Guided BUying FAQs

TRANSITION TO Guided BUying:

1. Is **Guided BUying** replacing SAP?
    a. **Guided BUying** is integrated with SAP and is replacing our current procurement system, SRM. SAP ECC, where all financials are housed, will remain in place.

2. Is the process for submitting an Internal Service Request (ISR) changing?
    a. The ISR process is unaffected by the transition to **Guided BUying**. Please continue to submit ISRs as you do today.

3. Does this transition change how buy through Amazon Business?
    a. Amazon Business will be available through **Guided BUying.** For now, Requisitioners can continue to purchase through Amazon Business using their PCard, however our goal is to move all Requisitioners over to **Guided BUying**. Those who do not have access to **Guided BUying,** such as faculty, can continue to use their PCard. If you have a faculty member interested in signing up for Amazon Business using their PCard, please submit a ticket to Sourcing & Procurement via the Financial Affairs Customer Service Portal (https://bu.service-now.com/fa).

4. Will unspent funds in a limit order be cancelled once we transition to **Guided BUying**, or will we continue sending invoices to AP until the limit order is exhausted?
    a. If the limit order ends soon, in the next couple of months, you will not need replace the order in **Guided BUying**, as it can be paid down in SAP ECC. Note: If the Purchase Order (PO) runs out of funds prior to 7/24/20 (with time to approve an increase), we will not be able to adjust the PO, as SRM will be permanently unavailable, so please make sure it has sufficient funds.

       If the limit order is ongoing, you should replace the limit order with an Ad Hoc Amount Based PR in **Guided BUying**. Once the supplier starts billing against the **Guided BUying** PO number, please request the SRM PO be closed to release the commitment. The PO Closeout Request Form can be found in the Financial Affairs Customer Service Portal (https://bu.service-now.com/fa).

5. Is the Disbursement Request form being replaced in **Guided BUying**?
    a. The disbursement process is not changing in **Guided BUying**, but please attend the Invoice Approvals and Exceptions Training for more detailed information from Accounts Payable.

6. I have a few limit orders to create, should I wait until **Guided BUying** is available or can I still use SRM and it will be converted to the new system?
    a. At this time, you should wait until August 3, 2020 to place your Ad Hoc Amount Based Purchase Requisition (PR) in **Guided BUying**. Shopping carts from SRM will not be migrated to **Guided BUying**.

7. If we have open shopping carts (working with sourcing on approval) when **Guided BUying** goes live, will we have to generate a new PR?
    a. All shopping carts that are approved by 7/24/20 at 5:00 PM will be processed in SRM and can be paid in SAP ECC, the backend where our financials are housed. If you have not received notice a PO has been cut, you will need to place the order in **Guided BUying** on or after August 3, 2020.

Guided BUying TRAINING:

1. Will the slides be shared after the training?
    a. The slides will be shared after each training session. Step-by-step guides will be available on the Sourcing & Procurement website, under How to Place Orders, before we go live with **Guided BUying**. Questions submitted through the chat will be sent in the form of FAQs in the training follow-up email and will be posted on our FAQ page on the Sourcing & Procurement website.

2. Can you demonstrate ordering Art Craft paper supplies?
    a. Thank you for the suggestion. We will add your suggestion of demonstrating the creation of a PR to a punchout catalog with customization, to the list for future trainings.

3. Are all Requisitioners and Approvers required to take the training before **Guided BUying** go-live?
    a. Requisitioners and Approvers are required to attend **Guided BUying Purchase Requisition & Approval Training** and **Requisitioner Invoice Approval & Exception Training.**

ACCESSING Guided BUying:

1. How do Requisitioners access **Guided BUying**?
    a. To access **Guided BUying** navigate to myBUworks (http://www.bu.edu/mybuworks) and select **Guided BUying**. Alternatively, Requisitioners can navigate to the Procurement tab and will be redirected to **Guided BUying**.

2. Will University employees who do not have the Requisitioner or Approver role be able to access **Guided BUying** with view only access?
    a. At this time, the University has decided not to pursue all-access for the BU community.

SETTING PERSONAL PROFILE:

1. If I never use a cost center, do I have to set one in my Personal Profile? Where do I include my internal order number?
    a. Cost objects (e.g., cost center, WBS element, and internal order numbers) will be used in **Guided BUying**. Only cost centers can be set in your Personal Profile. At checkout, Requisitioners can update the accounting to include an internal order number or WBS element at the header or line level.

