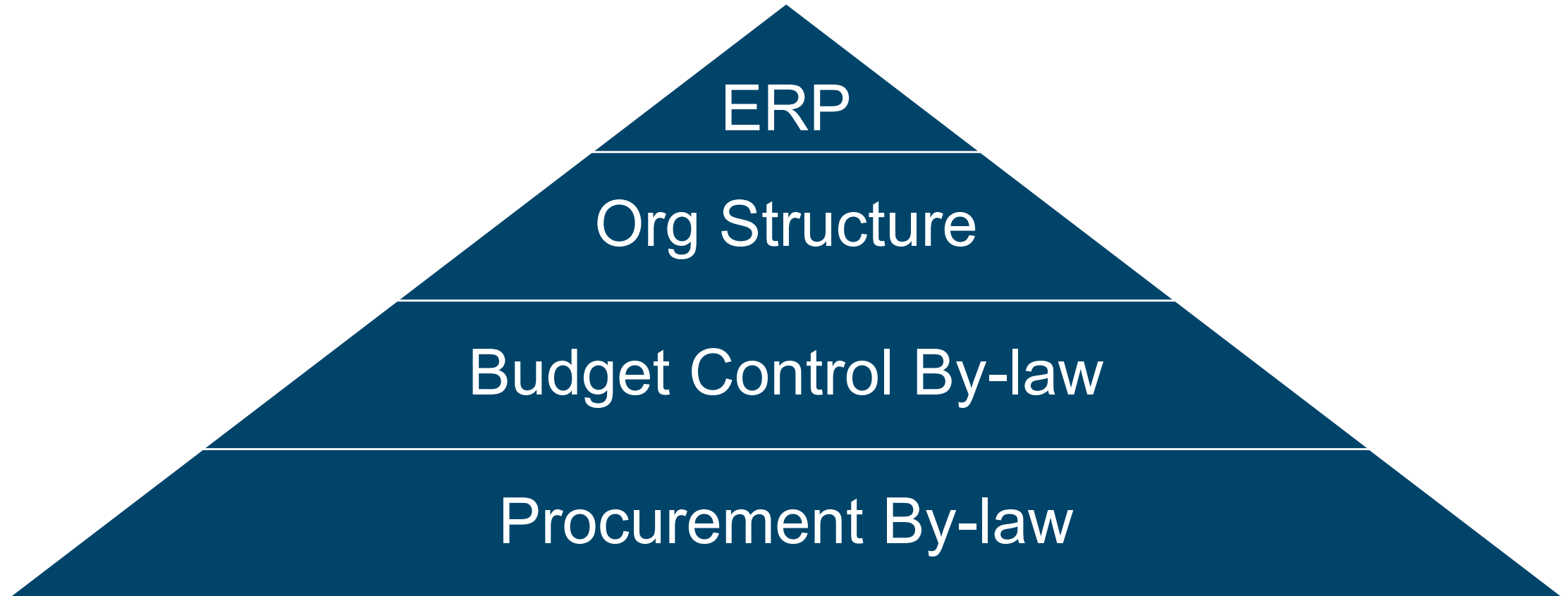


Procure-to-pay Process

An Overview

Enterprise Resource Planning (ERP) System Foundation



Procure-to-pay Process

1. Requisition
2. Purchase order
3. Supplier invoice
4. Payment

ERP Training

E-learning Options

- Procurement Essentials for Leaders
- Procurement Essentials for Niagara Region Staff
- Introduction to Financial ERP
- Requisitioning Part 1
- PCard for Cardholders and Preparers
- PCard for Approvers

ERP Training

Instructor-led Options

- Introduction to Financial ERP
- Requisitioning Part 1
- Requisitioning Part 2
- Financial ERP for Supervisors
- Financial ERP for Budget Owners
- Financial ERP for Project Managers

Step 1 - Requisition

- Initial request to make a purchase of goods and/or services
- Add items details, categories, quantities, prices, shipping, and chart of account details
- Choose the supplier (if applicable)
- Select a Procurement By-law purchasing type (origin)
- Attach all necessary supporting documentation
- Submit for electronic approval

Step 1 – Requisition Checkout Screen

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Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences
 Requisition Settings

Requisition Summary

Business Unit	10000	Niagara Region	Requisition Name	Demo requisition
Requester	AMIRAULT	Amirault, Erin	Requisition ID	0000152050
*Currency	CAD <input type="text"/>		Priority	Medium <input type="text"/>
			Origin	Single Source <input type="text"/>

Cart Summary: Total Amount 113,000.00 CAD

Expand lines to review shipping and accounting details + Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
▶ <input type="checkbox"/> 1	Demo item description		Smith Industrial Supply	10.0000	Each	10000.00	100000.00	<input type="checkbox"/>		Add	
<input type="checkbox"/> Select All / Deselect All		Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mass Change					

Total Amount	100,000.00 CAD
VAT Amount	13,000.00 CAD
Requisition Amount	113,000.00 CAD
Pre-Encumbrance Balance	101760.20 CAD

