



NOTE

This Process Flow does not include paths for Direct Open Market or Standard Release purchases since they are less likely to be used by Facilities personnel.

See the regular Requisition and PO flows for detailed paths that include these options.

Create Requisition and Order for TRIRIGA in ProcureAZ

Process triggers when a need is established within TRIRIGA for work to be performed or goods ordered.

1. A work order is completed in TRIRIGA; continue to #2.
2. Facilities Management sends the TRIRIGA Work Order information to Purchasing; continue to #3.
3. Requestor searches ProcureAZ for item by category or description; continue to #4.
4. Requestor views search results to determine whether item is available on contract.
 - a. If Item is not available on Contract, skip to #6.
 - b. If Item is available on contract, continue to #5.
5. Requestor creates Release Requisition and enters quantities; skip to #7.
6. Requestor creates Open Market Requisition and enters estimated pricing; continue to #7.
7. Requestor updates line, shipping and accounting details and submits 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 a near-real-time 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 #12.
12. ProcureAZ determines whether Requisition is Open Market or Direct Release.
 - a. If Requisition is Open Market, ProcureAZ sets it to Ready for Purchasing; skip to #14.
 - b. If Requisition is a Release, continue to #13.
13. ProcureAZ creates a Release Order from an approved Release Requisition; skip to #17.
14. Purchasing determines whether to take Open Market Requisition to Bid or PO.
 - a. If Requisition is not going to Bid, skip to #16.
 - b. If Requisition is going to Bid, continue to #15.
15. Exit to the Create Bid and Distribute process.
16. Purchasing converts Requisition to PO, sets Vendor, and submits; continue to #17.
17. Purchasing sends the Open Market PO to Vendor; continue to #18.
18. ProcureAZ sends encumbrance request to AZ Advantage; continue to #19.
19. AZ Advantage determines whether Chart of Accounts, Vendor and Budget are valid.
 - a. If Chart of Accounts and Budget are valid, skip to #21.
 - b. If Chart of Accounts or Budget is invalid, continue to #20.
20. Purchasing either creates a Change Order or fixes problem in AZ Advantage; return to #17.
21. AZ Advantage liquidates the Pre-encumbrance and establishes an encumbrance; continue to #22.
22. AZ Advantage returns the Encumbrance number to ProcureAZ; continue to #23.
23. TRIRIGA records the ProcureAZ PO Number; end process.

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