



Create an Order in ProcureAZ, Encumber in AZ Advantage

Process triggers when a G2B/Release (at #1), or Standard Open Market (#2), or Direct Open Market Requisition (#4) is fully approved.

1. ProcureAZ creates a Release Order from an approved Release Requisition; skip to #3.
2. Purchasing determines whether to take Standard Open Market PO to Bid.
 - a. If PO is going to Bid, exit to the Create Bid and Distribute process.
 - b. If PO is not going to Bid, skip to #4.
3. Requestor submits Release Order with Send to Vendor; skip to #5.
4. Requestor (Direct) or Purchasing (Standard) creates Open Market PO from Requisition, sets Vendor, and submits; skip to #6.
5. ProcureAZ considers whether Approval is required for the PO.
 - a. If no approval is required, skip to #9.
 - b. If approval is required, continue to #6.
6. Each Approver considers whether to Approve PO.
 - a. If all Approvers approve, skip to #9.
 - b. If any Approver disapproves the PO, continue to #7.
7. Requestor considers whether to cancel the PO.
 - a. If Requestor does not cancel the PO, continue to #8.
 - b. If Requestor cancels the PO, end process.
8. The Requester views Approval comments to modify the PO; return to #6.
9. ProcureAZ determines who can send PO to Vendor.
 - a. If PO is an Open Market PO or a Standard Release Order, route to Purchasing; continue to #10.
 - b. If PO is a Direct Open Market PO or a Direct Release Order, route to Requestor; continue to #10.
10. Purchasing or Requestor sends the PO to Vendor; continue to #11.
11. ProcureAZ sends PO to request encumbrance in AZ Advantage in real time; continue to #12.
12. AZ Advantage determines whether Chart of Accounts, *Vendor* and Budget are valid.
 - a. If Chart of Accounts and Budget are valid, skip to #15.
 - b. If Chart of Accounts or Budget is invalid, continue to #13.
13. Requester considers whether to cancel the PO.
 - a. If Requestor does not cancel the PO, continue to #14.
 - b. If Requestor cancels the PO, end process.
14. Requestor creates Change Order to modify COA or ordering amount; go back to #6.
- ~~15. AFIS determines whether the Vendor is present in AFIS and valid for use.~~
 - ~~a. If Vendor is in AFIS and valid, skip to #18.~~
 - ~~b. If Vendor is not in AFIS, continue to #16.~~
- ~~16. AFIS requests Vendor data, from ProcureAZ; continue to #17.~~
- ~~17. AFIS adds new Vendor record; continue to #18.~~
18. AFIS liquidates the Pre-encumbrance; continue to #19.
19. AFIS returns the Encumbrance number ~~and any new Vendor Alt ID or ACH~~ to ProcureAZ in batch processing; end process.
20. ProcureAZ determines whether any PO lines are set to 2-way match.
 - a. End process.
 - b. If PO line is set to 2-way match, go to #21.
21. ProcureAZ sets the PO Line to Ready to Invoice, bypassing the need for a Receipt; end process.

Removed: AFIS Vendor Add

Vendor addition in AFIS (#15-17) is replaced in AZ Advantage with a Vendor Interface that adds and updates Vendor profiles in real time.

Step #12 will validate the Vendor is active in AZ Advantage.