End User needs copier

Contact Senior Buyer. Research current copier and new requirements

Purchase from State Contract?

Yes

Buyer creates requisition and forwards to end user

Signed requisition is returned. Purchase order issued and entered online with TBPC

TBPC issue State PO to vendor and sends copy to SRSU

Scan and link State PO. Forward to Buyer.

Buyer creates new FRS PO record with State PO # and cancels old SRSU PO# in FRS

Buyer adds note on screen 221 cross-referencing PO#s and re-links scanned image to State PO#

Copy of TBPC PO is sent to accounting

No

Buyer contacts Xerox Sales Rep

Sales Rep contacts end user and determines specifications

Sales Rep sends buyer a quote or sales contract

Buyer creates requisition and forwards to end user

Signed requisition is returned, purchase order issued and, in some cases, contract signed

PO and documents are scanned and linked.

Copier contract needs to be cancelled

Purchasing is contacted by end user

Fax formal cancellation memo to Xerox

Adjust old PO and any new PO.

Copier is picked up
Purchasing Process is complete

Accounting receives invoice and uses purchasing spreadsheet to locate PO #

Accounting compares invoice to PO

Does invoice match PO?

Yes: Enter invoice into FRS

No: Contact purchasing to research difference

Purchasing modifies PO if required.

See Matching/Reporting/Filing Documents BPA