8b. Search

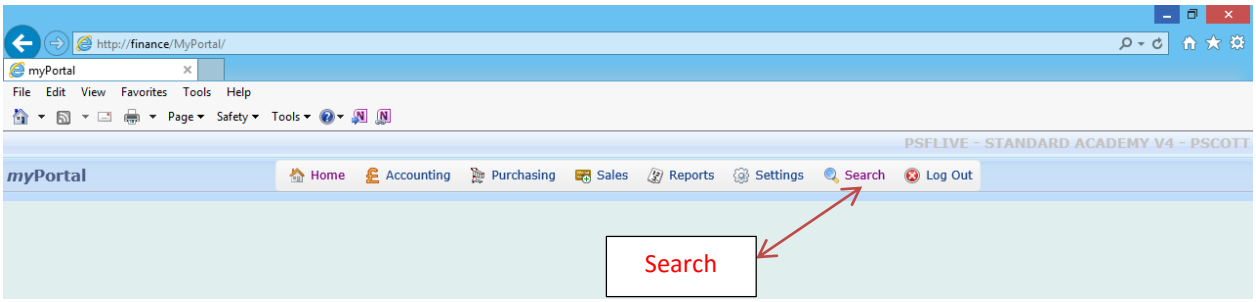
How to Authorise a Purchase Order

How to Authorise a Purchase Order

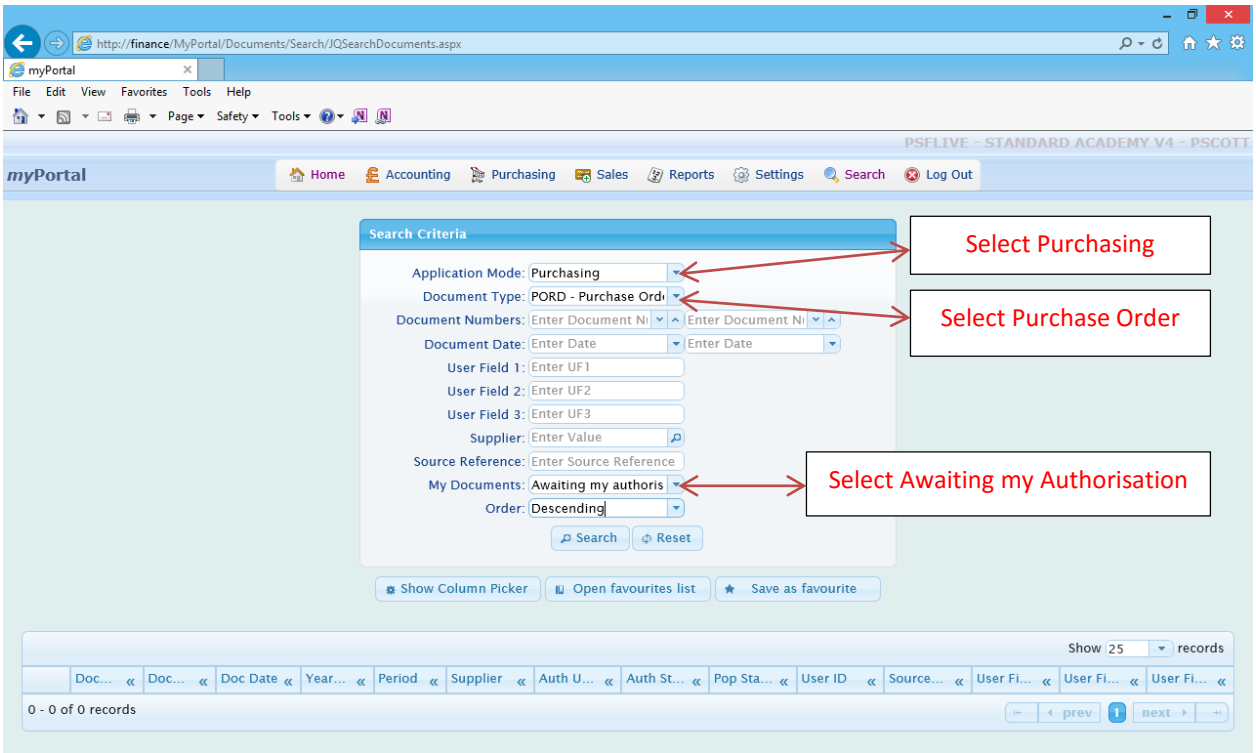
Until Workflow functionality has been configured, please continue to follow the instructions below to authorise **Purchase Orders Requisitions**.

