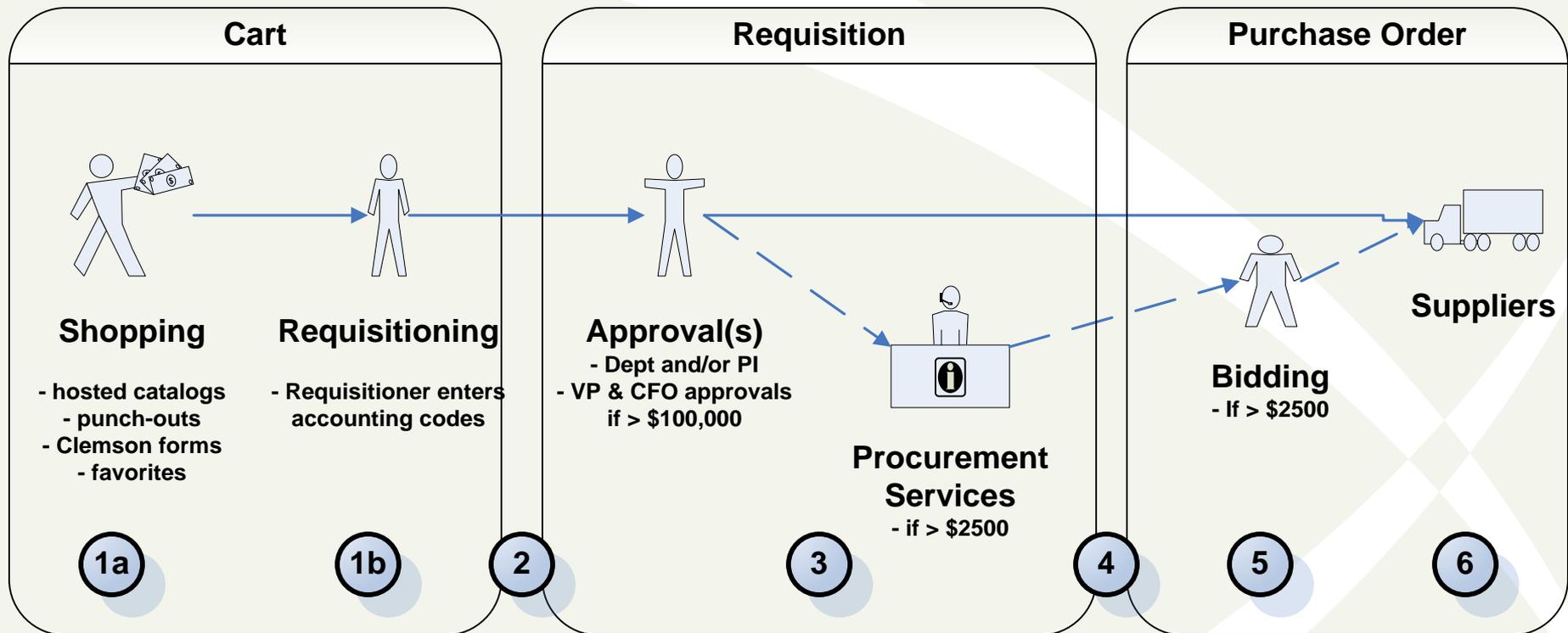


Progression of a buyWays transaction

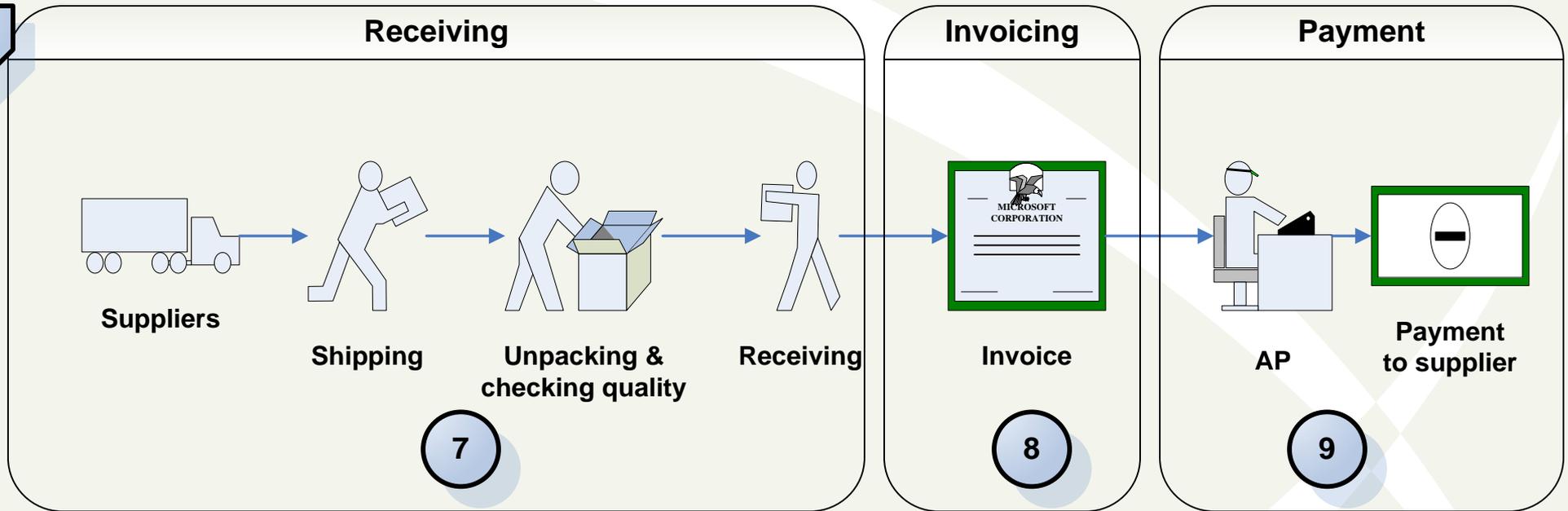


Notations

- 1a: Shopper selects their goods and/or services
 - 1b: Requisitioner enters the proper accounting codes
 - 2: PeopleSoft validates chartfields and conducts a budget check
 - 3: Approval process is executed based on the requisitions characteristics
 - 4: PeopleSoft conducts budget check for PO's < \$2,500
 - 5: Special handling step for PO's requiring bidding; Budget check & encumbrance of funds occurs when bidding is complete
 - 6: PO is automatically sent to the supplier via buyWays
- *POs created using the Direct Payment form are NOT sent to suppliers

Progression of a buyWays transaction

Cont.
from
Pg 1



Notations

7: Receiving is required for all buyWays transactions; equivalent to the “okay to pay” signature required today
Receiving may take place as an “assumed receipt” 5 days from invoice under the Negative Assurance of a Receipt policy for small dollar orders (<\$2500)

8: eInvoices may arrive simultaneously with the package because the supplier’s system electronically sends the invoice at the same time they start the shipment of the goods

8: For paper invoices, the invoice is entered into buyWays, to include invoices for Direct Payment forms

9: Payment to the supplier happens only when the PO, receipt and invoice match; CUBS determines the appropriate supplier payment date



