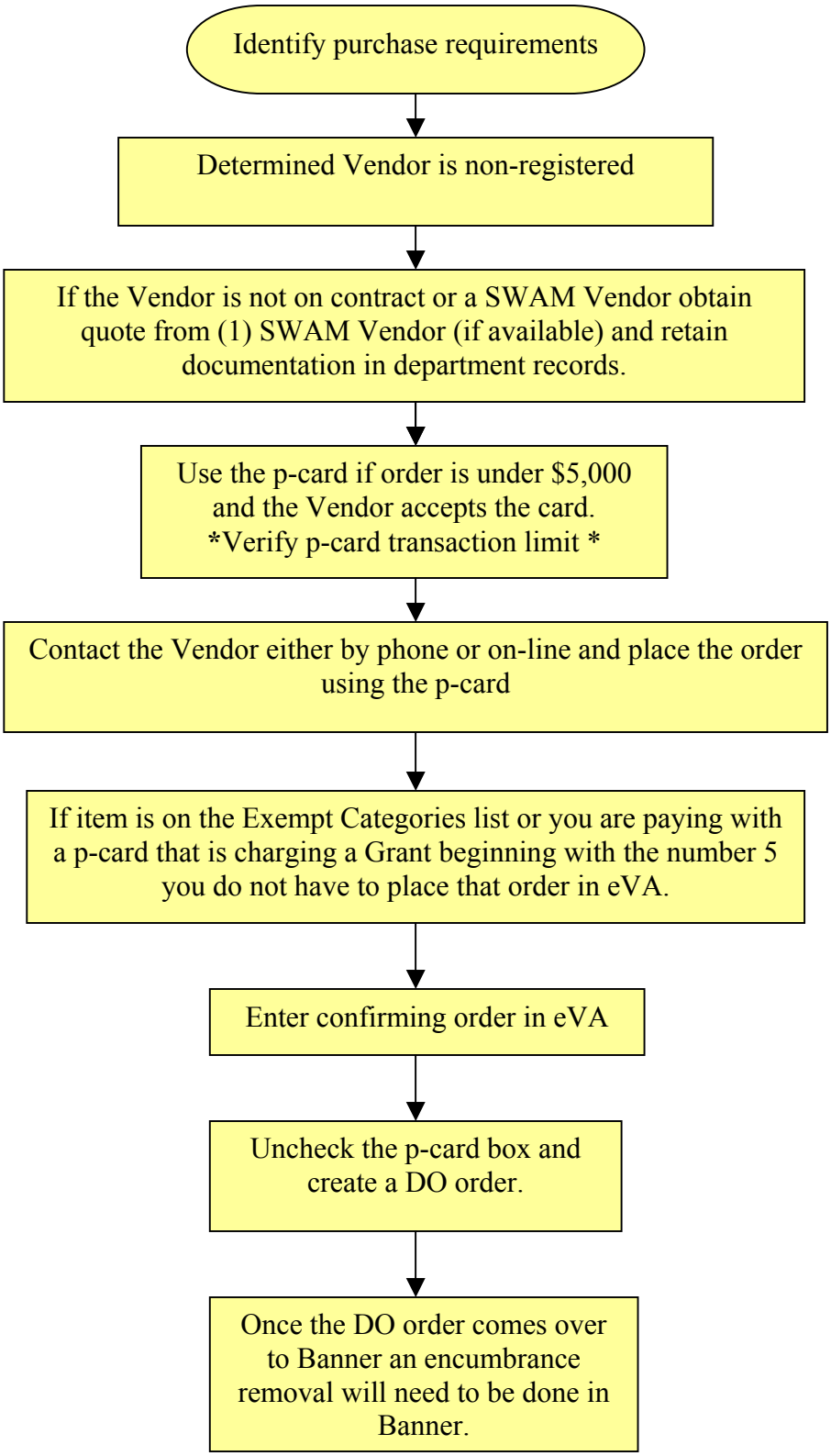P-Card Order Flow Chart – Non-Registered Vendor