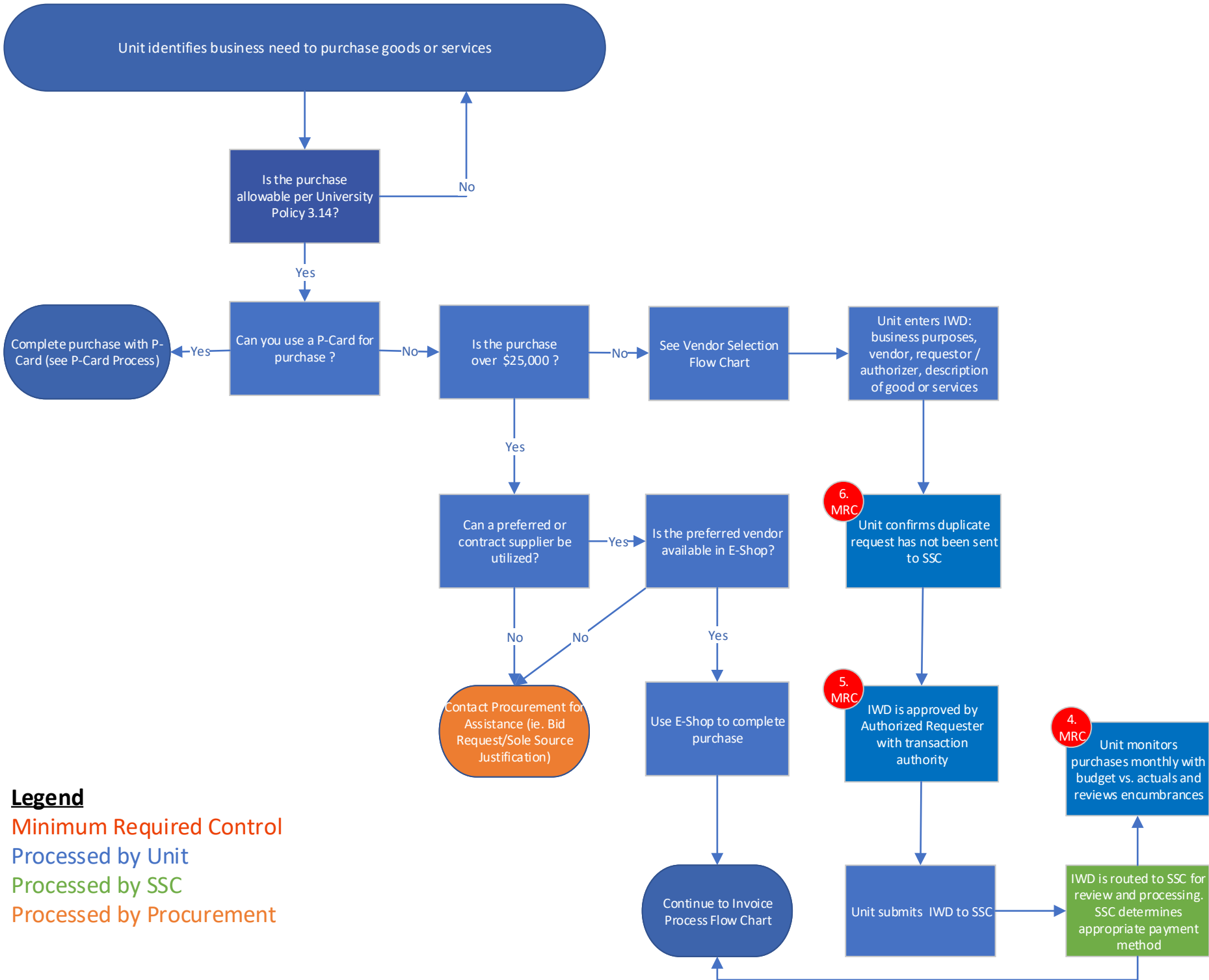
