Purchasing Workflow Chart

Can I buy my goods/services through one of our PunchOuts?

(Amazon, B&H Photo, Fisher Scientific, W.B. Mason)

→ **Yes** → **Log into Oracle and place your PunchOut order!**

↓ **No**

Can I order it on a P-Card?

→ **Yes** → **Buy it with your P-Card! Don't forget to reconcile!**

→ **No**

***Is your supplier on the PO Supplier list or a Guest Speaker?**
(Will also be on GMHEC website)

→ **No** → **Place the order directly and have the invoice sent to you for entry into Oracle for payment**
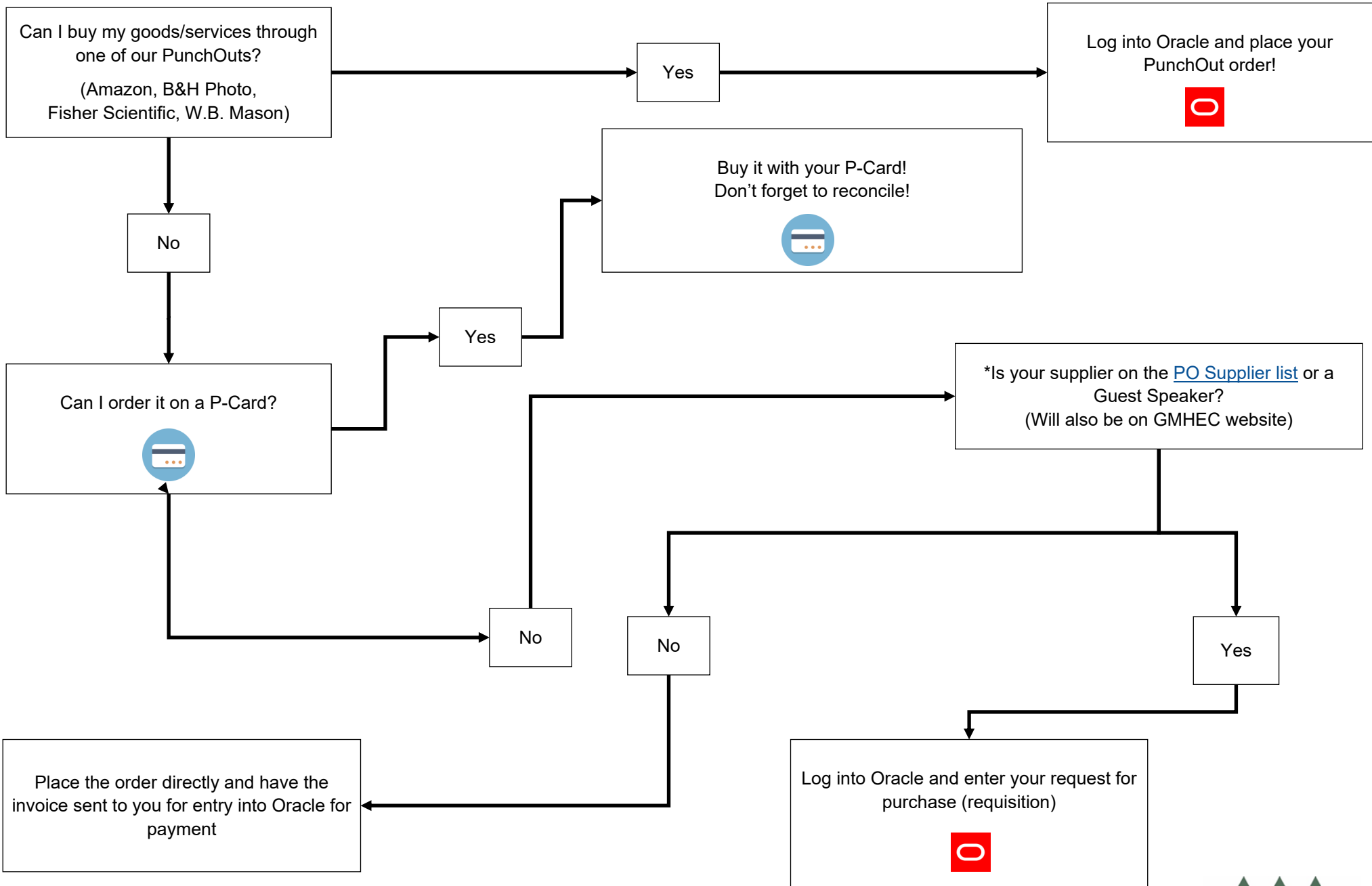
→ **Yes** → **Log into Oracle and enter your request for purchase (requisition)**

If you have an existing contract or PO, follow the Oracle requisitioning flow

Large dollar purchases should be coordinated with the GMHEC Procurement Office

Project Ensemble