

We are currently updating our site; thank you for your patience.

PROCUREMENT

SERVICE PROCESS (INTERNAL OR THIRD PARTY)

FULLFILL SERVICE REQUIREMENT FROM A CALL (FOR A CUSTOMER):

- This is any **non-stock** requirement that must be performed by **the company** or a **third party supplier** for a client.
 - An example of a **third party supplier** would be a dealer, who is to perform a service on behalf of the company e.g. an installation, packaging of goods, equipment item repairs etc.
- Alternatively, a service requirement can be for an **Internal Service**, fulfilled by the company.
- A service request must **first** be raised from a **Call**.

1. [Raise a Service Request from a Call](#)
2. [Create a Service Requisition](#)
3. [Requisition Approval \(Release & Approve\)](#)
4. [Print Purchase Order](#)
5. [Receive Services](#)
6. [Create Supplier Invoice](#)
7. [Approve Supplier Invoice](#)

PROCURE NON-STOCK GOODS (FOR THE COMPANY):

- This is any **non-stock** requirement that must be performed / provided by a **third party supplier** for **the company**, e.g. building services / maintenance, non-stock items such as stationery etc.
- This type of service request must **first** be raised from a **Work Order**.

1. [Raise a Service Request from a Work Order](#)
2. Create a Service Requisition
3. [Requisition Approval \(Release & Approve\)](#)
4. [Print Purchase Order](#)
5. [Receive Services](#)
6. [Create Supplier Invoice](#)
7. [Approve Supplier Invoice](#)

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