Requester gathers info for the requisition

Requester creates requisition in ePro

Requester Saves and Previews approvals and adds additional ad-hoc approvers to the requisition

Peoplesoft looks at Chartstring to determine Department and Project Charged

System automatically moves requisition to correct Department Manager's and Project Managers Worklist

Requester submits requisition

Approver logs into Peoplesoft, goes to work list and retrieves requisition

If approver denies requisition, Workflow sends it back to original requester

If approver approves requisition workflow moves requisition to next approver's worklist

After all approvers have finished, system marks the requisition as "Approved"

Fully approved requisition is available for Budget Checking; Note this is a batch process with a 24 hour turnaround

System notifies original requester that requisition is approved; Note -- The "Approved" status for the requisition is not an indication that the process is over. The end of the requisition process only begins the Procurement process.

Buyer sources Requisition into a Purchase Order

Buyer Determines whether order will be placed on University PCard or on PO

Buyer reviews sourcing results via sourcing workbench

Buyer processes Purchase Order*

*See PO Process/PCard Process Flowchart

LEGEND:

eProcurement Overview Process Flow

How do approvals work in eProcurement?