2. Are Requisitioners required to add an approver to make changes to their Personal Profile?
    a. Requisitioners are not required to add an approver to make changes to their Personal Profile.

3. Do Requisitioners have to set their Personal Profile for every PR?
    a. No, once you set your Personal Profile, it is set for every PR you create. If you need to change data, you can do so in the PR at checkout if you are ordering for someone else or you need to use another cost center, IO, or shipping address.

SEARCHING IN Guided BUying:

1. In what order do search results display?
    a. Search results will display based on a relevancy formulation in the system. You will have the option to refine results by criteria such as supplier, dollar amount, and manufacturer.

2. How do I find registered and preferred suppliers?
    a. Search for suppliers by navigating through the category tiles or by using the search bar on the homepage of **Guided BUying**.

3. Are there any sustainability or green filters when searching in **Guided BUying**?
    a. There are no sustainability or green filters in **Guided BUying** currently. If this feature is released, we will let you know so stay tuned.

4. Have suppliers been vetted for environmentally preferred options and diversity and women-owned businesses?
    a. Sustainability and Diversity characteristics are part of our "Best Total Value" equation to choose the best companies to supply goods and services to Boston University. View the Sourcing & Procurement Competition and Supplier Selection for Products and Services Policy here.

5. Can you add items from multiple suppliers in one PR?
    a. Although requisitioners can add multiple items to the PR from different suppliers, all line items have to be reviewed and approved before the entire PR is approved for a PO. To avoid delays, please make sure your PR only has one supplier.

6. Will **Guided BUying** Catalogs be broader than the existing Terrier Marketplace? For example, the Apple Catalog in the Terrier Marketplace does not include all types of adapters and, which means I must create a free description shopping cart.
    a. We have a separate peripherals catalog for adapters and other computer peripherals. You will be able to search for Apple adapters in either the Apple Catalog or in the SHI Catalog by using typing in "Apple adapter" the search bar on the home screen of **Guided BUying**.

HEADER LEVEL INFORMATION:

1. Is the Need-by Date required? How would we know if an item is on back order?
    a. The need-by-date is a system requirement we cannot hide or default at this time. We tried during the design phase of the project but were unable to. We recommend you push the date out one week. The need-by-date does not impact your order delivery date and does not commit the supplier to meet that date, nor is the Need-by Date tied into any of our suppliers' inventory systems. Please use the comment section, making your comment visible to supplier, to communicate requirements with suppliers.

2. What field replaces the shopping cart naming field running a report on the account in BUworks?
    a. Requisitioners can rename the PR at the top of the screen at checkout. Once we go live with **Guided BUying**, the PDL report will show both the historical shopping cart name from SRM, and the PR name for purchases made in **Guided BUying**.

ACCOUNTING:

1. Can we only choose the accounts linked to the department we work in?
    a. Select the appropriate cost center at checkout and the PR will be routed to the appropriate cost center approver based on the dollar amount.

2. Can we set one cost object for the entire PR?
    a. If you have set a cost center in your Personal Profile, this value will flow to your PR and will be visible at checkout. Cost objects can be updated at both the header and line level of the PR during the checkout process.

3. Can we use multiple cost centers or internal order numbers?
    a. The cost center you set in your Personal Profile will flow to all PRs. At checkout, you can update the cost center to an internal order number or WBS element.

       Requisitions can also split the PR between multiple cost centers, WBS elements, or internal order numbers, if necessary. As a note, you can only split between the same cost object type (i.e., between two cost centers; two internal orders; two WBS elements). If charging a cost center and a Sponsored IO#, **100% of the cost must be charged to the cost center**, then do a Journal Entry to charge the Sponsored IO#.

4. What do you mean when you say we cannot split between a cost center and a grant?
    a. A major change from our current system for splitting charges is the inability to split different cost objects for the same line item. The good news is, when we ran the data on the past few years to see how many times it was happening, the numbers were surprisingly low. Upon learning of this deficit while in the Design Phase with Ariba early in the project, we submitted a request to Ariba to create an enhancement

to allow the splitting of different cost objects on a line item. When organizations submit these types of requests, other companies can “back” the request, which essentially means they agree and would also benefit from the enhancement. Walmart and other large organizations backed ours, so we hope to see traction and receive an update from Ariba soon.

