University System Department Unit

Banner

iBuy

1 Process department pre-approval

2 Confirm Compliance Documentation

3 Create Requisition

4 Obtain Approvals

5 Transmit

Start

1.1 Does Dept have external pre-Req system

No

Yes

1.2 Does department use pre-approval process?

No

Yes

1.3 Send to Requisitioner

Approved

1.4 Using existing University Vendor?

No

1.5 Vendor Setup Flow

No

1.6 Vendor added?

Yes

1.9 Enter data into external system

1.7 Request approval for purchase

1.8 Approval received?

Denied

End

Yes

2.1 Is it prohibited

No

2.2 Is it restricted?

Yes

2.3 Obtain approvals/ documentation for restriction

Yes

End

No

2.4 Is it non-conforming?

No

Yes

2.5 Obtain/create non-conforming documentation

2.6 Use Banner to create Requisition

Link 6

3.19 Banner Approval flow

3.20 Was the requisiton approved

Approved

5.1 Transmit to PO Approval Process

End

No

3.21 Return to Originator

Yes

4.1 Are C-FOAPAL segements valid?

Yes

4.2 iBuy Approval Flow

4.5 All system-automated approvals obtained?

No

4.6 Return to Originator, process starts over

No

4.10 Reject transaction and notify Requestor

End

4.3 Manual reject?

No

4.4 Manual Return?

Yes

Yes

End

No

Yes

4.9 Modify Requisition

Yes

4.7 Does originator want to modify?

No

Create new Requisition

Link 1

4.8 Does Originator want to create new Requisition?

No

End

Link 1

3.5 Use Banner or iBuy?

iBuy

3.6 Is it a copy of a previous requisition?

No

3.7 Use appropriate form

3.8 Does Vendor exist in System?

No

Yes

3.9 Create non-Catalog Requisition

Yes

Yes

3.12 Make a copy

3.13 Verify and Update information

3.10 Vendor Setup Flow

3.11 Is Vendor now in System?

Catalog Vendor

3.1 iBuy catalog vendor?

3.2 Search Catalog to find items

3.3 Select Hosted or Punch-Out Catalog

3.4 Complete Catalog Requisition

Banner

3.22 Make a Copy of Req or PO

3.23 Verify and update information

Yes

No

3.14 Does Vendor exist in System

Yes

3.17 Is it a copy of a previous requisition?

No

3.18 Create/Modify a Requisition Form in Banner

Link 6

Link 3

Link 3

No

Yes

3.15 Vendor Setup Flow

3.16 Vendor now in system?