**Procurement Process Steps**

**1. Requisition Creation**

* A staff initiates a procurement requisition with details of the required goods or services.
* **Uploads:** Multiple supporting documents can be uploaded. These will be accessible during review and approval stages.

**2. Recommendation and Approval**

* The requisition is sent to a selected staff member for **recommendation**, then forwarded to an **authorized approver**.
* **User Action:** The requester selects both the recommending and approving personnel.

**3. Submission to Procurement Team**

* Once approved, the requisition is shared with the **Procurement Team or Manager** to initiate the procurement process.
* **User Action:** The requester selects a Procurement staff (Admin) to handle the process.

**4. Request for Quotation (RFQ)**

* The Procurement Team prepares and sends an RFQ to one or more **prequalified vendors**, depending on the item/service.
* **Key Details:**
	+ RFQ has a validity period of **7–14 days** (timer visible on Vendor Dashboard).
	+ Supporting documents and **item pictures** can be uploaded to the RFQ, visible to vendors.
	+ Vendors can access RFQs via their dashboard.

**5. Vendor Quotation Submission**

* Vendors respond with their quotations **within the specified time**.
* **Manual Upload:** Procurement Team can manually upload vendor quotations with letterheads and additional information.

**6. Quotation Review and Vendor Selection**

* Procurement Team conducts a **comparative analysis** of the quotations.
* **Selection Process:**
	+ Evaluation is based on price, quality, and other relevant factors.
	+ **Item splitting is allowed** – one item (e.g., 1000 caps) can be divided among multiple vendors (e.g., 250 each to 4 vendors).
	+ **Each vendor receives a separate Purchase Order (PO)** for their portion.

**7. Purchase Order (PO) Issuance**

* A PO is generated and **signed by the appropriate personnel**.
* **Key Features:**
	+ Approvers: Could be 2 or 3 signatories. The system should allow flexibility.
	+ PO design must match official shared format.
	+ Inputs: Delivery State, Specification, Tax Percentage (e.g., 5% or 7.5%) should be fillable and appear on the PO.
	+ **Print and download options** should reflect the final PO format.

**8. Vendor Confirmation**

* Vendor **reviews and acknowledges** the PO by signing an attached acknowledgment document.
* **Manual upload** of the signed acknowledgment is allowed.

**9. Delivery and Documentation**

**For Services:**

* Vendor completes the service.
* **Job Completion Form** is signed by both vendor and requesting staff.
* Vendor submits an **Invoice** and **Request for Payment**.

**For Goods:**

* Upon delivery, the following are processed:
	+ **Delivery Note** – Submitted by the vendor.
	+ **Goods Received Note (GRN)** – Completed by requesting staff and signed by vendor.
	+ **Request for Payment** – Submitted by vendor.

**10. Payment Processing**

* The **Finance Team** reviews all submitted documents.
* Payment is processed in line with internal policies and **donor requirements**.