



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 Order	Rev	Description	Supplier	Site	Creation Date	Order Date	Total	Currency	Status	Buyer	Closure Status	Matched Amount
4024038	1		CATERING24 LTD	ILKESTON	24-Oct-2024	24-Oct-2024 16:55:38	60.00	GBP	Approved	PARKER, Mrs Helen	Open	
4024034	0		OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	LEICESTER	22-Oct-2024	22-Oct-2024 11:13:56	412.00	GBP	Approved	PARKER, Mrs Helen	Open	
4024033	0		OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	LEICESTER	22-Oct-2024	22-Oct-2024 11:06:38	350.00	GBP	Incomplete	PARKER, Mrs Helen	Open	
4024032	0		OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	LEICESTER	22-Oct-2024	22-Oct-2024 10:56:10	593.00	GBP	Incomplete	PARKER, Mrs Helen	Open	
4024030	0		SCIENTIFIC LABORATORY SUPPLIES LTD	ZMARKETPLACE	21-Oct-2024	21-Oct-2024 12:33:52	260.07	GBP	Incomplete	PARKER, Mrs Helen	Open	
4024029	0		APPLETON WOODS LTD	ZMARKETPLACE	21-Oct-2024	21-Oct-2024 12:28:26	95.02	GBP	Incomplete	PARKER, Mrs Helen	Open	

3. Click on **Submit** and the **Update Standard Purchase Order** window displays.
4. Click on the **Approval Options** button at the top 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.

Select	Quick Select	Approval Path
<input type="radio"/>		PD_PURCHASING
<input type="radio"/>		PD_REQUISITION



iProcurement Detailed Procedure Forwarding a Purchase Order for Approval

- **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.

Requisitions Suppliers **Orders**

Orders > Update Standard Purchase Order >
Specify Approval Options: Standard Purchase Order 4024033

Operating Unit Cambridge University

* Indicates required field

* Approval Path PD_PURCHASING

* Approver PARKER, Mrs Helen

Justification New line added

Cancel **Submit Document**

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.