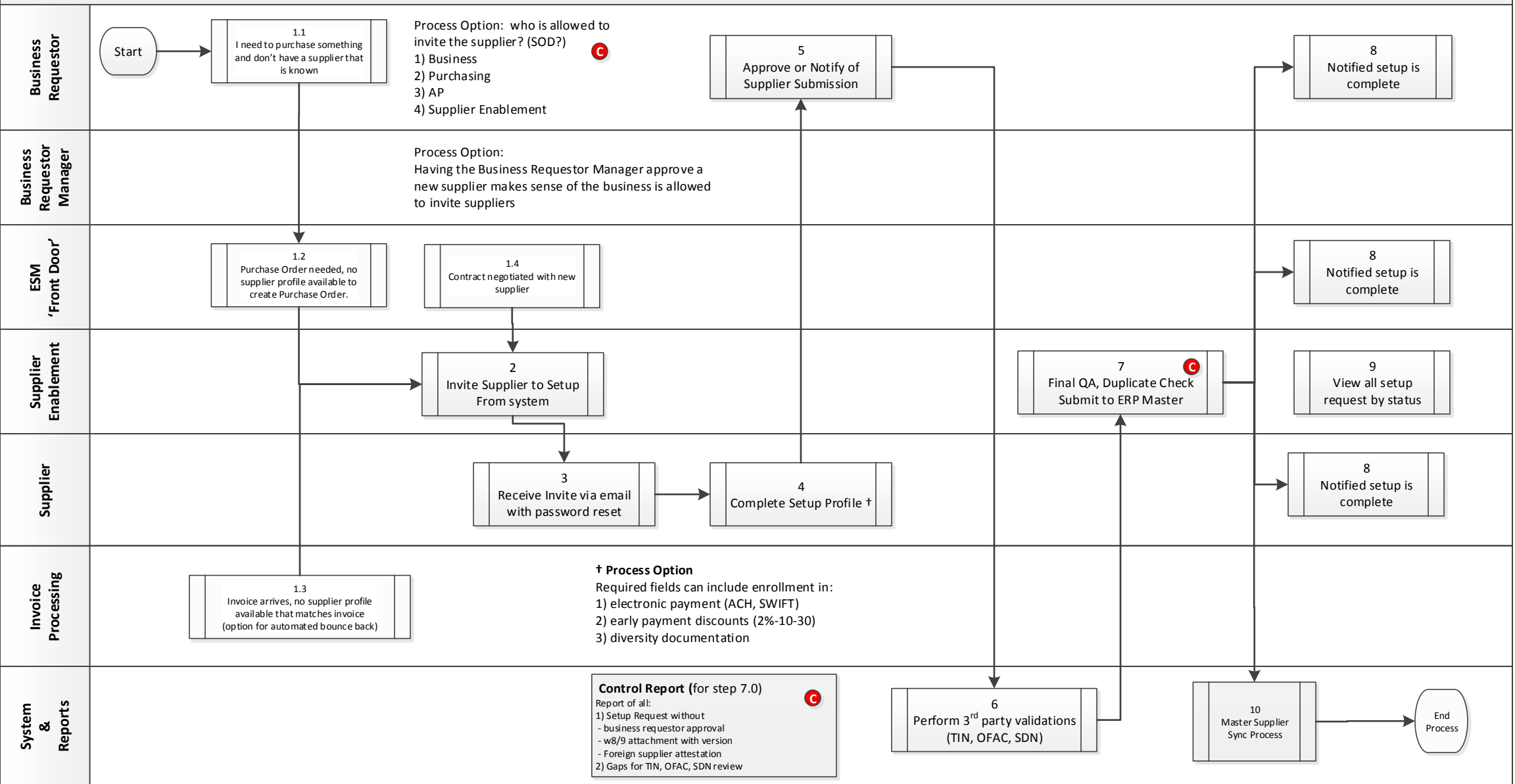


Process Name: New Supplier Setup (includes option for electronic payment (ACH) enrollment and early payment discount enrollment)

