



## Create Requisition and Order for Maximo in ProcureAZ

Process triggers when a Maximo Order is generated for inventory items.

1. Requestor determines whether the item is on Punchout.
  - a. If Item is not on Punchout, skip to #4.
  - b. If Item is on Punchout, continue to #2.
2. Requestor shops the Punchout catalog and checks out; continue to #3.
3. ProcureAZ creates a G2B Release Requisition; skip to #7
4. Requestor views search results to determine whether item is available on contract.
  - a. If Item is available on Contract, skip to #6.
  - b. If Item is not available on contract, continue to #5.
5. Requestor creates Open Market Requisition and enters estimated pricing; skip to #7.
6. Requestor creates ProcureAZ Requisition and adds Items from contract; continue to #7.
7. Requestor updates and submits Requisition for approval; continue to #8.
8. Each Approver in turn reviews the Requisition.
  - a. If an Approver disapproves the Requisition, return to #7.
  - b. If all Approvers approve the Requisition, continue to #9.
9. ProcureAZ requests pre-encumbrance from AZ Advantage; continue to #10.
10. AZ Advantage validates accounting, funding and Vendor on the pre-encumbrance.
  - a. If the pre-encumbrance returns validation errors, return to #7.
  - b. If the pre-encumbrance validation returns no errors, continue to #11.
11. AZ Advantage establishes a pre-encumbrance; continue to #11.
12. ProcureAZ creates a Release Order from an approved Release Requisition; continue to #13.
13. Requestor sends Release Order to Vendor; continue to #14.
14. ProcureAZ sends encumbrance request to AZ Advantage; continue to #15.
15. AZ Advantage determines whether Chart of Accounts, Vendor and Budget are valid.
  - a. If Chart of Accounts and Budget are valid, skip to #19.
  - b. If Chart of Accounts or Budget is invalid, continue to #16.
16. Requestor determines whether a Change Order would be required to fix error.
  - a. If error requires a Change Order, skip to #18.
  - b. If a Change Order is not required, continue to #17.
17. Requestor waits until error is corrected in Advantage; return to #13
18. Requestor cancels Order in ProcureAZ and restarts process in Maximo; end process.
19. AZ Advantage liquidates the Pre-encumbrance and establishes an encumbrance; continue to #20.
20. AZ Advantage returns the Encumbrance number to ProcureAZ; continue to #21.
21. Maximo records the ProcureAZ PO Number; end process.