



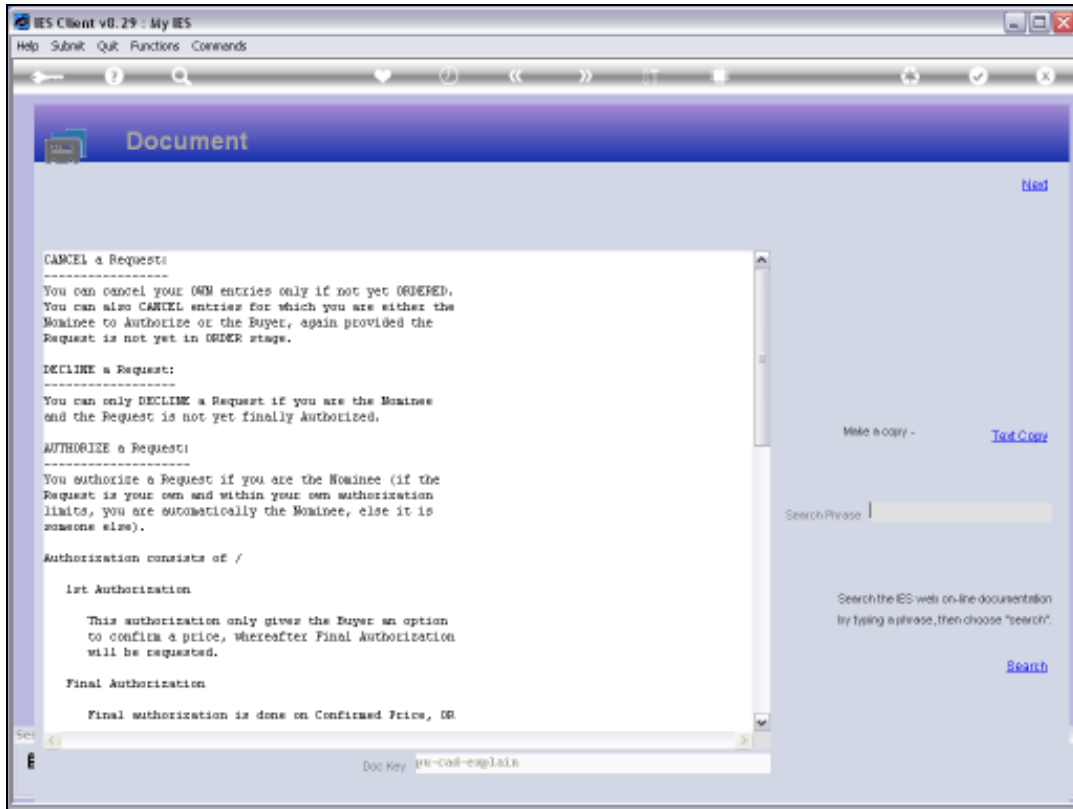
Slide 1

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.

