## Procure to Pay Process at Boston University

Shopping Carts
Purchase Orders
Invoice Payments

## Procure to Pay Process

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

**Shopping Cart** 

## 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.

- •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.

Invoice Payment