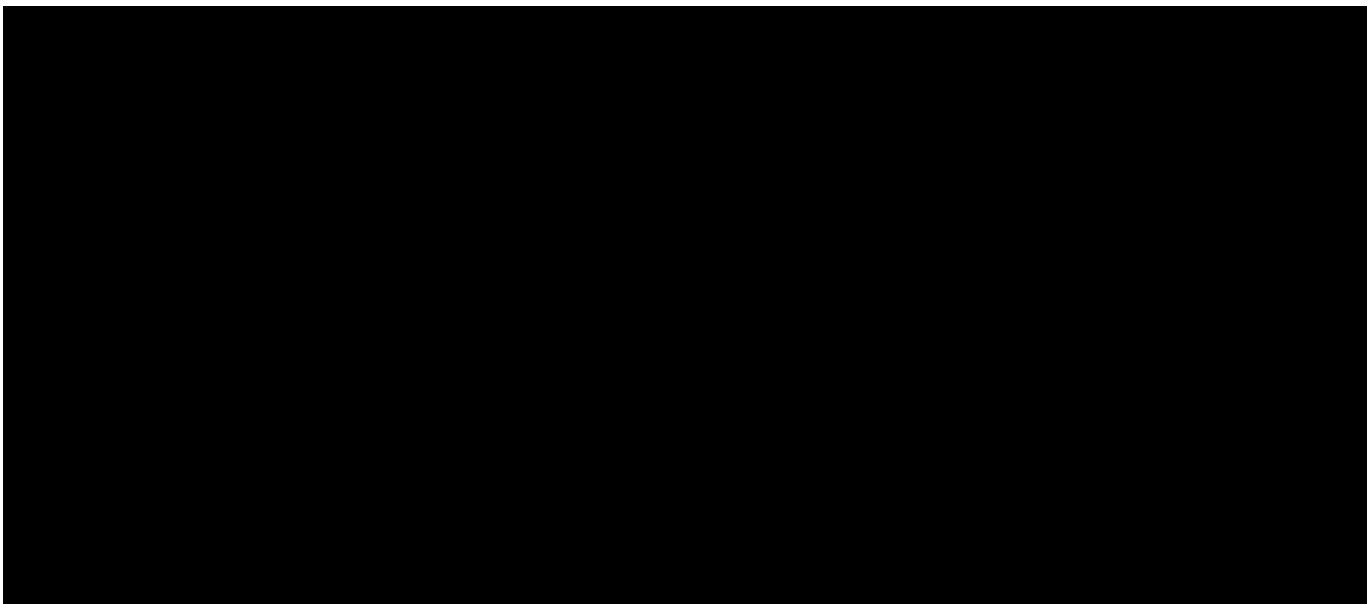
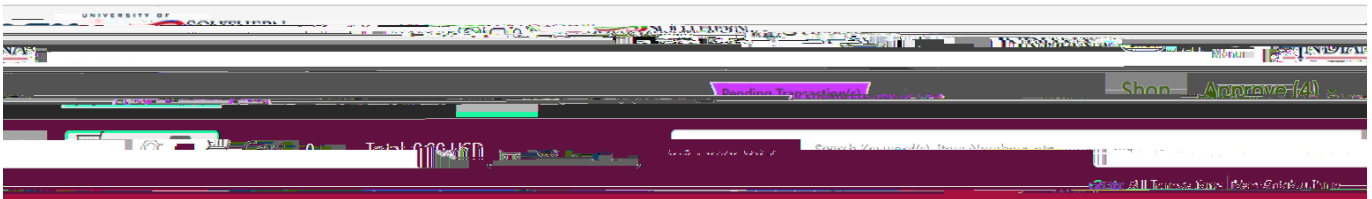