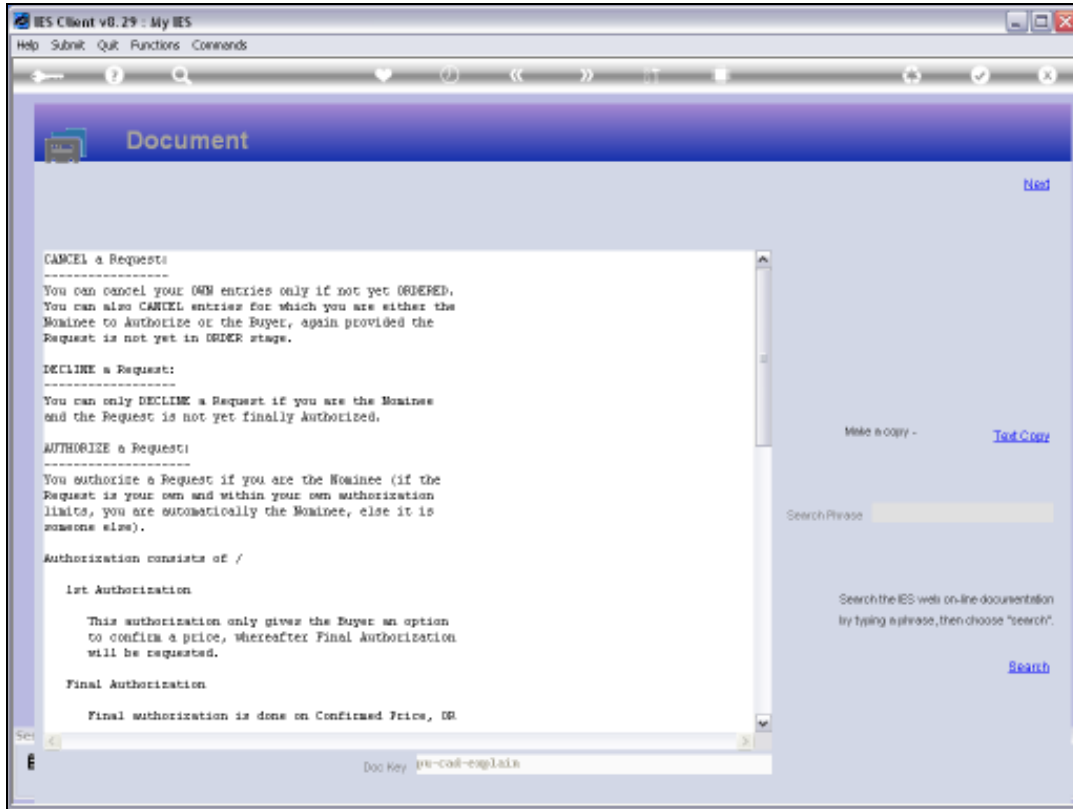


Slide 2

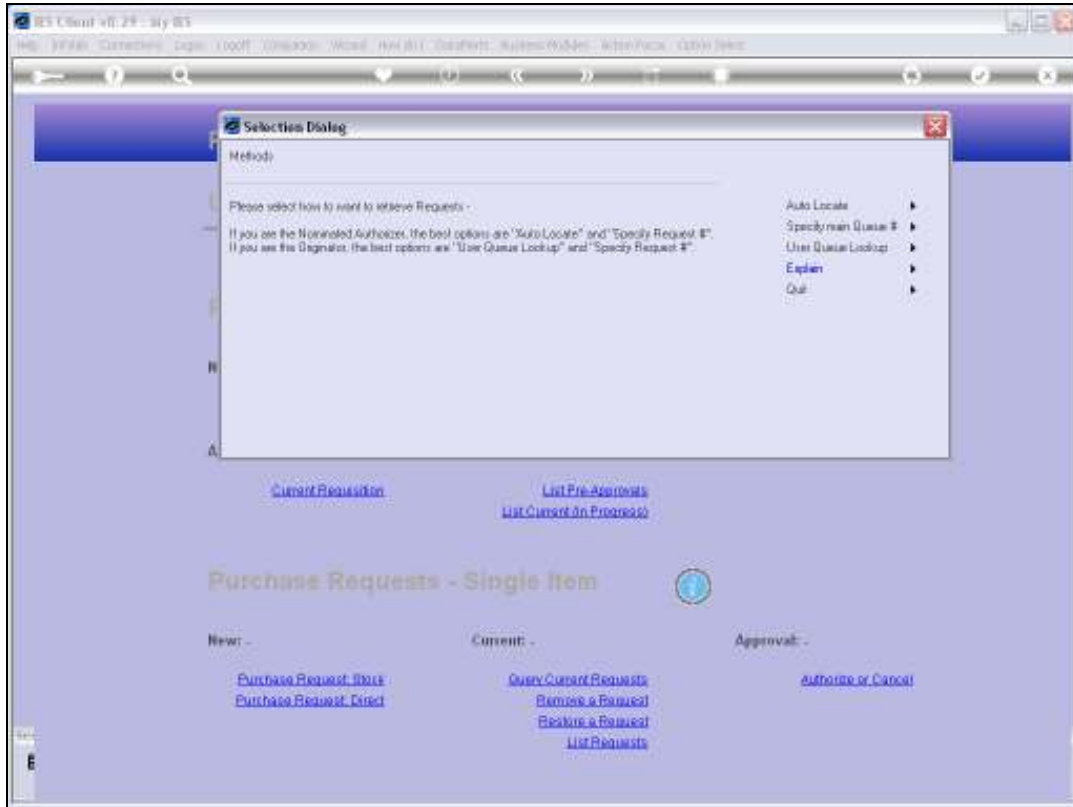
Slide notes: At the authorization option we find a useful explanation of the options available to the Authorizer.



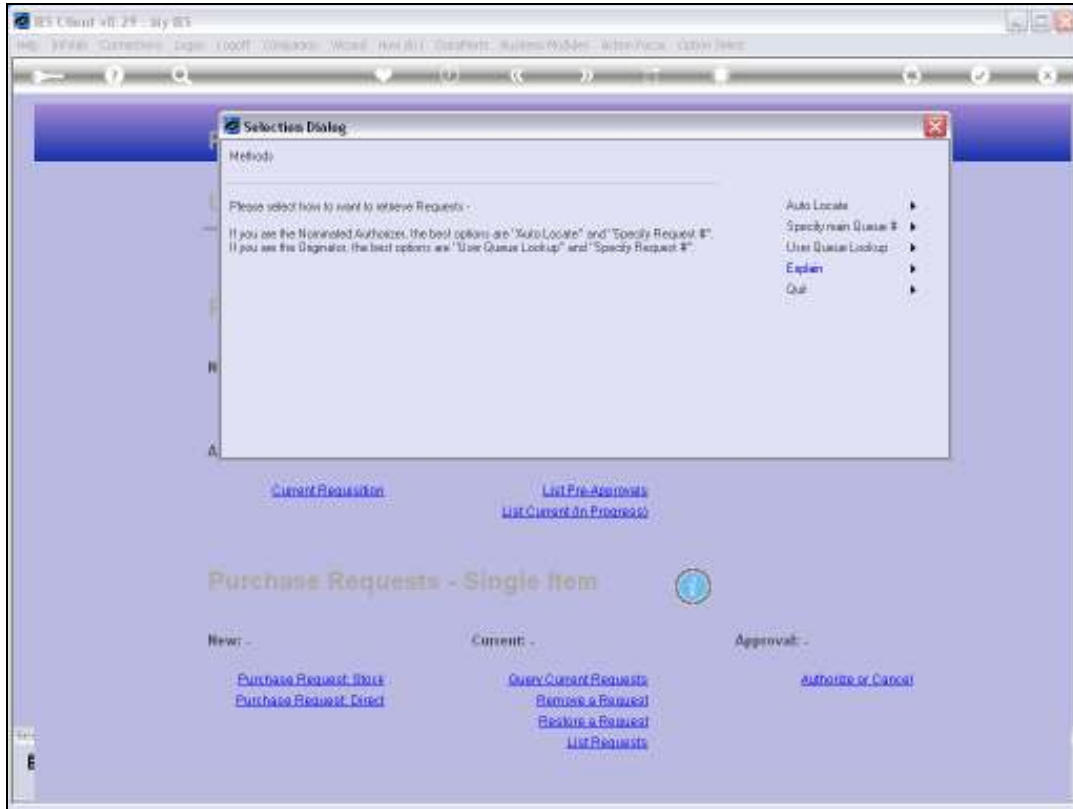
Slide 3
Slide notes:



Slide 4
Slide notes:

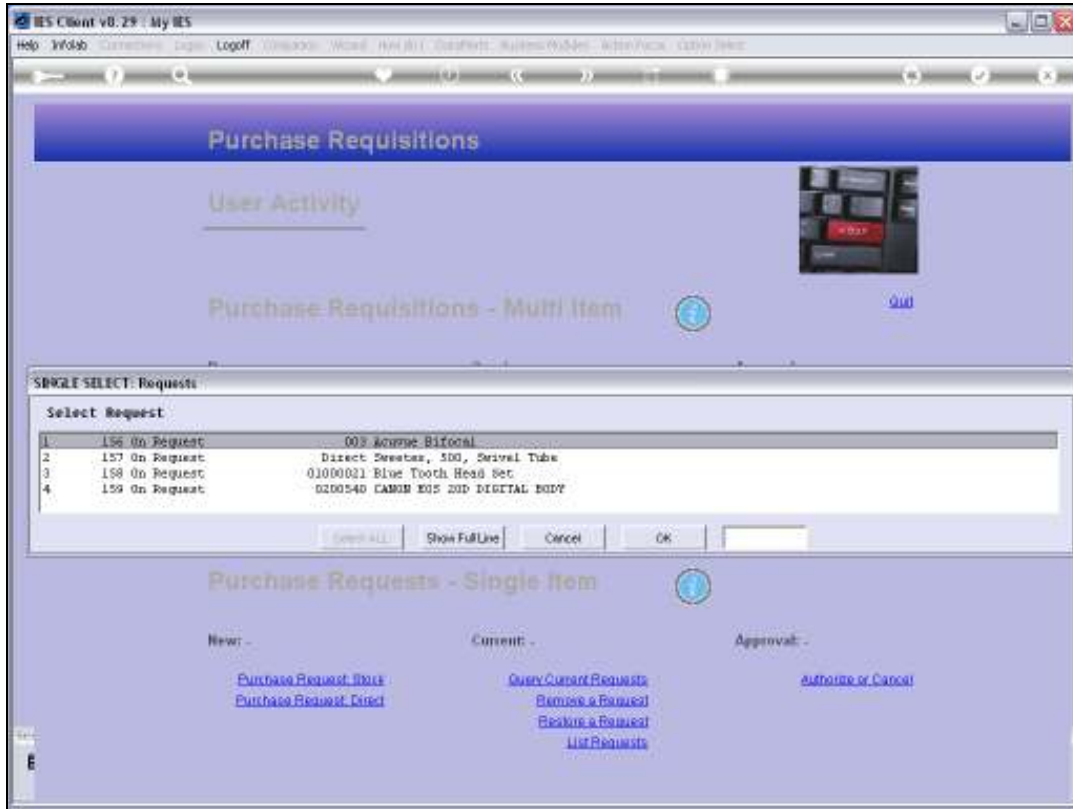


Slide 5
Slide notes:

