**Process 2 : Procure-to-Pay—Textual Representation**

‘‘Daily between noon and 2 pm, each store manager updates the inventory with a handheld computer that synchronizes the inventory of the in-store computer and predicts what the store needs for the next day, before signing-off orders. The store manager signs off on the store order by 2 pm to corporate database. At the same time, 24-Seven Company Corporate polls stores electronically for sales, inventory, and orders from the updated corporate database, and analyses sales data by store, region, and overall. Based on the sales analysis, Corporate prepares store orders and posts purchase orders (PO) for vendors. The corporate’s distribution center, after receiving delivery notification from all vendors, assembles shipments for stores, records all deliveries and distributes goods to all stores. Each store clerk shelves the shipment of inventory. Monthly, 24-Seven’s corporate procurement and payable staff sets the status of the invoices received from vendor to ‘R’ for ‘received.’ On the 5th and 20th of the month, the system matches all unprocessed invoices to purchase orders. PO number and amounts on the invoice are matched with PO number on the PO. When not matched, invoice status is set to ‘S’ for ‘suspended’, and payables staff resolves the mismatch. When finally matched, the invoice status is set to ‘P’ for payable. If still not matching, the payable clerk will consult the vendors. On the 10th and 25th of the month, electronic funds transfer (EFT) payment is made. To close the prior month, the accounts payable is closed and confirmation of payment is sent to the respective vendor.’’