eSHOP Procure to Pay Process Overview

1. Shopper creates shopping cart
2. If required, Shopper assigns cart to Requestor
3. Requestor reviews requisition and assigns cost information.
4. Requestor submits cart to Approver
5. Approver verifies cost information and business purpose and approves Requisition
6. Based on the items and order amount, additional approvals may be necessary
7. Items are delivered from the vendor(s)
8. eSHOP sends Purchase Order(s) to the vendor(s) and order information to SAP
9. Invoice is entered manually or e-invoice is received from vendor
10. If required, a goods receipt is created (UNK, UNL and UNO only)
11. If invoice is out of tolerance with purchase order, it is submitted for review
12. Invoice is exported to SAP
13. Payment is processed in SAP
14. Vendor receives payment