A circular process flow diagram showing the procurement cycle:

- **Identify the Need**
- **Contact Supplier for a Quote**
- **Raise a Requisition**
- **Purchase Order (PO) generated**
- **Send PO to Supplier**
- **Supplier Provides Goods/Services/Work**
- **Goods Receipt your PO**
- **Supplier generates Invoice**
- **Invoice e-mailed to invoices@ealing.gov.uk**
- **Supplier receives payment**