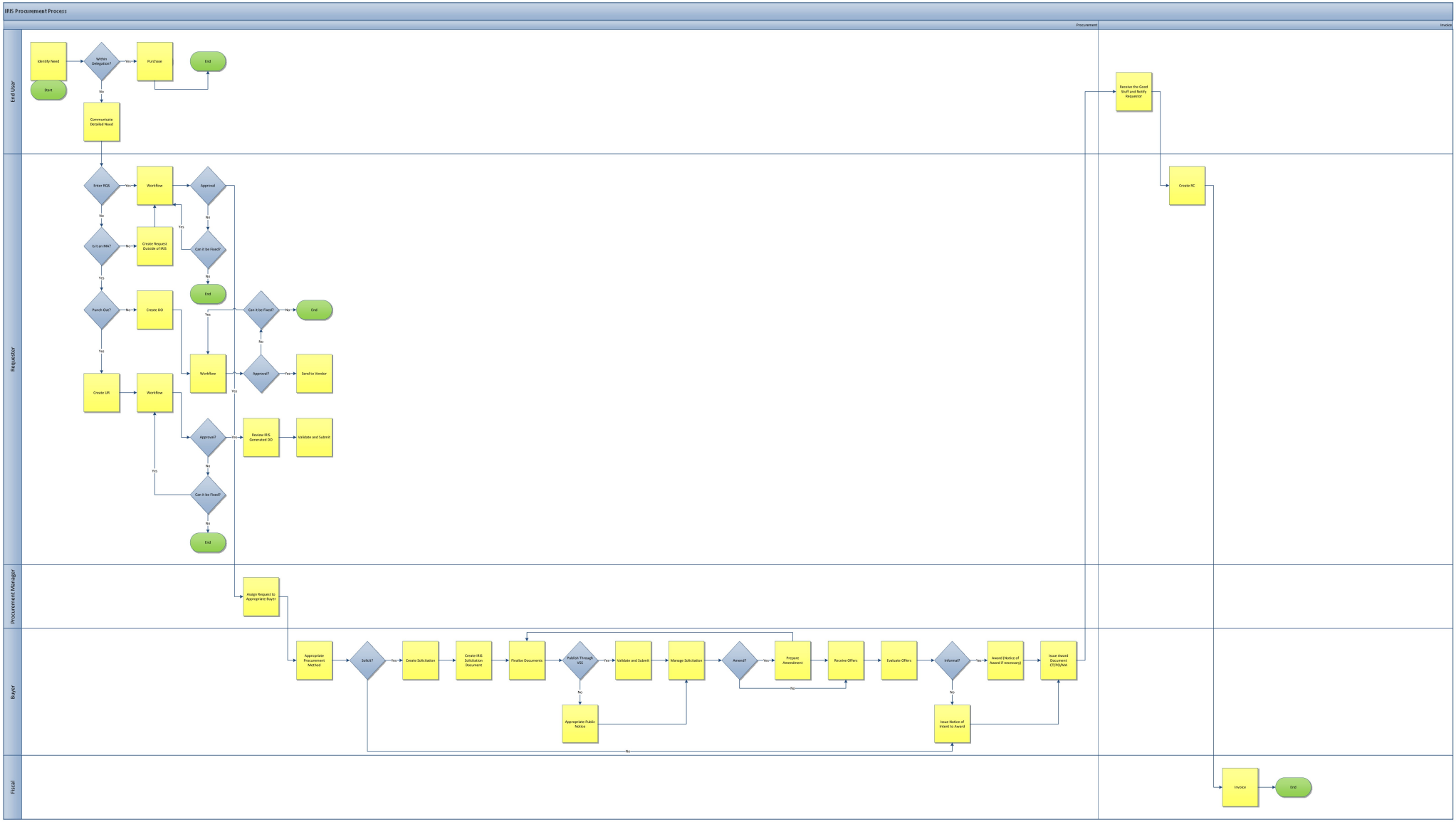
IRIS Procurement Process
Procurement
Invoice
End User
Requester
Procurement Manager
Buyer
Fiscal
Identify Need
Start
Within Delegation?
Yes
No
Purchase
End
Communicate Detailed Need
Enter RQS
Workflow
Approval
Is it an MAT
Create Request Outside of IRIS
Can it be Fixed?
Punch Out?
Create DO
Can it be Fixed?
End
Create URI
Workflow
Approval?
Send to Vendor
Approval?
Review IRIS Generated DO
Validate and Submit
Can it be Fixed?
End
Assign Request to Appropriate Buyer
Appropriate Procurement Method
Solicit?
Create Solicitation
Create IRIS Solicitation Document
Finalize Documents
Publish Through VSS
Validate and Submit
Manage Solicitation
Amend?
Prepare Amendment
Receive Offers
Evaluate Offers
Informal?
Award (Notice of Award if necessary)
Issue Award Document CT/PO/WA
Appropriate Public Notice
Issue Notice of Intent to Award
Receive the Good Stuff and Notify Requestor
Create RC
Invoice
End