STARS login: http://www.wpi.edu/offices/finops/procurement.html

SHOP
  - Catalog or Non Catalog Supplier
  - Add items for purchase

CART
  - Convert to Transaction - continue

CHECKOUT
  - Add FOAPAL(s) (details)
    - Either at header level or line item
    - Allocate cost by $ or % must be done at line item level
  - Update
  - Apply
  - Validate
  - Request Approval
    - View Workflow (optional)

APPROVE (or reject)
  - If reject, include a reason. This will be emailed to originator

RELEASE (from CHECKOUT tab)
  - Manual PO – Emailed to originator for submission to supplier via email, fax or post
  - Electronic PO – Automatically emailed to PO address stored on FTMVEND

RECEIVE
  - Click on triangle next to number 1 in upper left corner
  - At line item level
    - Either by quantity or $
  - For high dollar or warrantied items, scan and attach packing slip as internal note
  - Update
  - Close (leave blanket order open until last invoice is received against the order)

INVOICE
  - Scan the invoice, include the PO# and vendor name in the subject line
  - Email the invoice to STARS-INVOICE@WPI.EDU

11/23/15