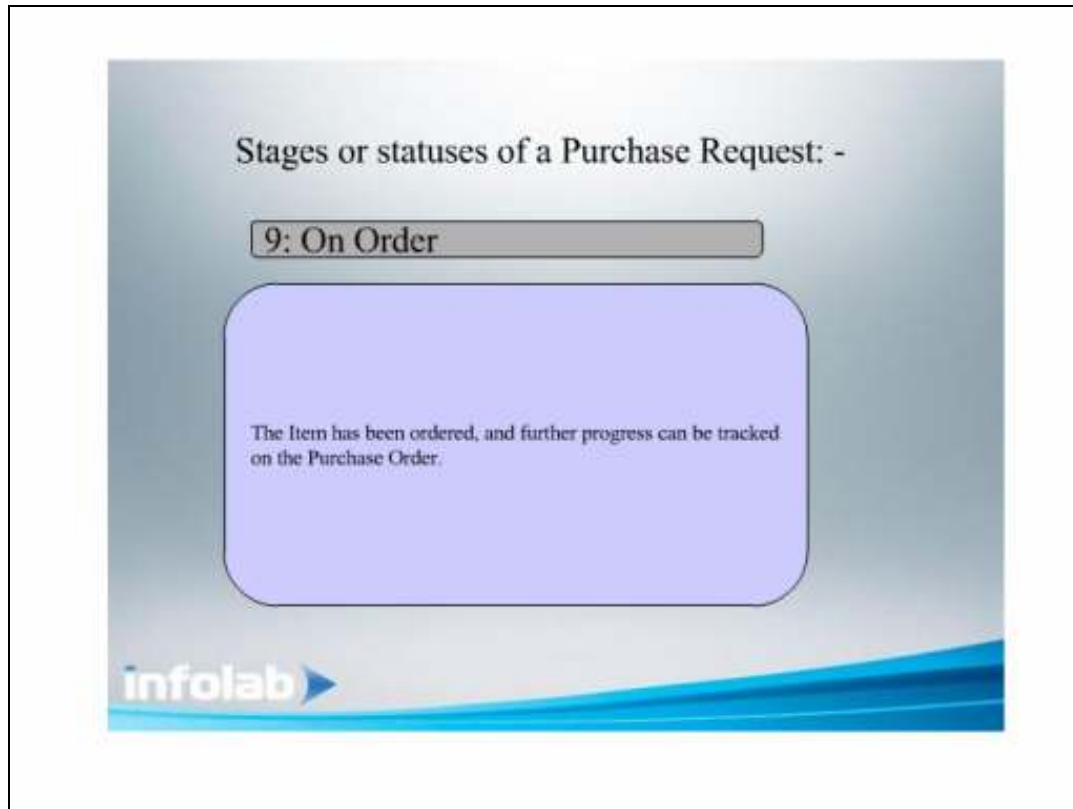
Slide 10

Slide notes: 'On Order' means that the Purchase Request has been included on a Purchase Order. This is a final status, and further tracking of progress on the Item is done on the Purchase Order itself.

Slide 11

Slide notes: The natural sequence is that a User enters a Purchase Request. If the value is outside the User's privilege level, it will pass to an Authorizer first. When a Request is authorized either by the User or the Authorizer, it moves to the Purchasing Manager, who assigns Purchase Requests to Buyers. A Buyer obtains source and price, but needs final authorization before ordering the item. Final authorization may be available from the initial authorization, especially if the price is within the expected limit, else the Buyer will request final authorization from the person who initially authorized the Request, and then proceeds to order the Item.