Procure to Pay (P2P)

Purchase Order

Start → Procurement Need Identified → Supplier Known?

Y → Contact Procurement Office (Identify Supplier)

N → Purchase in Non-US Dollars?

Y → See International Currency Exception Detail

N → Supplier on myMarketplace?

Y → See myMarketplace Detail

N → Have NU Card & Amount <5K?

Y → See NU Card Detail

N → DirectPay Allowed?

Y → Create Requisition (in BANNER)

<=10K?

Y → Purchase Order Created and PO# Communicated to Supplier

N → Send Price Support Documentation to Procurement Office

Purchase Approved?

Y → Receive Product/Service

Procurement Office and Requestor Resolve Discrepancies

N → Receive Invoice

(forward to Accounts Payable)

Invoice Match PO?

N → Confirm Variance and Submit Change Order (see Change Procedure)

Y → Process Payment (in BANNER)

Y → Reconcile Purchase (in BANNER)

END