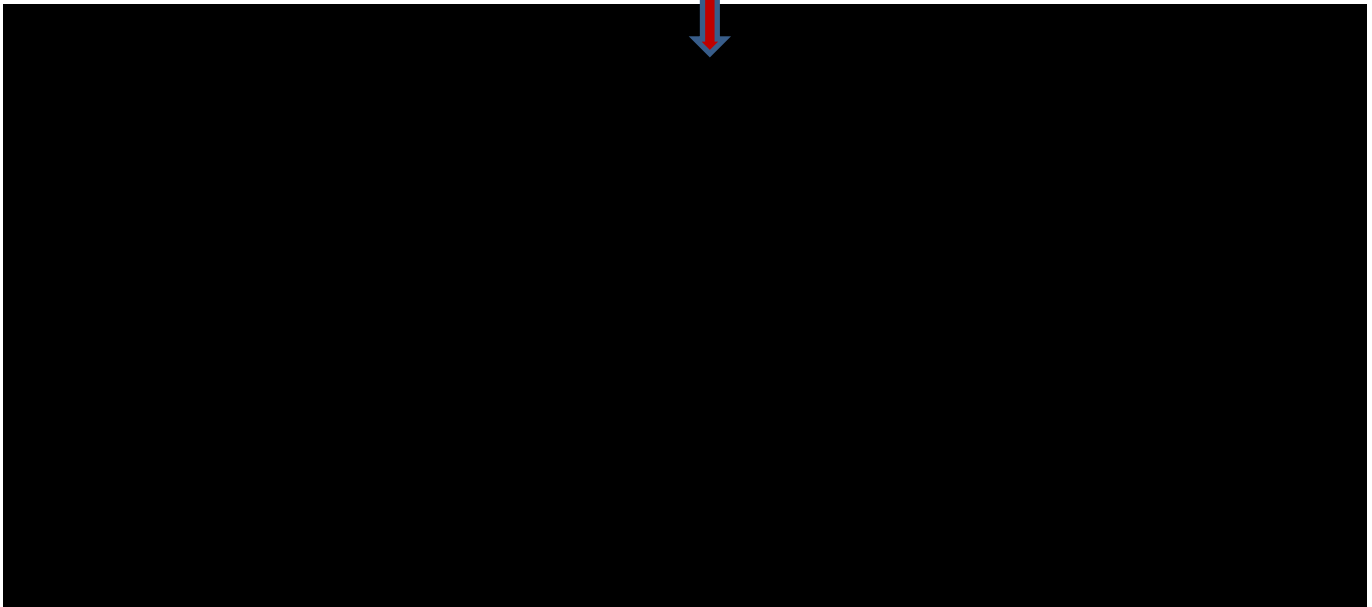


# BuyUSI Approver Guide

This document provides a condensed overview of the BuyUSI Approval Process. It will demonstrate with short text descriptions supported by screen shots for each step explained.

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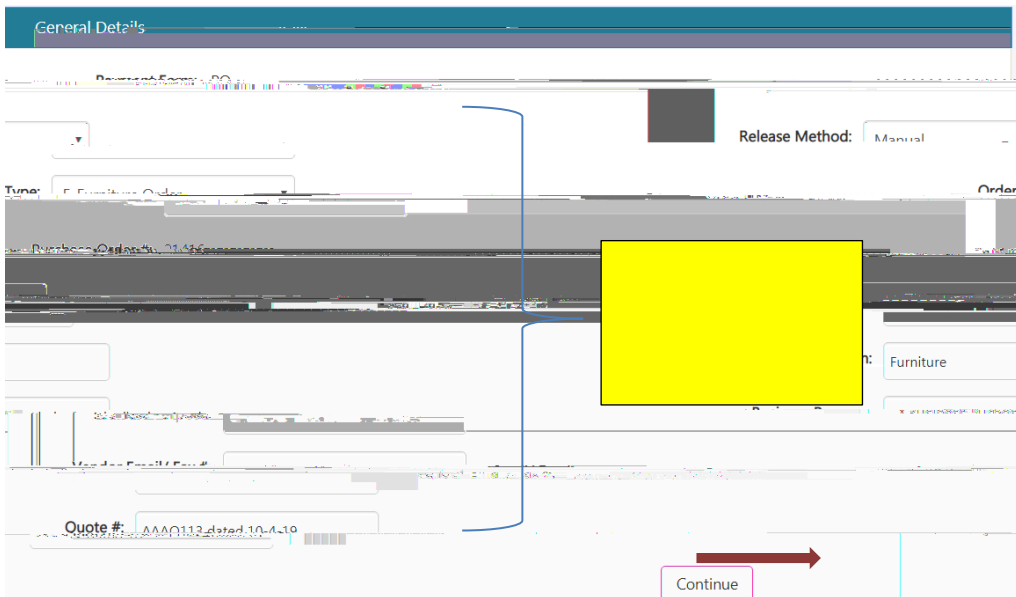




