Procure to Pay Process Flow for Field Services

Field Services

- **Start**
- Using IWS.support.com generate Purchase Request
- PM receives email notification to approve
- Material Qty validated and packslip notated w/ date, name, signature.
- Email to PCs; Subject line: PO Receipt, Vendor name
- If there is a discrepancy please ADD Buyer to email chain and alert to the problem
- Quantity discrepancy to be resolved.

Supplier

- Quote requested from supplier
- PO received and processed
- Supplier ships
- Supplier invoices

Manila PC Team

- Email with fully approved purchase request received
- Requests are logged in excel to ensure and track completion status
- PO is created in Sage 300 and emailed to supplier and requestor.
- Order confirmation details compared to orignial PO and updated.
- AP loads invoice and looks to see if PO receipt has been performed yet.
- AP performs receipt against PO
- Materials/Invoice/Reciept match?
- Yes, Ready to pay

Amanda or Ken

- Price discrepancy to be resolved

Carrie/Payment

- May need to track discrepancies to ensure timely resolution
- Payment scheduled and paid
- **End**