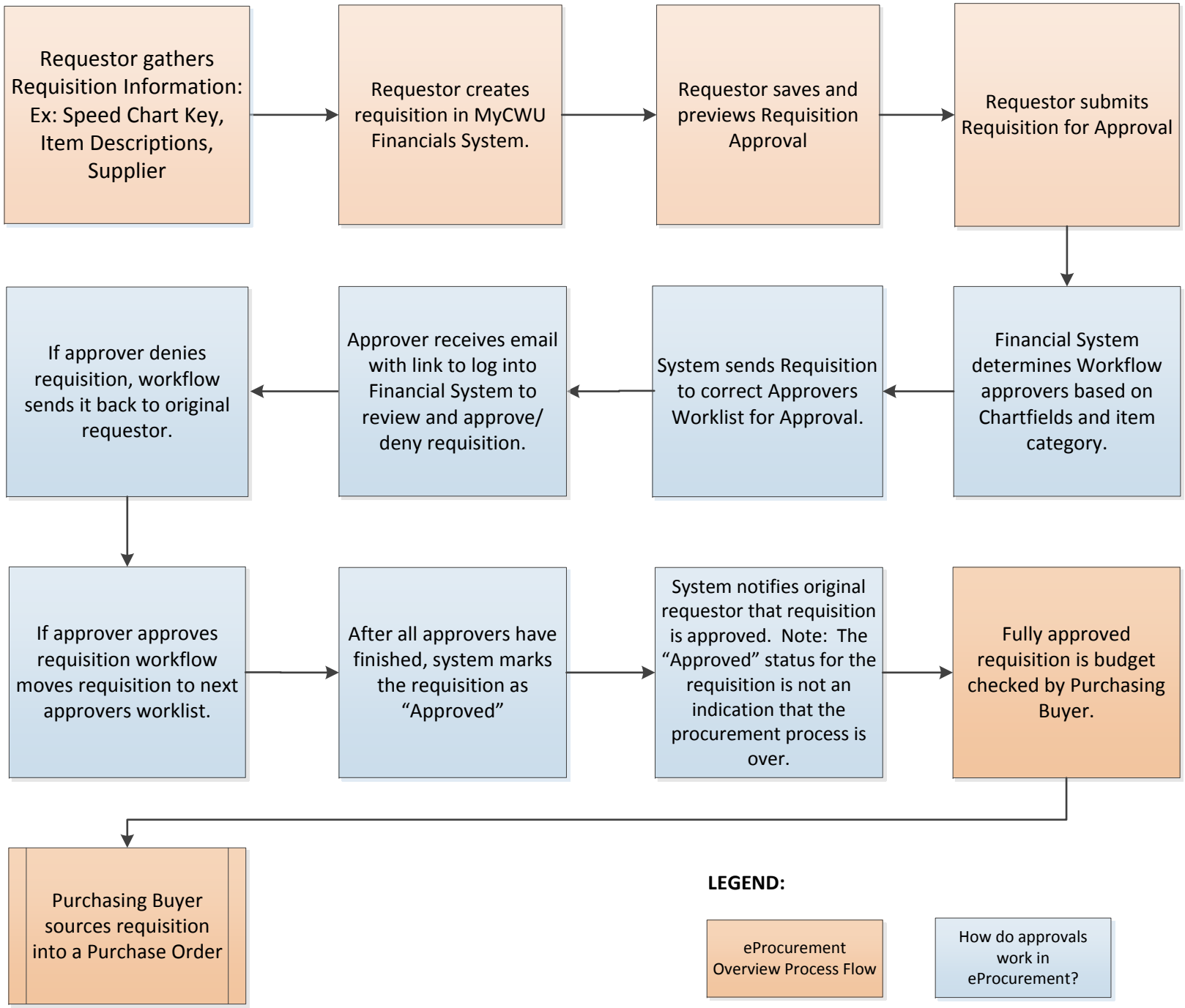
Requestor gathers Requisition Information: Ex: Speed Chart Key, Item Descriptions, Supplier
Requestor creates requisition in MyCWU Financials System.
Requestor saves and previews Requisition Approval
Requestor submits Requisition for Approval
Financial System determines Workflow approvers based on Chartfields and item category.
System sends Requisition to correct Approvers Worklist for Approval.
Approver receives email with link to log into Financial System to review and approve/ deny requisition.
If approver denies requisition, workflow sends it back to original requestor.
If approver approves requisition workflow moves requisition to next approvers worklist.
After all approvers have finished, system marks the requisition as "Approved"
System notifies original requestor that requisition is approved. Note: The "Approved" status for the requisition is not an indication that the procurement process is over.
Fully approved requisition is budget checked by Purchasing Buyer.
Purchasing Buyer sources requisition into a Purchase Order
LEGEND:
eProcurement Overview Process Flow
How do approvals work in eProcurement?