From our internal discussions with PAFO and others, we’ve come up with two options to mitigate this. Option 1 involves multiple quantities of a product: split by quantity. Meaning if you are ordering 10 items, put 4 on one line under the grant and 6 on a second line under the cost center. If you are ordering a quantity of one, this isn’t feasible and that brings us to Option 2. Assign all of the costs on the PR to the cost center, then journal entry 60% back to the grant. THIS IS IMPORTANT, <u>PAFO requires the journal entry back to the grant, not to the cost center</u>, so make sure when assigning the cost object on the PR, assign it to the cost center.

5. Will we be able to split the cost between startup funds and grants? What about federal grants and non-federal grants (9500/9550)?
    a. At this time, PRs cannot be split between different cost objects, however we are able to split between like cost objects such as 950s and 955s. We have a request in with Ariba to allow us to split between different cost objects that has been backed by very large organizations (e.g., Walmart), so we are hoping Ariba will take it into consideration and prioritize it.

6. Can you change GL accounts prior to check out?
    a. The GL can be updated during the checkout process.

7. Can you change the cost object to an internal order number?
    a. The cost object can be updated to an internal order number under the accounting section at checkout.

8. Will internal order numbers be updated in the system as they expire after a year or new with grant funding?
    a. PAFO will be following the same process with internal orders they are following today.

9. Will there be a Product Category in **Guided BUying**?
    a. Product Category is replaced by Commodity Code in **Guided BUying**.

<u>**SHIPPING:**</u>

1. Do we change the shipping information every time we order for a new address or is there a default address, which we can update at checkout?
    a. We recommend setting your default address in your Personal Profile to the address you use most frequently. At checkout, you will be able to update the address as well as the floor and room number.

2. For animal orders that can only be delivered on certain days, would we put the delivery date in the comments to the supplier or update need-by-date?
    a. If animal orders can only be delivered on certain days, add a comment and make it visible to supplier. Need-by Date will not impact delivery.

3. Does **Guided BUying** supply tracking numbers on orders or is this dependent on the supplier?
    a. Suppliers may provide tracking numbers upon request of the Requisitioner. Please use the comment section to communicate with the supplier and remember to check off the box to share your comment with the supplier.

4. Often, shipping is not included and must be estimated. When that number on the invoice does not match the PO, will it be kicked back?

   a. Shipping costs will not stop the invoice from being posted. BU instructs suppliers to "prepay and add" the shipping costs, so they can fluctuate, and the invoice can be paid.

5. Do we add a new address if we are purchasing for others in our department who need a product sent to a non-BU address?
   a. Requisitioners can change the shipping address to a home address by selecting **New** when searching for an address. However, we ask you to add a comment for your department financial approver so they are aware there has been a shipping address change to a non-BU location and can review it as part of their PR review and approval.

6. Are there specific requirements for setting the delivery address for capital equipment?
   a. When purchasing capital equipment, please select the address for the location of where the equipment will be located, if possible.

COMMENTS:

1. Is there a way to edit comments after you add them?
   a. Comments cannot be edited, but you can remove and add a new comment.

2. Can comments be added after a PR has been submitted?
   a. Yes, comments can be added after a PR has been submitted.

ATTACHMENTS:

1. If the attachment is only internal, wouldn't it be a good idea not to have the check box there?
   a. Attachments can be shared internally or with the supplier. We are often required to share attachments with suppliers, such as contracts or quotes, so we need the flexibility to share attachments. Requisitioners should check the box, **share with supplier**, to share the attachment externally. If the attachment is confidential, such as competitive bid documentation, Requisitioners should not share the attachment with suppliers.

2. Can attachments be added after a PR has been submitted?
   a. Yes, attachments can be added after a PR has been submitted.

3. Is a quote required to submit a PR?
   a. Requisitioners should obtain a quote from a supplier when they are submitting an Ad Hoc PR (Standard or Amount Based). PRs of ≥$10,000 require an attachment before the requisitioner can submit the PR.

COMPETITIVE BID POLICY:

1. Is the threshold for competitive bid threshold of ≥25k for the entire order or just for each item?
   a. Any purchases, ≥$25,000 for a product, engagement of services, multiple products for one purpose, multiple products from one supplier not ordered through a catalog, regardless of funding source requires proof of bid documentation in the form of competitive quotes from alternative suppliers, or a reference to a formal (RFP) Request for Proposal or a sole source justification if the item cannot be bid out competitively.