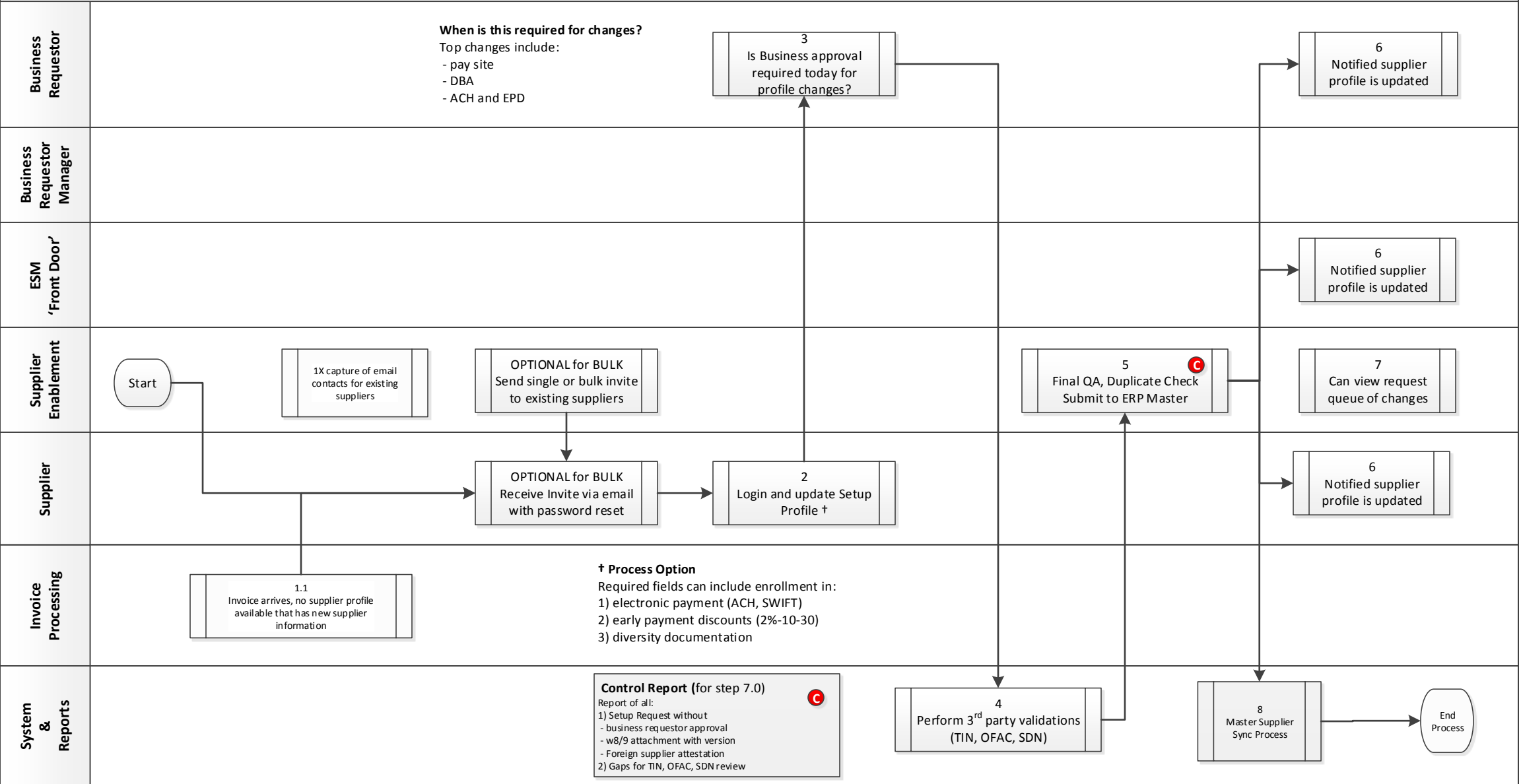
Phase



Document History		
Version #	Draft	Author:
Revised	7/21/2015	Mike B
Revision Notes: Version 1.0		
Description of Workflow Use		
Supplier Setup		
Legend		

Process Name: Modify Existing Supplier Setup (includes option for electronic payment (ACH) enrollment and early payment discount enrollment)

