

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.

ResponsibilityiProcurement BuyerNavigateBuyers Work Centre > Orders

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

Headers Lines Shipments Distributions												
Save	Saved Searches											
Save	Saved Search My Onen Orders											
Select	Select Orde Update V Submit Export ••• Rows 110 20											
Select	Order 🛆	Rev	Description	Site 🛆	Creation Date 🛆	Order Date 🛆	Total		Status	Buyer	Closure Status	Matched Amount
0	4024038	1	CATERING24 LTD	LKESTON	24-Oct-2024	24-Oct-2024 16:55:38	60.00	GBP	Approved		PARKER, Mrs Helen	Open 🏠
0	4024034	0	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT L	EICESTER	22-Oct-2024	22-Oct-2024 11:13:56	412.00	GBP	Approved		PARKER, Mrs Helen	Open
۲	4024033	0	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT L	EICESTER	22-Oct-2024	22-Oct-2024 11:06:38	350.00	GBP	Incomplete		PARKER, Mrs Helen	Open
0	4024032	0	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT L	EICESTER	22-Oct-2024	22-Oct-2024 10:56:10	593.00	GBP	Incomplete		PARKER, Mrs Helen	Open
0	4024030	0	SCIENTIFIC LABORATORY SUPPLIES LTD Z	MARKETPLACE	21-Oct-2024	21-Oct-2024 12:33:52	260.07	GBP	Incomplete		PARKER, Mrs Helen	Open
0	4024029	0	APPLETON WOODS LTD	MARKETPLACE	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

Requisitions Suppliers Orders		è					
Orders >		1					
Update Standard Purchase Order 4024033			Cancel Actions Check Funds V Go Save Approval Options Submit				
* Indicates required field		1					
IP To change tax go to Actions > Change amount > Go then Man	age Tax > Go						
Search							
Header Lines Shipments Distributions	4						
Operating Unit	Cambridge University	Creation Date	22-Oct-2024 11:06:38				
Status	Incomplete	Total	Jotal 350.00 GBP 🔟 🔍				
Supplier	OFFICE DEPOT INTERNATIONAL (UL Q	* Buyer	r PARKER, Mrs Helen 🔟 🔍				
Supplier Site	LEICESTER 🔟 🔍	Description					
Supplier Contact	REMITTANCE 🔟 9.	2					
Communication Method	Print	Confirming Order	No 🗸				
	E Fax	4.					

• Approval Path: Enter your two letter dept code, tab and Quick Select the *Purchasing* approval path.

pprover Search and	Select: Approval Path					
Search						
To find your	em, select a filter item in the pulldown l	list and enter a value in the text field, then select the "Go" button.				
Search By	pproval Path 🗸 🛛 pd	Go				
Results	Results					
Select	Quick Select	Approval Path 🛆				
0	B	PD_PURCHASING				
	11b	PD DEOUISITION				



- **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			$\overline{\mathbf{x}}$	Cancel Submit Document
* Indicates required field	Op * Approval Path * Approver Justification	PD_PURCHASING J Q PARKER, Mrs Helen J Q New line added A		
			a de la companya de la	

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.