   If the purchase is on a grant, the amount at which time we require competitive bidding before a purchase is ≥$10,000. This level is set by regulations in accordance with Uniform Guidance.

2. Does Fairmarkit documentation meet the requirements for competitive bid documentation?
   a. Fairmarkit is a great way to request a quote and the documentation is appropriate for competitive bid requirements.

3. If an equipment quote was submitted in a proposal to a sponsor and the proposal was accepted, does we still need to obtain additional competitive bids for a purchase, or can we order from the supplier whose quote was submitted in the proposal accepted by the sponsor?
    a. For sponsored research funded purchases of ≥$10,000, per Uniform Guidance, the University is required to collect and document a competitive bidding documentation whenever a purchase is being made outside of Guided BUying catalogs (which are all competitively bid).

       For all other purchases, the minimum threshold for competitive bidding requirements is ≥25,000. As mentioned, catalogs are already competitively bid so documentation is not required when purchasing from a catalog. For Ad Hoc PRs, competitive bid documentation should be in the form of competitive quotes from alternative suppliers, or a reference to a formal (RFP) Request for Proposal. If the product or service is truly only available from one source, a sole source justification stating the product or service cannot be bid out can be sent.

APPROVAL WORKFLOW:

1. Will I need to add an approver or does the system add Approvers based on the cost center?
    a. The approval workflow is the same as it is in the current system. The cost object approval workflow was integrated into **Guided BUying** from SAP. Additional Approvers or watchers can be added at checkout.

       If the PR is ≥$500 it will be routed to your department financial approver for review and approval before the PO is generated and sent to the supplier. Other departments are added to the approval workflow based on commodity code and order value. Functional Approvers include Property Management, Environmental Health & Safety (EH&S), Animal Science Center (ASC), and Payroll. Orders ≥$10,000 will be routed to Sourcing & Procurement for review and processing.

2. Is auto-approve always the default on PRs unless you manually add in an approver or watcher?
    a. **Guided BUying** Catalog orders <$500 are automatically placed, meaning a PO is generated and sent to the supplier without any approvals required.

       If the order is ≥500 or more it will go to your department financial approver for review and approval before the PO is generated and sent to the supplier. Other departments are added to the approval workflow based on commodity code and order value. Functional Approvers include Property Management, Environmental Health & Safety (EH&S), Animal Science Center (ASC), and Payroll. Orders ≥$10,000 will be routed to Sourcing & Procurement for review and processing.

3. Will Approvers handle PR approvals in the BUworks Worklist tab?
    a. All approvals will take place in **Guided BUying**. Requisitioners will only need to navigate to the Worklist in BUworks when you need to hold an invoice <$5,000.

4. Are watchers able to view PRs after they are approved?
    a. PRs for which you are added as a watcher will be visible under your approvals > to watch. Once the PR is approved the PR will still be visible to the watcher in **Guided BUying**.

5. How do we add team members to a PR?
    a. Ariba is currently working on Team Requisitioning. Once this feature is available in **Guided BUying**, we will provide training documentation. In the meantime, add watchers to the approval workflow at checkout. Watchers will be notified of the PR and can view details under Your Approvals → To watch.

6. How do we know who approves our department's PRs?
    a. Cost center Approvers are not changing and will be the same as they are in the current SRM system.

7. What does Sourcing & Procurement review when they receive orders and what is the turnaround for review?
    a. All purchases using federal funds (i.e., grants) that are >$10k, are required to be bid out, per Uniform Guidance. Sourcing & Procurement has a duty to review orders >$10k. With that, most orders >$10k often have contractual stipulations which require Sourcing & Procurement to review, negotiate, and paper.

       Additionally, Sourcing & Procurement often assists Requisitioners in sourcing and finding alternative products, services, or suppliers to provide not just the best price, but also the lowest total cost of ownership. Sourcing & Procurement often has University standards for which we can assist Requisitions.

       At times, if the PR is complete, Sourcing & Procurement can approve it within minutes. Other times, it takes longer to contract with a supplier. The Service-level agreement (SLA) for Sourcing & Procurement states that all PRs must be touched and reviewed within 4 hours. However, this does not mean orders are processed within 4 hours, especially if a contract is required.

SUBMITTING A PR:

1. Will a budget check be performed at checkout and will Requisitioners receive a warning for insufficient funds, as SRM does now?
    a. No, **Guided BUying** will check to ensure the cost object is valid and can be used. If using a grant IO, it will validate the grant is open. The system will not show any warnings to Requisitioners if the budget is exceeded.

