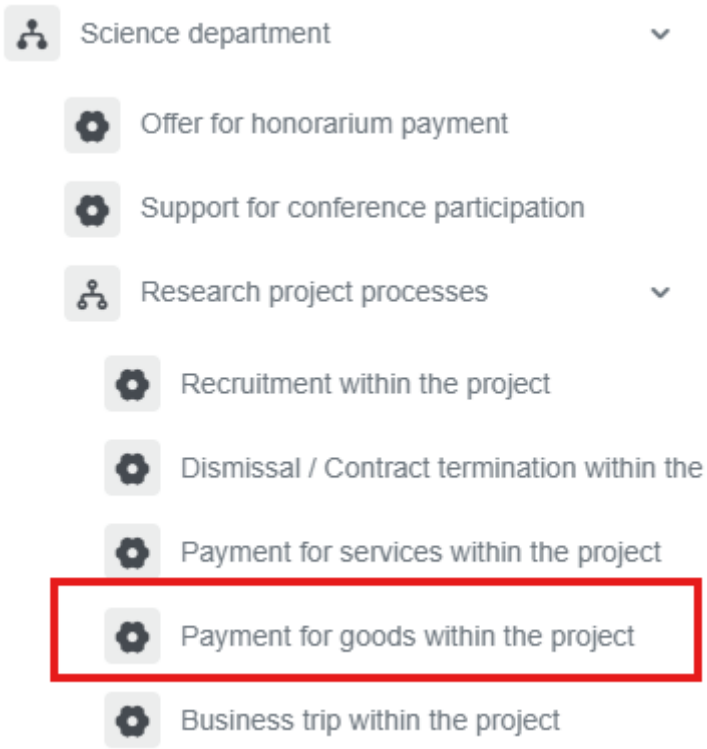
Payment for goods within the project

Process purpose and use cases
This process is used to make payments for purchasing goods under a project. It is applied in the following cases:

- Purchasing office supplies, equipment, or other materials
- Making payments based on a contract or invoice

How can I initiate the Payment for goods within the project process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Department of Science→ Research project processes → Payment for goods within the project** process**.**



2. 1) Select the project/grant type and enter the project name.

2) All columns in the table must be filled in.

3) When you click the "Add" button, you can attach the necessary file in the opened window.

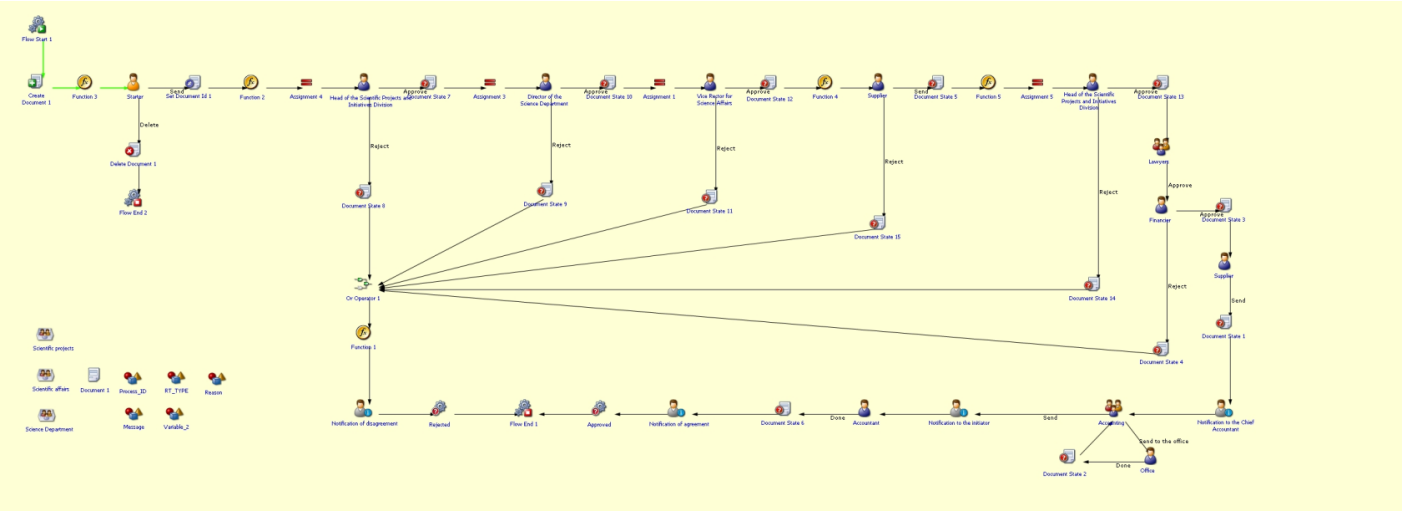


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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