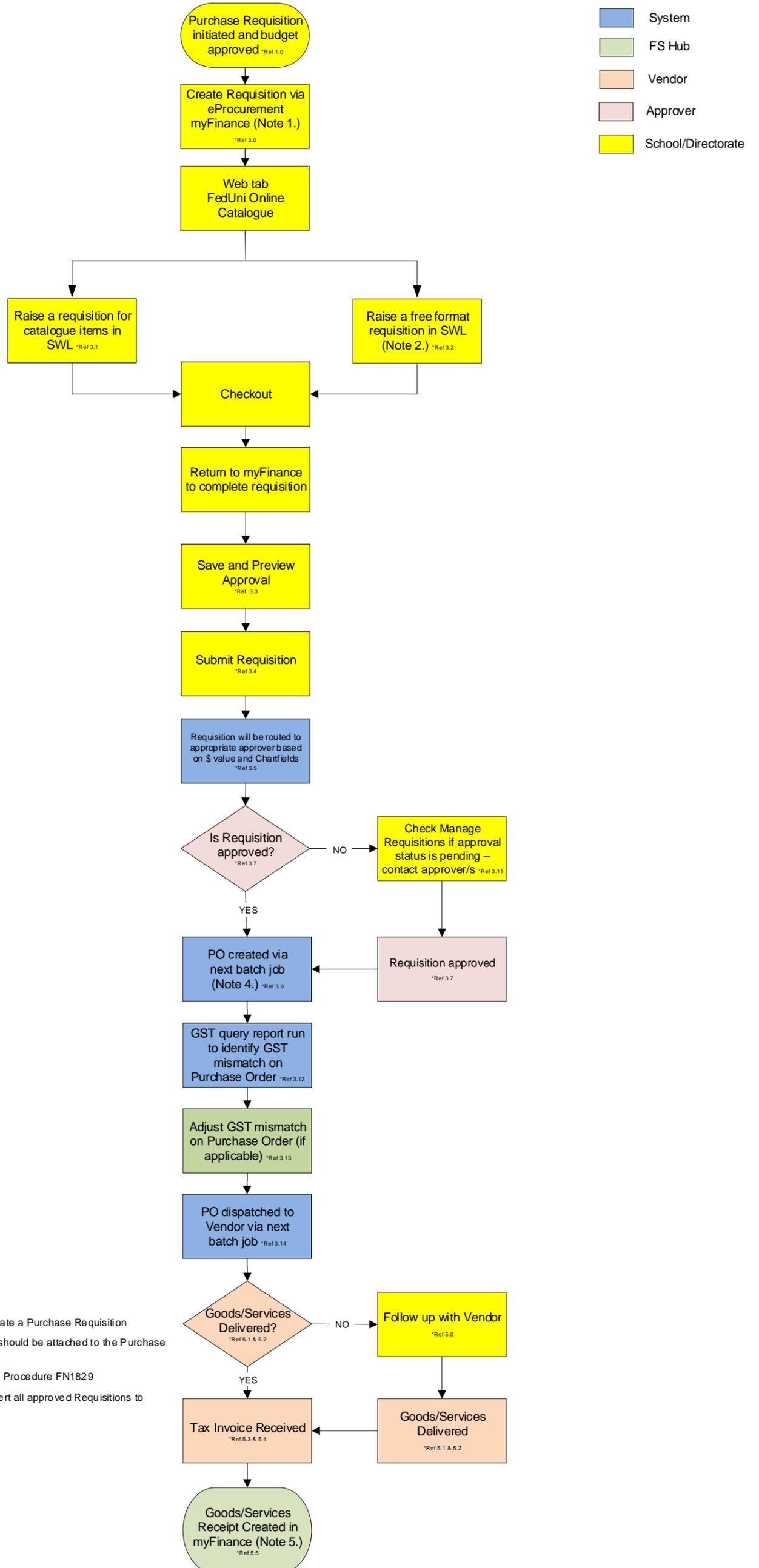


myFinance/SWL Purchase Requisition System Flowchart



Notes

1. Refer to eProcurement myFinance Training Guide for instructions on how to create a Purchase Requisition
2. For all non-catalogue purchases, quotes (according to the relevant thresholds) should be attached to the Purchase Requisition via the comments section of myFinance
3. Refer to Delegations-Contract, Financial, Staff and Tender Policy (FN1449) and Procedure FN1829
4. PO created runs 4 times daily (10am, 12.00pm, 3.00pm and 6pm) this will convert all approved Requisitions to Purchase Orders
5. Refer to Goods/Services Receiving Flowchart
6. *Refer to Purchasing and Accounts Payable Process Steps