2. When you click the validate button at checkout, what happens?
    a. When you click Validate, Ariba checks SAP to make sure that the cost object is valid and can be used. If using a grant, it will validate that the grant is open.

3. Is there a way to print a PR to save a copy?
    a. A copy of the PR will always be available in the system. If you need a copy for a rebate you can right click, select **take a screenshot**, and choose **save full page**. We strongly caution against sending a printed copy of a PR to a supplier as it most often results in a duplicated shipment.

4. Can I save my PR at checkout and submit the PR at a later time?
    a. Requisitioners can select save and exit at the top of the checkout screen to save their progress. The PR will be accessible under **Your Requests** in a composing status.

AD HOC AMOUNT BASED & AD HOC STANDARD PRs:

1. Should contract-based limit orders, which vary in pricing from invoice to invoice, be submitted as an Ad Hoc Request?
    a. Ad Hoc Amount Based PRs are generally used for time and material engagements when the final amount is unknown. Amount Based PRs will replace what were formerly known as Limit Orders. Standard Ad Hoc Requests are used to purchase products and services not available through a **Guided BUying** catalog.

2. We use freelancers frequently. Should we submit Ad Hoc Requests to cover freelancer's invoices for the year?
    a. If you use a freelancer many times during a year, you may want to set up an annual Amount Based PR for that freelancer and apply invoices against that PR. Amount Based PRs that run on an annual basis are typically set up on July 1st (this year, it will be sometime in August--September) until June 30, 2021. The Office of Budget prefers not to carry forward orders from one fiscal year to the next, thus we open and close them based on fiscal years.

3. For subscriptions to the various databases we use for example, Dun & Bradstreet or LexisNexis, would I do submit an Ad Hoc order?
    a. If you receive monthly invoices, you would most likely do an Ad Hoc Amount Based PR. In doing so, you have one PR for the fiscal year and the invoices can be applied to one PO. If it is one invoice for the year, you should place an Ad Hoc Standard PR for the invoice.

4. Do all items in one PR have to be the same time (i.e., Ad Hoc or catalog)?
    a. No items added to a PR do not have to be the same type. However, remember catalog items go right out to the supplier with no review by Sourcing & Procurement, regardless of value because Sourcing & Procurement has competitively bid all catalogs. If you add an Ad Hoc item on the same order, and it is >$10k, it will be routed to Sourcing & Procurement for review.

5. Can Requisitioners edit an Ad Hoc PR to increase the total value of the PR?
    a. Amount Based PRs are set up on a fiscal year basis for ongoing orders. Requisitioners can change an Amount Based PR to increase the value as long as the final invoice has not posted. Changing the value will force the PR back through the approval workflow. Note, all bidding requirements are still applicable to changes to a PR.

POs:

1. Will we be able to download a PDF copy of the PO incase the supplier does not receive the original copy?
    a. Please reach out to Sourcing & Procurement via the Financial Affairs Customer Service Portal if a supplier does not receive a PO and we will resubmit the PO for transmission. This will help avoid duplicate shipments, which often occur when Requisitioners print POs and send them to suppliers and different people at a supplier location enter the orders.

2. Will we know by the PO number what kind of PR it is, like the naming convention in SRM of 85XXXXXXX and 86XXXXXXXX?
    a. No, all PRs act in the same way, therefore there is no differentiation in the naming convention. PO numbers in **Guided BUying** will begin with a 55 and will be 10 digits long.

CONTRACT REQUEST FORM:

1. How do we know if we need a contract set up or if one already exists?
    a. If you are presented with a contract from the supplier, a description of services, or statement of work, you should enter a Contract Request Form. If you are unsure if a contract needs to be executed, submit the Contract Request Form.

2. How long does it take to negotiate a contract?
    a. It all depends on the responsiveness of supplier and if a contract needs to be negotiated if they do not agree to our terms and conditions. Some negotiations are fairly simple, and some are lengthy and difficult. The best thing is to engage Sourcing & Procurement as early as possible in the process. We ask for at least two weeks for negotiations.

3. Should we submit a Contract Request Form for speakers instead of doing an honorarium if they are speaking 2-3 times in a semester?
    a. If they are a guest lecturer speaking for a Boston University organized class/event, the payment can be classified as an honorarium and can be paid using a disbursement form. Please view this resource for how to submit said payment requests.

