

**How to Approval a Purchase Request or Purchase Order**

**Goto – Usage – Usage –Workflow.**

**After clicking on workflow, a screen will pop out and select Purchase signatures.**

**Please find screen shot below.**





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**Click on Purchase signatures, and a signature screen will pop out for you to select the transaction screen you want to approval.**

**E.g**

 **PR sig – purchase request**

 **Order Sig - purchase Order.**



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**Click on the Action box (1) and scroll down to signature.**

**Click on signature (2) and a pop screen will display for you to choose Reject or accept.(3)**



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**Please find screen shot below.**





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**Please find screen shot below.**





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