



## Warning Message



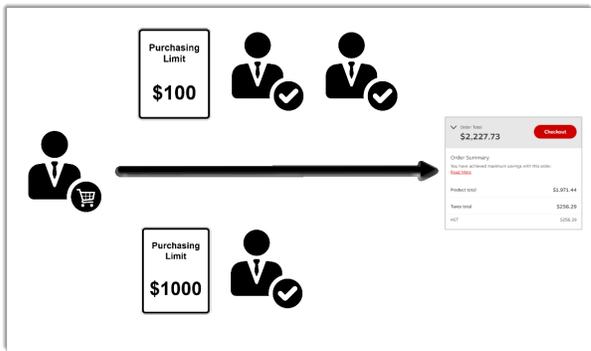
- If your order is subject to approval, a yellow message displays at the top of the page.
  - Click the arrow pointing down to view more details.

## Select Your Approvers



- During checkout, you may be able to select which approvers from your group will receive the notification email about your order.
- Check the boxes next to each person you want to select.
- This selection will be your default on your next order requiring approval.

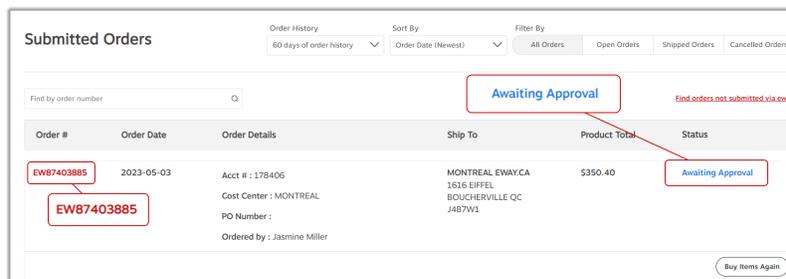
## Approval Chain



- An approval chain 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.

## Modifying an Order

- You can see the status of your order in the **Submitted Orders** page.
- If your order is still "**Awaiting approval**", you can make changes and resubmit.
- Click on the red way order number.
  - From the **Order Details** page, click on the **Modify Order** button.
  - Make your changes to the order.
  - Click the **Update Order** button.



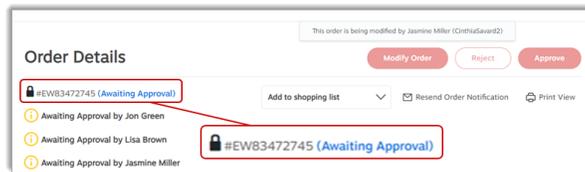


## Locked Order

- While you are modifying the order, it is locked for any approver that may try to approve, reject or modify it.
- To unlock the order, you must exit by clicking on **Update Order** to save your changes and exit.



- If you exit in any other way (selecting an option from a menu or shutting down your web browser) the order will remain locked for 4 hours or until you reopen it with the **Modify** button and exit correctly.
- A locked order is identified by the padlock icon.
  - The approver may hover the padlock or the **Modify Order** button to see the name of the person locking the order.



## Resending the Email Notifications

- You can resend the email notification to your approvers to remind them that your order is still waiting for their approval.
- Open the **Order Details** by clicking on the order number in the **Submitted Orders** list.
- Click on the **Resend Order Notification** button at the right of the page.