Step 1.	Select the **Search** option
Step 2.	Change the **Search Criteria**
Step 3.	**Select the Purchase Order Requisition** to review
Step 4.	**How to authorise the Purchase Order**

Step 1. Select the **Search** Option,



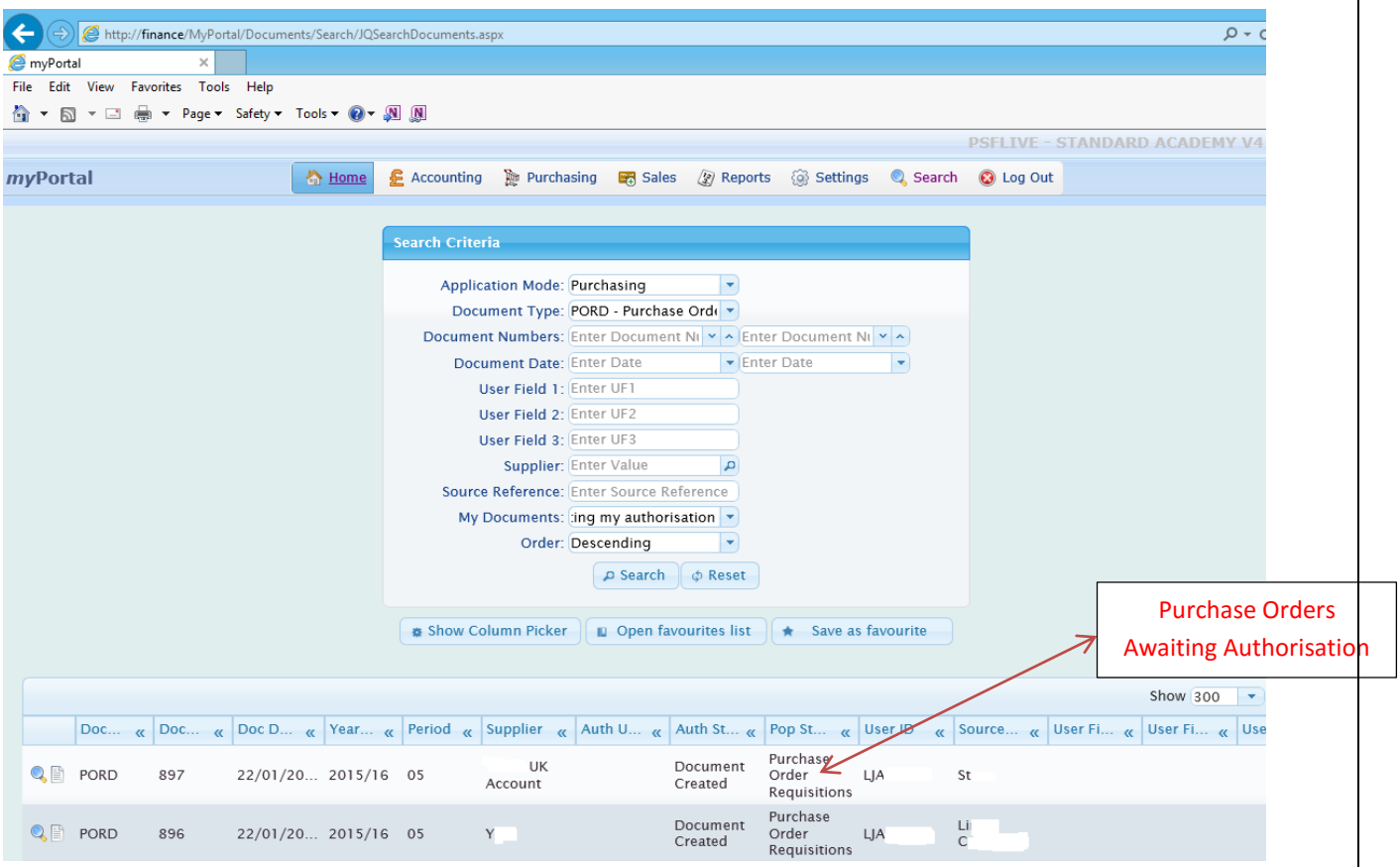
Step 2. The **Search Criteria** screen will appear, as shown below;