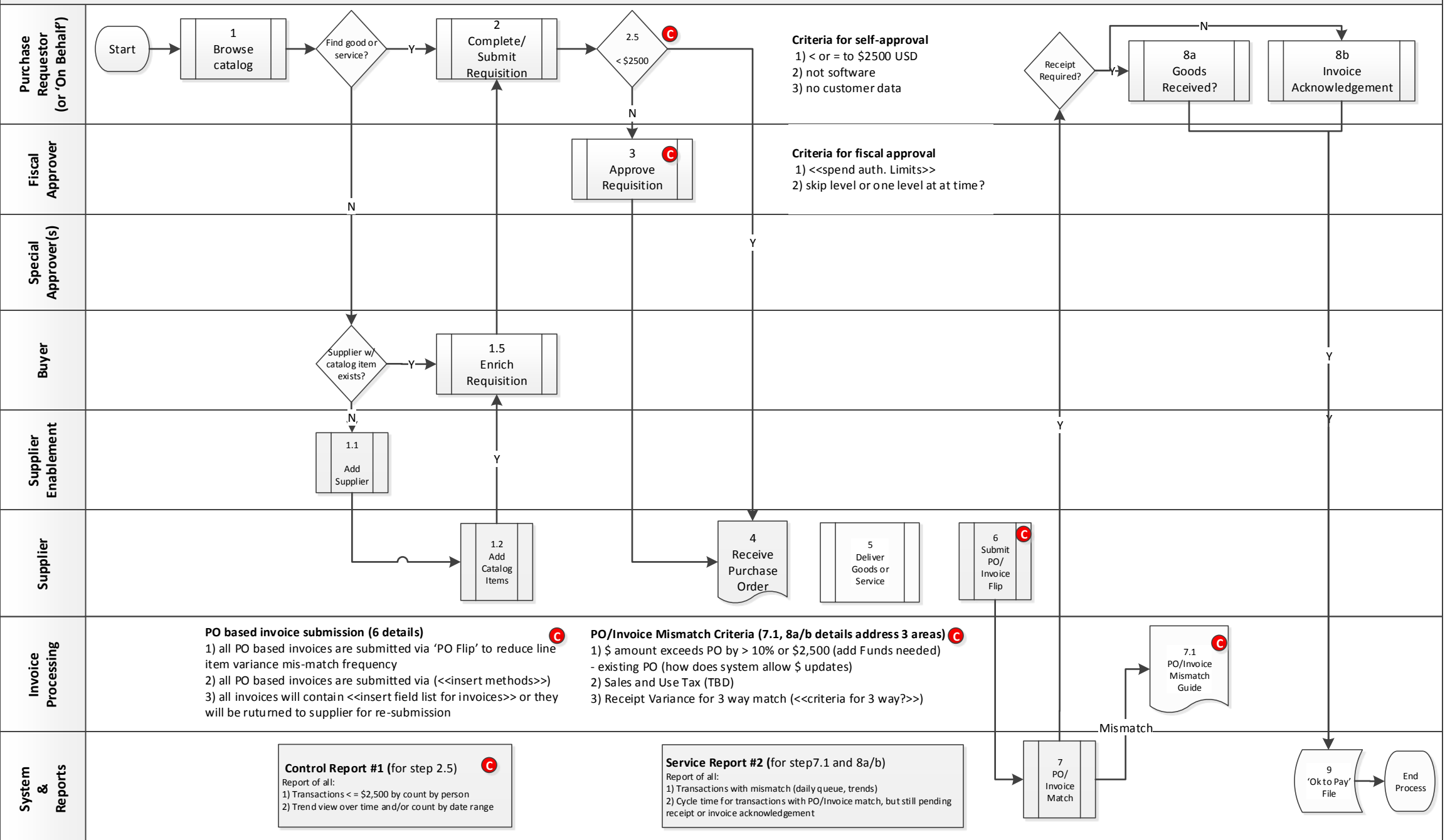
Phase



Document History		
Version #	Draft	Author:
Revised	7/21/2015	Mike B
Revision Notes:		
Version 1.0		
Description of Workflow Use		
Supplier Setup		
Legend		

Process Name – Receive and Process PO based invoice - electronic (single or bulk, 2 and 3 way match options)

Phase



Criteria for self-approval
 1) < or = to \$2500 USD
 2) not software
 3) no customer data

Criteria for fiscal approval
 1) <<spend auth. Limits>>
 2) skip level or one level at a time?

PO based invoice submission (6 details)
 1) all PO based invoices are submitted via 'PO Flip' to reduce line item variance mis-match frequency
 2) all PO based invoices are submitted via (<<insert methods>>)
 3) all invoices will contain <<insert field list for invoices>> or they will be returned to supplier for re-submission

PO/Invoice Mismatch Criteria (7.1, 8a/b details address 3 areas)
 1) \$ amount exceeds PO by > 10% or \$2,500 (add Funds needed) - existing PO (how does system allow \$ updates)
 2) Sales and Use Tax (TBD)
 3) Receipt Variance for 3 way match (<<criteria for 3 way?>>)

