ERSO BearBuy Workflow Legend Shopper Employees And Affiliates Mandatory Step Step 1: Shopper Search Cart Authorizer On Assign Cart Creates Cart And Enters **User Decision Point** ERSO CA-lookup Table Goods / Services Conditional Based On Purchasing **ERSO Best Practice** Cart Authorizer Cart Authorizer Step 2: Cart Authorizer Reviews/edits Cart Items And Submit Cart Purpose; Specifies Org Node And Chartstring Requisition Subaward, Step 3: Requisition Creator Over Self-Approval No Payment Request, Reviews Cart And Authorizer Path; After-the-Fact PO, Or Limit (\$1K)? (Auto-Approved) Creates Requisition Service Request? Yes **RSO Approval Monitor Non-Org Node** Step 4: **NOT Authorized Approved Transactions Org Node Approver** Returned With Comments Via Doc Search ('Bucket') **Using Saved Search** Stored In Team Folder **Authorized** Step 6: Dispatch Step 5: Buyer Approver PO Created And Central Routes Based On Org Node, Requires Buyer Transmitted To Vendor; Yes⁻ PR Value And Whether Approval? Funds Encumbered; Central Approval Is Required

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