e-SHOP • Workflow

Batch Job	External System	e-doc	Manual Process	Interface	System Function

Initiator selects items for purchase in e-SHOP →

Need to assign cart? — YES → Initiator assigns cart to designated person → Assignee reviews transaction

Need to assign cart? — NO ↓

e-SHOP checkout

KFS REQS created → Account information entered. Requisition (REQS) submitted.

Is order <$500? — NO → An e-SHOP order over $500 will follow standard REQS routing (see the REQS SOP)

Is order <$500? — YES ↓

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

Commodity review required? — NO → Purchase order created with Open status

Commodity review required? — YES ↓ Routes to commodity reviewer → Purchase order created with Open status

Purchase order created with Open status → Vendor sends invoice or eInvoice → PREQ created (approval required based on approval limits)

For illustrative purposes only. Updated 5 February 2013.