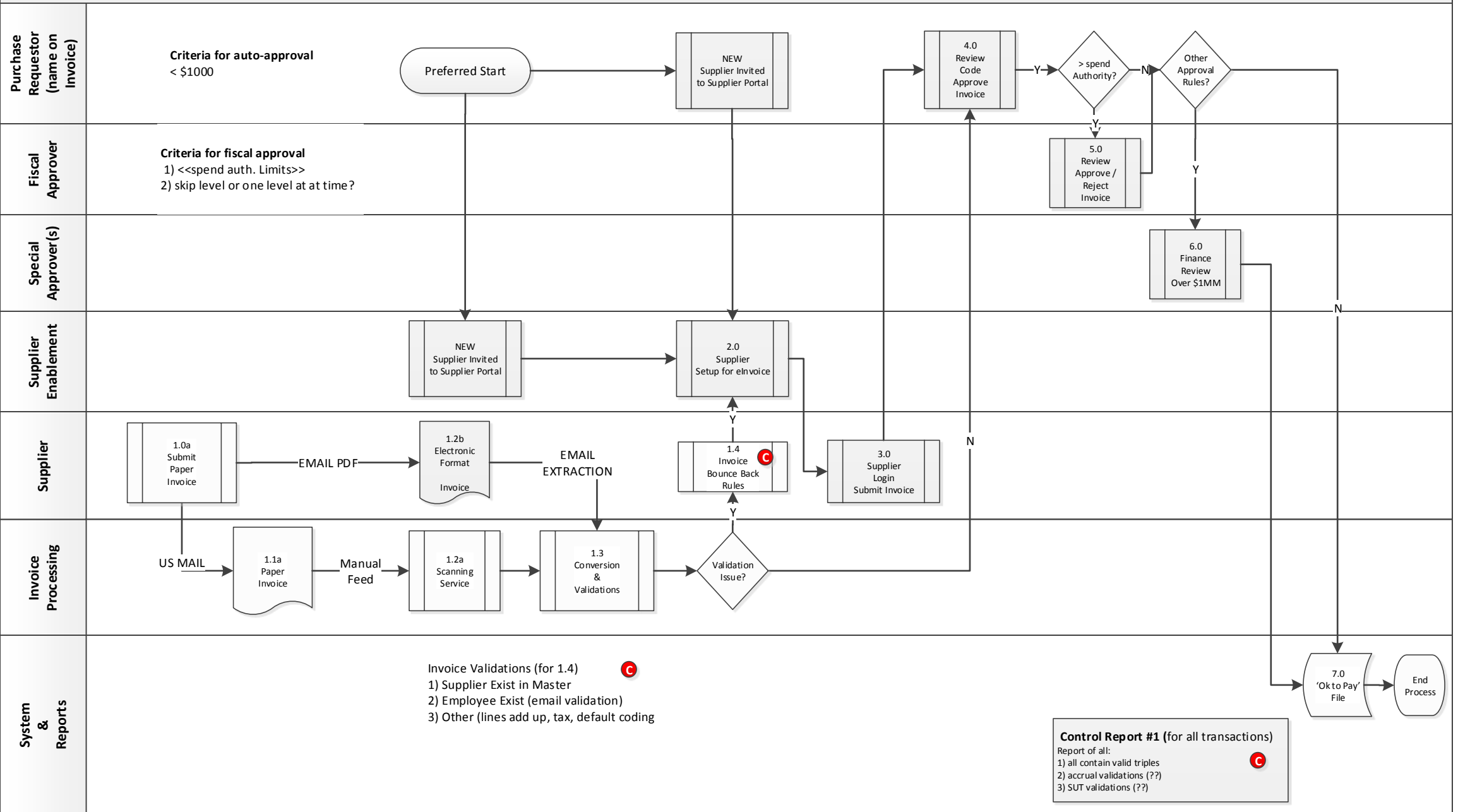
Control Report #1 (for step 2.5)
 Report of all:
 1) Transactions <= \$2,500 by count by person
 2) Trend view over time and/or count by date range

Service Report #2 (for step 7.1 and 8a/b)
 Report of all:
 1) Transactions with mismatch (daily queue, trends)
 2) Cycle time for transactions with PO/Invoice match, but still pending receipt or invoice acknowledgement

Document History		
Version #	Draft	Author:
Revised	7/21/2015	Mike B
Revision Notes:		
Version 1.0		
Description of Workflow Use		
Procure to Pay process for Catalog based PO invoice with PO/FLIP		
Legend		

Process Name – Receive and Process non-PO based invoice – paper and electronic (single / discuss bulk)

