Requestor reviews requisition and assigns cost information. Vendor receives payment. Items are delivered from the vendor(s). If invoice is out of tolerance with purchase order, it is submitted for review. Approver verifies cost information and business purpose and approves Requisition. Based on the items and order amount, additional approvals may be necessary. eSHOP sends Purchase Order(s) to the vendor(s) and order information to SAP. Payment is processed in SAP. Vendor receives payment. Invoice is exported to SAP. Item is delivered from the vendor(s). If required, Shopper assigns cart to Requestor. If required, a goods receipt is created. eSHOP sends Purchase Order(s) to the vendor(s) and order information to SAP. Non-Catalog Items

Catalog Items
- Hosted catalogs
- Punch-out catalogs
- Internal catalogs

Forms

Shopper creates shopping cart

Invoice is entered manually or e-invoice is received from vendor.