Approval Workflow Steps

Based on the characteristics of the requisition (amount, types of purchases and form type), the workflow is programmed to obtain appropriate approvals based on the criteria noted below.

Note: The majority of your requisitions will have a limited number of approval steps.

Approval Step	Activated by	Approver
Auto Approval	\$ limit set by department	Requisitioner (upon submit)
Department	\$ limit set by department	Department approver
Project	\$ limit set by department	Project approver
Project Coordinator	\$ limit set by business office	Grants coordinator
SPAA	If fund 20 & accounting code=7004, 7005 & 8xxx	Sponsored Programs
Form approvals	<i>Dependent on the form</i>	
Buyer 46	>= \$2,500 and < \$10,000 & not on contract	Certified buyer 46
Director of Procurement	Sole source or vehicle or trade-in	Mike Nebesky
Purchasing Gatekeeper	>= \$2,500 & not on contract	Mike Nebesky or Scott Pigeon
Purchasing Agent Review	>= \$2,500 & not on contract that requires bidding	Buyer
Comptroller	Sole source	Charles Tegen
Notifications	These do not stop the approval process	
Hardware/Software	Hardware or software purchase >= \$2,500	CCIT
EH&S	Controlled substance, recycled, hazardous, radioactive, rad-minor, select agent, toxin, energy star & green	EH&S
Equipment Inventory	Accounting code = 8xxx and >=\$5,000	Property Control