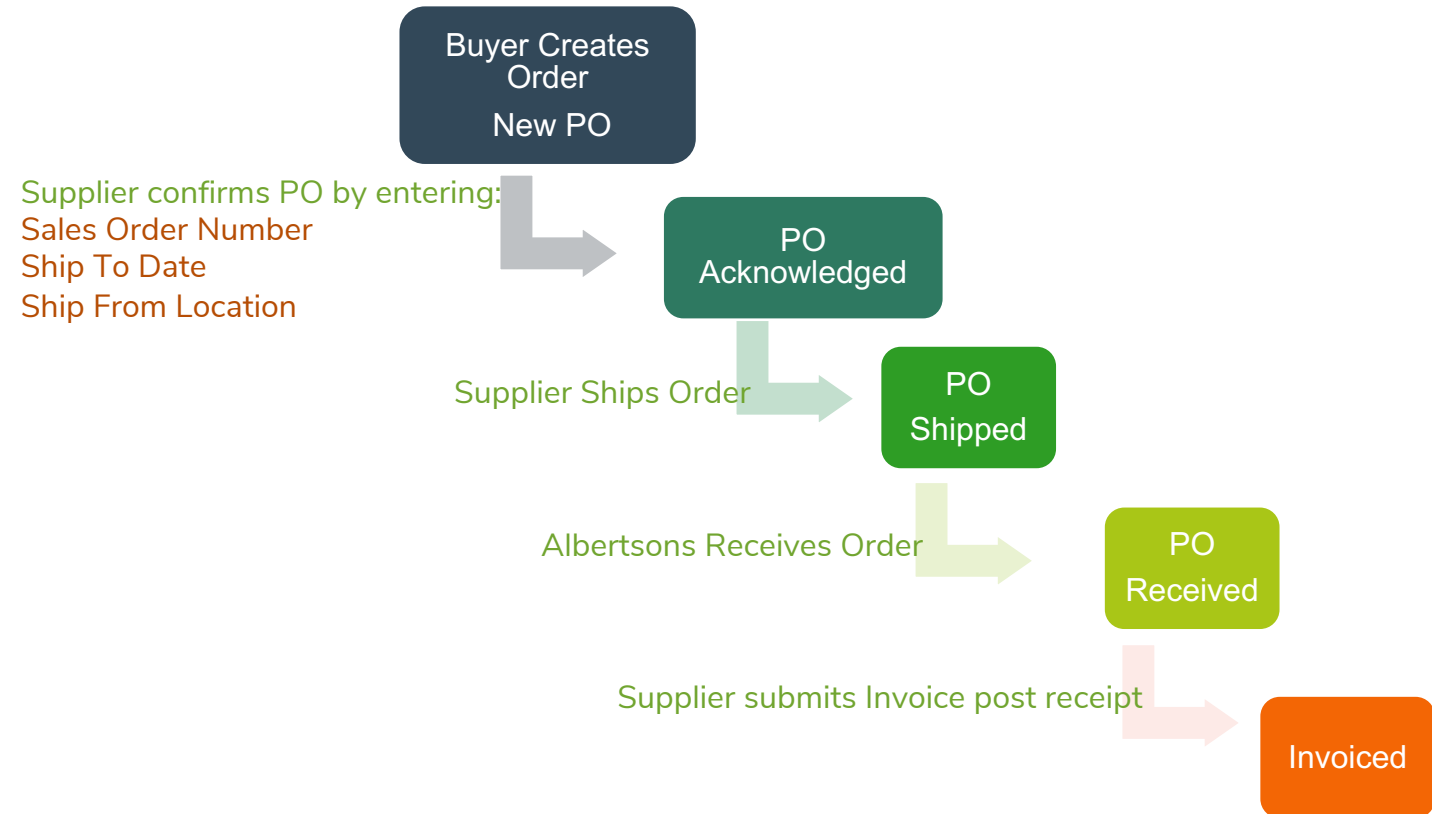


Albertsons Order Workflow – Order Cycle

Albertsons Produce & Floral buyers will use Procurant to:

