

Slide 1

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

Stages or statuses of a Purchase Request: -

**1: On Request**

A Purchase Request has been entered, but the User has insufficient privileges to authorize it, and an Authorizer has been nominated.

The Request is currently in the queue of the nominated Authorizer, awaiting further action.

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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.

Stages or statuses of a Purchase Request: -

**2: 1<sup>st</sup> Authorization**

A Purchase Request with 1<sup>st</sup> Authorization has been sent to Purchasing. After the Buyer confirms the Price, then the Final Authorization will be requested from the nominated Authorizer.

The Request is currently in the queue of the Purchasing Manager, awaiting assignment to a Buyer.

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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.

Stages or statuses of a Purchase Request: -

3: Quotes / Pricing

The Purchase Request has been assigned to a Buyer to obtain a source and a price.

The Purchase Request is currently in a Buyer queue, awaiting action by the Buyer.

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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.

Stages or statuses of a Purchase Request: -

**4: Request Final Authorization**

The Buyer has already obtained a source and a price, and is requesting the nominated Authorizer to give Final Authorization on the price so that the Item may be ordered.

The Purchase Request is currently in the Authorizer's queue, awaiting authorization.

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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.

Stages or statuses of a Purchase Request: -

5: Final Authorization

Final Authorization has been provided by the Authorizer, either on the original expected price or the confirmed price.

The Purchase Request is currently in the Buyer's queue, waiting to be ordered.

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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.

Stages or statuses of a Purchase Request: -

6: Declined

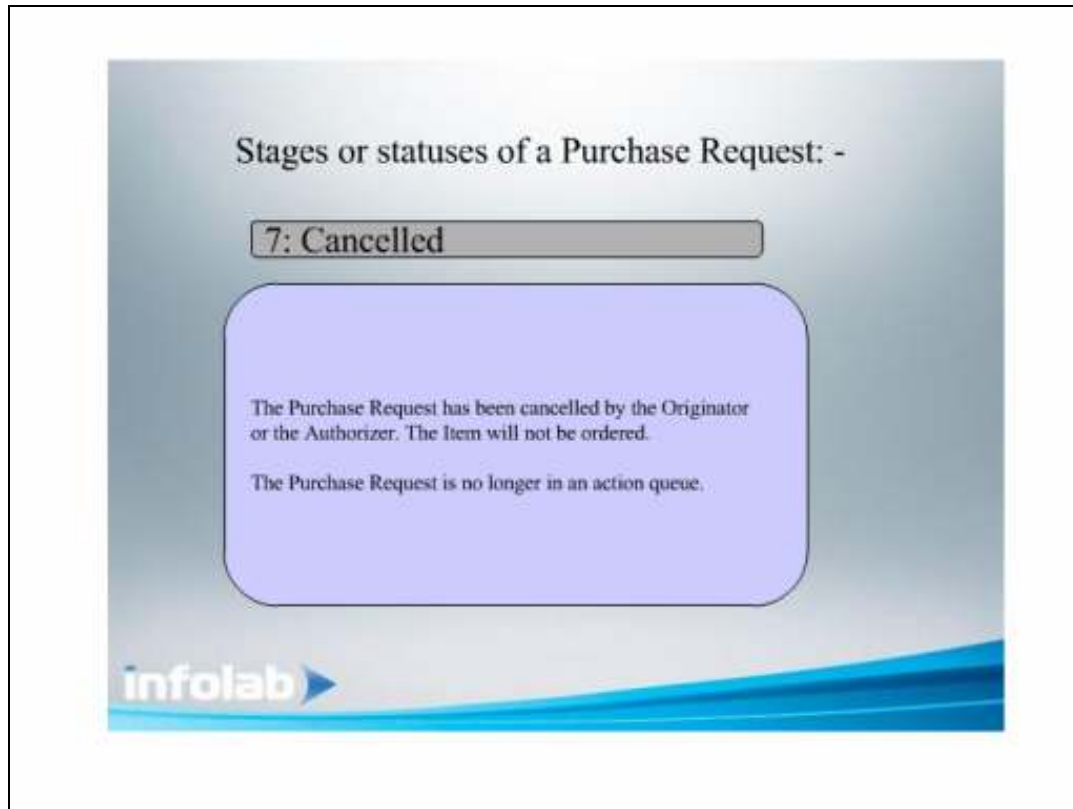
The Authorizer has declined the Purchase Request. It cannot and will not be ordered.

The Purchase Request is no longer in an action queue.

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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.



