

What document should I complete to place an order?

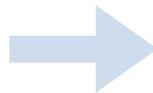
| Is the order greater than \$5,000? | Does the supplier require a purchase order? | Is the supplier in the supplier catalog? | Order goods or services using a: |
|------------------------------------|---|--|----------------------------------|
| No | --- | Yes | ePro Supplier Catalog Order * |
| No | No | No | Campus Voucher |
| No | Yes | No | Purchase Requisition |
| Yes | --- | --- | Purchase Requisition |

* Goods only

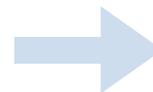
ePro Supplier Catalog Order Process Highlights

Departmental Requester

1. From the ePro page, punches out to the supplier's website.
2. Puts items in the shopping cart, submits them back to ePro.
3. If necessary, performs limited edits or adds order details.
4. Saves and submits the order.



If Departmental Approvals are required



If Departmental Approvals are not required

Departmental Approver

Reviews the order.

- If the order is approved, the system sends the order to the supplier.
- If the order is denied, the system sends the order back to the Departmental Requester.



If the order is approved

Supplier

Receives and fulfills the order.

