Adaco/Fourth.com Order Flow for dokshop (powered by Prisma)

Login to **fourth.com** and go into your PO system.

rchase To Pay - Gaylord National (System Administrator) - Production	-	٥
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Release notes can be found on the Fourth Customer Community site under Knowledge Articles (first time users will need to click the Sign Up link).	GAYLORD	
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Once in you select **New Requisition**, select **Purchase Requisition** in the dropdown.

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You are then taken to the PO requisition form where you will fill in your store, your address information, and the delivery date. Then select "**Punchout**" on the middle of the page.



When you click the "**Punchout**" button, you get a popup with all of the available vendors. You select **Prisma**, which logs you into the **dokshop** (by **Prisma**) site.



Once you are on **dokshop**, the site functions like any other **dokshop** site until you submit the order. That is where, like all other procurement systems (Ariba, Brichstreet, Coupa, Workday), the order goes into your system for approval routing and final submission.



From this screen you approve the order and click **save**.

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