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.

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 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.
- **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.