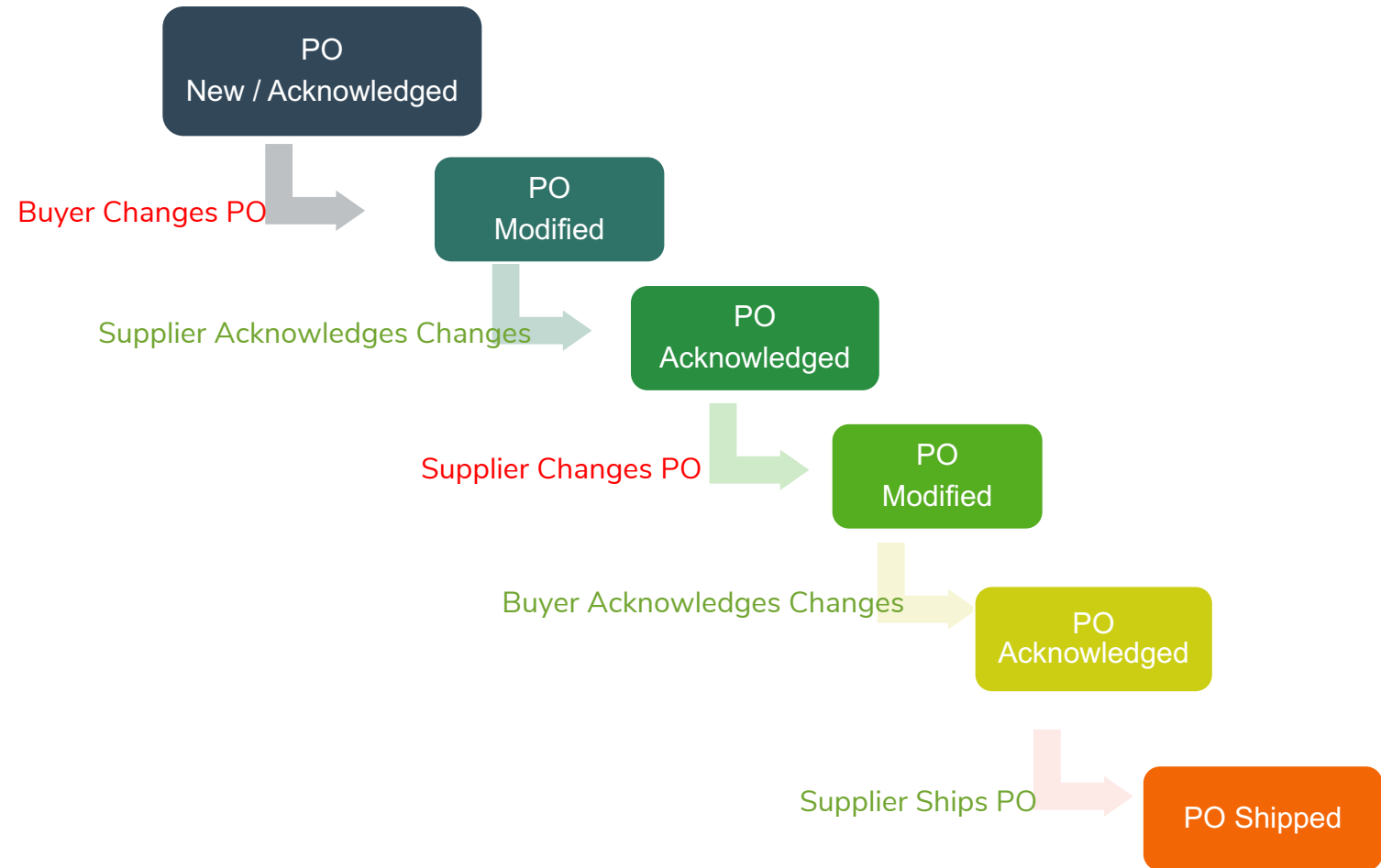
1. Send New Orders to suppliers
2. Communicate order changes
3. Receive order Acknowledgements from suppliers
4. Receive ASN/ shipping updates from suppliers
5. Update order with receiving information
6. Reconcile order for receiving exceptions
7. Receive Invoices from suppliers



Albertsons Order Workflow – Order Changes

Order Changes will be managed using Procurant:

1. Both buyer and supplier can adjust orders until the order is shipped
2. When the buyer updates an order - order status will be updated to **Modified** (buyer)
3. When the supplier updates an order – order status will be updated **Modified** (supplier)
4. Once order changes are accepted, order status will be updated to **Acknowledged** status
5. Suppliers can ship an order once it is acknowledged
6. Suppliers can send an invoice to Albertsons once a PO is received



* PO locked once Shipped

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Albertsons Order Workflow – Order Reconciliation

Order Reconciliations will be managed using Procurant:

1. Albertsons requires orders to be reconciled prior to invoicing in case of any exceptions
2. In case of order exceptions such as shipment information not matching a receipt, order status will be updated to **Received Exception**
3. Buyer and supplier can reconcile order exceptions
4. Once both parties accept reconciliations, order will be updated to a **Received** status
5. Suppliers can submit invoices once an order is reconciled and the order goes into a received status

