**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**.

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.

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.