

Next-Gen Procurement

How Purchase Orders Are Used and
Function in Wildcat OneBuy



[Next-Gen Procurement Initiative](#)



Session Topics

»»» What a Purchase Order (PO) is

»»» Why POs are important

»»» When a PO is required

»»» How POs are created and approved in Wildcat OneBuy

»»» The supplier fulfillment process

»»» Receiving and Invoicing

»»» Common PO Types

»»» Roles and Responsibilities



What is a Purchase Order?

- A Purchase Order (PO) is an official University document issued to a supplier that:
 - Authorizes the purchase
 - Identifies the supplier
 - Defines goods or services being purchased
 - Establishes pricing and terms
 - Encumbers funds
 - Creates a legally enforceable purchasing commitment
- A PO serves as the University's authorization for a supplier to provide goods or services.



Why Purchase Orders Matter

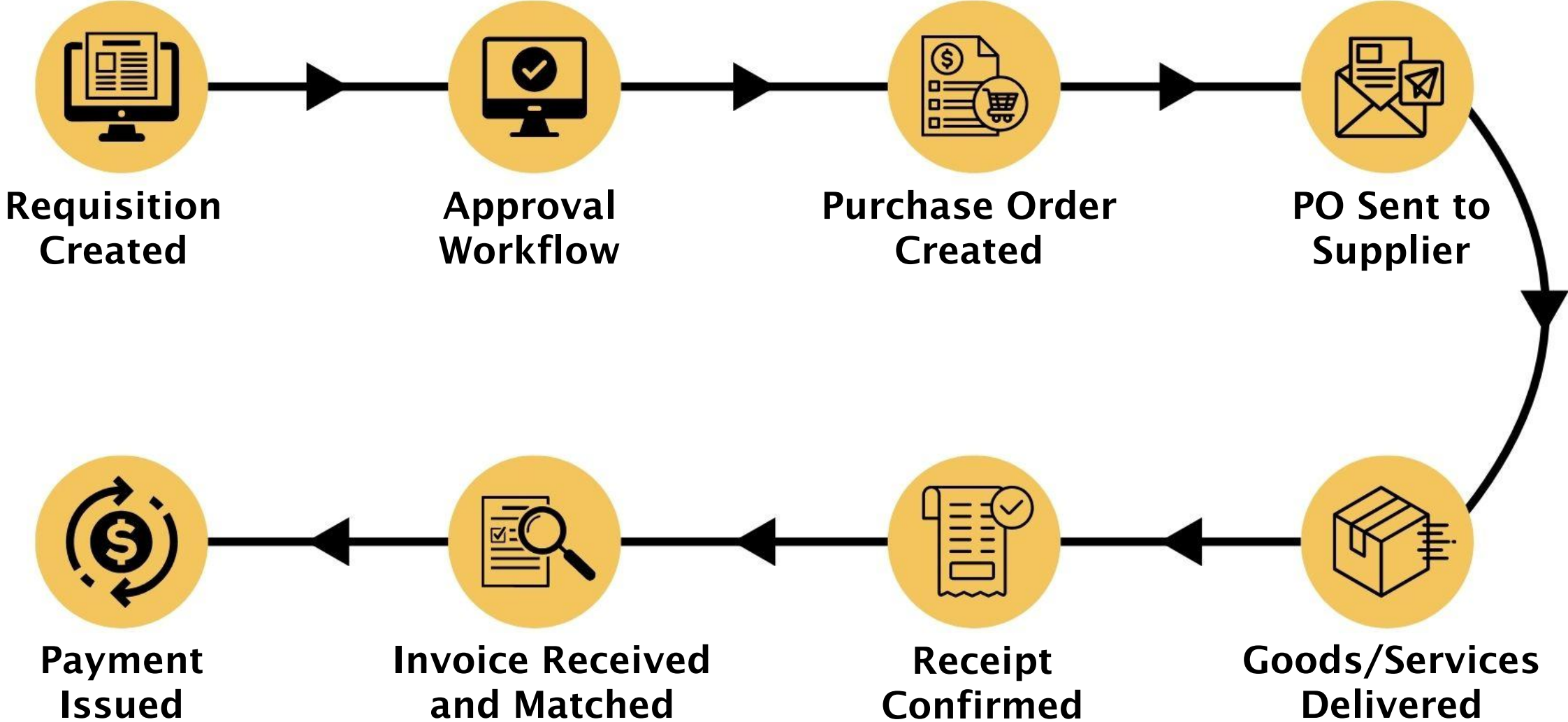
Purchase Orders help the University to

- Ensure spending is approved before commitments are made
- Verify budget availability
- Comply with procurement policies
- Establish contract terms
- Track expenditures
- Improve supplier management
- Support audit and regulatory requirements
- Prevent unauthorized purchases

Important Note:
No work should begin and no goods should be ordered until the required approvals and PO have been issued.



The Procure-to-Pay Lifecycle



How a PO Begins in Wildcat OneBuy

The screenshot displays the Wildcat OneBuy web application interface. The top navigation bar includes the Wildcat OneBuy logo, a search bar with the text "All Search Products or Suppliers", and icons for shopping cart, user profile, and notifications. The main content area is divided into sections: "Marketplace Home" with the sub-section "Wildcat OneBuy", and "Guided Buying" with a "Catalog Suppliers" button. A purple callout box with an arrow pointing to the "Catalog Suppliers" button contains the text "Shops from a catalog supplier creating a requisition request". To the right, another purple callout box with an arrow pointing to a "Non-Catalog" button in a dropdown menu contains the text "Creates a non-catalog requisition request". The browser address bar shows "4802 7.57.0_646236 | DEMO x".

