1. Submit a Merchandise Order Request (MOR) to Office of Brand Engagement & Governance (OBEG) for review and approval

2. OBEG reviews and approves MOR and e-mails both you and Licensee a MOR#

3. The Licensee e-mails you an attached final quote referencing the MOR#

4. You forward the e-mail to an administrative person authorized to create a requisition in eProcurement for your department*

5. The administrative person creates a requisition in eProcurement, attaches your quote, and submits it for departmental approval

6. Your designated manager or administrator approves your requisition in eProcurement, automatically sending it to Purchasing

7. Purchasing reviews and approves your requisition, and sends PO to the Licensee to begin work

* Note: This is normally the person ordering your department’s office supplies