4. If you have a contract with a supplier that is up for renewal, should I submit the Contract Request Form?
    a. Please submit the Contract Request form for any contract renewals.

5. If I have determined the contract amount already, what negotiations will Sourcing & Procurement handle? Or is the contract amount the outer limit of the amount I have budgeted?
    a. Sourcing & Procurement can assist with more than just price negotiations. We assist with contract negotiations including negotiating the best terms and conditions for the University (e. g., limitations of liability, confidentiality, rights in work, warranties). There are many other things Sourcing & Procurement needs to review and negotiate with suppliers besides the cost of a product or service. Sourcing & Procurement has an in-house attorney who assists the team with reviews, negotiation, and works directly with BU's Office of General Counsel.

6. Will a Contract Request Form be used for all research consultants or will the RCICR through Accounts Payable still be used for those ≤$25000 and less than a year?
    a. The RCICR process remains the same as in SRM.

SUPPLIER REQUEST FORM:

1. Are notifications sent to the Requisitioner when a Form is submitted?
    a. Notifications will be sent via email when a Requisitioner submits a Form (i.e., Contract Request Form, Sourcing Request Form, or Supplier Request Form). Requisitioners will not receive notification when comments are added, therefore it is important to navigate to "Your Requests" to view submitted requests and review dialogue back and forth with Buyers and the Supplier Registration Administrator in the comment section.

2. How do you order from an unregistered supplier?
    a. Requisitioners should always look to our registered and contracted suppliers for products and services before considering an unregistered supplier. If Requisitioners choose to order products and services from an unregistered supplier, Requisitioners should submit the Supplier Request Form in **Guided BUying.** The Supplier Request Form should be submitted before creating a PR and ordering or receiving any products or services. As a note, if the supplier is being used once, we suggest using your PCard for authorized products.

3. What is the process if I do not see my BU approved supplier on the list?
    a. We brought forth registered suppliers with spend from the past three years. If you have used a supplier prior to that period, please submit the Supplier Request Form.

4. What is the process if this is a new supplier that we do not regularly do business with?
    a. If the supplier is being used once, we suggest using your PCard for authorized products. Otherwise, all suppliers, except for Universities and those indicated as disbursement on the Ordering Matrix, must be registered with the University. To register a supplier, complete the Supplier Request Form before creating a PR or ordering a product or services.

5. Can the Supplier Request Form be used to update supplier remittance address if the supplier relocates?
    a. The Supplier Registration Form can be used to update suppliers' information. Please do not attach confidential information (e.g., W8/W9 forms) to the Form.

6. If a contract will ultimately be paid via credit card or disbursement (i.e., Performance Agreement or Hotel Contract) does the supplier need to be registered?
    a. No. Please submit the contract to be reviewed by completing the Contract Request Form. Once you receive the fully executed contract, you can pay by with a Travel Card or other means authorized by University Policies.

7. What is the process if I need to register a supplier and have a contract signed?
    a. Complete the Contract Request Form first. When you come to the section which asks you to populate the supplier and you're not able to find yours in our registered supplier list, you will be brought to the Supplier Request Form, where you can complete it with details about the supplier.

MODIFYING PRs:

1. What happens if you submit a PR for an amount and the supplier sends a confirmation email, but the price of the item is different; can you change the PR after the PO has been generated?
    a. You can modify a PR if it has not been fully invoiced. This will update the PO which will create a version change and the PO will be transmitted to the supplier as a change order.

APPROVING PRs:

1. Will Approvers receive email notifications when a PR requires their approval?
    a. Approvers will receive an email notification when a PR is pending their approval. They can approve from the email or navigate directly to **Guided BUying** from the email. We recommend navigating to **Guided BUying** to review the detail of the PR and either approve or deny the PR directly in **Guided BUying** as reviewing the shipping address for shipments to home during the pandemic is the responsibility of financial Approvers.

2. Will Approvers navigate to SAP to approve PRs?
    a. All approvals for PRs will occur in **Guided BUying**.

3. If an approver edits the PR, does the requisitioner have the chance to review those changes before a PO is generated?
    a. It is thought the financial approver should have the last say, so after the approver approves, it should continue to the next approver or to the PO stage. If the approver makes a change, and the requisitioner is added back into the workflow, essentially the requisitioner can negate the change the approver made.