



## **Purchasing Process**

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### **LESSON NO 1 (Part-1) – Steps of the Purchasing Process**

Lesson one, steps of the purchasing process and P2P process. So this topic is necessary for you to understand and initially what is the purchasing process and how it is implemented into the procurement and into the sourcing process. Let's look at this picture. beginning and we know what is the difference between purchasing and procurement. And in the circle of the purchasing you can see that it starts in the beginning when we sign the contract and then we have the next steps like ordering, delivering, receipt, payment, supply, performance, contract performance, etc. So when we talk about purchasing we need to understand this is part of the whole procurement cycle and part of sourcing process. Initially P2P process is procure to pay and procure to pay process involves requisitioning purchasing, receiving, invoicing and paying for goods and services. These steps included into their circle purchasing everything you can find here and in this lesson and next lessons we will study more what is it include? You should understand that this part is transactional and this part can be automize in proper way and just support it in the necessary conditions and on the certain level. But you need to understand very good who is involved in this process and how it should be built, not to lose everything first of all and implement, control and monitoring of this process because we are talking about money and this part of purchasing and procurement process is very important. Stay with us and we will continue with you.

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