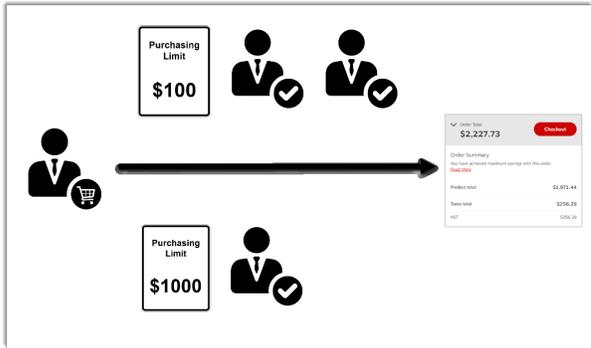




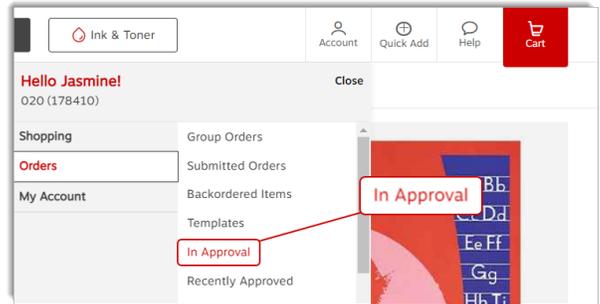
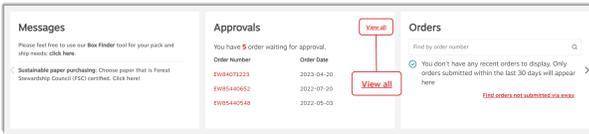
## Approval Chain



- 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.

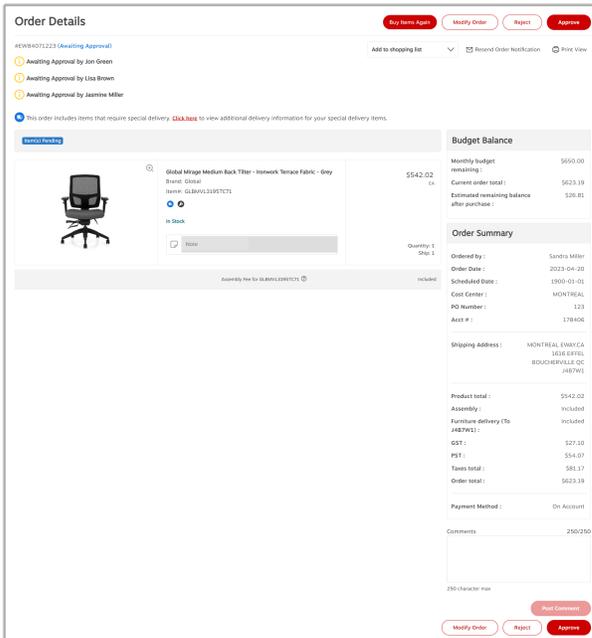
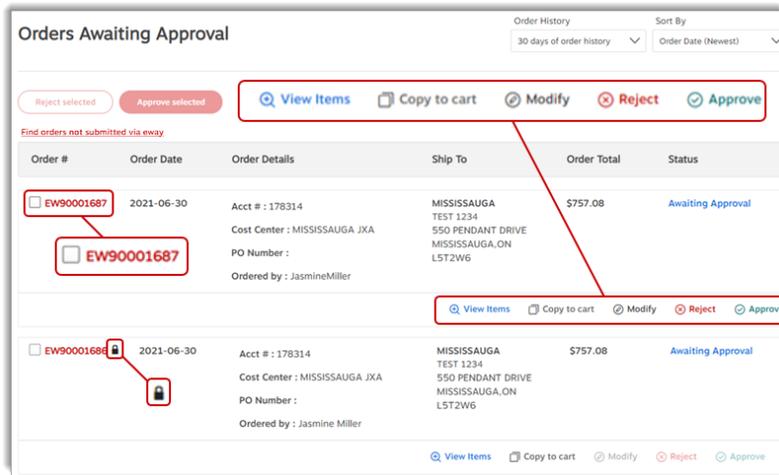




## Orders In Approval

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.