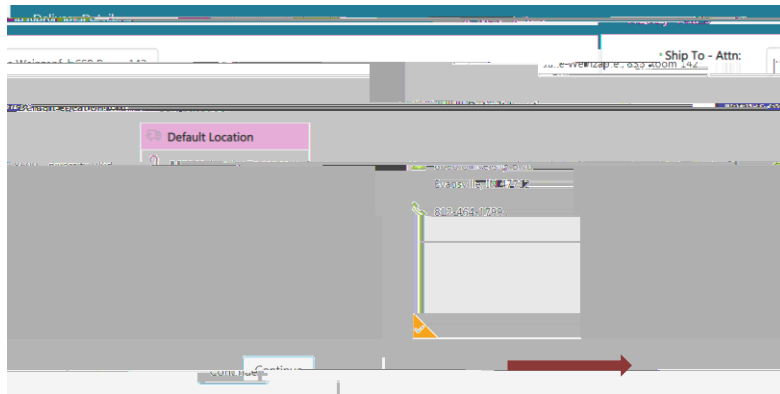
Under                      Approvers will see seven sections:

- General Details
- Delivery Details
- Billing Details
- GL Details
- Line Item Details
- Notes and Attachments
- View Workflow Details

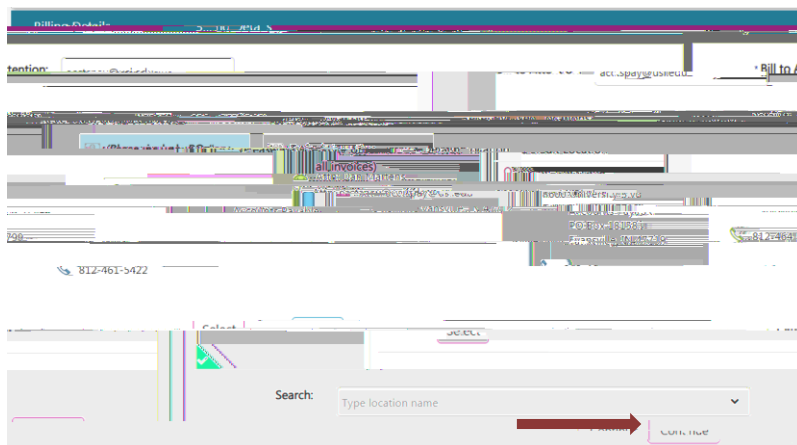
The "General Details" section will already be expanded.



