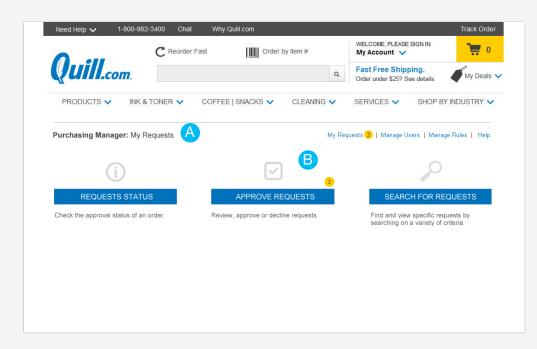
Purchasing Manager

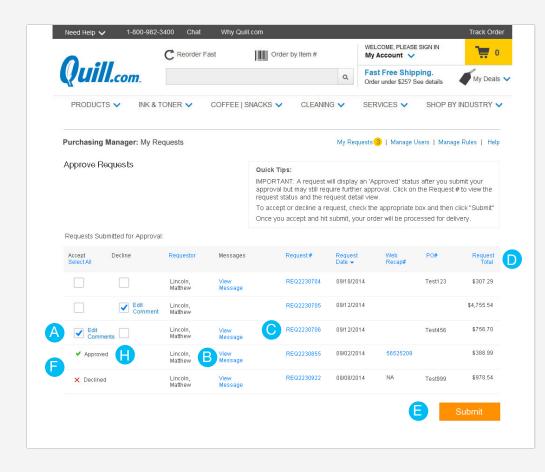
Approve, View and Search My Requests

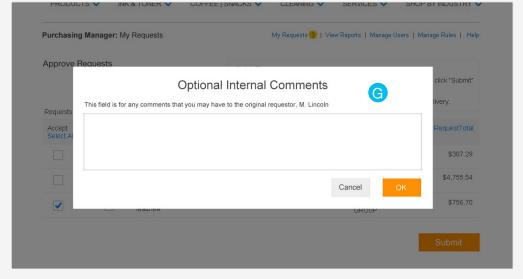
My Requests



- A Click 'My Requests' on the My Account page to view the status of the requests you have placed, approve requests or search for requests.
- B If you see a number next to 'My Requests' in the navigation or above the 'Approve Requests' button, this means you have pending requests to act on.

Approve Requests





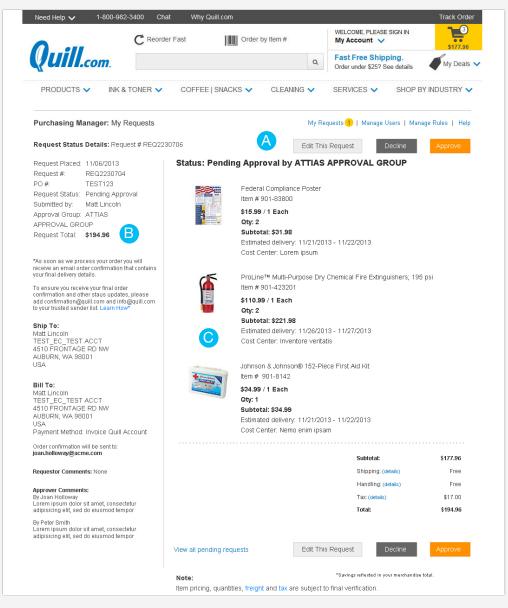
From this screen, you can approve or decline multiple requests.

A Once you click the Approve checkbox, an 'Add Comment' link appears to the right of the box. You may click that to add an optional comment to the requestor.

If you choose to decline a request, you will see a window with a required comment field so you may send a message to the requestor explaining the reason for declining the order. See "G" for example.

- B If the requestor had created a message for the approver, you may view the comment by clicking the 'View Message' link.
- Click on the request number to view the request details. (The request details view is on the next page.)
- O Sort by column by clicking on any of the blue titles in the table.
- Click the 'Submit' button when you are ready to take action on the request(s). Note: you are not required to take action on all requests at one time.
- Also displayed are any requests that you have approved and declined.
- G Enter a comment to the requestor for each request and then click 'OK'.
- Once you've approved a request, the status will display 'Approved' but may still require further approval. Click on the Request # to view the request status.

