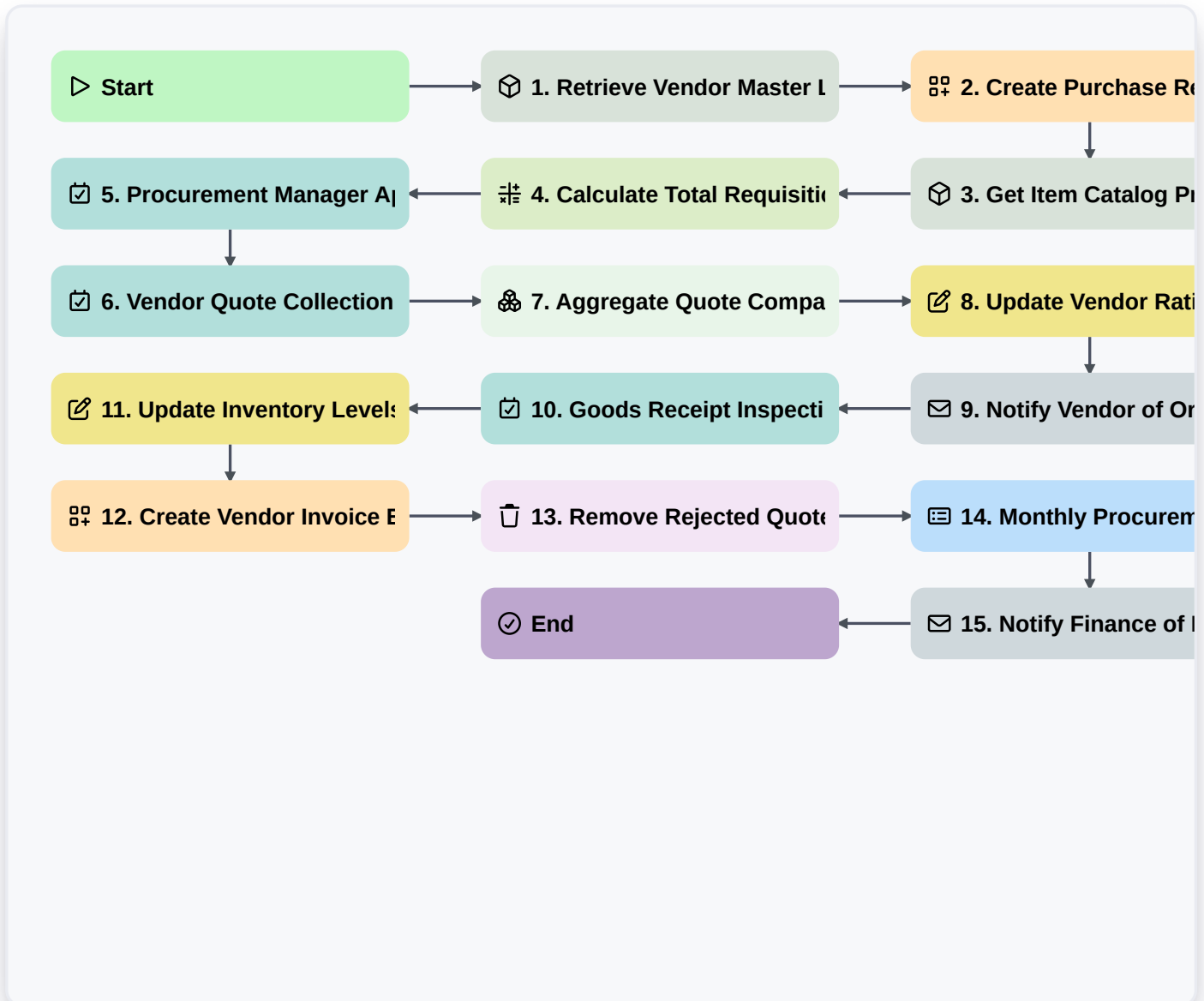


# Hotel Procurement And Vendor Management Workflow



## ▶ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Vendor Master List

Fetch all active vendors from the Vendor Data Model to select a supplier for the request.

## 📄 2. Create Purchase Requisition

Generate a new entry in the Purchase Requisition data model to initiate the procurement process.

## 📦 3. Get Item Catalog Prices

Retrieve current unit prices from the Inventory/Catalog data model to populate the requisition.

## 📄 4. Calculate Total Requisition Value

Sum the (Unit Price \* Quantity) for all line items in the requisition entry.

## 📄 5. Procurement Manager Approval Task

Create a task for the Procurement Manager to review and approve the requisition based on the total value.



#### **6. Vendor Quote Collection Task**

Assign a task to the Purchasing Agent to request and attach quotes from at least three vendors.

#### **7. Aggregate Quote Comparisons**

Calculate the minimum, maximum, and average price among all submitted vendor quotes for the specific item.

#### **8. Update Vendor Rating**

Update the 'Last Performance Score' field in the Vendor Data Model following a completed delivery.

#### **9. Notify Vendor of Order**

Send an automated email to the selected vendor with the Purchase Order details and delivery instructions.

#### **10. Goods Receipt Inspection Task**

Create a task for the Receiving Clerk to verify the physical goods against the digital Purchase Order.

#### **11. Update Inventory Levels**

Increment the 'Stock on Hand' quantity in the Inventory Data Model upon successful receipt of goods.

#### **12. Create Vendor Invoice Entry**

Generate an invoice entry in the Finance module linked to the original Purchase Order.

#### **13. Remove Rejected Quotes**

Delete or archive non-selected vendor quote entries from the active procurement session.

#### **14. Monthly Procurement Spend Report**

Generate a report summarizing total spend per category and vendor performance metrics for the month.

#### **15. Notify Finance of Payment Due**

Send an email to the Accounts Payable department when an invoice is ready for processing.

#### **End**

End of the Workflow/Process.