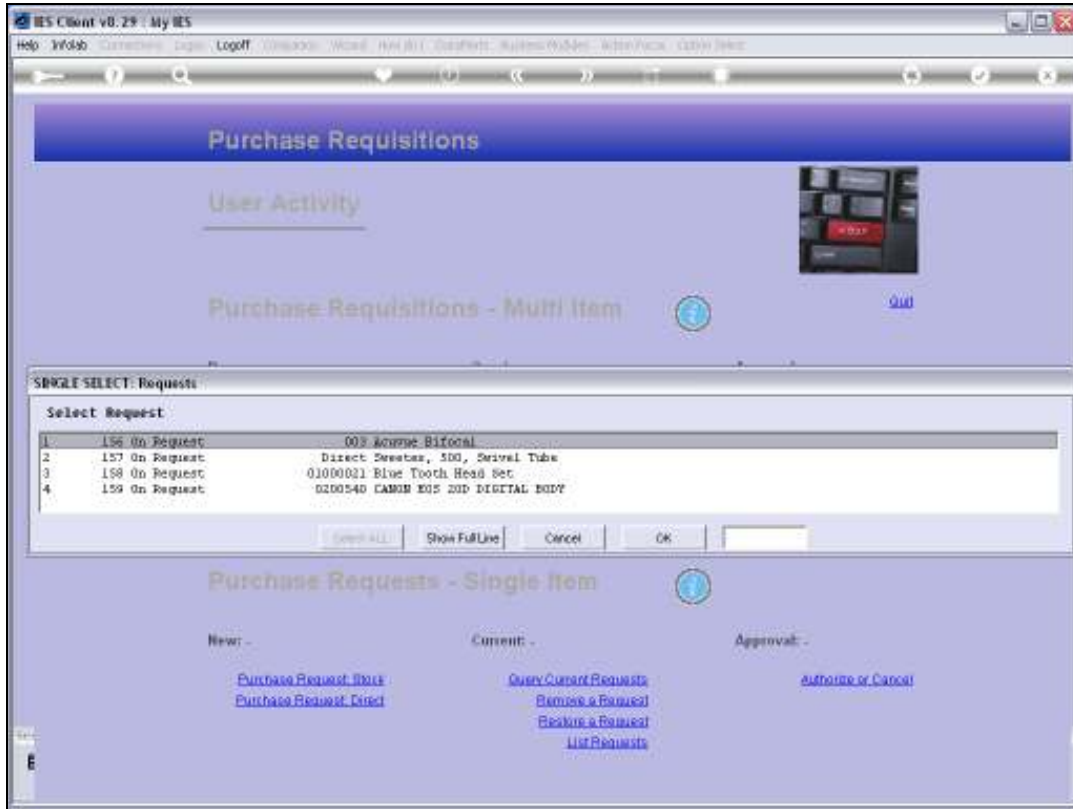


Slide 6

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:



Slide 8
Slide notes:

The screenshot shows a web application window titled "IES Client v8.29: My IES". The main content area is titled "Purchase Request Actions".

Form Fields:

- Purchase Request #
- Main Ret #
- User Ret #
- Request Status
- Buyer
- Requested By
- Date On
- Stock Code
- Store
- PO Direct Code
- Motivation
- Quantity Requested
- Unit
- Expected Price Per Unit
- Final Auth Price
- Confirmed Price
- User Allocation
- PO Allocation
- Purchase Order #
- 1st Auth By
- Final Auth By
- Nonnoted Auth

Status History Table:

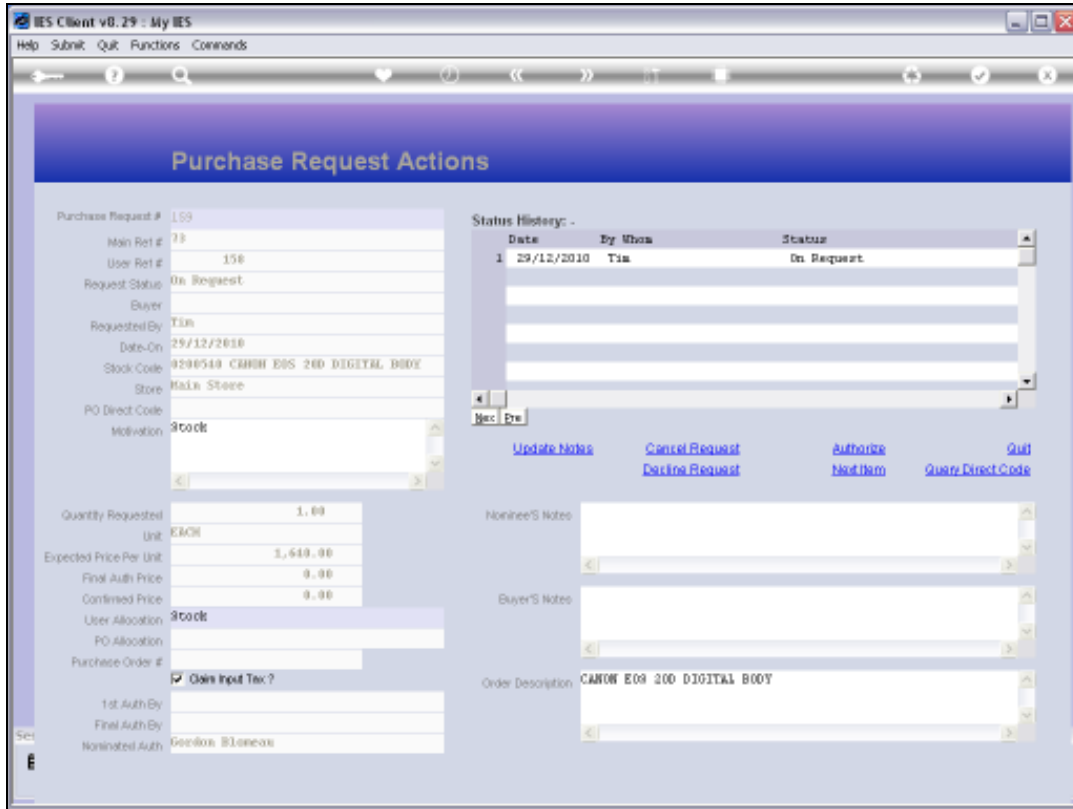
Date	By Whom	Status
1		
2		
3		
4		
5		
6		
7		

Buttons: [Update Notes](#), [Cancel Request](#), [Decline Request](#), [Authorize](#), [Quit](#), [New Item](#), [Query Direct Code](#)

Text Areas: Noninee's Notes, Buyer's Notes, Order Description

Other: Claim Input Tax?

