

Approve a Purchase Order

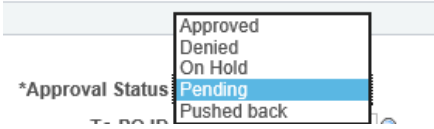
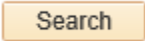
Access PO Approval from Email Notification

| 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  |