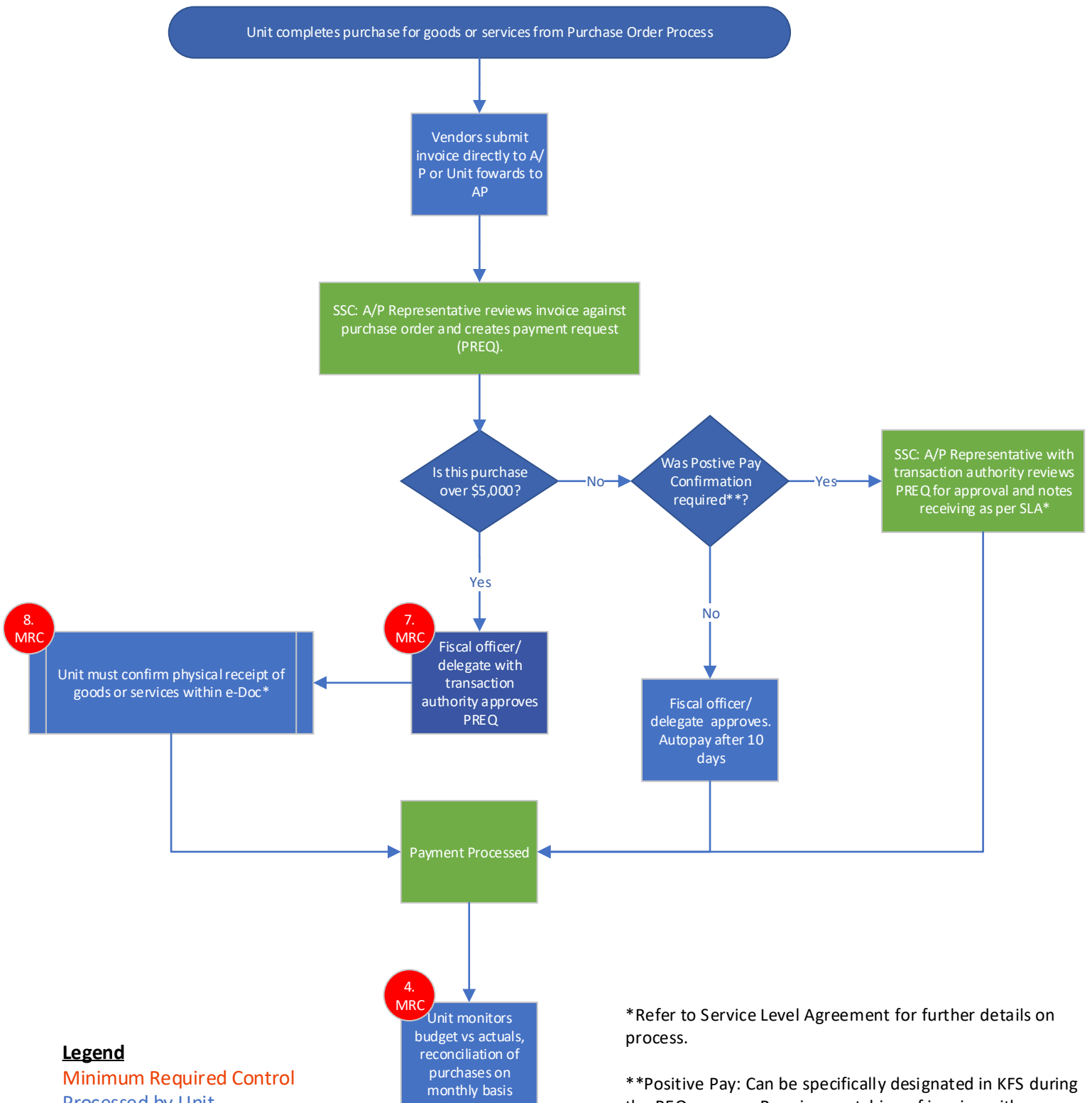


