## e-SHOP • Workflow

e-doc

Manual

System

Interface

External

**Batch Job** 

System **Process Function** Initiator selects Initiator assigns Need to Assignee reviews items for purchase cart to designated YES assign cart? transaction in e-SHOP person NO e-SHOP checkout **Account information KFS REQS** entered. Requisition created (REQS) submitted. An e-SHOP order over \$500 Is order will follow standard REQS NO -<\$500? routing (see the REQS SOP) YES **REQS** converted to Commodity **Payment Request** NO review required? (PREQ) positive approval, as required YES Routes to Purchase order commodity created with reviewer Open status PREQ created (approval Vendor sends required based on invoice or approval limits) elnvoice For illustrative purposes only. Updated 5 February 2013.