Slide 9
Slide notes:



Slide 10

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.

The screenshot shows the 'Purchase Request Actions' window in the IES Client v8.29. The window title is 'My IES' and it has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Purchase Request #**: 159
- Main Ret #**: 79
- User Ret #**: 159
- Request Status**: On Request
- Buyer**: [Empty]
- Requested By**: Tim
- Date On**: 29/12/2010
- Stock Code**: 4290549 CANON EOS 20D DIGITAL BODY
- Store**: HALL STORE
- PO Direct Code**: [Empty]
- Motivation**: Stock
- Quantity Requested**: 1.00
- Unit**: EACH
- Expected Price Per Unit**: 1,649.00
- Final Auth Price**: 0.00
- Confirmed Price**: 0.00
- User Allocation**: [Empty]
- PO Allocation**: [Empty]
- Purchase Order #**: [Empty]
- Claim Input Tax?**:
- 1st Auth By**: [Empty]
- Final Auth By**: [Empty]
- Nominated Auth**: Gordon Blaneau

Status History:

Date	By Whom	Status
1 29/12/2010	Tim	On Request

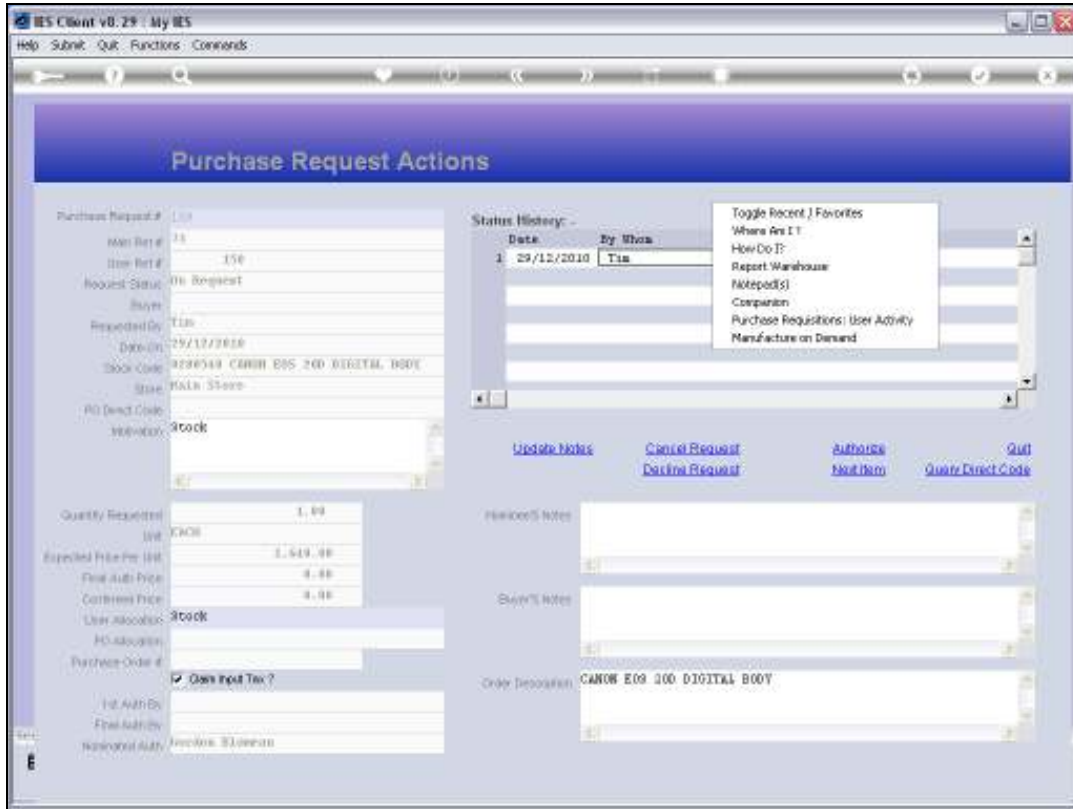
Buttons: [Update Notes](#), [Cancel Request](#), [Authorize](#), [Quit](#), [Decline Request](#), [New Item](#), [Query Direct Code](#)

Nonrec's Notes: [Empty]

Buyer's Notes: [Empty]

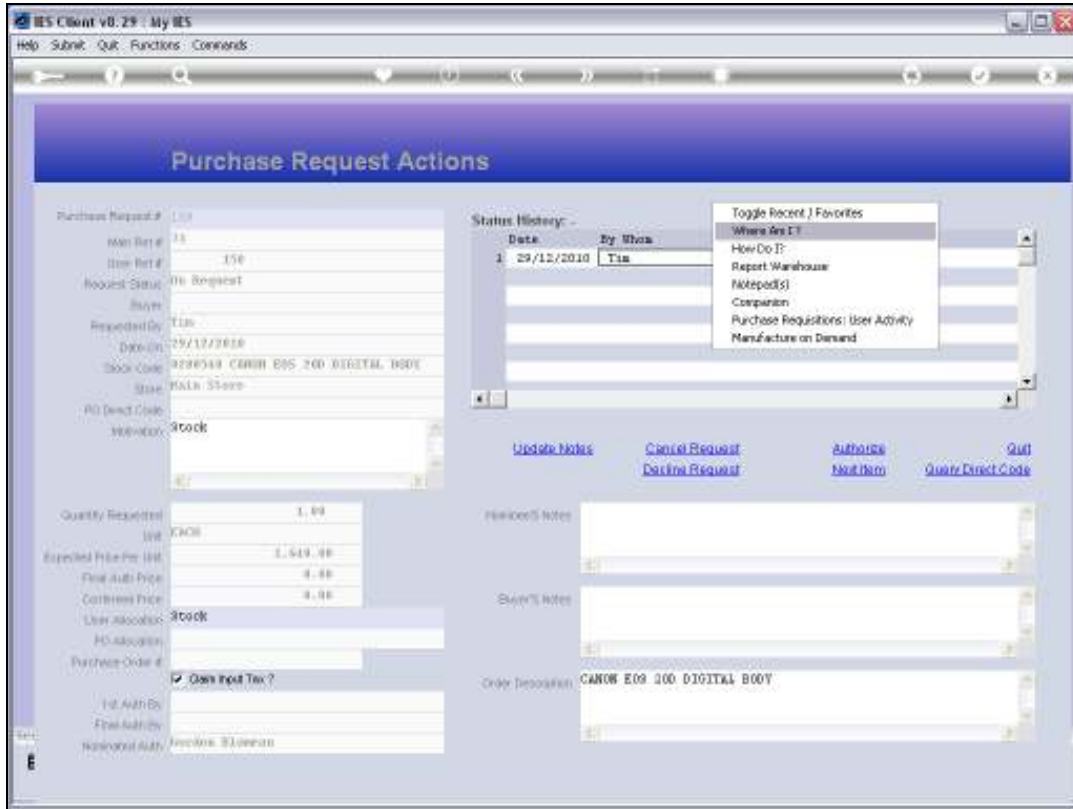
Order Description: CANON EOS 20D DIGITAL BODY

