QUICK REFERENCE GUIDE

- Identify Product or Service Need
- Collect Bids for Goods and/or Services
- Supplier Selection
- New Supplier Set-Up (if needed)
- Create Requisition (RQ)
- RQ is approved by all assigned approvers
- Buyer Creates Purchase Order (PO)
- Requester Provides PO to Supplier
- Supplier Delivers Goods and/or Performs Services
- Requester Creates Receipt
- Requester Provides Supplier Invoice to A/P
- Supplier is Paid
- PO is Closed