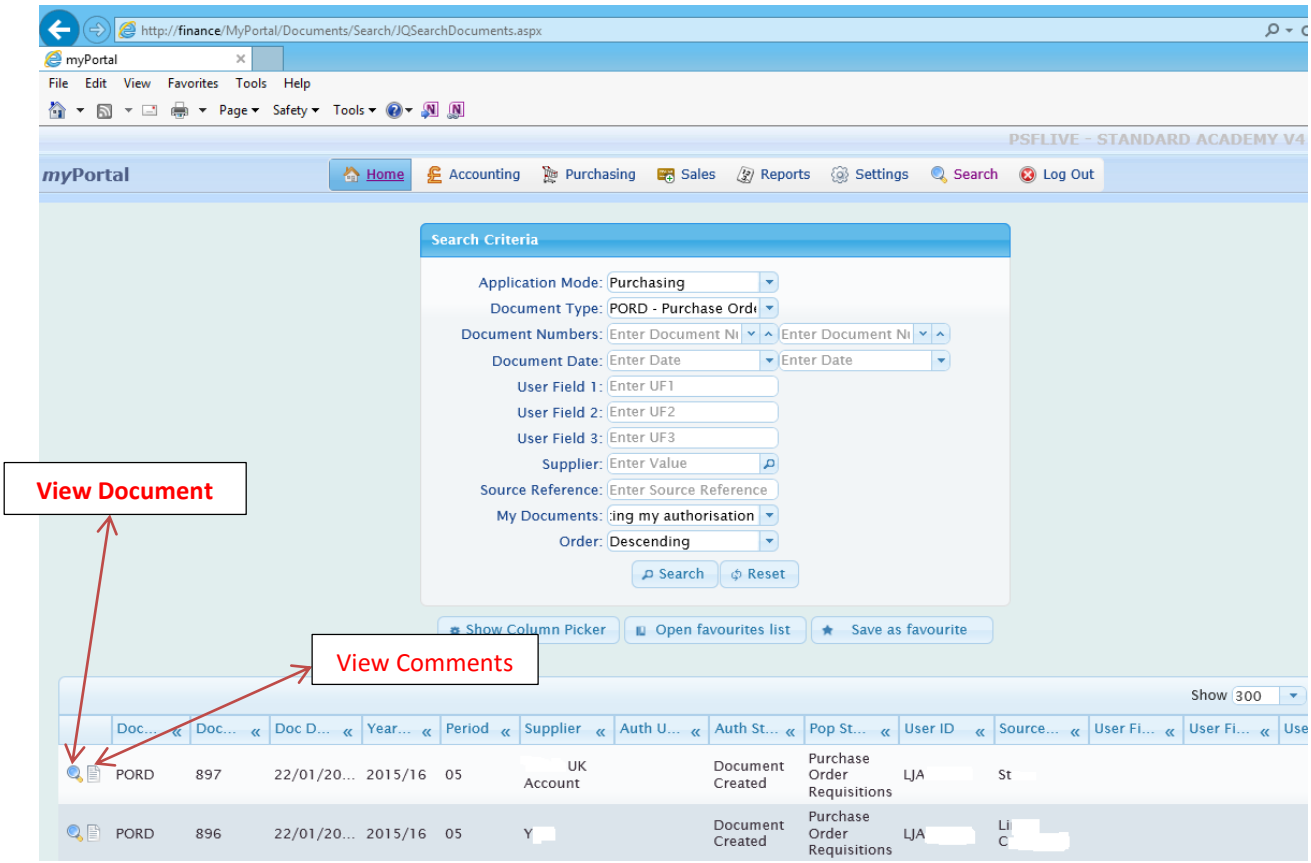
Using the drop down boxes, change the following fields, as shown above;

- **Application Mode** — **Purchasing**
- **Document Type** — **Purchase Order**
- **My Documents** — **Awaiting my Authorisation**

All Purchase Order Requisitions awaiting your authorisation are returned and displayed in the fields underneath the Search Criteria box, as shown below;



Step 3. Select the Purchase Order Requisition to **review** using the Spyglass.

