Procure to Pay Process
at Boston University

Shopping Carts
Purchase Orders
Invoice Payments
Procure to Pay Process

Shopping Cart
- Department creates a shopping cart.
- SAP shopping cart number is assigned
- Department approves the shopping cart
- SAP Purchase Order (PO) number is assigned

Purchase Order
- Assignment of Purchase Order number triggers auto notification to Vendor.
- Vendor is sent a copy of the Purchase Order.
- Goods & Services are received by departments.

Invoice Payment
- Accounts Payable receives and enters Vendor invoice into BUworks SAP
- Vendor PO invoice number is assigned
- Department approves (Over $5K) PO invoice for payment.
- Vendor is paid and a SAP clearing/payment doc # is assigned.