Link 13.2 Description of Workflow Requisition Process

Description of Manual Workflow Requisition Process

Match Lighting have strict procedures that must be followed when departments wish to purchase items such as furniture and consumables.

The department administrator completes a purchase requisition form stating:

What the department wishes to purchase:	20 desks (£214 each + VAT)
	10 chairs (£83 each + VAT)
Cost of the order:	£5110 (excl VAT)
	£6132 (incl VAT)
Supplier selected:	Workplace Designs Ltd.

The department administrator passes the purchase requisition form to the purchasing clerk in the central Finance Division of Match Lighting.

The purchasing clerk checks whether the supplier named on the form is on the list of approved suppliers that are used by Match Lighting.

If the supplier is not an approved supplier, the clerk rejects the purchase requisition form and notifies the department administrator of the decision.

If the supplier named on the purchase requisition form is an approved supplier, the purchasing clerk passes the requisition form to the budget holder for the department.

The budget holder checks whether the department has sufficient funds available to pay the amount of the order.

If the funds are available, the purchase requisition is approved.

If sufficient funds are not available, the purchase requisition is not approved.

In this manual process, paper forms are passed around Match Lighting.

Description of Workflow Requisition Process in the Enterprise Content Management System

The department administrator completes an online purchase requisition form stating, what the department wishes to purchase, the cost of the order and the name of the supplier selected.

The completion of the form creates a stage 1 approval task in the system.

The system notifies the purchasing clerk that a purchase requisition request has been created and that the clerk needs to review the request.

The purchasing clerk checks whether the supplier named on the form is on the list of approved suppliers that are used by Match Lighting.

> If the supplier is not an approved supplier, the clerk rejects the purchase requisition form by setting the decision code to red on the system.

> If the supplier named on the purchase requisition form is an approved supplier, the purchasing clerk sets the decision code to green on the system

When the decision code is set, the system acknowledges that stage 1 approval has been completed.

> If the decision code is red, the system sends a notification message to the department administrator to inform the administrator that the purchase requisition has been rejected.

> If the decision code is set to green, this creates a stage 2 approval task in the system.

When a stage 2 approval task is created, the system notifies the budget holder that a purchase requisition request has received stage 1 approval and that the budget holder needs to review the requisition request.

The budget holder checks whether the department has sufficient funds available to pay the amount of the order.

> If the funds are available, the budget holder sets the decision code to green.

> If sufficient funds are not available, the budget holder sets the decision code to red.

When the decision code is set, the system acknowledges that stage 2 approval has been completed. The system sends a message to the department administrator to inform the administrator of the purchase requisition decision.

The workflow system creates an audit trail of the activities so that department administrators can view the status of the purchase requisition. The system also creates data that the organization can use to analyse the effectiveness of its processes. For example, data can be provided to show:

- The number of purchase requisitions waiting for stage 1 approval. This may be used to inform decisions about whether more purchasing clerks need to be employed.
- The number of purchase requisitions that fail to obtain stage 2 approval. This may be used to inform decisions about whether the process should be changed.