Step-by-Step Guide
Kuali General Purpose Workflow Document

In This Guide

✓ Initiating a General Purpose Workflow Document for Supplier modifications or revisions

This guide illustrates how to submit changes to existing USC eMarket and Disbursement Voucher vendors.

Procedure

1. Login to Kuali from the Kuali@USC website at www.usc.edu/kuali. Navigate to the General Purpose Workflow Document by clicking on the Workflow Main Menu tab, then scroll down to the General Purpose Workflow Document section. Click on the General Purpose Workflow Document link to open the eDoc.

2. Under Document Overview enter the Kuali Vendor ID number and description that provides context for those who will be making the change. Under Explanation, explain the purpose in making such change. In Description, describe the change with detail.
3. When submitting, you must complete the **Ad Hoc Group Requests** section of the **Ad Hoc Recipients** tab to ensure that the document is routed to the Supplier Data Management Team. The eDoc cannot be submitted and processed unless at least one ad hoc recipient has been specified. After it has received all ad hoc approvals, the document will be recorded as “Final” and notes of completion will be added to the eDoc from a member of the Supplier Data Management Team.

![Ad Hoc Recipients Table]

*You have successfully submitted a Supplier Modification Document.*