MOR to PO Process Chart

MOR to PO Process for Departments

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

2.
OBEG reviews and approves the MOR via an e-mail to both you and the approved internal campus supplier. The MOR number can be found in the subject line

3.
The internal campus supplier e-mails you a final quote and includes the MOR number on the quote

4.
You forward the final quote to the administrative person who is authorized to create a requisition in Oracle (VU) and MyWorkday (VUMC) for your department

5.
The administrative person creates a requisition in Oracle (VU) and MyWorkday (VUMC), attaches your quote, and submits it for departmental approval

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

7.
Purchasing reviews and approves your requisition, and sends a Purchase Order (PO) to the approved internal campus supplier to begin work

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