

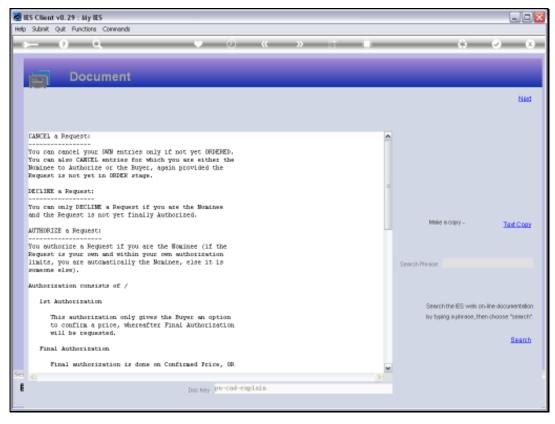
Slide notes: A User, who is nominated to authorize Purchase Requests from other Users, will use the option to 'Authorize or Cancel'. Even approved Requisitions may still result in Purchase Requests on the Requisition that requires approval.

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Slide 3 Slide notes:



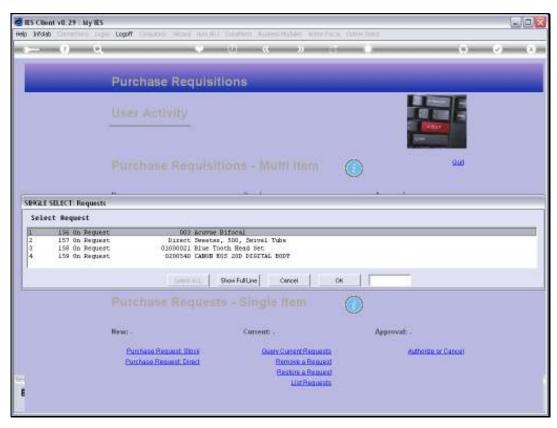
Slide 4 Slide notes:



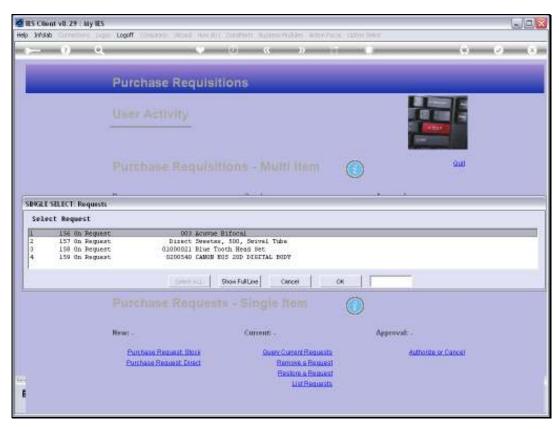
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Slide notes: The easiest way to locate waiting Requests is to use the 'Auto Locate' option, as with this option the system will show all Purchase Requests awaiting authorization by this User.

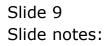


Slide 7 Slide notes:



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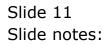
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Slide notes: On the selected Purchase Request Item, we can see the current status is still 'On Request' from User Tim, i.e. the Item has not been approved yet.

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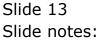


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Slide notes: At the bottom of the screen,0n the left we can see that the nominated Authorizer is

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| Nominated Auth | Gordon Bloneau | | | | | | | |

Slide notes: Gordon can decide to Cancel or Decline the Purchase Request, but hopefully will Authorize it instead.

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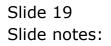
Slide notes: The Authorizer can also decide to leave this Item for later, and just choose 'Next Item' to skip this Item for the moment.

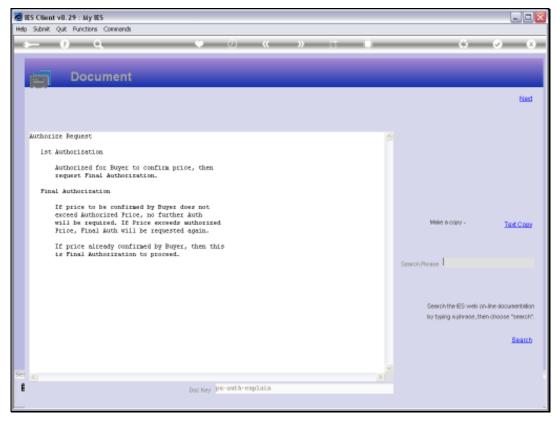
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Slide 18 Slide notes:



