

Purchasing Process Steps

1 Need for Goods or Services Identified



2 Purchase Requisition Created



3 PO Review and Approval



4 Request for Proposal (RFP)



5 Contract Negotiation and Approval



6 Shipping and Receiving



7 Three-Way Matching (Accounts Payable)



8 Accounting Records Update



9 Accounting Records Update



International Purchasing Manual

LP Steffe



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