<input type="checkbox"/> EW90001687	2021-06-30	Acct #: 178314	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA, ON L5T2W6	\$757.08	Awaiting Approval
Cost Center : MISSISSAUGA JXA					
PO Number :					
Ordered by : JasmineMiller					
<a href="#">View Items</a> <a href="#">Copy to cart</a> <a href="#">Modify</a> <a href="#">Reject</a> <a href="#">Approve</a>					

Buy Items Again
Modify Order
Reject
Approve

## Multiple Approvals

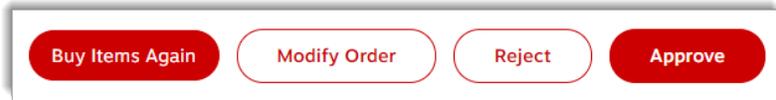
From the **Orders Awaiting Approval** page, you can click in the check boxes of all the orders you want to process and click **Approve Selected** or **Reject Selected** in the page header.

Order #	Order Date	Order Details	Ship To	Order Total	Status
<input checked="" type="checkbox"/> EW90001687	2021-06-30	Acct #: 178314 Cost Center : MISSISSAUGA JXA PO Number :	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA, ON L5T2W6	\$757.08	Awaiting Approval
<a href="#">View Items</a> <a href="#">Copy to cart</a> <a href="#">Modify</a> <a href="#">Reject</a> <a href="#">Approve</a>					
<input checked="" type="checkbox"/> EW90001686	2021-06-30	Acct #: 178314 Cost Center : MISSISSAUGA JXA PO Number :	MISSISSAUGA TEST 1234 550 PENDANT DRIVE MISSISSAUGA, ON L5T2W6	\$757.08	Awaiting Approval
<a href="#">View Items</a> <a href="#">Copy to cart</a> <a href="#">Modify</a> <a href="#">Reject</a> <a href="#">Approve</a>					



## 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.

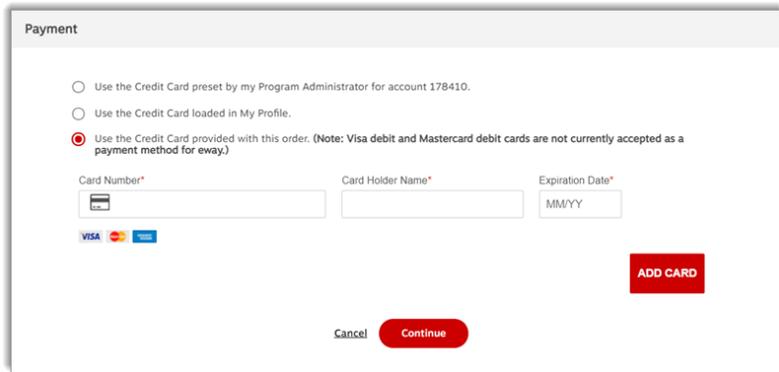


All changes made in the cart, such as quantities, notes, or product addition are automatically updated without you having to click the **Update Order** button. All changes made to the **Order Summary** on the other hand need to be saved using the **Update Order** button.



- 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.





## 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.



## 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.



- 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.

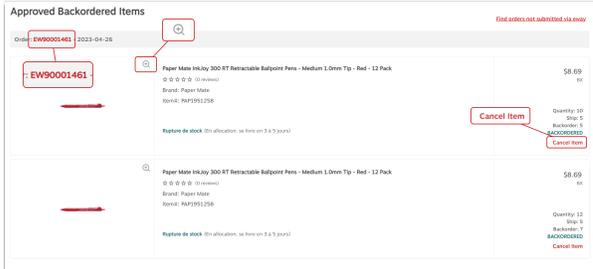
Order #	Order Date	Order Details	Ship To	Product Total	Status
EW90042039	2020-07-08	Acc # : 180639 Cost Center : 022 PO Number : Ordered by : Fiona Miller	EDMONTON 2 EWAYCA 40127 STREET EDMONTON, ALBERTA T6B2W1	\$304.86	Open
EW8885068	2019-12-18	Acc # : 178314 Cost Center : MISSISSAUGA ON PO Number : Ordered by : Jasmine Miller	MISSISSAUGA Jasmine Miller 550 PENNINGTON DRIVE MISSISSAUGA ON L5T2W6	\$30.94	Open

- 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.



- Click on **Approved Backordered Items** in the **Orders** tab of the **Account** menu.
- Click the red away 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.