The requester enters the following information to create a requisition:

- Supplier
- Item or service description
- Quantity
- Price
- Accounting information
- Supporting documentation and information



Requisition vs. Purchase Order



Requisition	Purchase Order
Internal request	External commitment
Created by requester	Created by Wildcat OneBuy
Pending approval	Fully approved
Not sent to supplier	Sent to supplier
Requests permission to buy	Authorizes supplier to provide goods/services
Note: A requisition becomes a PO only after approvals are completed.	



Approval Workflow

Approvals may include:

- Department Budget approval
- Grant approval
- Procurement review
- Contract review
- IT Security review
- Risk Management review

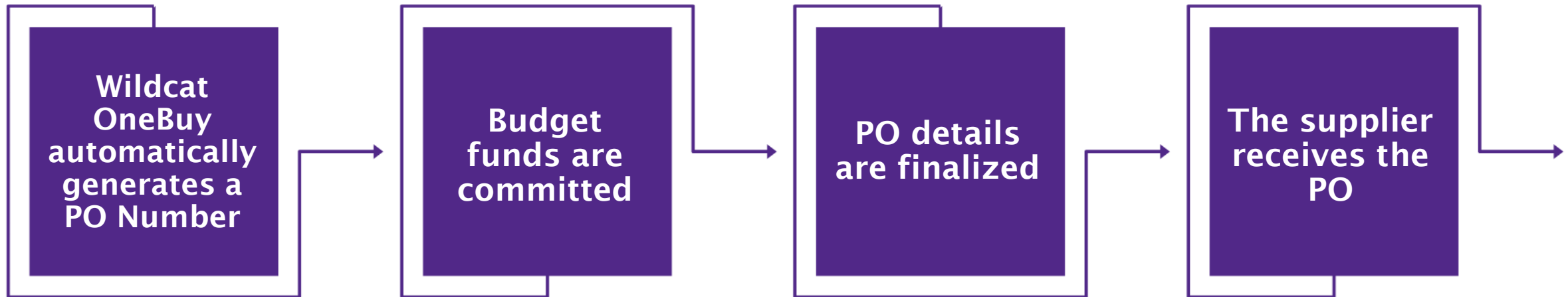
Approval routing may be determined by:

- Dollar value
- Commodity type
- Funding source
- Supplier
- Contract requirements



Purchase Order Creation

After approvals are completed:



The supplier should reference the PO number on all invoices and communications.



How Suppliers Receive Purchase Orders

Depending on supplier setup, Wildcat OneBuy can transmit POs directly to the supplier.

The supplier receives:

- PO number
- Description of goods/services
- Pricing
- Delivery instructions
- Terms and conditions



Types of Purchase Orders in Wildcat OneBuy

Commodity PO

Used for one-time purchases.

Example:

- Laboratory equipment
- Furniture
- Office supplies

Service PO

Used for professional or contracted services.

Example:

- Consulting
- Training
- Professional Services

Blanket PO

Used for repetitive purchases over a period of time.

Example:

- Maintenance services with a Master Service Agreement
- Recurring orders associated with a Master Agreement
- Construction



Receiving Goods and Services

The department confirms receipt of:

- Goods received
- Services performed
- Deliverables completed

Receiving is important because it:

- Confirms supplier performance
- Supports invoice payment
- Creates an audit trail
- Prevents payment for undelivered items



Invoice Matching

Wildcat OneBuy supports three-way matching of:

- Purchase Order
- Receipt
- Invoice

The system verifies:

- Correct supplier
- Correct amount
- Correct quantities
- Available budget



Common Reasons POs Are Delayed

- »»» Missing/delayed approvals
- »»» Incomplete documentation
- »»» Incorrect accounting
- »»» Procurement review required
- »»» Insurance requirements not incorporated
- »»» IT Security review pending

Proper planning helps avoid delays





Roles in the PO Process

Buyer (Requester)	Approver	Procurement
Identifies need and creates requisition	Review business justification and budget	Ensure compliance and sourcing requirements
Supplier	Accounts Payable	Contract Owner
Provides goods or services	Processes invoice payment	Monitors supplier performance when applicable



Common Misconceptions

"A quote is the same as a PO."

False

A supplier quote is an offer. A PO is the University's authorization to purchase.

"A contract eliminates the need for a PO."

Not typically

It is best practice to provide a PO to confirm ordering and payment.

"Work can start while approvals are pending."

False

Work should not begin until all required approvals and authorizations are complete.



Benefits of Wildcat OneBuy Purchase Orders

- Automated workflows
- Budget controls
- Electronic approvals
- Supplier integration
- Contract visibility
- Audit trails
- Spend analytics
- Compliance monitoring

The result is greater transparency, accountability, and efficiency.



Key Takeaways

- A PO is the University's official authorization to buy.
- Requisitions become POs only after required approvals.
- POs establish supplier commitments and support payment.
- Wildcat OneBuy automates the procure-to-pay process.
- Proper use of POs improves compliance, controls spending, and reduces risk.
- Departments should not authorize work or purchases before required approvals and PO issuance.



Thank you for sharing your time with us.

What questions do you have?



We welcome your feedback!



<https://forms.office.com/r/NhDvFpKes6>

