Requisition to Payment Process

				Rush 2-3 Days	
Create Order	Order Delivery	Order Receipt	Invoice Submission	Invoice Entry	Payment
Create requisition and approve in iProcurement Approved requisition automatically generates a purchase order Purchase Order is sent to the supplier	Supplier delivers goods or services	Agency enters a receipt in Oracle EBS after receipt of goods or services rendered	If an agency receives an invoice, please email to: Invoices.AP@kingcounty.gov Note: Required information must be included on invoice, not in body of the email	Rush invoices are processed in 2-3 business days after receipt Standard invoices are processed in 3-5 business days after receipt	Standard payment terms are Net 30, unless an early payment discount is included within contract terms