Slide 11
Slide notes:

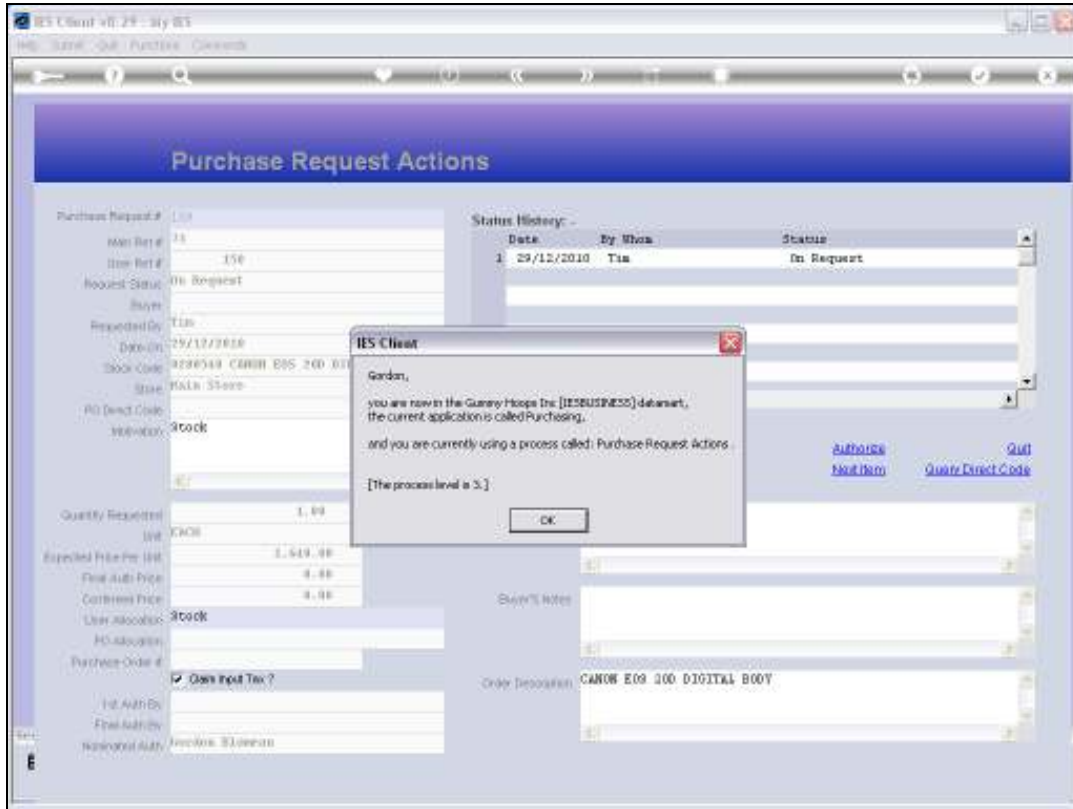


Slide 12

Slide notes: At the bottom of the screen, On the left we can see that the nominated Authorizer is Gordon.



Slide 13
Slide notes:



Slide 14

Slide notes: And the 'where am I' function shows that the current User is now Gordon. We are simply showing this to demonstrate why the Item has come up on Gordon's list of Purchase Requests awaiting authorization.

The screenshot shows the 'Purchase Request Actions' window in the IES Client v8.29. The window title is 'My IES' and it has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Purchase Request #**: 159
- Main Ret #**: 79
- User Ret #**: 159
- Request Status**: On Request
- Buyer**: [Empty]
- Requested By**: Tim
- Date On**: 29/12/2010
- Stock Code**: 4290549 CANON EOS 20D DIGITAL BODY
- Store**: HALL STORE
- PO Direct Code**: [Empty]
- Motivation**: Stock
- Quantity Requested**: 1.00
- Unit**: EACH
- Expected Price Per Unit**: 1,649.00
- Final Auth Price**: 0.00
- Confirmed Price**: 0.00
- User Allocation**: [Empty]
- PO Allocation**: [Empty]
- Purchase Order #**: [Empty]
- Claim Input Tax?**:
- 1st Auth By**: [Empty]
- Final Auth By**: [Empty]
- Nominated Auth**: Gordon Blaneau

Status History:

Date	By Whom	Status
1 29/12/2010	Tim	On Request

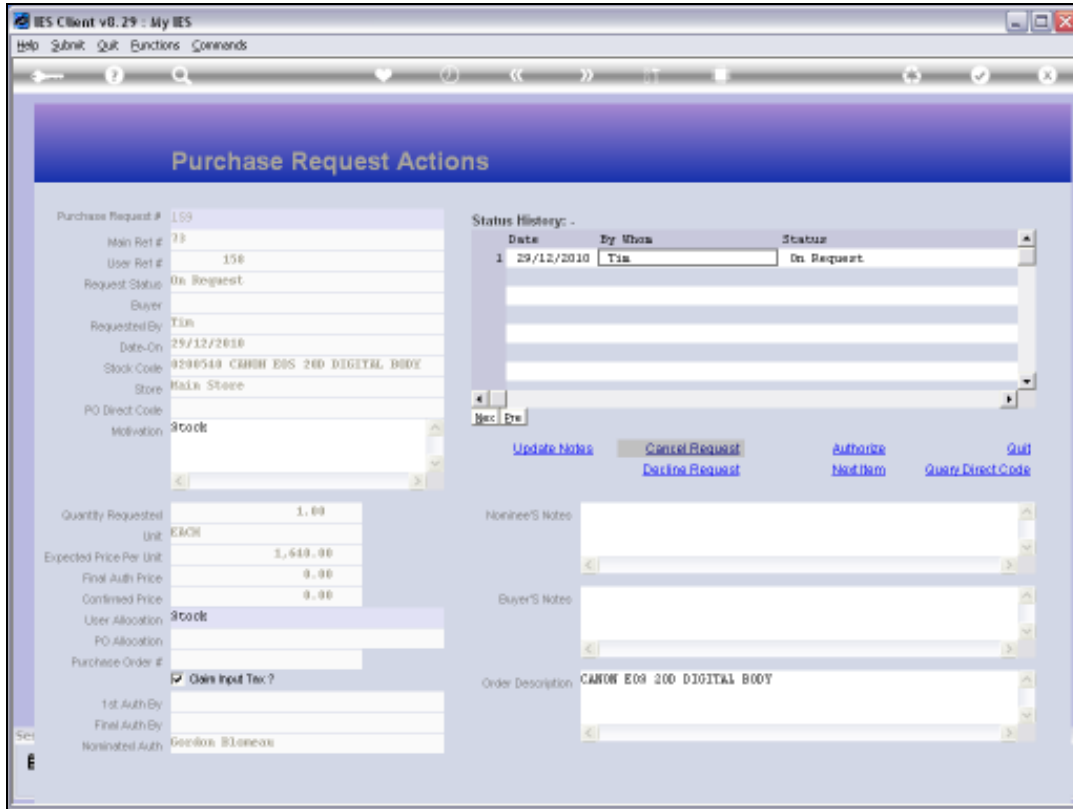
Buttons: [Update Notes](#), [Cancel Request](#), [Decline Request](#), [Authorize](#), [New Item](#), [Quit](#), [Query Direct Code](#)

