

## Accounts Payable and Procurement Work Flows-Purchasing Items

### Punch-outs

Create Requisition

Connect to Supplier Website and select supplier.

Order item(s) from Supplier website and checkout.

Confirm shipping and accounting information and then submit. \*

Requisition will be routed for approval.

Once all approvals received, the PO is sent to supplier electronically.

Items ordered are sent to purchaser.

Create Receipt.  
You may upload packing slip as an attachment.

If you save for later, select Purchase applet and select Requisitions under View.

### Non Punch-out Requisition: when you know the supplier

Create Requisition

Select Request Non Catalog Items.

Enter item and supplier

Confirm shipping and accounting information and then submit

Requisition will be routed for approval.

Once all approvals received, the PO is created and sent to supplier electronically by the buyer.

Items ordered are sent to purchaser.

Create Receipt.  
You may upload packing slip as an attachment.

If you save for later, select Purchase applet and select Requisitions under View.

### Non Punch-out Requisition: when you do not know the supplier

Create Requisition

Select Request Non Catalog Items.

Enter item

Confirm shipping and accounting information and then submit

Requisition will be routed for approval.

Once all approvals received, the buyer will source and issue a PO. The PO will be sent to supplier electronically

Items ordered are sent to purchaser.

Create Receipt.  
You may upload packing slip as an attachment

If you save for later, select Purchase applet and select Requisitions under View.

\* If ordering from WB Mason, select alternate address and enter your desktop delivery location.

Version Date: 8/23/19

Purchaser

Buyer

Supplier