Stages or statuses of a Purchase Request: -

8: Not Available

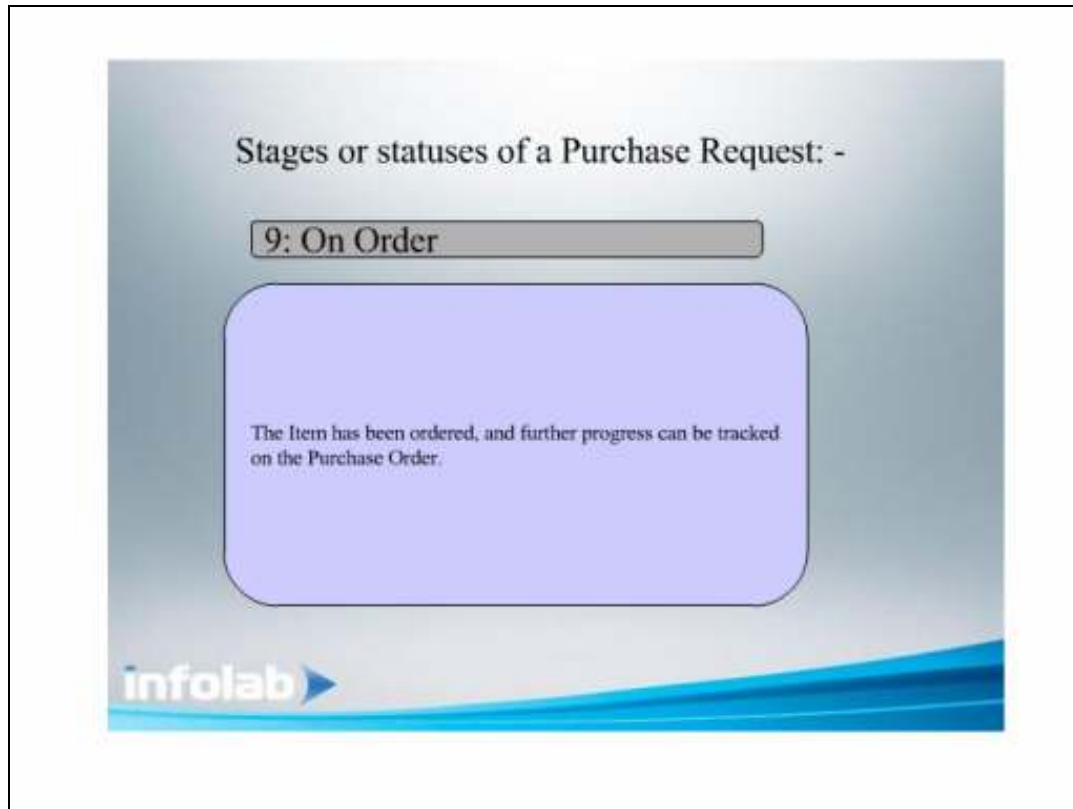
The Buyer has indicated that the Item cannot be procured, since it is not available. The Item will not be ordered.

The Purchase Request is no longer in an action queue.

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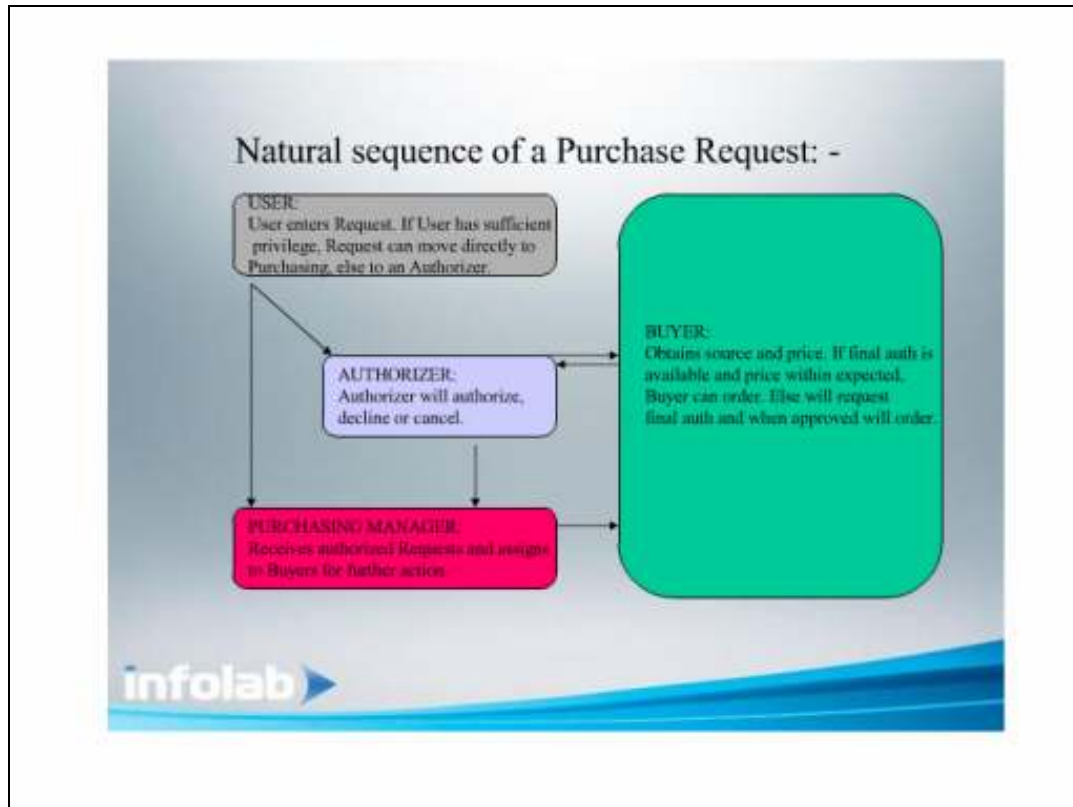
Slide 9

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.