

Processing Requisitions and PO's

WrightBuy only validates against BANNER (budget) when the requisition is entered. Therefore any budget adjustments must be completed prior to entering a requisition.

- When the system is automated on July 1, 2017, requisitions that do not have sufficient budget, WrightBuy will reject once the draft cart is released.

A letter will be sent to all active WrightBuy suppliers in June informing them that they are not to process an order or start work until they have a purchase order or credit card authorization.

After July 1, 2017 the Purchasing staff will review all requisitions, orders being processed through the Pomeroy and Apple punch-out regardless of payment type and punch-out orders when the credit card is not used.

eDPO's and Check Requests after 7/1/17

eDPO's will only be entered for revenue and general ledger (non-expense processing).

Check Requests will not be processed/available after 7/1/17.

Non-Catalog Process

This process is different than the eDPO and Check Request. The steps that either the system or purchasing has performed in the past, you must do. The steps to process a non-catalog are;

- 1) Requisition is input into WrightBuy with the appropriate documentation attached.
 - If attaching a contract or a quote that has "Terms and Conditions", please have them reviewed by Lindsay Range once you have a requisition number.
 - If for some reason sending the purchase order to the supplier will cause confusion (e.g. subscription, membership, unauthorized purchase) you must indicate in internal notes "Do not send PO to supplier" and change the distribution method to your email address. (Please review the Customize Order Distribution document on Purchasing's webpage under WrightBuy Information.)
- 2) Requisition goes through approval queues and becomes a purchase order.
- 3) Purchase order number is written on invoice and sent to A/P.
 - Receiving is achieved by either writing "Approved for payment, the date and your signature" or you must receive in WrightBuy if the delivery did not go through Central Receiving.
 - **Merely attaching the invoice to the requisition will not get it paid!**

Standing Orders

See Standing Purchase Order Renewals for FY 17/18 memo