Non-ee's Notes: [Empty text area]

Buyer's Notes: [Empty text area]

Order Description: CANON EOS 20D DIGITAL BODY

Slide 15
Slide notes:



Slide 16

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

The screenshot shows the 'Purchase Request Actions' window in the IES Client v8.29. The window title is 'My IES'. The main heading is 'Purchase Request Actions'. The form is divided into several sections:

- Request Details:** Purchase Request # 159, Main Ret # 79, User Ret # 159, Request Status On Request, Buyer, Requested By Tim, Date On 29/12/2010, Stock Code 4290549 CANON EOS 20D DIGITAL BODY, Store Main Store, PO Direct Code, Motivation Stock.
- Quantity and Pricing:** Quantity Requested 1.00, Unit EACH, Expected Price Per Unit 1,649.00, Final Auth Price 0.00, Confirmed Price 0.00.
- Allocation and Order:** User Allocation Stock, PO Allocation, Purchase Order #, Claim Input Tax?, 1st Auth By, Final Auth By, Nonnoted Auth Gordon Blaneau.
- Status History:** A table with columns Date, By Whom, and Status. It shows one entry: 1, 29/12/2010, Tim, On Request.
- Actions:** Update Notes, Cancel Request, Authorize, Decline Request, Next Item, Query Direct Code.
- Notes:** Nonnee's Notes, Buyer's Notes, Order Description CANON EOS 20D DIGITAL BODY.

Slide 17

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.

The screenshot shows the 'Purchase Request Actions' window in the IES Client v8.29. The window title is 'My IES'. The main heading is 'Purchase Request Actions'. The form is divided into several sections:

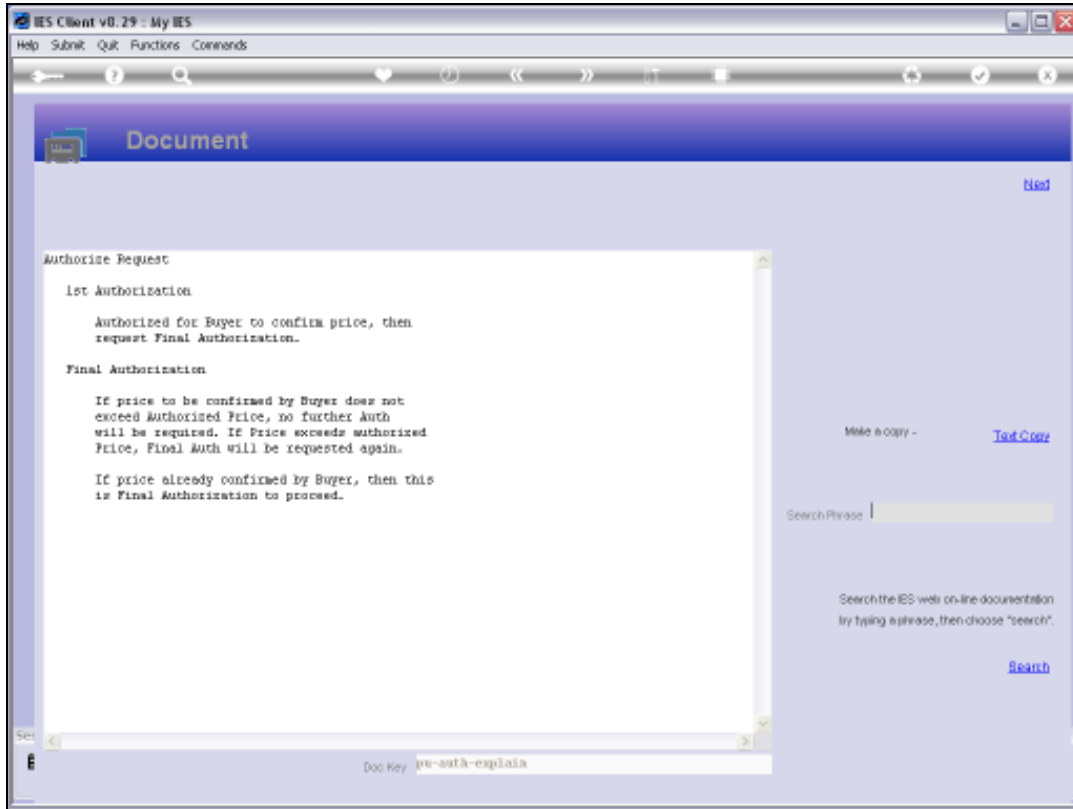
- Request Details:** Purchase Request # 159, Main Ret # 79, User Ret # 159, Request Status On Request, Buyer, Requested By Tim, Date On 29/12/2010, Stock Code 4290549 CANON EOS 20D DIGITAL BODY, Store Main Store, PO Direct Code, Motivation Stock.
- Quantity and Pricing:** Quantity Requested 1.00, Unit EACH, Expected Price Per Unit 1,649.00, Final Auth Price 0.00, Confirmed Price 0.00, User Allocation, PO Allocation, Purchase Order #, Claim Input Tax?, 1st Auth By, Final Auth By, Nominated Auth Gordon Blaneau.
- Status History:** A table with columns Date, By Whom, and Status. One entry is visible: 1, 29/12/2010, Tim, On Request.
- Actions:** Update Notes, Cancel Request, Authorize, Decline Request, Quit, Next Item, Query Direct Code.
- Notes:** Nonnee's Notes, Buyer's Notes, Order Description CANON EOS 20D DIGITAL BODY.

Slide 18

Slide notes:



