

**Xerox Purchase Program**

 Xerox Purchase Process through M-Marketsite

* Log into Wolverine Access
* Select Financials & Physical Resources System (M-Pathways)
* Select Requisition Collection
* Select Create a Requisition
* Select M-Marketsite
* Scroll to Xerox Purchase Program Form
* Complete the Form

\*Next, go through the steps as you would a traditional requisition

* Add and Return to Cart (top right of screen)
* Click Proceed to Checkout
* Review your order details
	+ Verify Shortcode
	+ Verify Shipping Address
* Return Lines to ePro
* Save and Submit