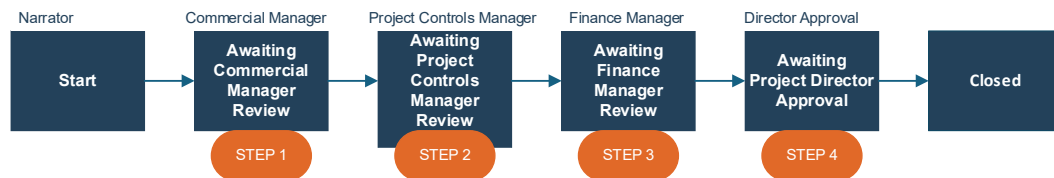


Once the PR is manually approved the Narrator will enter them into ProjectTeam and start the appropriate workflow. When the workflow is complete, a notification will be sent to the Narrator to notify the initiator of the PR.

PR Under \$250,000



PR Over \$250,000



For more information, see the Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a

Creating a Purchas Request

[Start the Workflow](#)

[Additional Resources](#)

CREATING A PURCHASE REQUEST

- 1) Click the **New** button from the Purchase Request log view.
- 2) **Save** the form.
- 3) Upload any applicable **Attachments**.
- 4) Create a **Reference Link** to the **Sole Source** form, if applicable.

START THE WORKFLOW

- 1) After a record is saved, a user can navigate to the Workflows panel of the open record to start a new workflow.
 - a. Click **Start New** in the Workflows panel of an existing record.
 - b. Check the box beside the applicable workflow:
 - i. PR Approval - **BELOW** US\$250K
 - ii. PR Approval - **ABOVE** US\$250K
 - iii. PR Approval - **Exploration** - **ABOVE** US\$250K
 - iv. PR Approval - **Exploration** - **BELOW** US\$250K
 - c. Click **Start Workflow** to send the first workflow step to the PM for review and approval. See [Approve for SAP Submittal](#) in this QRG.

Start New Workflow

Workflow Name & Description	Workflow Steps	to Take Action	Due Date for First Step
<input type="checkbox"/> PR Approval - ABOVE US\$250K After the manual project approval of the PR, utilize this workflow for project approval of a Purchase Request (PR) that is Above US\$250,000. Once approved by the Project Director, the Narrator will notify the initiator of the PR. (*Do Not Use this workflow for Exploration PRs.)	Awaiting Senior Commercial Manager Review → Awaiting Controls Manager Review → Awaiting Finance Manager Review → Awaiting Director Approval → Executive Approval	2	Saturday, December 13, 2025
<input checked="" type="checkbox"/> PR Approval - BELOW US\$250K After the manual project approval of the PR, utilize this workflow for project approval of a Purchase Request (PR) that is Below US\$250,000. Once approved by the Project Director, the Narrator will notify the initiator of the PR. (*Do Not Use this workflow for Exploration PRs.)	Awaiting Senior Commercial Manager Review → Awaiting Controls Manager Review → Awaiting Finance Manager Review → Awaiting Director Approval	2	Saturday, December 13, 2025
<input type="checkbox"/> PR Approval - Exploration - ABOVE US\$250K After the manual project approval of the PR, utilize this workflow for project approval of EXPLORATION Purchase Requests (PR) that are Above US\$250,000. Once approved by the Project Director, the Narrator will notify the initiator of the PR.	Awaiting Senior Commercial Manager Review → Awaiting Controls Manager Review → Awaiting Finance Manager Review → Awaiting Exploration Director Approval → Awaiting Executive Approval	2	Saturday, December 13, 2025
<input type="checkbox"/> PR Approval - Exploration - BELOW US\$250K After the manual project approval of the PR, utilize this workflow for project approval of EXPLORATION Purchase Requests (PR) that are Below US\$250,000. Once approved by the Project Director, the Narrator will notify	Awaiting Senior Commercial Manager Review → Awaiting Controls Manager Review → Awaiting Finance Manager Review → Awaiting Exploration Director	2	Saturday, December 13, 2025

Cancel

Start Workflow

- 2) The Narrator must notify the Initiator of the PR when the workflow is complete.

RELATED RESOURCES

Help Pages:

[Start a workflow on a document](#)

[Adding Attachments to Forms](#)

[Create a Reference Link](#)

Additional Resources:

[Attachments](#)

[Reference Links](#)