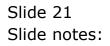
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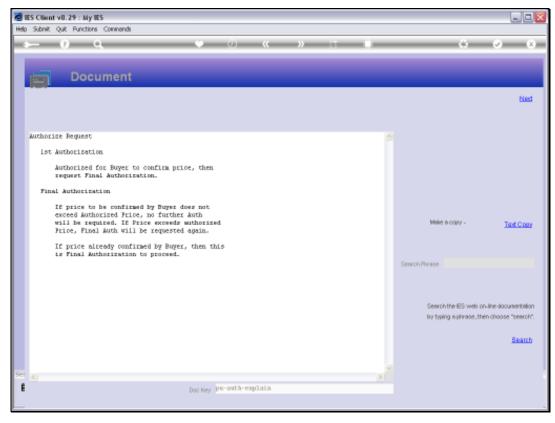




Slide 20 Slide notes:

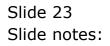
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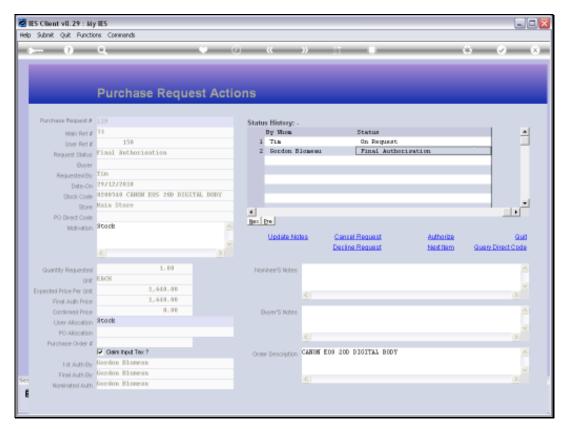
Slide 22 Slide notes:

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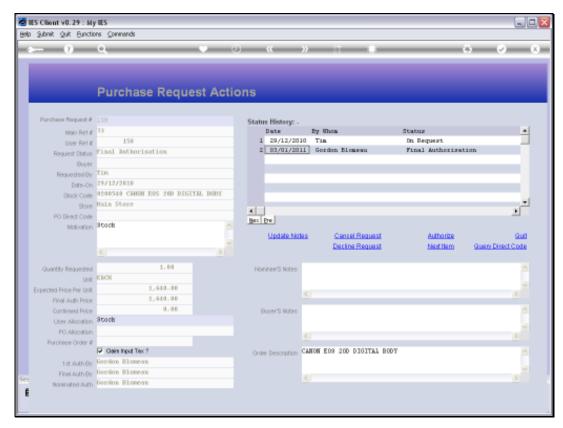


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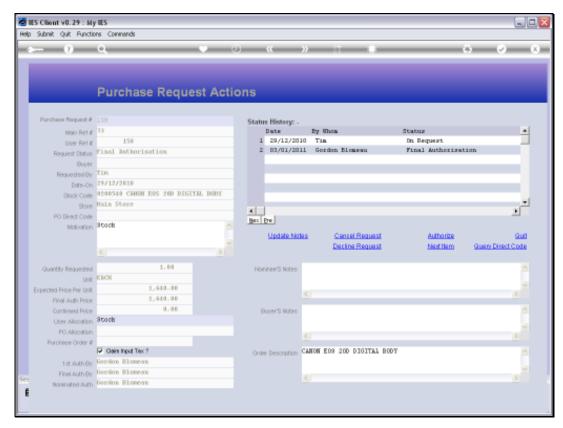
Slide notes: Once Gordon authorizes the Purchase Item, the status history is immediately updated, and in fact the Purchase Request will automatically move to Purchasing.



Slide 25 Slide notes:



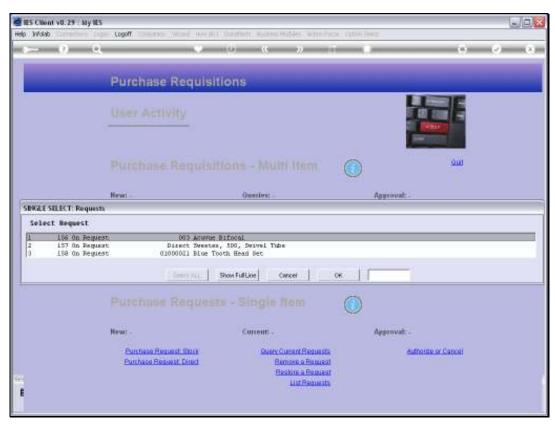
Slide 26 Slide notes:



Slide 27 Slide notes:



Slide notes: Gordon can now continue with more authorizations, or can quit.



Slide 29 Slide notes:



Slide 30 Slide notes: