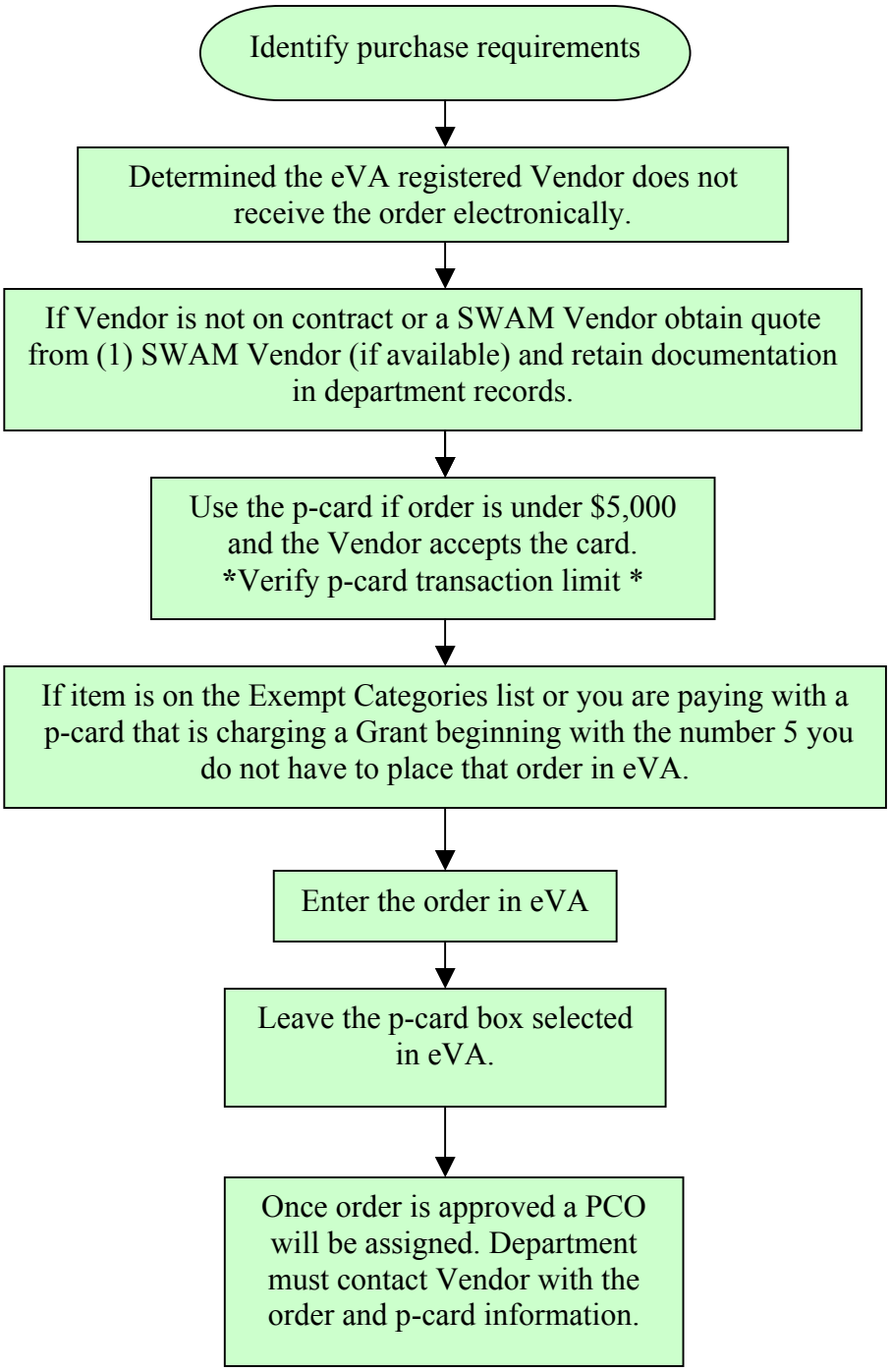P-Card Order Flow Chart – Registered Vendor (Non-Electronic Order)