eProcurement Workflow

Requester:
- Upon budget availability, create a purchase requisition in CUNYfirst.
- Requisition No: Submitted
- Submit the purchase requisition.
- Requisition Pending Approvals
- Upon receiving the items or services from the vendor, create a receipt in CUNYfirst and submit supporting documentation to the Office of Accounts Payable.
- Vendors will not be paid until a receipt is created against a purchase order in CUNYfirst.

Approver(s):
- Denied requisitions may be edited and resubmitted by the requester.
- Denied
  - No
  - Yes
    - Does the requisition pass budget approvals?
    - Yes
      - The requisition must pass supervisor and department budget approval, and in some instances, category approval.
      - The buyer reviews the requisition, determines and follows the appropriate procurement method, and issues a purchase order.
      - PO Dispatched
    - No
      - Please refer to the OPIPS Item Budget Error Workflow
      - Requisition In Budget Error

CUNYfirst:
- Does the requisition pass budget checking?
  - Yes
    - In Purchasing: 'In Purchasing' is a combination of 'Pending Assignment to Buyer' and 'Assigned to Buyer'. Refer to eProcurement Notes for more details.
  - No
    - In Purchasing

Budget Office:
- Accounts Payable enters the vendor’s invoice into CUNYfirst and submits a voucher to the Statewide Financial System where a payment is issued.

Payment Processed
**Workflow:** A series of processes that achieve a specific result.

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**Legend**

- **Process:** A series of steps that achieve a specific outcome.
- **Status:** A progress indicator within a workflow.
- **Decision Point:** A point when a decision may redirect or end normal workflow.
- **Workflow Connector:** Connects one workflow to another.
- **Notes:** A written record of information relevant to a process or workflow.