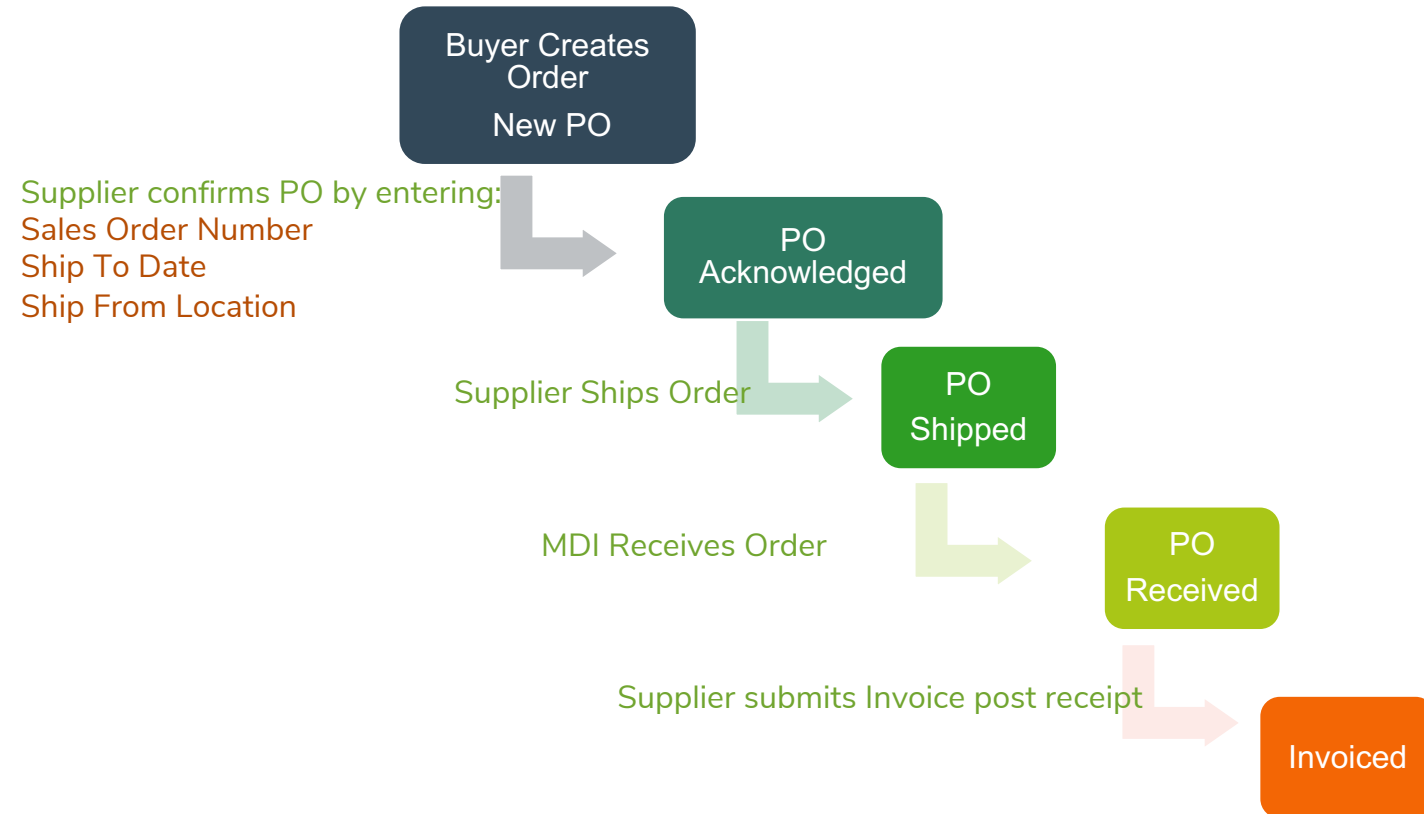


MDI Order Workflow – Order Cycle

MDI Produce & Floral buyers are using Procurant to:

