Initiator selects items for purchase in e-SHOP

Need to assign cart?

YES

Initiator assigns cart to designated person

Assignee reviews transaction

NO

e-SHOP checkout

KFS REQS created

Account information entered. Requisition (REQS) submitted.

Is order <$500?

YES

REQS converted to Payment Request (PREQ) positive approval, as required

NO

An e-SHOP order over $500 will follow standard REQS routing (see the REQS SOP)

Commodity review required?

YES

Routes to commodity reviewer

Purchase order created with Open status

NO

PREQ created (approval required based on approval limits)

Vendor sends invoice or eInvoice

For illustrative purposes only. Updated 5 February 2013.