



Business Process Flowchart

Procurement

Package Description

The Procurement Packet describes how to manage the procurement process and interaction with the agency suppliers.

MAGIC Roles

The MAGIC Roles used in these flows are:

- SRM - Requisitioner
- SRM - Buyer Operational
- SRM - Buyer Strategic Contract
- SRM - Buyer Strategic RFx
- SRM - Buyer Oversight
- SRM - Manager
- SRM - Manager Purchasing
- SRM - Approver
- SRM - Auditor
- SRM - Administrator - SUS Purchasing
- SRM - Business Partner Admin

A description of each role can be found on the [MMRS Website](#).

MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- Strategic Sourcing - RFx to Award
- Procure-to-Goods Receipt with Contract and without Contract
- Contract Creation to Release on Behalf of Agency
- Goods Receipt to Pay Paymode
- Goods Receipt to Pay Non-Paymode
- Asset Acquisition to Capitalization

Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



Business Process Flowchart

Procurement

Significant Changes

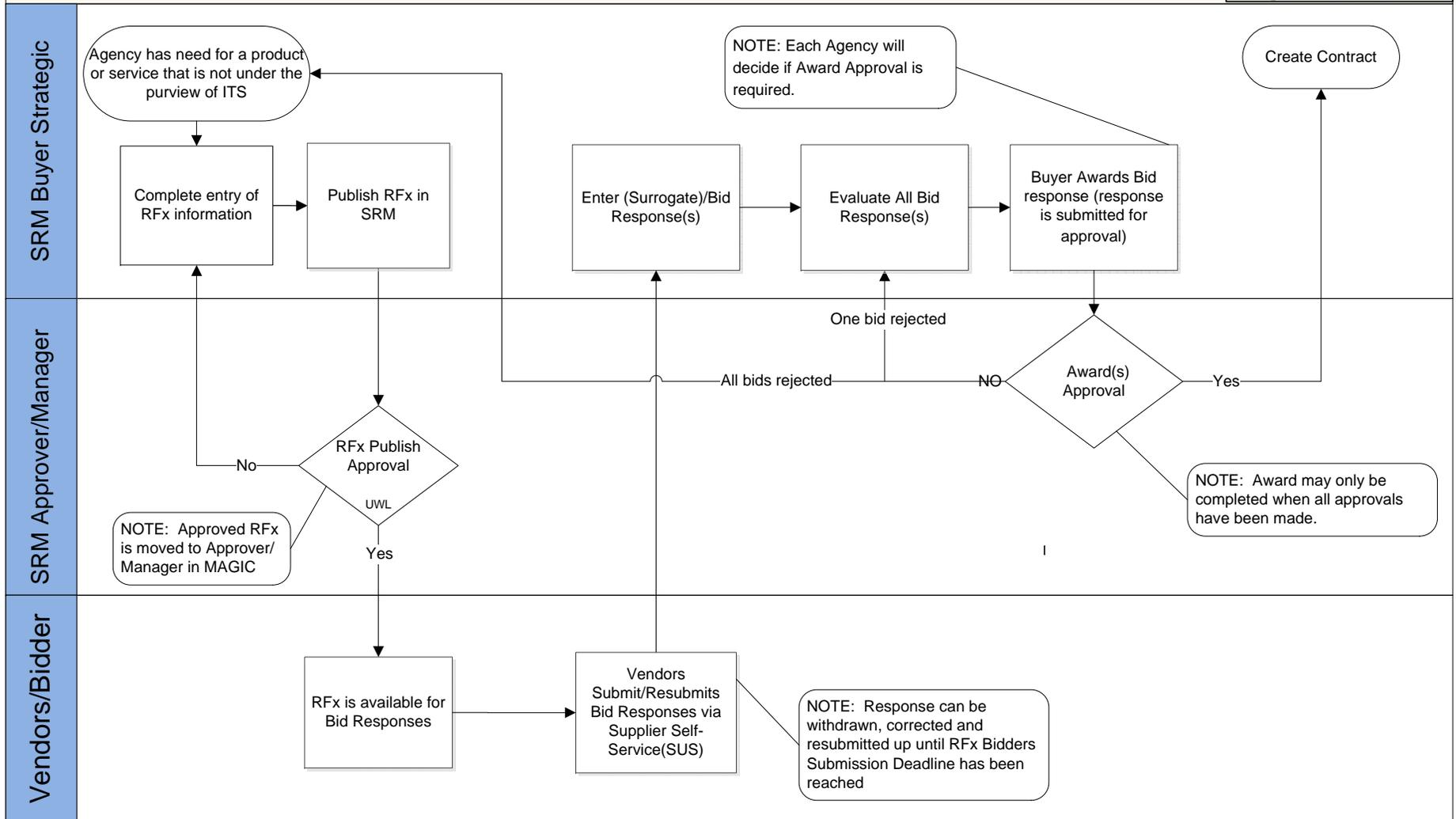
- Shopping carts and catalogs will replace paper requisitions. The Shopping Cart will result in a Purchase Order.
- Agencies will purchase by material code.
- There will be electronic routing and approval process via workflow.
- Three way match of Purchase Order, Goods Receipt and Vendor Invoice



