"The Life of a purchasing request" OSP Edition

1. eRequest Submitted for Approval
   - Department Business Manager Approves the Request
   - eStores
   - eRequest Arrives at the BOC for Processing

2. If cart is used, Order is "Pushed" to Peoplesoft
   - Fiscal Associate creates Requisition
   - Requisition is approved by BOC

3. If cart was not used, Fiscal Associate will enter cart via REQ
   - Requisition is approved by BOC
   - Fiscal Associate converts Requisition into a PO
   - OSP receives and reviews the Req for appropriateness and budget
   - Examples: 1) Outside Shipping, 2) Project Over Budget, 3) Project End Date, 4) Meals, 5) Bid Waivers
   - Once Vendor returns paperwork, OSP adds them to Peoplesoft and sends Req back to the buyer
   - SPO reviews budget and project specs, and sends Req back to the buyer
   - Once Approved, PO is dispatched to Vendor

4. PO auto generates and dispatches

5. If Vendor is not set up, OSP requests documents from the Vendor
   - Req is routed through the SPO for project approval
   - Once Vendor returns paperwork, OSP adds them to Peoplesoft and sends Req back to the buyer
   - SPO reviews budget and project specs, and sends Req back to the buyer
   - Once Approved, PO is dispatched to Vendor