New Co Purchasing Process
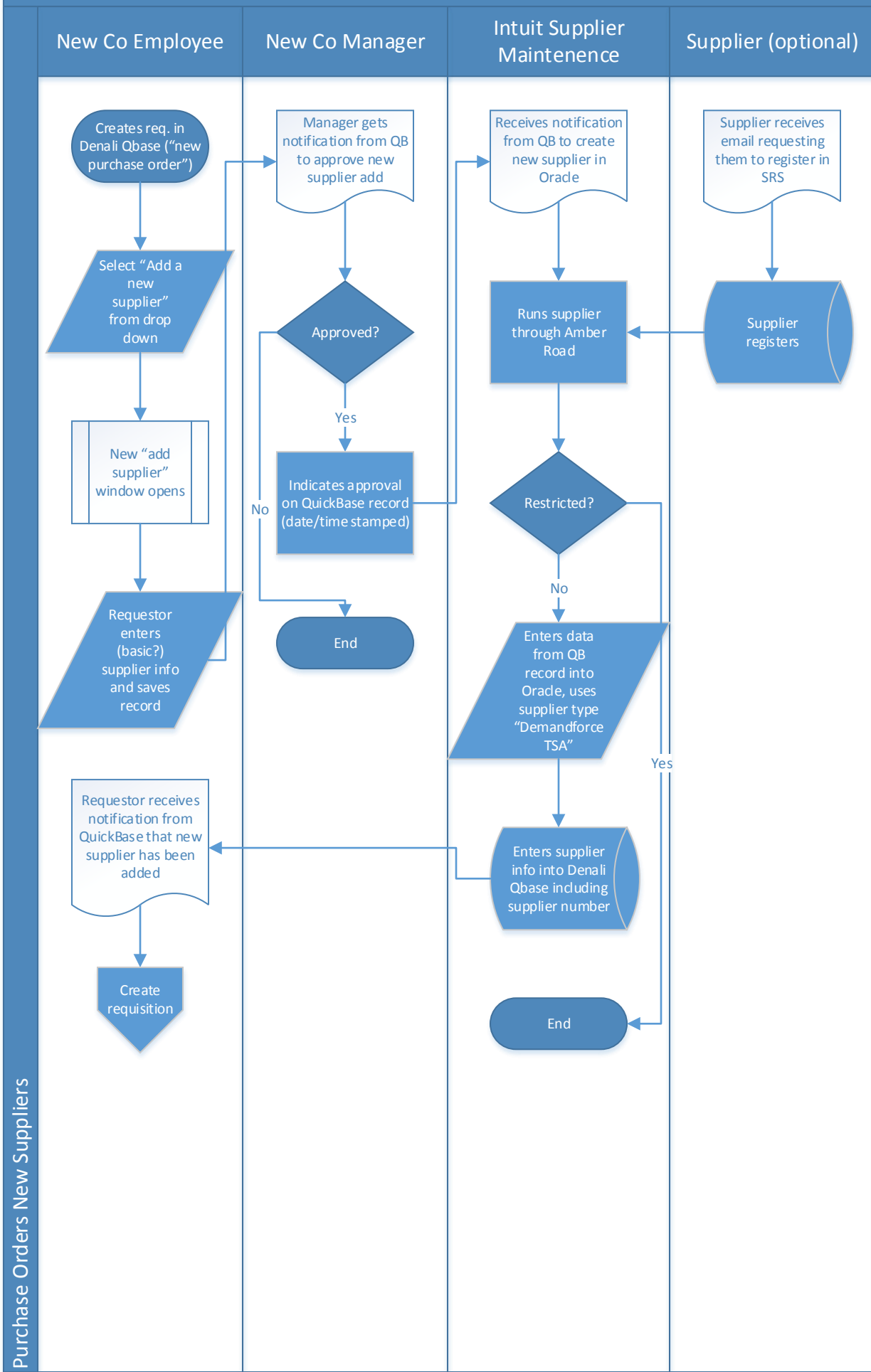
Purchase Orders Existing Suppliers