High Level Process Description

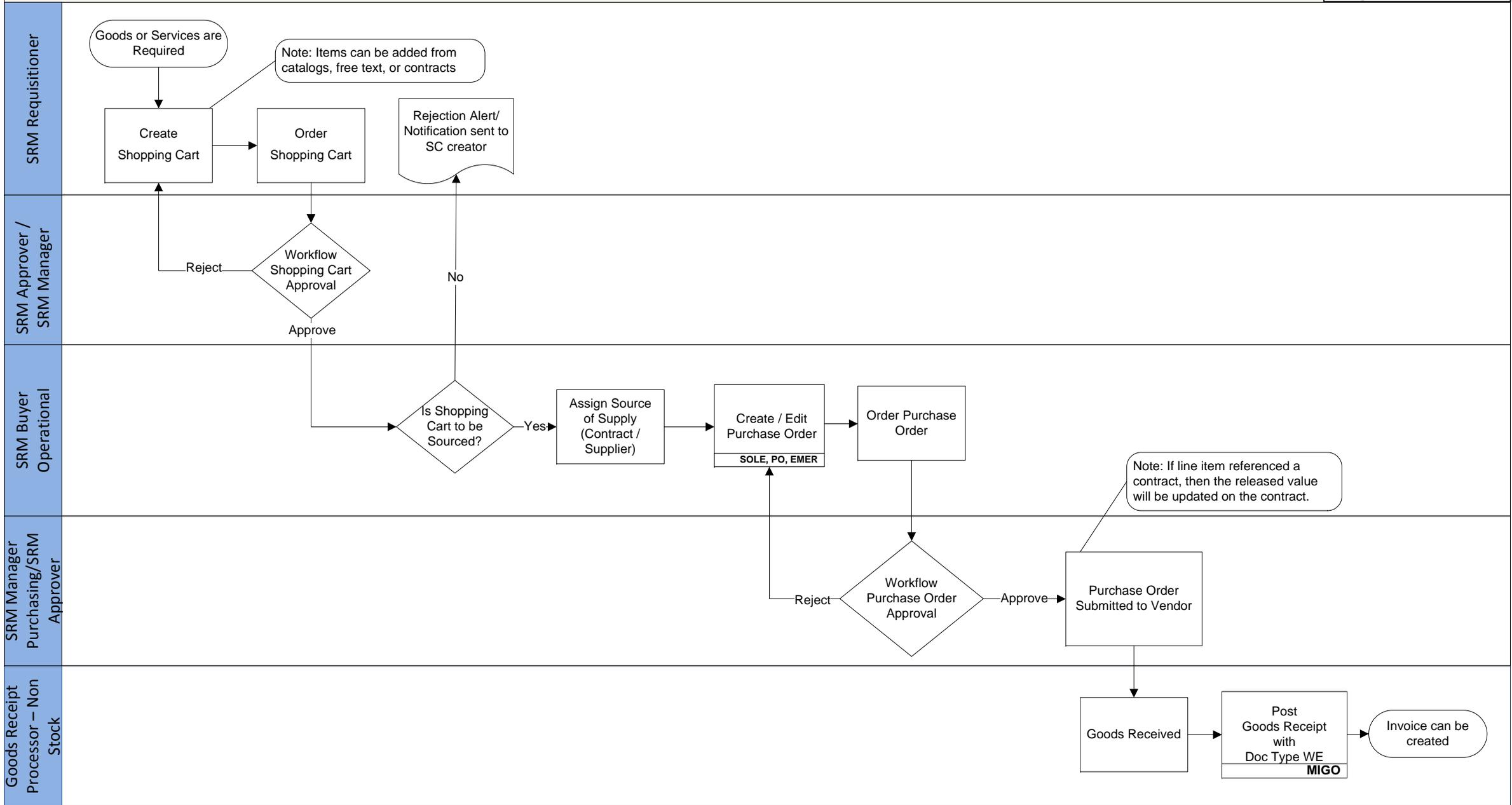
- Procurement covers processes such as:
 - Shopping Carts (requisitions)
 - Purchase Order Management
 - Invoice Verification for materials and services
 - Supplier Relationship Management (SRM) enables:
 - Supplier selection and qualification
 - Contract negotiation
 - Bid invitations
 - Supplier evaluation
- After the material is delivered by the vendor, a goods receipt is created.
- When the invoice is received and verified the payment is made.
- There are approval and checks set up in the process and these will be identified in subsequent units.