PO Process Flow Chart



- Legend**
- Minimum Required Control
 - Processed by Unit
 - Processed by SSC
 - Processed by Procurement

Invoice Process Flow Chart



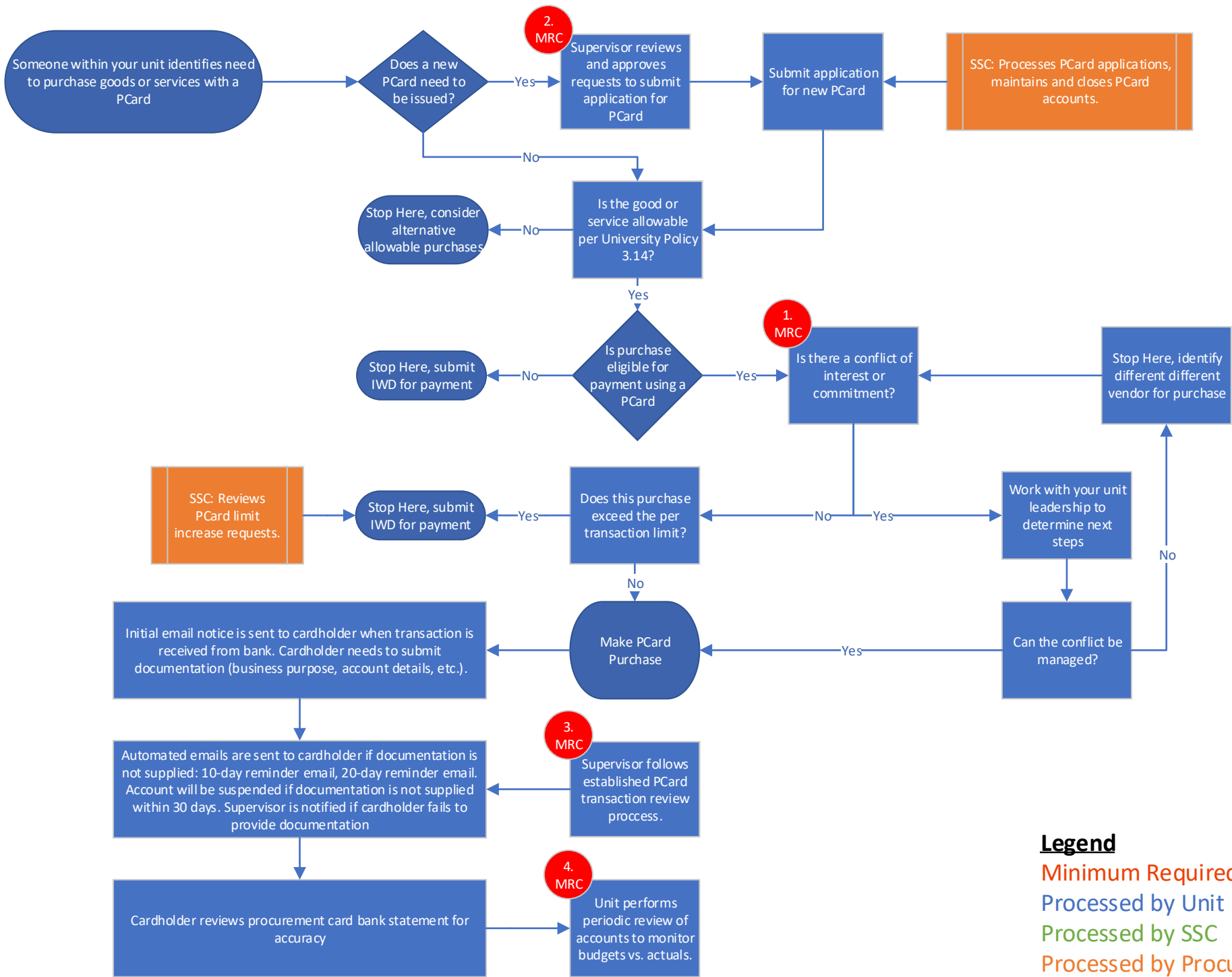
Legend

- Minimum Required Control
- Processed by Unit
- Processed by SSC
- Processed by Procurement

*Refer to Service Level Agreement for further details on process.