New Co Employee	New Co Manager	Intuit Buyer	Supplier	Intuit A/P

New Co Employee
- Create requisition
- Creates req. in Denali Qbase (new purchase order)
- Select supplier from drop down
- CGDA defaults to pre-determined string
- Enter PO lines (quantity/amount, description, etc.)
- Save record
- Notification sent from QB to requestor to approve invoice for payment
- Approved?
- Requestor resolves invoice issue

New Co Manager
- Manager gets notification from QB to approve requisition
- Approves?
- Yes → Indicates approval on QuickBase record (date/time stamped)
- No → End

Intuit Buyer
- Receives notification from QB to create PO in Oracle
- Enters data from QB record into Oracle, creates manual PO referencing QB record
- Enters PO status and PO number in Denali QBase

Supplier
- Supplier receives PO
- Supplier delivers goods or completes service

Intuit A/P
- Supplier invoice sent to A/P
- A/P matches invoice to PO
- A/P enters invoice details into Denali QuickBase
- Notification sent from QB to A/P to process invoice for payment
- Notification sent from QB to put invoice on hold

Yes / No

New Co Purchasing Process

New Co Employee	New Co Manager	Intuit Supplier Maintenence	Supplier (optional)

Purchase Orders New Suppliers

- Creates req. in Denali Qbase ("new purchase order")
- Select "Add a new supplier" from drop down
- New "add supplier" window opens
- Requestor enters (basic?) supplier info and saves record
- Requestor receives notification from QuickBase that new supplier has been added
- Create requisition

- Manager gets notification from QB to approve new supplier add
- Approved?
- Indicates approval on QuickBase record (date/time stamped)
- No
- Yes
- End

- Receives notification from QB to create new supplier in Oracle
- Runs supplier through Amber Road
- Restricted?
- No
- Yes
- Enters data from QB record into Oracle, uses supplier type "Demandforce TSA"
- Enters supplier info into Denali Qbase including supplier number
- End

- Supplier receives email requesting them to register in SRS
- Supplier registers

New Co Purchasing Process

New Co Employee	Alternate Method	New Co Manager	Intuit Buyer

New Co Employee:

PO running low or out of funds

↓

Requestor accesses purchasing QuickBase

↓

Requestor selects "Add Funds to PO" tab and selects "New Add Funds Record"

↓

Requestor fills out form

Requestor receives notification that add funds request completed

↓

End

Alternate Method:

PO running low or out of funds

↓

Requestor accesses purchasing QuickBase

↓

Requestor searches for PO and selects "Edit"

↓

At the bottom of the form is an "Add Funds Record" button

↓

Requestor fills out form

New Co Manager:

New Co manager receives notification that add funds request requires approval

↓

Approved?

Yes →

Indicates approval on QuickBase record (date/time stamped)

No →

Indicates denial on QuickBase record (date/time stamped)

↓

End

Intuit Buyer:

Buyer receives daily report showing approved add funds requests

↓

Buyer creates "add funds" line to PO in Oracle

↓

Buyer updates "add funds" record in QuickBase with status

Add Funds to PO (vertical label)

Expense Reimbursement

New Co Employee | **New Co Manager** | **Intuit A/P**

New Co employee uses personal funds for business expense

Employee fills out expense report form in Denali QuickBase

New Co manager receives notification from QB to review and approve expense report

Approved?
- Yes
- No → End

A/P receives notification from QB that expense report is ready to be paid

Employee exists as supplier in Oracle?
- No → Have employee fill out new supplier form in QB? → Follow new supplier setup process → Schedule payment (expense report in QB is invoice)
- Yes → Schedule payment (expense report in QB is invoice)

Manual expense report

Assumptions:
1. Paying employee as payees via eft or check? May need additional fields in Expense Reporting tab

2. Requiring receipts? NO