Strategic Sourcing - RFx to Award

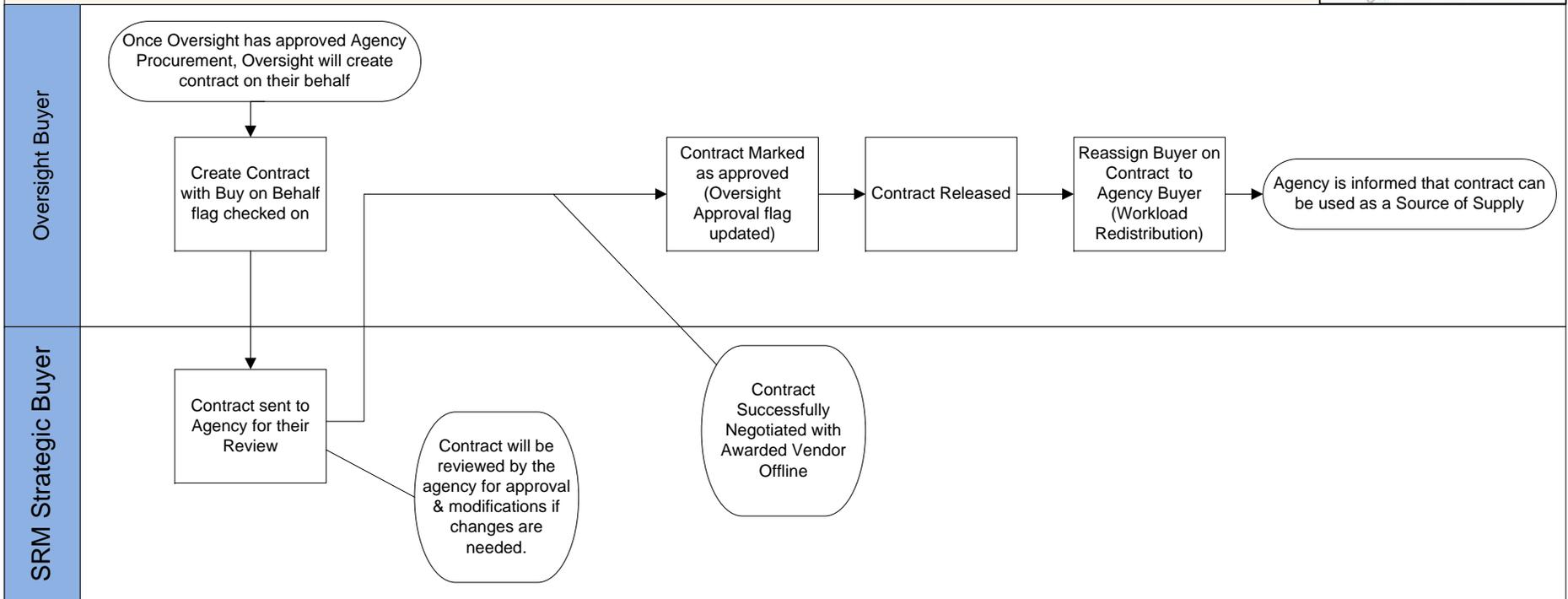


UWL = Universal Worklist

Procure to Goods Receipt with/wo Contract