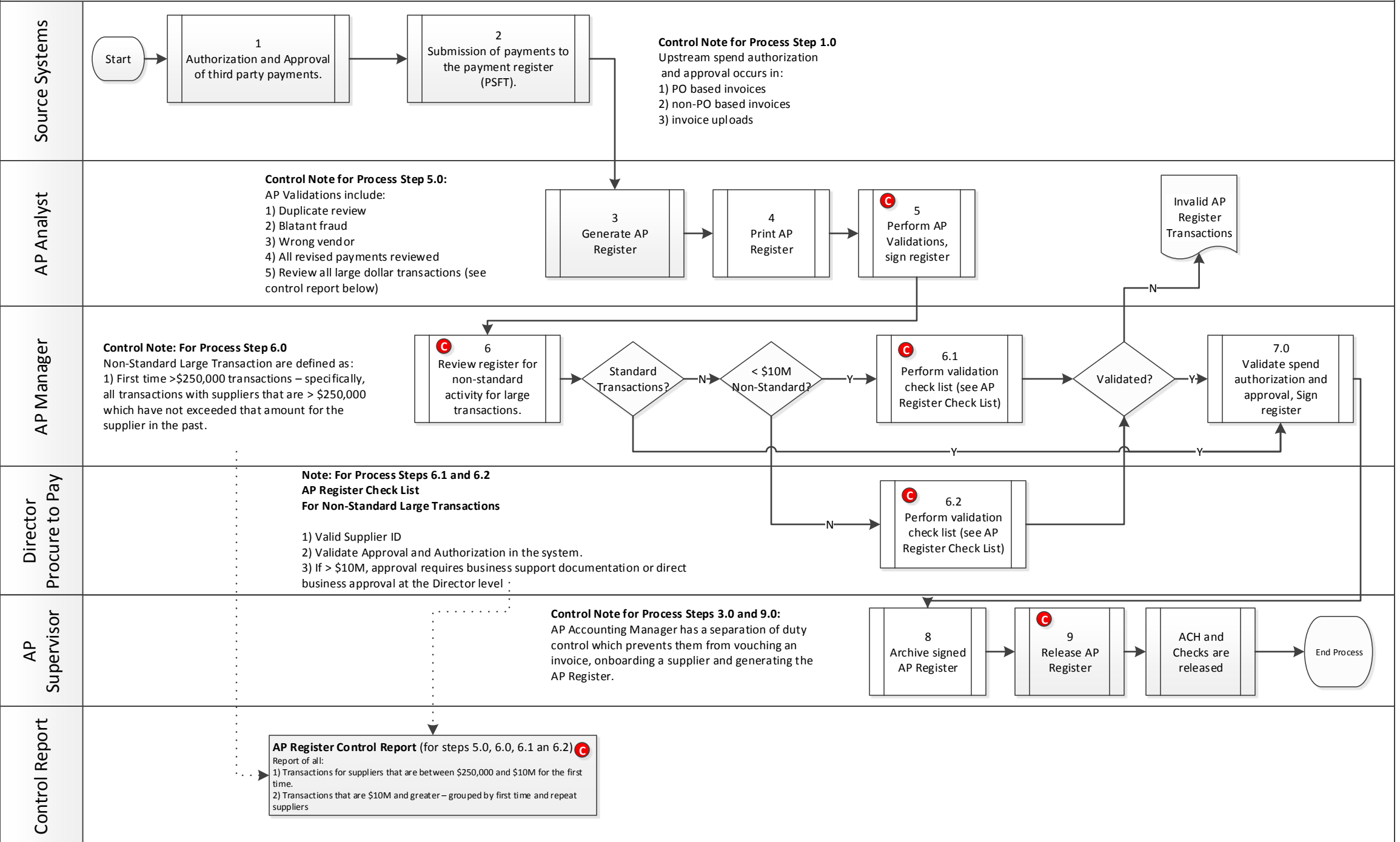
Phase



Document History		
Version #	Draft	Author:
Revised	7/21/2015	Mike B
Revision Notes:		
Version 1.0		
Description of Workflow Use		
Procure to Pay process for non-PO based invoices		
Legend		

Process Name – AP Registry Approval and Release

Phase



Document History

Version #	Draft	Author:
Revised	07/20/2015	<name>

Revision Notes:
Version 2.0 clarifies upstream spend authorization and spend approval.

Description of Workflow Use
Process for reviewing AP Register before payment release.

Legend

System Process	Manual Process
System Document	Manual Document
System Report	Manual Report
Xref to Service	Decision Point
Control	Start/End Process