



Forwarding a Purchase Order for Approval

If an existing purchase order has been amended, then depending on your approval limit you may need to forward the order for approval again.

Responsibility iProcurement Buyer
Navigate Buyers Work Centre > Orders

1. Search and **Select** the relevant purchase order.
2. The **Select Order** field should show as **Update**.

Select	OU	Order	Rev	Description	Supplier	Site	Order Date	Total	Curr	Status	Buyer	Closure
<input checked="" type="radio"/>	Cambridge University	1917059	0		VWR INTERNATIONAL LTD	ZMARKETPLACE	10-Nov-2014 09:00:56	945.00	GBP	Incomplete	DARLOW, Mrs. Rebecca	Open
<input type="radio"/>	Cambridge University	1917004	0		BOOKS EXPRESS	SAFFROIL WALDEN	29-Oct-2014 10:48:04	3,599.00	GBP	Closed	DARLOW, Mrs. Rebecca	Closed

3. Click on **Submit** and the **Update Standard Purchase Order** window displays.
4. Click on the **Approval Options** button either top or bottom right of the form and complete the following details
 - **Approval Path:** Enter your two letter dept code, tab and **Quick Select** the **Purchasing** approval path.
 - **Approver:** enter the surname of the Approver and tab. If you are unsure on the spelling of the surname click on the **Torch**, start your search with a %, enter some of the surname, finish with a % and click on **Go**.
 - **Justification:** You can enter information as to why you are forwarding it for approval if you wish to.

17059
Cambridge University

Approval Path: PD_PURCHASING
Approver: Peck, Mrs Margaret
Justification: line added

Buttons: Cancel, Submit Document

Footer: Requisitions Orders Suppliers Home Logout Preferences He
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5. Click **Submit Document**. The person who the order has been forwarded to will receive an email notification advising them that an action is required by them.