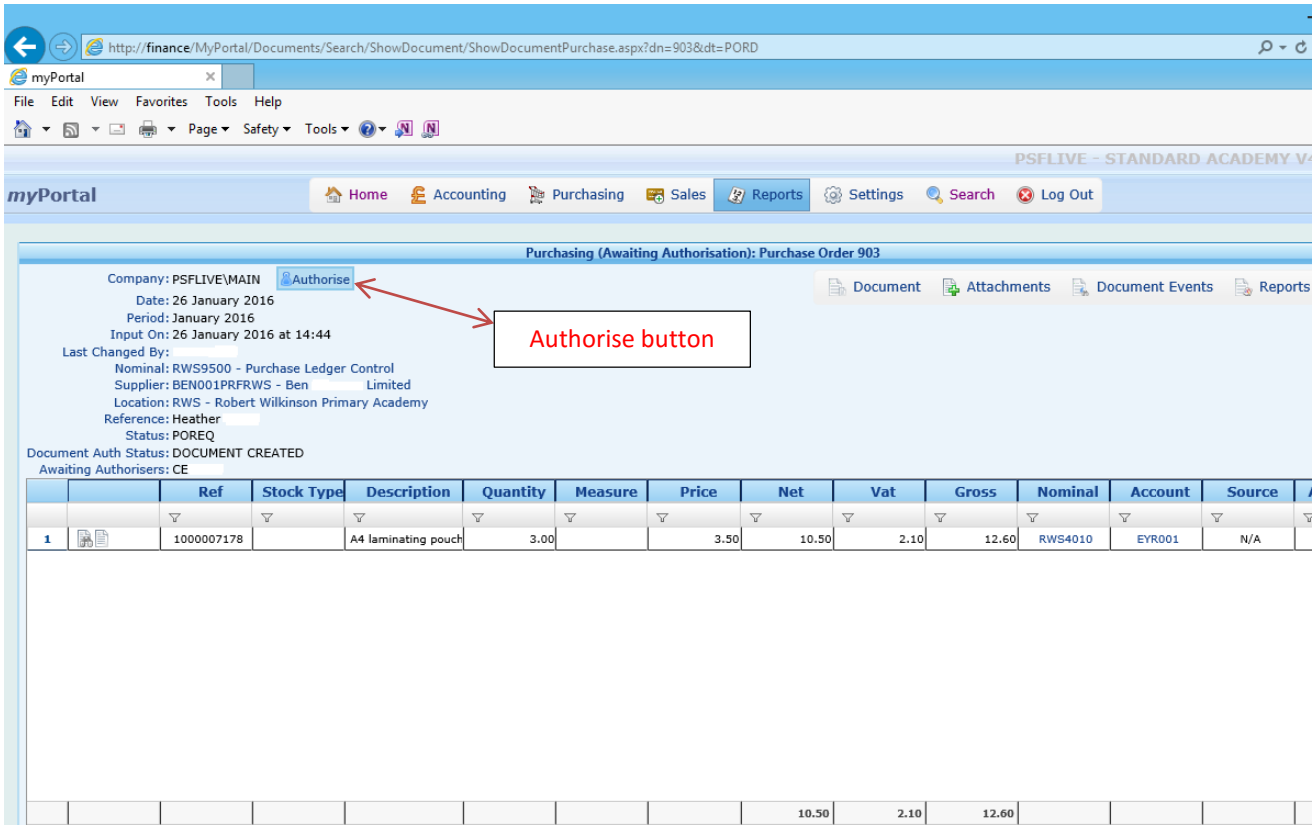


To view any comments attached to the Purchase Order, select the **View Comments** symbol.

Step 4. How to Authorise the Purchase Order

The Purchase Order can be;

- **Authorised**
- **Amended**
- **Returned unauthorised**



Further options can be found at the top of the Order, as follows;

a) Document

- i. Copy Document (creates an exact copy as a new purchase order requisition)
- ii. Edit Document (use to amend any details contained within the document)

b) Attachments

- i. Comments (add additional comments)
- ii. Attachments (add attachments)

c) Document Events

- i. Document Links
- ii. Document Events
- iii. Auth Events

d) Reports

- i. View Document (View the Purchase Order Requisition)