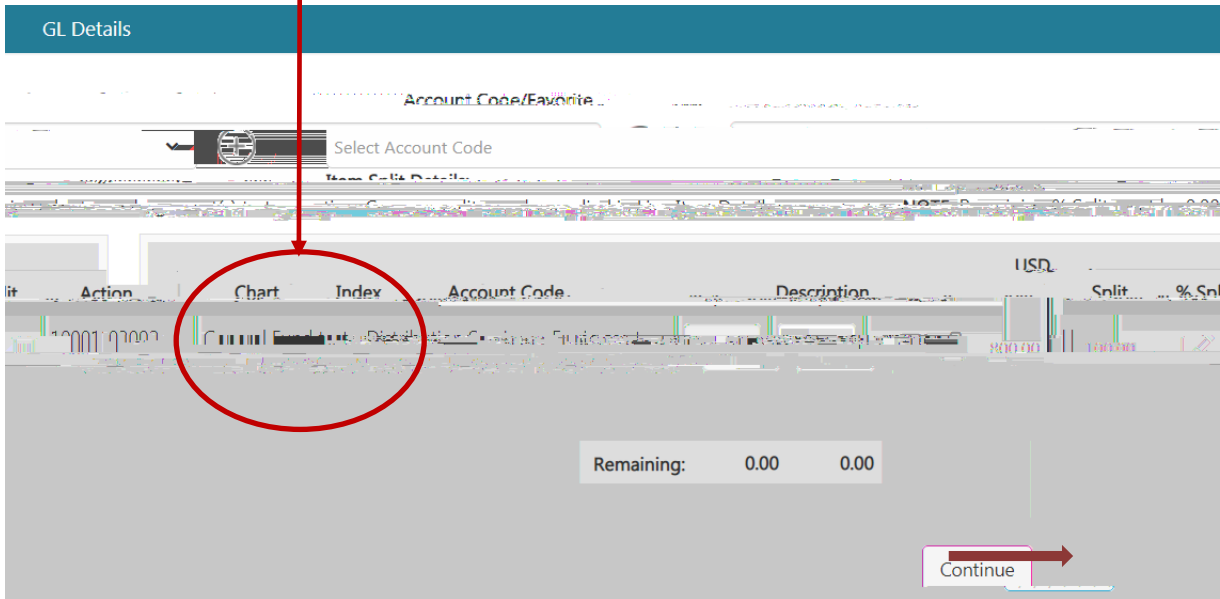
This is a default field. No additional action is required. Hit "Continue" to go to



This is a default field. No additional action is required. Hit "Continue" to go to



Verify that the FOAP is correct. Hit "Continue" to go to Line Item Details.



This will take Approvers to the line item details screen:

Approvers confirm the final line item details including quantity and Line-item level FOAP code (use the "more..." link then select "GL Details" to view the line level FOAP).

Select Continue to confirm Line Item Details.

Complete each portion of the Checkout sections to complete the transaction.

Select  to save/confirm information in each section.

Each section will be marked with the green check mark icon  upon completion.



Approvers should verify that notes and attachments are correct.

External notes print on the PO that the vendor receives

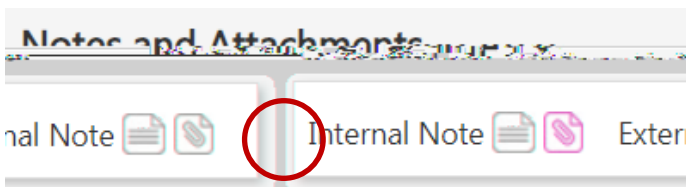
External attachments are sent via email to the vendor with their PO copy

Internal notes and attachments remain in BuyUSI. These are used for internal communication

Notes and attachments are typically not necessary with catalog transaction as there is not quote to attach.

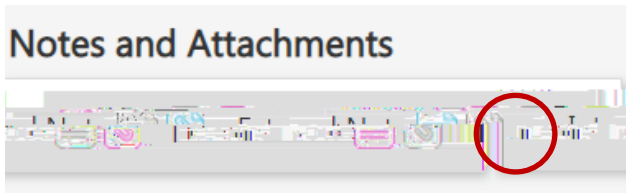
The paperclip icon will be blue, indicating that there is an attachment.

Approvers should verify that the correct attachments have been downloaded.

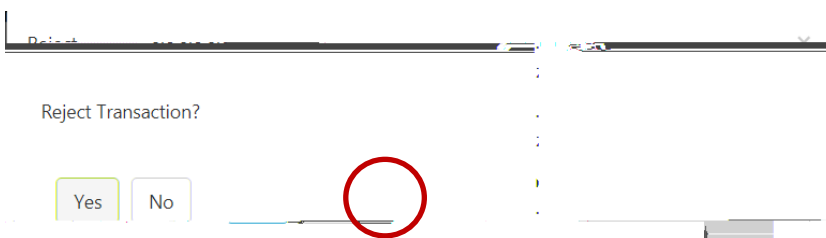


The page icon will be blue, indicating that there is a note.

Approvers should verify that the notes are accurate and applicable.



If any of the information needs to be changed, updated or otherwise edited, the approver should select "Reject". Chose "Yes"



This will open the internal note and allow the approver to notate the reason for the rejection. Once the rejection reason has been entered, select "Update".



