eSHOP Procure to Pay Process Overview

- Shopper creates shopping cart
- If required, Shopper assigns cart to Requestor
- Requestor reviews requisition and assigns cost information.
- Requestor submits cart to Approver
- Approver verifies cost information and business purpose and approves Requisition
- Based on the items and order amount, additional approvals may be necessary

- If required, a goods receipt is created (UNK, UNL and UNO only)
- Items are delivered from the vendor(s)
- eSHOP sends Purchase Order(s) to the vendor(s) and order information to SAP

- Invoice is entered manually or e-invoice is received from vendor
- If invoice is out of tolerance with purchase order, it is submitted for review
- Invoice is exported to SAP
- Payment is processed in SAP
- Vendor receives payment

Hosted Catalog Items
- Internal Catalog Items
- Other Form Items
- Punch-out Catalog Items
- Non-Catalog Items

http://eshop.nebraska.edu

Internal Catalog Items

Non-Catalog Items

Punch-out Catalog Items

Other Form Items

Shopper creates shopping cart