

Approve a Purchase Order

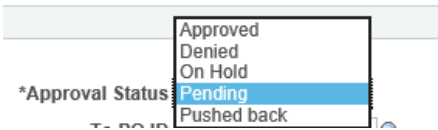
Access PO Approval from Email Notification

Step	Action
1.	Open email
2.	Click Link to open PO
3.	Review Purchase Order details
4.	Click either Approve, Hold or Deny If Deny or Hold – enter comments

Access PO Approval from WorkCenter

Step	Action
1.	Purchasing WorkCenter / Pending Approvals / Purchase Orders
2.	Click PO to approve
3.	Review Purchase Order details
4.	Click either Approve, Hold or Deny If Deny or Hold – enter comments

Viewing Purchase Order Status

Step	Action
1.	Purchasing Workcenter / Pending Approvals / Purchase Orders
2.	 Select Approval Status
3.	Enter search criteria
4.	Click 