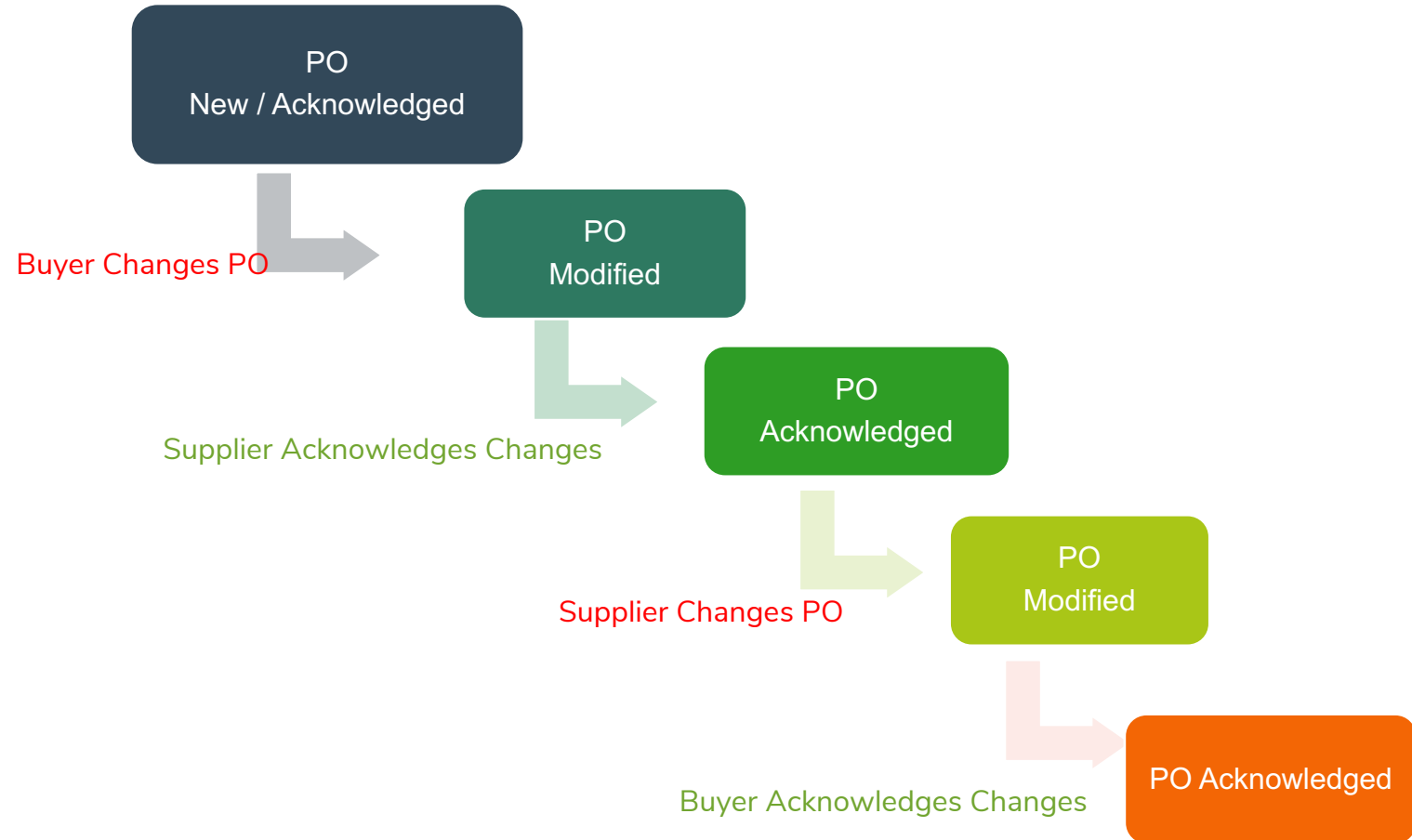
1. Send New Orders to suppliers
2. Communicate order changes
3. Receive order Acknowledgements from suppliers
4. Receive ASN/ Shipping updates from suppliers
5. Update order with receiving information
6. Receive Invoices from suppliers
7. Approve Invoices submitted by suppliers



MDI Order Workflow – Order Changes

Order Changes will be managed using Procurant:

1. Both buyers and suppliers can adjust orders
2. When a buyer updates an order - order status will be updated to **Modified** (buyer)
3. When a 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. Orders can be edited until received
7. Order is locked once received
8. Suppliers can send an invoice to MDI once PO is received



Email Notification

New Order PO2118 from Test Buying Company



no-reply@mail.procurant.com

To demosupplier@yopmail.com

Cc Namrata Duarah; Satish Gawas

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Demo Supplier,

You have received a new order.

Order Number: PO2118

Buyer: Test Buying Company

Ship Date: 08/11/2021

Delivery Location: East Coast DC

Delivery Date: 08/12/2021

Please [click here](#)/login on Procurant to view the order details.

Thanks,

Team Procurant.

