



Procure-to-Pay Process

The Procure-to-Pay Process, as defined in the USG's GeorgiaFIRST eProcurement initiative:

1. Requisition created and approved;
2. Requisition is budget-checked;
3. Buyer creates Purchase Order;
4. Purchase Order is 'sent' to the vendor;
5. Good(s)/service(s) are received and inspected;
6. The vendor submits an invoice; and
7. A/P matches and pays the invoice