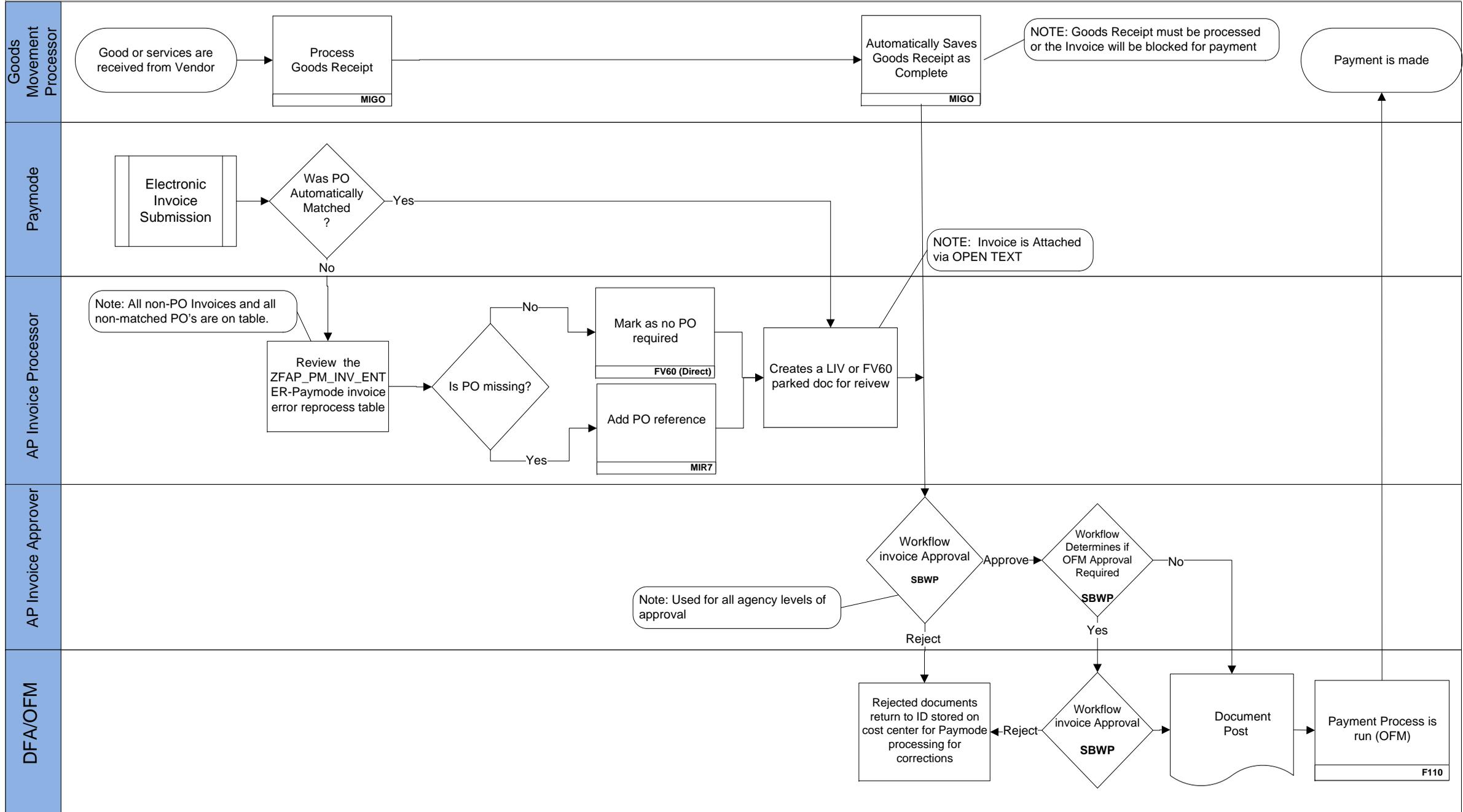


Contract Creation Modification to Release on behalf of Agency

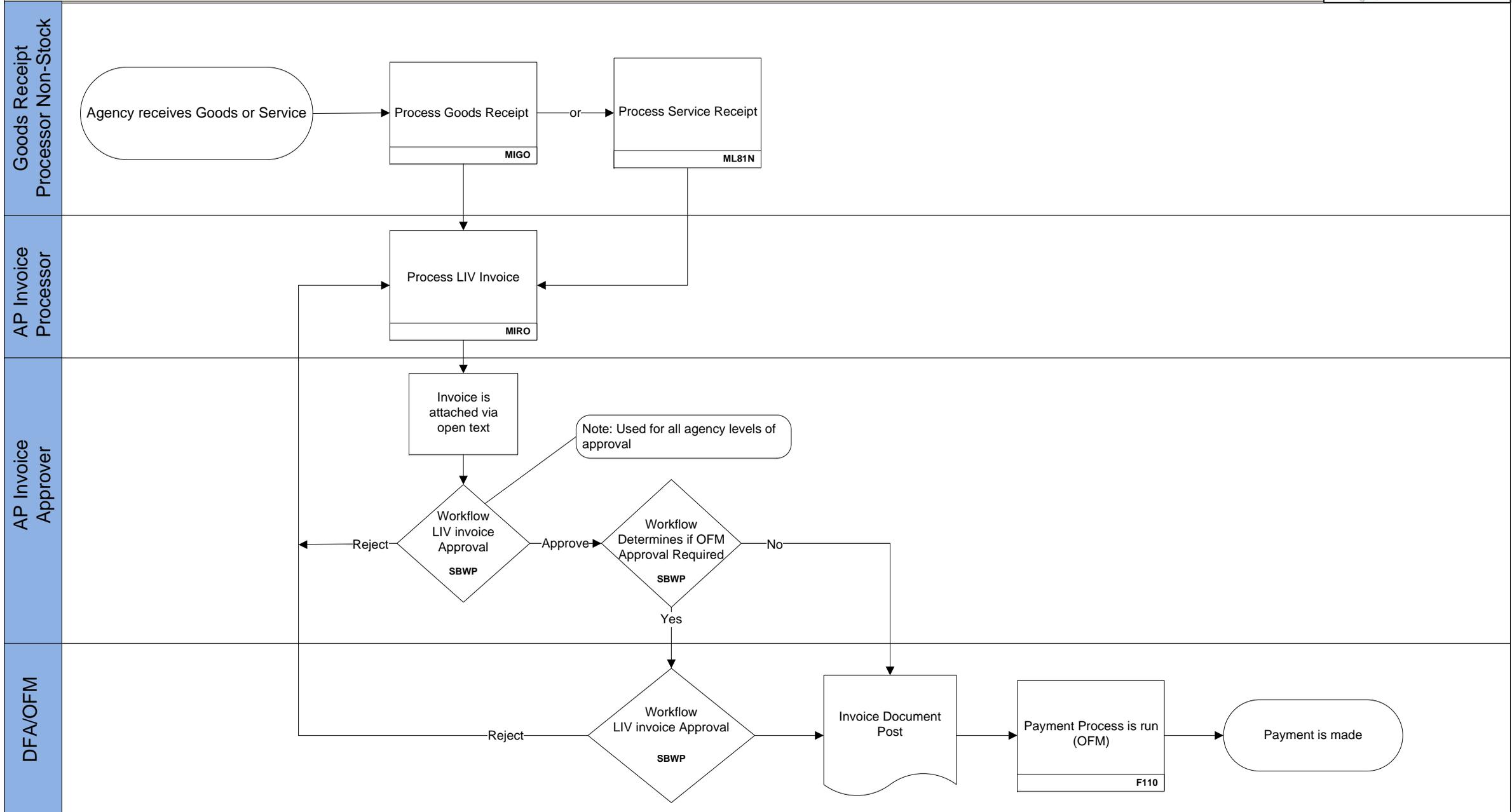


UWL – Universal Worklist (workflow)

Goods Services Receipt to Pay by Paymode



Goods/Service Receipt to Pay Non-Paymode



Asset Acquisition to Capitalization

