



Create Requisition in ProcureAZ and Pre-Encumber in Advantage

Process triggers when an Agency program identifies a need for goods or services (*start at #1*) or *needs an item from Inventory (exit to Maximo process)*.

1. Requestor considers whether item is available on Punchout.
 - a. If Requestor knows item is not available on Punchout, skip to #4.
 - b. If Requestor knows item is available on Punchout, continue to #2.
2. Requestor enters Punchout website, shops, and checks out; continue to #3.
3. ProcureAZ creates a G2B Punchout Requisition from shopping cart; skip to #8.
4. Requestor searches ProcureAZ for item by category or description; continue to #5.
5. Requestor views search results to determine whether item is available on contract or Punchout.
 - a. If Item is not available on Contract, skip to #7.
 - b. If Item is available on contract, continue to #6.
6. Requestor creates Release Requisition and enters quantities; skip to #8.
7. Requestor creates Open Market Requisition and enters estimated pricing; continue to #8.
8. Requestor updates line, shipping and accounting details; continue to #9.
9. Requestor submits Requisition for approval; continue to #10.
10. Each Approver in turn reviews the Requisition.
 - a. If an Approver disapproves the Requisition, skip to #17.
 - b. If all Approvers approve the Requisition, continue to #11.
11. ProcureAZ requests a near-real-time pre-encumbrance from AZ Advantage; continue to #12.
12. AZ Advantage validates accounting, funding and Vendor on the pre-encumbrance.
 - a. If the pre-encumbrance returns validation errors, skip to #16.
 - b. If the pre-encumbrance validation returns no errors, continue to #13.
13. AZ Advantage establishes a pre-encumbrance; continue to #14.
14. AZ Advantage returns pre-encumbrance number to ProcureAZ; continue to #15.
15. Approved Requisitions are complete; exit to Purchase Order process.
16. AZ Advantage sends validation error to ProcureAZ, ProcureAZ sets to Returned status; continue to #17.
17. Requestor determines whether to cancel the invalid or disapproved Requisition.
 - a. If the Requestor decides to cancel the Requisition, end process.
 - b. If the Requestor decides to modify the Requisition, go back to #8.

New in AZ Advantage

Trigger Step before #1:
Requestors needing items from Warehouse Inventory will exit to Maximo to request items.