

Procurement Process

Source: [Sche97, p. 426; Wied03, p. 253 - Fig.146], adapted by Farid El Masri, adjusted by Martin Roshkev

Transfer the following verbal description into an EPC:

- a) Once a purchase requisition is generated, it is verified by the purchasing department. The module used is material management (MM). Then the purchasing department creates RFQs (request for quotation) and then sends them to potential vendors.
- b) Thereafter, the purchasing department waits until the quotations are received from the vendors and places a purchase order after choosing the vendor with the best conditions. After that, an order confirmation is requested.
- c) The order is followed up with the vendor and a reminder is sent if the delivery time is not met. The purchasing department will keep following up with the vendor until the delivery time is met. Then the inventory department receives the delivery - the goods and the invoice are received at the same time.
- d) Thereafter the inventory department transfers the goods to stock and the purchasing department verifies the invoice simultaneously.
- e) If the invoice is not correct, the purchasing department requests an invoice correction. Finally account payable department posts the correct invoice using the module accounts payable (AP).



