BearBuy Procure-to-Pay Process

**Cart**
- **Shopping**
  - Shops using Catalogs or Forms
  - Enters dept Org node, chartstring, ship to location, etc
  - Can Assign or Submit cart.

**Requisition (Purchase Requisition)**
- **Requisition Creator**
  - Reviews and confirms supporting docs, shipping location, etc.
- **Authorization**
  - Optional additional authorizations
- **Approval(s)**
  - Department Org Node approval
- **Purchasing**
  - Review high dollar and items requiring Buyer intervention

**Purchase Order**
- **Supplier**
  - Receives PO
  - Fulfills goods / services

**Fulfillment**
- **Receiving Goods/Services**
  - Goods – unpack, quality checking, desktop delivery
  - Services – confirm services were rendered

**Voucher Entry, Review & Approval**
- **Invoice**
  - PO Invoices created in BearBuy (electronically, manually, automatically)
- **2-way Match**
  - Voucher + PO match
    - Based on standard tolerances (10% or $500, whichever is lower)
    - Routing for match exceptions
- **Voucher Approval**
  - Department approval for voucher
  - Only occurs when voucher >$5,000

**Payment Status**
- **Payment**
  - Made to America To Go
  - Payment information available on BearBuy vouchers
  - America To Go pays caterer directly