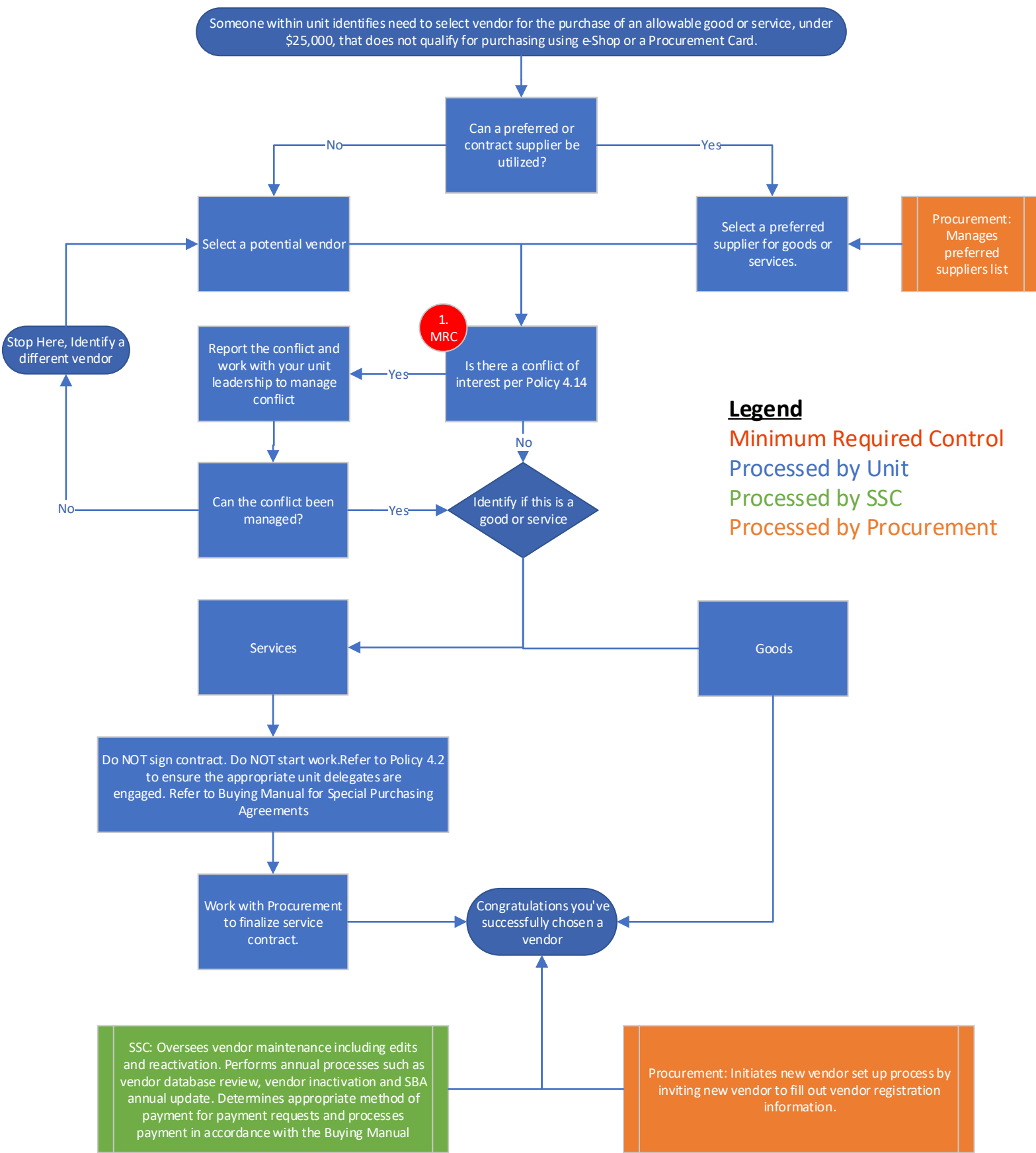
**Positive Pay: Can be specifically designated in KFS during the REQ process. Requires matching of invoice with receiving documents. All e-shop orders below \$2,500 are automatically Postive Pay.

PCard Flow Chart



Legend
 Minimum Required Control
 Processed by Unit
 Processed by SSC
 Processed by Procurement

Vendor Selection Flow Chart



Legend
 Minimum Required Control
 Processed by Unit
 Processed by SSC
 Processed by Procurement

Preferred Suppliers are suppliers with whom Procurement Services have negotiated and/or implemented a University-wide agreement and that Procurement Services endorses as the "best overall value". Contract suppliers are suppliers who have participated in a competitive bid process and agreed to Cornell's terms and conditions. We encourage units to use preferred and contract suppliers to take advantage of price discounts and pre-existing agreements.