Approve Request: Order Detail View

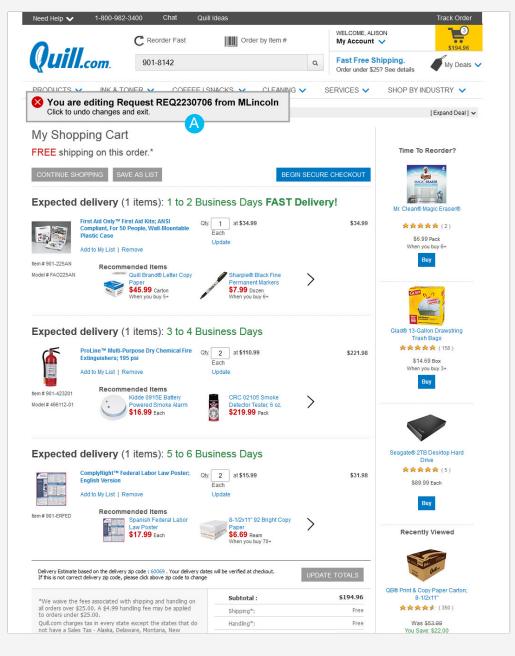


INK & TONER V COFFEE | SNACKS ✓ CLEANING V SHOP BY INDUSTRY V Purchasing Manager: My Requests My Requests 1 | View Reports | Manage Users | Manage Rules | Help Request Status Details: Request # REQ2230706 Status: Pending Approval Edit This Order Request #: Are you sure you want to modify PO#: D request # REQ2230706? Edits/modifications may affect coupons that have been previously applied to this order. Approval Group: AT Once modified, you will need to checkout again; prices may be affected. APPROVAL GROUP Request Total: \$19 TEST_EC_TEST AC 4510 FRONTAGE RD NW \$110.99 / 1 Each AUBURN, WA 98001 Otv: 2 Subtotal: \$221.98 Estimated delivery: 11/26/2013 - 11/27/2013 Cost Center: Inventore veritatis Matt Lincoln

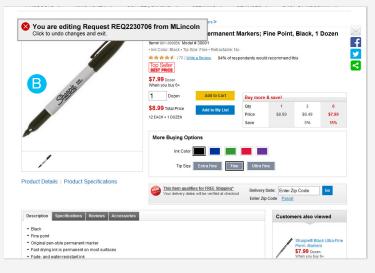
- A If you click on the request number from the approval screen, you will see the request detail view. From here, you may Approve, Decline or Edit This Request.
- B View other details about the order such as when the request was placed, the ship-to and bill-to information.
- C View all products in the request.
- If you click 'Edit This Request' you will see a window confirming that you want to edit the request. By doing so, edits/modifications may affect coupons that have been previously applied to this order. Once modified, you will need to checkout again and prices may be affected.

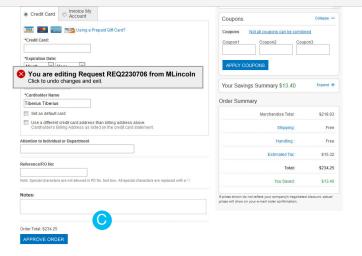
By selecting 'Yes' you will be taken to the Cart for this request.

Approve Request: Edit Request

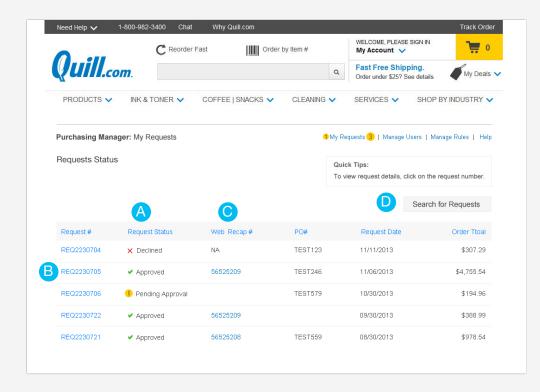


- A If you chose to edit the request, you will be taken to the Cart for that request. To cancel the process of editing the cart, click the red 'x'. The box will follow you throughout your shopping experience as long as you are still modifying that request.
- B You may click through to a product page and still be able to add it to the request and the box to exit the request will still follow you.
- C The revised cart will not update the request until you click 'Approve Order' on the Checkout page.





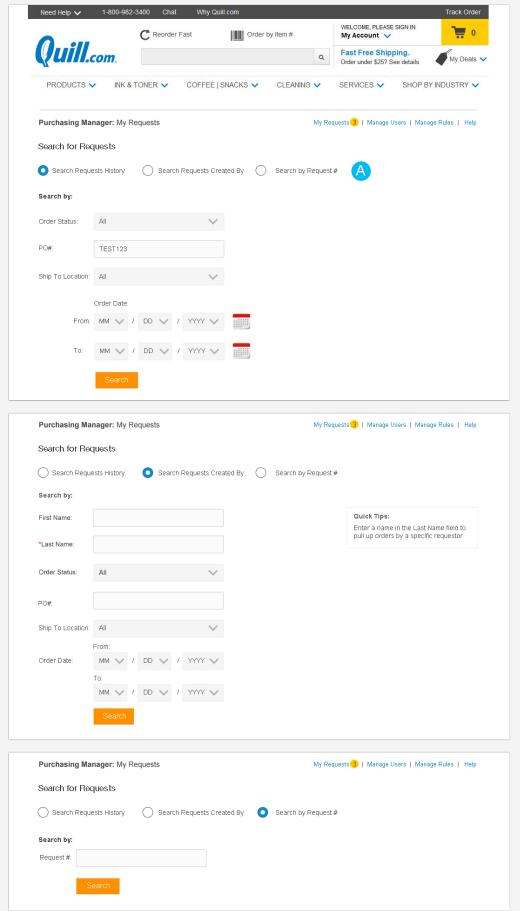
Requests Status



The Requests Status page displays all requests that you have submitted.

- A The request status can be found here as approved, declined or pending approval.
- B View any request by clicking on the Request #.
- You may view your Web Recap # by clicking on the Web Recap # link.
- Click here to Search for Requests if you don't see it in this list.

Search for Requests



A You may search for a request from this page either by Search Requests History, Requests Created By, or by Request #.

Make your selections, then click 'Go' to see the list of request(s) that match your search criteria.