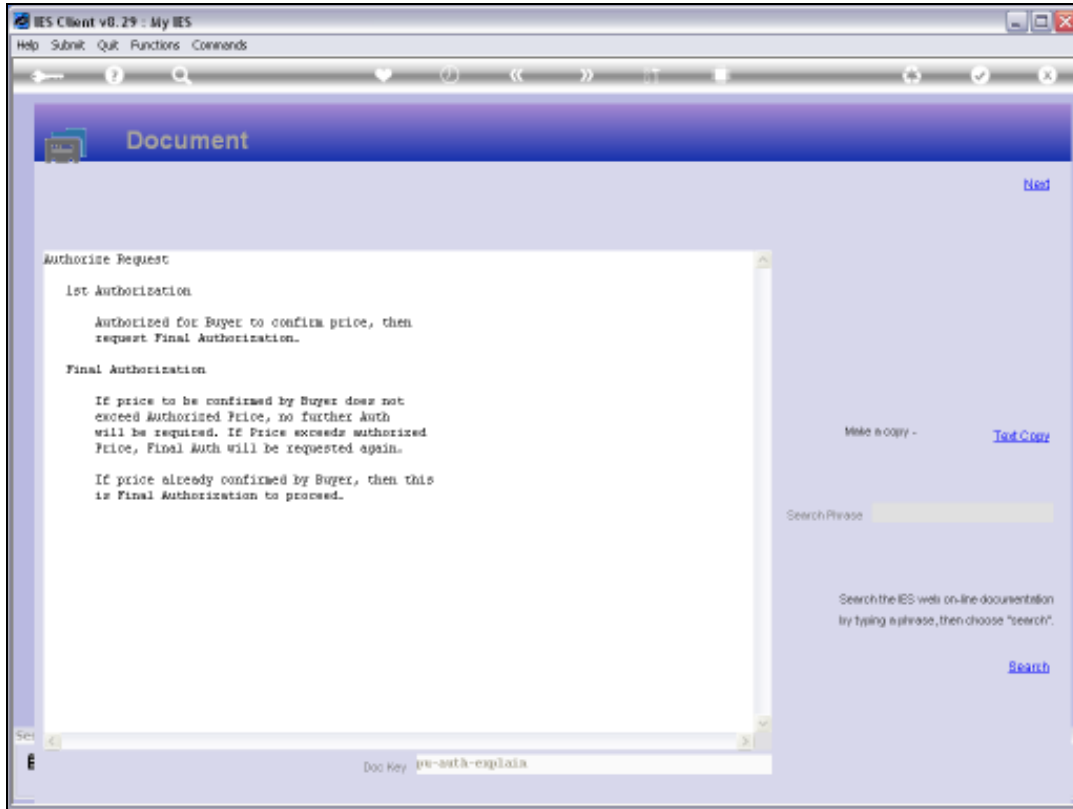
Slide 19
Slide notes:



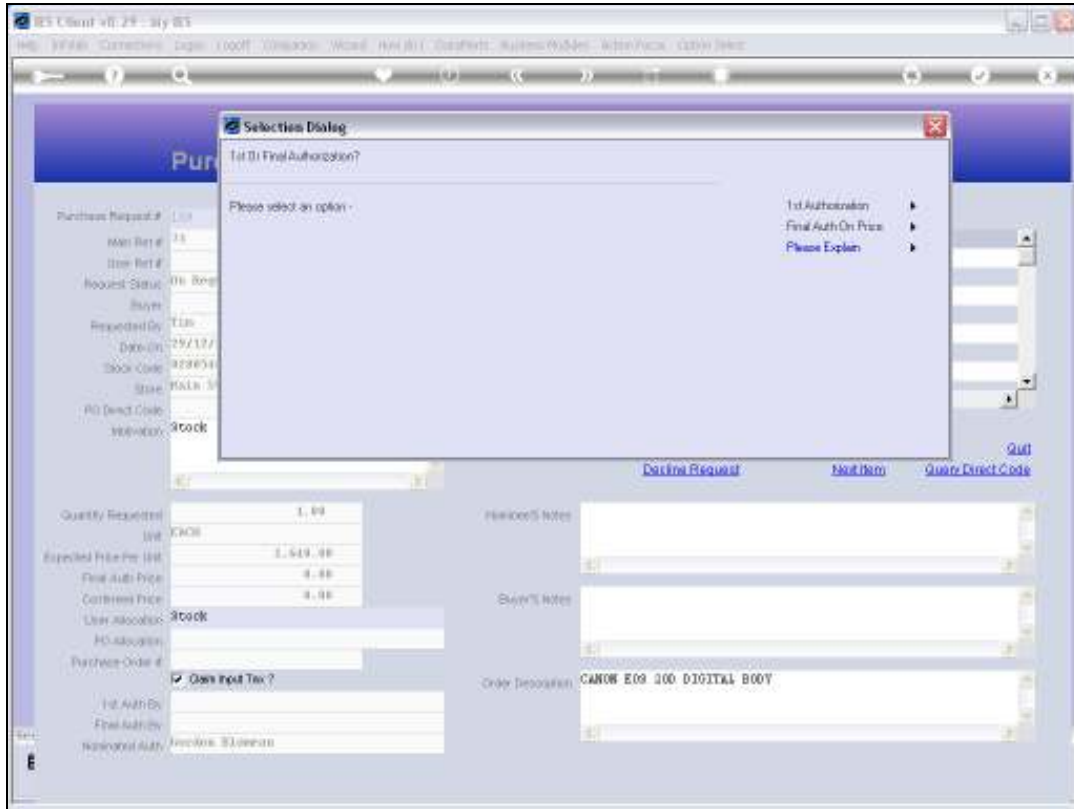
Slide 20
Slide notes:



Slide 21
Slide notes:

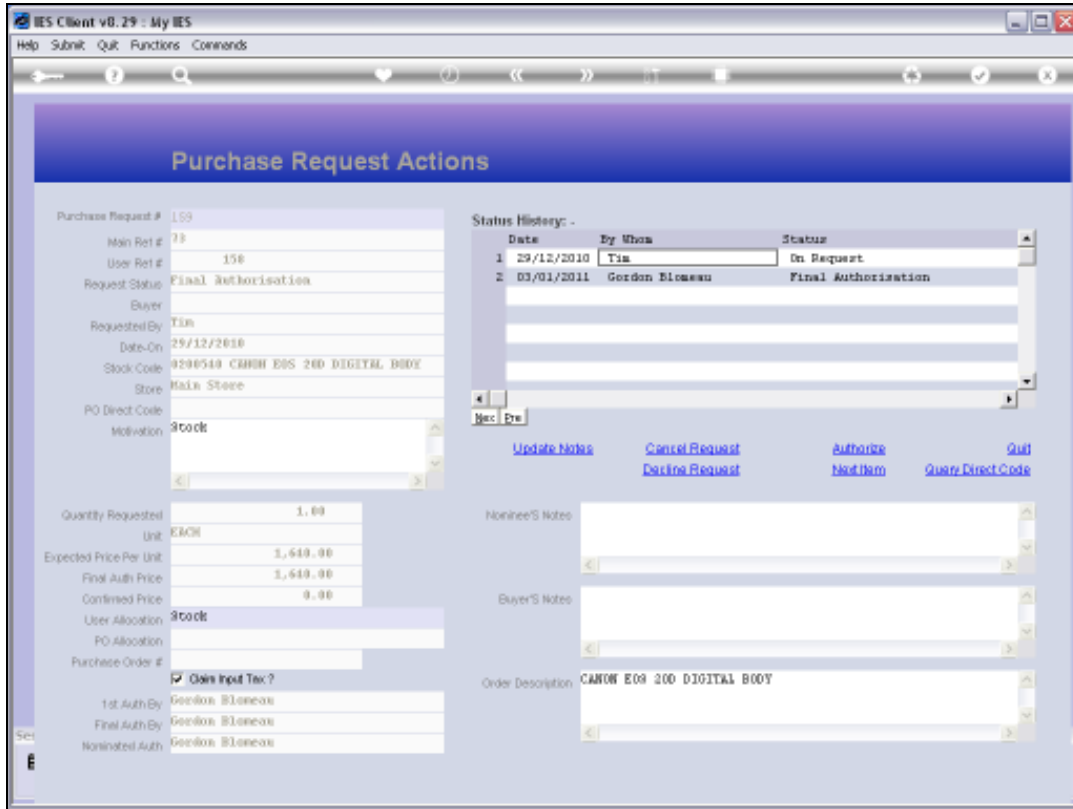


Slide 22
Slide notes:



Slide 23

Slide notes:



Slide 24

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.

