Purchase Order Management

VENDOR - indicates this action lies with the supplier
ACCOUNTS PAYABLE - indicates this action lies with AP
APTOS - indicates this is a system controlled (hidden) action

All other actions lie with the department

Flowchart Legend

- Time delay
- Decision
- Sub-process
- Action
- Document
- End
- → Flow
- --→ Flow
- *Document name* — Written documentation

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*Purchase Ordering
or
Web Services - ordering and Receipting*

Raise Aptos order — Creates a commitment for the value of the order when the order is approved

Send order to vendor

VENDOR Send goods / provide service

VENDOR Sends invoice

goods arrive / service provided?

Contact vendor (chase order) ← No

Yes ↓

*Purchase Ordering
or
Web Services - ordering and Receipting*

Receipt relevant order line(s)

ACCOUNTS PAYABLE Match invoice to relevant order line(s) — Commitment for invoiced item(s) replaced with actual costs from invoice. Other commitments revalued if appropriate

Above line = Purchase Ordering

- -

Below line = Purchase Order Management

APTOS mismatch created?

Yes → **resolve mismatch** — *Mismatch Procedures* — may need input from ACCOUNTS PAYABLE and involve contact with VENDOR (or PROCUREMENT)

No ↓

APTOS Invoice available for payment ← **ACCOUNTS PAYABLE** Invoice rescheduled

Is order complete? — have all the items on the order been received / all services provided?

No → **will order be completed?** — will vendor send remaining goods or provide additional services? (order remains at status APPROVED)

Yes → **Await further goods / services and receipt them** — Commitment remains in place for any outstanding items

Yes ↓

APTOS When invoice is paid, order status changes to FULFILLED — Orders can also be manually fulfilled; contact Accounts Payable if you want an order to be fulfilled manually

No ↓

Cancel / close order on Aptos — *Purchase Ordering* — Removes any remaining commitments against order. Order changes to CLOSED or CANCELLED as appropriate (system controlled)