

Procurement to Payment – What's next?

Once the request is completed, what is the next step? How does the payment process begin?

Remember that Procurement Services is responsible for the review and approval of purchases but Accounts Payable covers the payment of the request. These are two separate departments.

Depending on what type of request and/ or the payment method indicated will determine your next step.

- Requests that end with a completed Purchase Order:
 - Created via Punchout or Non-Catalog Item method
 - Invoiced purchase order
 - A Purchase Order begins with a "4"
 - Once product is received, send invoice (including the PO# and contract # (if applicable) to receiving@coastal.edu and apinvoices@coastal.edu
- Requests that end with a completed Blanket Purchase Order:
 - Created via Punchout or Non-Catalog Item method
 - Invoiced purchase order
 - A Blanket Purchase Order begins with "B1"
 - Once product is received, send invoice (including the PO# and contract # (if applicable) to apinvoices@coastal.edu
 - If an item is to be tagged, please include receiving@coastal.edu
- If using Non-Catalog Item request but indicated Pcard was desired payment method
 - Only approvals are provided within ePro
 - Requisition will be Rejected with note indicating next step
 - Verify History information
 - Pcard holder should contact Supplier directly to place order and process payment
 - Add Comment to ePro REQ indicating date and time when order was placed with Supplier
 - Indicate the completed requisition number (and contract number if applicable) on the invoice / receipt received from the Supplier and upload this information into the Bank of America Works application during Pcard statement reconciliation.

- Using form “Contract indicating Pcard Payment”
 - Only produces a Completed Requisition
 - View History for comments / issues / additional information
 - Verify that the contract completed
 - Once notified that form is complete – Pcard holder needs to contact supplier directly to place order and process payment
 - Add Comment to ePro requisition indicating date and time when order was placed with Supplier
 - Indicate the completed requisition number (and contract number if applicable) on the invoice / receipt received from the Supplier and upload this information into the Bank of America Works application during Pcard statement reconciliation.

- Using form “Contract indicating Travel Card as Payment Method”
 - Only produces a Completed Requisition
 - View History for comments / issues / additional information
 - Verify that the contract completed
 - Once notified that form is complete – Travel Card holder needs to contact supplier directly to place order and process payment
 - Add Comment to ePro requisition indicating date and time when order was placed with Supplier
 - Indicate the completed requisition number (and contract number if applicable) on the invoice / receipt received from the Supplier and upload this information into the Bank of America Works application during Travel Card statement reconciliation.

- Pcard purchases within ePro are only on Punchout suppliers
 - The purchase order will begin with “C” for credit card
 - Indicate the completed requisition number (and contract number if applicable) on the invoice / receipt received from the Supplier and upload this information into the Bank of America Works application during Pcard statement reconciliation.