



Wesleyan's New Way to Purchase

Fully Integrated with WFS and Direct Communication with Suppliers



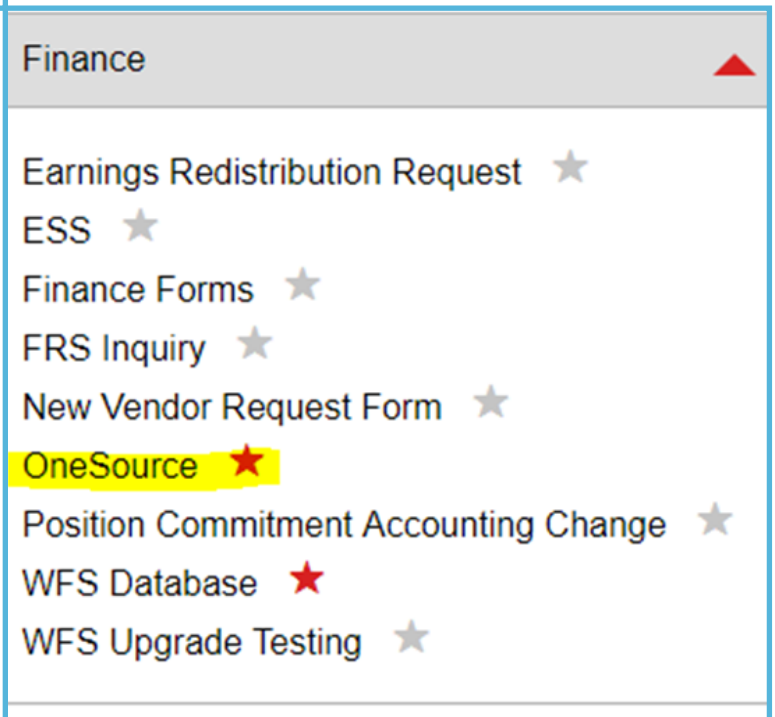
**BUY. APPROVE.
RECEIVE. DONE.**

- ⇒ No need to manually enter your own voucher
- ⇒ WFS Purchase Order generated automatically
- ⇒ No WFS approvals required on Purchase Order or Voucher
- ⇒ Reduce PCard reconciliation

FIND THESE VENDORS AND MORE

CTW OneSource – found as “OneSource” in the Finance bucket of WesPortal

- ⇒ Fast ordering from major vendors
- ⇒ Efficient approvals
- ⇒ A website with an intuitive design
- ⇒ Money is encumbered automatically
- ⇒ One workflow approval path



Sign up for training in the “links” section of the system.

Please email Valerie Nye or Olga Bookas with any questions, comment, or concerns at

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