Approval Chain



- Approval rules are defined to control purchasing activities on eway based on the following factors:
 - order total
 - items in the order
 - value of an item
 - pre-established budget
- As an approver, it is your role to review orders that exceed the set limits and decide if they should be approved, modified or rejected.
- You are part of an approval chain that may consist of one or more individuals and could be made up of multiple approval levels.
- Email messages are automatically sent to the appropriate people at each step in the approval process.

Viewing Orders Awaiting Approval

- Along with the email, you'll be informed of orders waiting for your approval by a message in eway's Home page, in the shortcut tile, below the main banner.
 - Click on the View All link to display a list of these orders.
- You may also select **In Approval** from the **Orders** tab in the **Account** menu.

Messages	Approvals		View.all	Orders	
Nease feel free to use our Box Finder tool for your pack and	You have 5 order wa	ting for approval.		Find by order number	a
Prip needs: click here.	Order Number	Order Date		You don't have any recent orders to	display. Only
Sustainable paper purchasing: Choose paper that is Forest Stangardship Council (ESC) cardinal, Click basel	EW84071223	2023-04-20	View all	orders submitted within the last 30	days will appear
	EW85440652	2022-07-20		here	
	EW85440548	2022-05-03		Find orders not a	intervitied via eway

🕢 Ink & Toner		Account	Quick Add	Q Help	₽ Cart
Hello Jasmine! 020 (178410)		Close			
Shopping	Group Orders	^	-		
Orders	Submitted Orders			1	
My Account	Backordered Items	[In Appr	oval BI	2
	Templates			Da	
	In Approval			Le Ff	
	Recently Approved		1	Gg	
			1.	EIS T	

Orders In Approval

This page allows you to see all the orders pending your approval. It allows you to perform the following actions:

- View the items in an order
- Copy the items to your cart
- Modify the order
- Reject the order
- Approve the order
- Approve or reject multiple orders at once





Click on a red eway order number to view the **Order Details** page. This page allows you to carry out the following actions:

- View the order status
- View the selected approvers
- Modify the order
- Reorder all the items on the order with the **Buy Items Again** button
- Reject or approve the order
- Add the items from the order to a shopping list
- Resend the order notification to the buyer
- See a print preview
- View the delivery information for special delivery items
- See all the items included in the order
- See the budget balance of the buyer's allowance (if applicable)
- See the order summary
- Post comments

Approval Decision

Review the order content from the Orders Awaiting Approval page or the Order Details page.

- Depending on your decision,
 - click on Approve to send the order through for processing,
 - click on **Reject** to cancel the order,
 - click on **Modify Order** to make changes.
 - When an order is approved or rejected, an email is sent to the buyer to inform them of the decision.

EW90001687	2021-06-30	Acct III : 178314 Cost Center : MISSISSAUGA JXA PO Number : Ordered by : JasmineMiller	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA,ON LST2W6	\$757.08	Awaiting Approval
			Q View Items 🗍 C	opy to cart ② Modify	⊗ Reject ⊘ Approve

Multiple Approvals

From the Orders Awaiting Approval page, you can click in the check boxes of all the orders you want to process and click Approve Selected or Reject Selected in the page header.

Reject selected Approve selected				
Find orders not submitted via eway				
Order # Order Date	Order Details	Ship To	Order Total	Status
 ✓ EW90001687 2021-06-30 ✓ EW90001687 	Acct # : 178314 Cost Center : MISSISSAUGA JXA PO Number : Ordered by : JasmineMiller	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA,ON LST2W6	\$757.08	Awaiting Approval
		⊙ View Items 📋 C	opy to cart 🖉 Modify	⊗ Reject ⊘ Approv
2021-06-30	Acct # : 178314 Cost Center : MISSISSAUGA JXA PO Number : Ordered by : Jasmine Miller	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA,ON LST2W6	\$757.08	Awaiting Approval
		⊙ View Items 🗍 C	opy to cart ② Modify	🛞 Reject 🛛 🔗 Approv

Page: 3

Modifying an Order Prior to Approval

- Click on the Modify Order button to access the Order Modification screen.
- Here you can add or remove items or change any of the available information fields.
- Click on Update Order to save your changes without approving or rejecting the order.
 - You'll return to the Order Details screen.
- Click on your browser's **Back** button to exit the Order Modification screen without saving any changes.
- You could also click on **Approve** to send the modified order for processing or on **Reject** to cancel the order.



All changes made in the cart, such as quantities, notes, or product addition are automatically updated without you having to click the **Update Order** button. All changes made to the **Order Summary** on the other hand need to be saved using the **Update Order** button.

Modify Order (Update O
#EW83502413 (Awaiting Approval)	
(i) Awaiting Approval by Jon Green	
(i) Awaiting Approval by Lisa Brown	
Awaiting A y Jasmine Miller	
This order includes items that require special delivery Click here o view additional delivery information for your special delivery items	5.