Step 1 – Requisition Checkout Screen (continued)

Requisition Comments and Attachments

Enter requisition comments
deliver to back door between 9:00 and 3:00 only

Send to Supplier Show at Receipt Shown at Voucher [Edit more Comments and Attachments](#)

Bylaws
Justification Examples and Training

Approval Justification

Enter approval justification for this requisition

Key Components of an Acceptable Justification
- Include a reference to the section of the Procurement By-law that applies to your purchase;
- Provide details that support why your purchase applies to this section of the By-law;
- Indicate why you selected this supplier over other available suppliers (not applicable for an RFQ/RFP/RFT where a supplier is chosen after a formal bid award); and

Check Budget **Budget Checking Status: Valid**

Step 1 – Requisition Approval

Approval Chain

Requisition (NR)

▼ ASE- JPC 2025 & 2026 Pending

[Start New Path](#)

NR ONL/SCA/INF

Skipped

[Fraser, Scott](#)
Requisitions-Department Mgrs
03/07/25 1:02 PM >

Approved

[Tassone, Frank](#)
Requisitions-Directors
03/10/25 2:06 PM >

Approved

[Ricketts, Terry](#)
Requisitions-Commissioners
03/11/25 1:51 PM >

Approved

[Gibbs, Donna for Carnegie, Dan](#)
Requisitions-Treasurer
03/12/25 2:40 PM >

Pending +

[Tripp, Ronald Edward](#)
Requisitions-CAO >

▼ **Comments**

System at 03/12/25 - 5:01 AM
Reassigned from CARNEGIED to GIBBS (18081,2022)

Step 2 – Purchase Order (PO)

- Legally binding document issued to a supplier
- Non-competitive purchases (e.g. low value or single source)
 - Automatically converted to a PO
 - No approvals required
- Competitive purchases (e.g. request for proposal)
 - Manually converted to a PO by Procurement Services after bid award
 - Manager approval if PO value less than or equal to requisition
 - All by-law required approvals if PO value is greater than requisition

Step 2 – Purchase Order

Non-competitive

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View Approvals

Business Unit	10000	View Printable Version	PO Status	Dispatched
PO ID	0000141965		PO Date	11/16/2024
PO Total	800.00 CAD		Budget Status	Valid
Supplier ID	0000008204	2026801 Ontario Inc.o/a Daniel Goodstadt	Review Budget Exceptions during prior budget check process	
Buyer	REGION_BUYER		Justification	This requisition is to secure consulting hours from a consultant who implemented modules of [redacted] for the Region and has recent involvement with implementing [redacted] Insights for [redacted]
PO Reference			View Comments and Attachments	
PO Type	SNG - Single Source	Bylaws Justification Examples and Training		

> [Review Lines](#)

∨ [Review / Edit Approvers](#)

No approvals required

[Return to Purchase Order](#)

Step 2 – Purchase Order Competitive

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View Approvals

Business Unit	10000	View Printable Version	PO Status	Dispatched
PO ID	0000144692		PO Date	01/16/2025
PO Total	136,353.00 CAD		Budget Status	Valid
Supplier ID	0000009410	ValGuard Security Inc.	Review Budget Exceptions during prior budget check process	
Buyer	ALCIDE		Justification 2024-T-245 closed on December 19th, [redacted] with 1 submission. ValGuard Security Inc. was the lowest submission with a value of \$116,353.00. After a discussion with Fin [redacted]	
PO Reference	Armoured Car Services		View Comments and Attachments	
PO Type	FRM - RFQ/RFP/RFT	Bylaws Justification Examples and Training		

> [Review Lines](#)

▼ [Review / Edit Approvers](#)

PO (less than Req)

▼ Purchase Order 0000144692: **Approved** [View/Hide Comments](#)

NR (less than Req)

Approved	
✓	Foley, Jacqueline for Vink, Miranda PO-Department Managers 01/16/25 - 4:39 PM
Approved	
✓	Montague, Melissa PO-Department Managers 01/17/25 - 10:25 AM

▶ [Comments](#)

[Return to Purchase Order](#)

Step 3 – Supplier Invoice

- Recorded as vouchers in the ERP
- Approvals follow payment release authority of by-law
- Two-way matching for service purchases (invoice to PO)
- Three-way matching for goods purchases (invoice to PO to receipt)

Step 3 – Supplier Invoice (continued)

- “No PO, no pay” practice
 - Invoices received without a valid PO number are returned to the supplier by the Accounts Payable team
- Exceptions:
 - Purchase is made on a PCard (corporate Visa, approved “low value” method under the by-law)
 - It falls under the special circumstances (emergency) section of the bylaw (where a PO is required but can follow later)
 - It’s a schedule ‘A’ exemption (where a PO isn’t required, but still encouraged)

Step 4 - Payment

- Released to suppliers based on invoice due dates
- No additional approvals required
 - Pay cycles follow accounting best practices and internal controls

Thank You