The screenshot shows a web application window titled "IES Client v8.29: My IES". The main content area is titled "Purchase Request Actions".

Purchase Request # 159

Main Ref # 79
User Ref # 158
Request Status Final Authorisation
Buyer
Requested By Tim
Date On 29/12/2010
Stock Code 4290549 CANON EOS 20D DIGITAL BODY
Store Main Store
PO Direct Code
Motivation Stock

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 1,649.00
Final Auth Price 1,649.00
Confirmed Price 0.00
User Allocation
PO Allocation
Purchase Order #
 Claim Input Tax?

1st Auth By Gordon Blaneau
Final Auth By Gordon Blaneau
Nominated Auth Gordon Blaneau

Status History:

By Whom	Status
1 Tim	On Request
2 Gordon Blaneau	Final Authorisation

Buttons: [Update Notes](#), [Cancel Request](#), [Decline Request](#), [Authorise](#), [Quit](#), [New Item](#), [Query Direct Code](#)

Nonnee's Notes
Buyer's Notes
Order Description CANON EOS 20D DIGITAL BODY

Slide 25
Slide notes:

Purchase Request Actions

Purchase Request # 159
Main Ret # 79
User Ret # 158
Request Status Final Authorisation
Buyer
Requested By Tim
Date On 29/12/2010
Stock Code 4290549 CANON EOS 20D DIGITAL BODY
Store Main Store
PO Direct Code
Motivation Stock

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 1,649.00
Final Auth Price 1,649.00
Confirmed Price 0.00
User Allocation
PO Allocation
Purchase Order #
 Claim Input Tax?
1st Auth By Gordon Bloneau
Final Auth By Gordon Bloneau
Nominated Auth Gordon Bloneau

Status History:

Date	By Whom	Status
1 29/12/2010	Tim	On Request
2 03/01/2011	Gordon Bloneau	Final Authorisation

[Update Notes](#) [Cancel Request](#) [Authorise](#) [Quit](#)
[Decline Request](#) [New Item](#) [Query Direct Code](#)

Nonnee's Notes
Buyer's Notes
Order Description CANON EOS 20D DIGITAL BODY

Slide 26

Slide notes:

The screenshot shows the 'Purchase Request Actions' window in the IES Client v8.29. The window title is 'My IES' and it has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Purchase Request #**: 159
- Main Ref #**: 79
- User Ref #**: 158
- Request Status**: Final Authorisation
- Buyer**: [Empty]
- Requested By**: Tim
- Date On**: 29/12/2010
- Stock Code**: 4290549 CANON EOS 20D DIGITAL BODY
- Store**: Main Store
- PO Direct Code**: [Empty]
- Motivation**: Stock
- Quantity Requested**: 1.00
- Unit**: EACH
- Expected Price Per Unit**: 1,649.00
- Final Auth Price**: 1,649.00
- Confirmed Price**: 0.00
- User Allocation**: [Empty]
- PO Allocation**: [Empty]
- Purchase Order #**: [Empty]
- Claim Input Tax?**:
- 1st Auth By**: Gordon Blaneau
- Final Auth By**: Gordon Blaneau
- Nominated Auth**: Gordon Blaneau

Status History:

Date	By Whom	Status
1 29/12/2010	Tim	On Request
2 03/01/2011	Gordon Blaneau	Final Authorisation

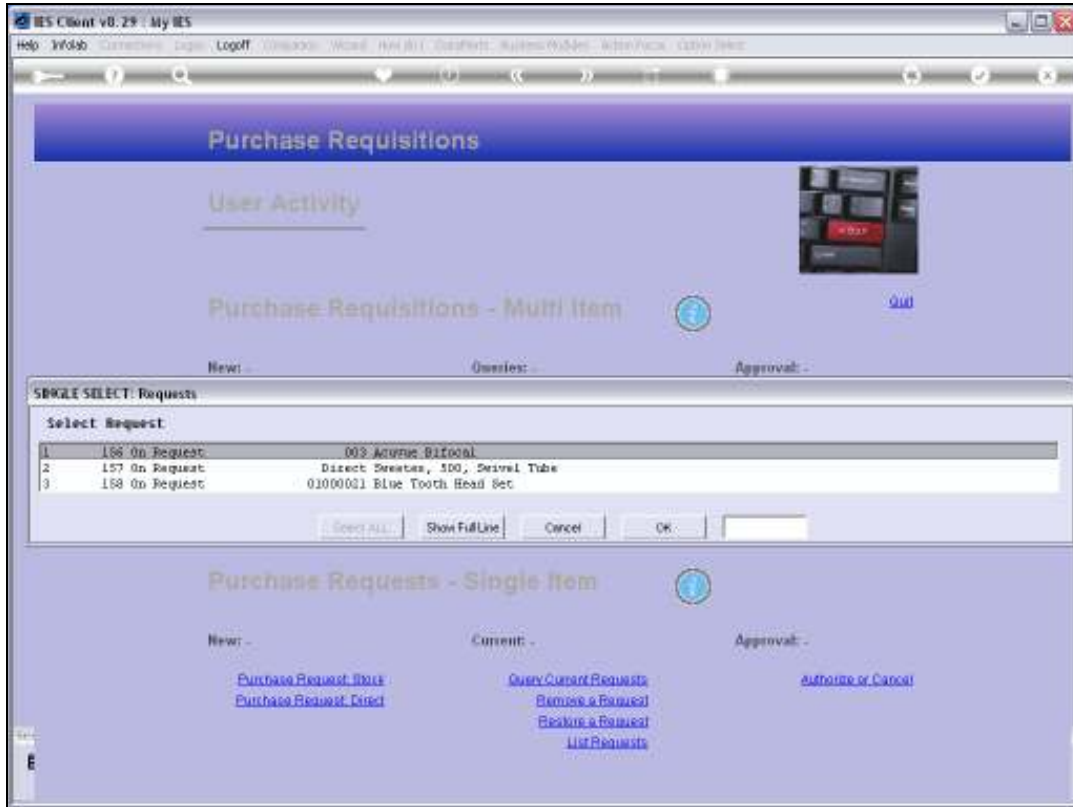
Buttons: [Update Notes](#), [Cancel Request](#), [Decline Request](#), [Authorise](#), [Quit](#), [New Item](#), [Query Direct Code](#)

Non-ee's Notes: [Empty text area]

Buyer's Notes: [Empty text area]

Order Description: CANON EOS 20D DIGITAL BODY

Slide 27
Slide notes:



Slide 28

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



Slide 29
 Slide notes:



Slide 30

Slide notes: