M&O BUYER CARD WORK FLOW - OVERALL

7/8/2011

Requisition Method	Non-Annual Contract $0-$2,499	Non-Annual Contract $2,500-$24,999	Non-Annual Contract $25,000-$78,900	Annual Contract $0-$100,000
Requisition Method	**Type of Requisition:** PR (Maximo)	**Type of Requisition:** RFQ (Maximo)	**Type of Requisition:** RFQ (Maximo)	**Type of Requisition:** PR (Maximo)
Requestor	PR Process 1. Create PR – PR Type "BC" 2. Print Purchase Requisition Report 3. Sign 4. Submit Report to Approver	RFQ Process 1. Create RFQ – PO Type "BC" 2. Print Maintenance Material Bid Form 3. Sign 4. Submit Report to Prospective Vendors	RFQ Process 1. Create RFQ – PO Type "BC" 2. Print Maintenance Material Bid Form 3. Sign 4. Submit Report to Buyer Card Holder	PR Process 1. Create PR – PR Type "BC" 2. Print Purchase Requisition Report 3. Sign 4. Submit Report to Approver
Approver	CPM Return Report to Requestor			CPM ($0-$5,000) AFSD ($5,001-$10,000) LDFD ($10,001-100,000) Return Report to Requestor
Requestor	Submit Report to Buyer Card Holder			Submit Report to Buyer Card Holder
BC Holder			Advertise material(s) in the Maintenance Material Advertisement Website	
Vendors		Submit Bids	Submit Bids	
Requestor		Select Preferred Vendor to Award and Print Buyer Card Material Requisition Report Submit BCMR Report to Approver	Select Preferred Vendor to Award and Print Buyer Card Material Requisition Report Submit BCMR Report to Approver	
Approver		CPM ($2,500-$5,000) AFSD ($5,001-$10,000) LDFD ($10,001-$24,999) Return Report to Requestor	LDFD Return Report to Requestor	
Requestor		Submit Report to Buyer Card Holder	Submit Report to Buyer Card Holder	
Buyer Card Holder	Review Report for Signature & Dollar Amount Place Order with Selected Vendor Create PO in Maximo, using transaction number as PO Submit PR Report and Purchase Receipt to Stores	Review Report for Signature & Dollar Amount Place Order with Selected Vendor Create PO in Maximo, using transaction number as PO Submit BCMR Report and Purchase Receipt to Stores	Review Report for Signature & Dollar Amount Place Order with Selected Vendor Create PO in Maximo, using transaction number as PO Submit BCMR Report and Purchase Receipt to Stores	Review Report for Signature & Dollar Amount Place Order with Selected Vendor Create PO in Maximo, using transaction number as PO Submit PR Report and Purchase Receipt to Stores
Stores Personnel	Receive Goods; Receive in Maximo; Notify Requestor to pickup Submit PR Report, Purchase Receipt and Packing Slip to Buyer Card Holder	Receive Goods; Receive in Maximo; Notify Requestor to pickup Submit BCMR Report, Purchase Receipt and Packing Slip to Buyer Card Holder	Receive Goods; Receive in Maximo; Notify Requestor to pickup Submit BCMR Report, Purchase Receipt and Packing Slip to Buyer Card Holder	Receive Goods; Receive in Maximo; Notify Requestor to pickup Submit PR Report, Purchase Receipt and Packing Slip to Buyer Card Holder
BC Holder	Close PO in Maximo Reconcile purchase in ProCharge Upload e-copy of docs to ProCharge	Close PO in Maximo Reconcile purchase in ProCharge Upload e-copy of docs to ProCharge	Close PO in Maximo Reconcile purchase in ProCharge Upload e-copy of docs to ProCharge	Close PO in Maximo Reconcile purchase in ProCharge Upload e-copy of docs to ProCharge
BC Approver	Approve & Finalize Transaction	Approve & Finalize Transaction	Approve & Finalize Transaction	Approve & Finalize Transaction