MOR to PO Process Chart

MOR to PO Process for Departments

or administrator approves your requisition in The administrative person eProcurement, automatically sending it to creates a requisition in Purchasing eProcurement, attaches You forward the e-mail to your quote, and submits it for departmental an administrative person authorized to create a approval The Licensee e-mails you requisition in eProcurement for your an attached final quote referencing the MOR# department* OBEG reviews and approves MOR and emails both you and Licensee a MOR# Note: This is normally the person ordering your department's

office supplies

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

Your designated manager



Submit a Merchandise Order Request (MOR) to Office of Brand

Engagement & Governance (OBEG) for

review and approval