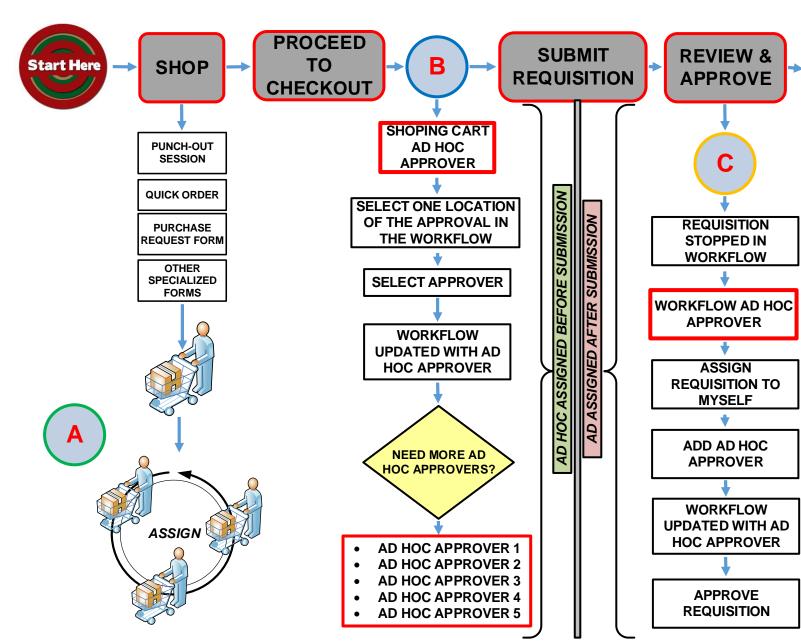
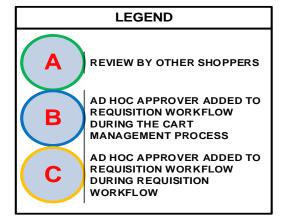
HOW TO HAVE OTHERS REVIEW OR APPROVE YOUR ORDERS



PURCHASE ORDER ISSUED

Cart Ad Hoc can be used by departments to ensure multiple departmental approvals occur when the Requisition is submitted. Even if the submitter has GFA, the order will not complete requisition workflow until the other approvals have been completed.

Workflow Ad Hoc can be used either by the Departmental Approver who requires an additional level of approval, or by Central Administration when they require additional approval. The order will not proceed until the additional approvals have been completed. Each Ad Hoc approver who is added can subsequently add another Ad Hoc approver.



INVOICE 8

PAYMENT