PO.09 – Create Purchase Order

1. **Requisition approved**
   - If payment request is Yes, continue to step 2.
   - If new supplier is Yes, continue to step 3.

2. **Process Payment Requisitions (AP.03)**
   - PO generated from approved requisition
     - No: Notify Procurement Requester that PO has been rejected
     - Yes: \( \geq \$25K? \)
       - Yes: Submit PO for approval
         - A: Receive notification PO has been approved
           - End
         - B: Claim and reject PO
           - Reject?
             - No: Approve?
               - Yes: Claim and approve PO
                 - End
             - B: Claim and reject PO
               - Reject?
                 - No: Approve?
                   - Yes: Claim and approve PO
                     - End
               - End
             - End
           - End
         - End
       - No: Notify requester of cancellation
         - End
     - Yes: Add requisition(s) to document builder and create PO

3. **Supplier Registration (PO.01)**
   - Yes: \( \geq \$100K? \)
     - Yes: Approve?
       - Yes: Claim and approve PO
         - End
       - No: Reject?
         - Yes: Claim and reject PO
           - Notify Procurement Requester that PO has been rejected
             - End
         - No: Approve?
           - Yes: Claim and approve PO
             - End
         - End
       - No: Edit PO information as needed
         - Yes: End
         - No: End
     - No: End
   - No: Notify Procurement Requester that PO has been rejected
     - End
   - End

**Cancel requisition**
- End