CTW OneSource
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

Finance

- Earnings Redistribution Request
- ESS
- Finance Forms
- FRS Inquiry
- New Vendor Request Form
- OneSource
- Position Commitment Accounting Change
- WFS Database
- WFS Upgrade Testing

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 vnye@wesleyan.edu obookas@wesleyan.edu purchasing@wesleyan.edu