

Source-to-Pay Taxonomy

L1	Source-to-Pay										
L2	Sourcing & Contracting		Admin	Requisition & Procurement		Receiving	Payment	Reporting	Process Governance		
L3	Sourcing Strategy	Supplier & Contract Management	Card & Associate Administration	Requisitioning	Purchasing	Receive Order	Payment Processing	Reporting & Analysis	Manage Process	System Management	Supplier Enablement
L4	Initiation	Gather Market & Supplier Intelligence	P-Card Set-up	Create and Approve Requisition (D)	Create/Change Purchase Orders (D)	Manage ASNs (D)	Receive Invoices	Sourcing Reporting & Analysis	Maintain Policies & Procedures	Manage and Support Technology Solutions	Create & Maintain Catalogs
	Insight	Supplier Selection	Employee T&E Set Up	Create and Approve Requisition (I)	Create/Change Subcontract Order (D)	Delivery Acceptance (D)	Validate, Approve & Post Invoices	ETE Process Effective Reporting & Analysis	Manage Non-Invoice Inquiries	Manage System Changes & Updates	Establish/ Maintain Vendor Connectivity
	Innovation	Contract Negotiation & Management	P-Card Reconciliation	Create and Approve Requisition (NT)	Solicit/Track Supplier Quotes (I)	Record Receipt of Goods (D)	Receive Credit Notes	P-Card Reporting & Analysis	Perform Process Audit Activities		
	Implementation	Supplier On-boarding & Vendor Master Mgmt	T&E Report Audit & Approval	Request & Approve Reimbursement (T&E)	Create/Change Purchase Orders (I)	Research/ Resolve Exceptions (D)	Validate, Approve & Post Credit Notes	SLA Reporting & Analysis	Develop & Maintain Internal Controls		
	Improvement	Maintain Other Master Data	T&E Exceptions Follow up/ Resolution			Return, Rework, Scrap Materials (D)	Manage Exceptions	Operations Reporting & Analysis	Evaluate & Implement Improvement Opps.		
		Create & Measure Supplier KPIs				Delivery Acceptance (I)	Pay Supplier	Working Capital (DPO) Reporting & Analysis	Retain Records		
		Evaluate Supplier Performance				Record Receipt of G&S (I)	Resolve Invoice Inquiries				
						Research/Resolve Exceptions (I)	Close Accounts Payable				
						Return, Rework, Scrap Materials (I)	Process T&E Payments				
						Monitor Quality of Product/ Services (D)					
						Support Inventory & Production Processes (D)					

L1	L2	L3	L4
(D) – Direct	(I) – Indirect	(NT) – Non-trade	(T&E) – Travel & Expense

