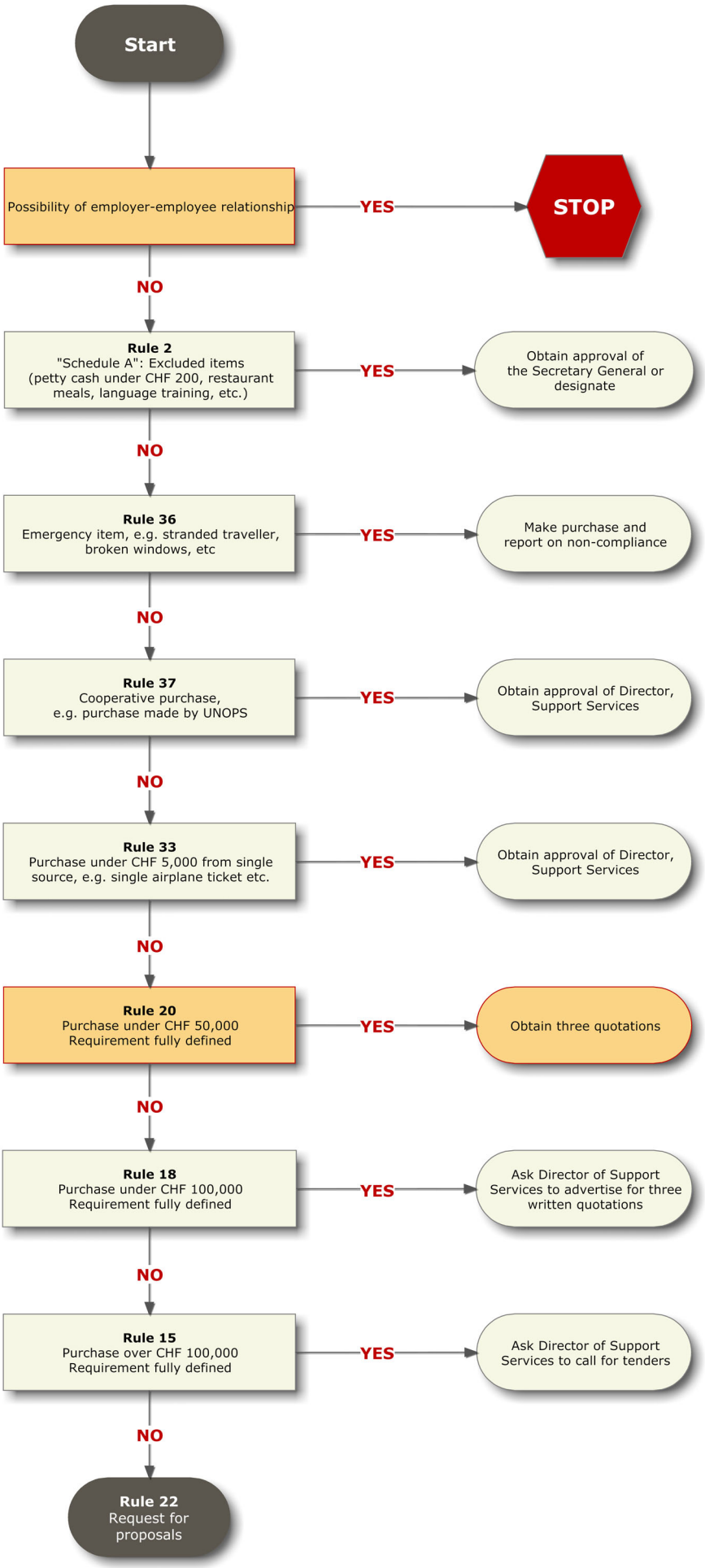PURCHASING FLOWCHART