- If the order contains special delivery items, a message displays under the approvers name, preceded by the blue truck icon.
 - You can click on the red link Click here to open the window to view the details of the special delivery and make changes, if applicable.
- Click Continue to close the window.
- In the **Payment Method** section of the **Order Summary**, the current payment method is displayed, and a link is displayed to change the payment method.
 - A pop-up window opens when you click the **Click here to edit Payment Method** link.
 - You can choose a payment method from the choices available or add a new credit card.
 - If you made changes to the payment method for the order, you can restore the payment method originally entered by the buyer, by selecting the appropriate choice in the pop-up window.

Payment		
Use the Credit Card preset by my Prog Use the Credit Card loaded in My Profil Use the Credit Card provided with this payment method for eway.)	ram Administrator for account 178410. e. order. (Note: Visa debit and Mastercard de	bilt cards are not currently accepted as a
Card Number*	Card Holder Name*	Expiration Date* MM/YY ADD CARD
	Cancel Continue	



Locked Order

- While you are modifying the order, it is locked for any other approver that may try to approve, reject or modify it.
- To unlock the order, you must click on **Update Order** to save your changes and exit the order.
 - If you exit in any other way (selecting an option from the main menu or shutting down your web browser) the order will remain locked for **4 hours** or until you reopen it with the **Modify Order** button and exit correctly.
- A locked order is identified by the padlock icon. Hover the padlock or the **Modify Order** button to see the name of the person locking the order.

EW90001687	This order is being modified by Jasmine Miller (evobmosavardcin)
	Cost Center : MISSISSAUGA JXA
	PO Number :

Sending the Ordered Items to Your Cart

You can add the items from the order to your own shopping cart to make changes or to combine them with your current order.

EW90001687	2021-06-30	Acct # : 178314 Cost Center : MISSISSAUGA JXA PO Number : Ordered by : JasmineMiller	MISSISSAUGA TEST 1234 550 PENDANT DRIV MISSISSAUGA,ON L5T2W6	\$757.08 E		Awaiting Ap	proval
			Q View Items	Copy to cart	@ Modify	() Reject	⊘ Approve

- From the Orders Awaiting Approval page, click Copy to Cart.
- All items from the selected order are copied to your shopping cart.
- The original order remains pending approval.

You can also send all the items to your cart from the Order Details page, by clicking on the Buy Items Again button.

Recently Approved Orders

Query the list of orders you've recently approved or rejected.

Approved O	rders	All Orders V	er Date (Newest) V All Orde	open Orders	Shipped Orders Cancelled Orders
					Find orders not submitted via ova
Order #	Order Date	Order Details	Ship To	Product Total	Status
EW90042039 2020-07-08	Acct # : 180639	EDMONTON 2 EWAY.CA	\$304.86	Open	
	Cost Center : 022	40 1ST STREET EDMONTON, ALBERTA			
	PO Number :	T6B2W1			
		Ordered by : Fiona Miller			
EW68885068	2019-12-18	Acct # : 178314	MISSISSAUGA	\$30.94	Open
		Cost Center : MISSISSAUGA ON	550 PENDANT DRIVE		
		PO Number :	MISSISSAUGA ON LST2W6		
		Ordered by : Jasmine Miller			

- Click on **Recently Approved** in the **Orders** tab of the **Account** menu.
- Use the **Order History** drop-down list to define how far back your list should go.
- Click on an order number to view the order details.



Approved Backordered Items

Query the list of backordered items from orders you've approved.

proved Backordered Item	ns	Find orders not submitted via ess
EW90001461 2023-04-26	Q	
: EW90001461 -	(2) Peper Mate Nobley 300 87 Retractable Ballyotic Pers - Medium LGrree Tip - Red - 12 Pack 한 순 한 순 한 (Second) Exercit Peper Mate Textel (Media) 223	\$8.65 8
	Bugdiane de adock (En allocation, se hive en 3 & 5 jours)	Cancel Item Ship Backoder Cancel Item
	Paper Mate InkJoy 300 RT Retractable Ballpoint Pens - Medium 1.0mm Tip - Red - 12 Pack	\$8.69
	会会会会会 Winnd: Paper Mate Roma: MAr1951256	10
	Rupture de stock (dn allocation, se livre en 3 a 5 jours)	Quantity: 3: Ship: Backonder: BACKORGERS
		Cancel Item

- Click on Approved Backordered Items in the Orders tab of the Account menu.
- Click the red eway order number to view the order details.
- The magnifying glass in the right corner of the image enables to see the item's **Quick View** window.
- Items can be deleted with the red **Cancel Item** link. The item will be identified as **Canceled** in the **Order Details** page and removed from the **Approved Backordered Items** list.

Market Place backordered items (drop-ship) and non-stock
(requisition) backordered items cannot be canceled online, and
the Cancel Item red link would be disabled. Customer Care must
be contacted in this situation.

