Document Actions

Approve, Return, Reject and other options
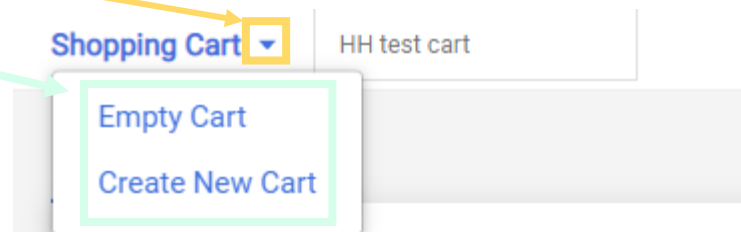
Cart, Requisition, PO, Invoices

Cart Document Actions

For Optional Document Actions in the **Cart** click:

- Down Arrow

- Choose option desired

Shopping Cart ▾   HH test cart
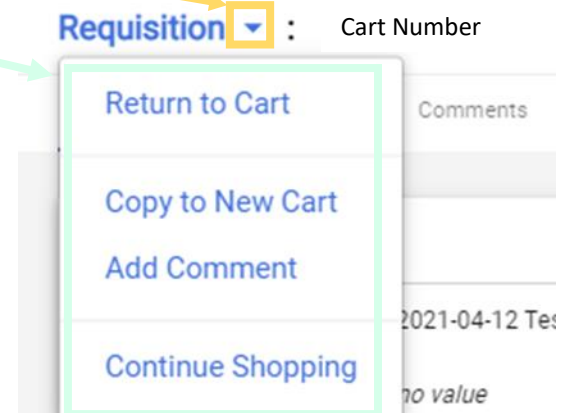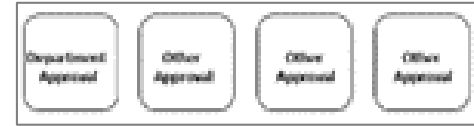
Empty Cart

Create New Cart

Proceed to Checkout Document Actions

For Optional Document Actions during **Proceed to Checkout** click:

- Down Arrow

- Choose desired option

Requisition ▾ : Cart Number

Return to Cart

Copy to New Cart

Add Comment

Continue Shopping

Comments

2021-04-12 Tes

no value

Requisition Workflow Document Actions

1 - For Optional Document Actions in the

Requisition Workflow click:

- Down Arrow

- Choose desired option

Begin by clicking on **Assign** to Myself

Requisition ▼ : Requisition Number

- Assign to myself
- Approve/Complete Step & Show Next
- Approve/Complete Step
- Copy to New Cart
- Add Comment
- Add Notes to History
- Non-Catalog Quick Order

- View My Orders (Last 90 Days)
- Continue Shopping

2 – After Clicking **Assign** to Myself for **Additional** Optional

Document Actions in the **Requisition Workflow** click:

- Down Arrow

- Choose desired option

Requisition ▼ : Requisition Number

- Approve/Complete & Show Next
- Approve/Complete Step
- Return to Shared Folder
- Place on Hold
- Return to Requisitioner
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition
- Non-Catalog Quick Order

- View My Orders (Last 90 Days)
- Continue Shopping

Purchase Order (PO) Document Actions

For Optional **Purchase Order (PO)** Document Actions click:

- Down Arrow

- Choose desired option

Invoice Document Actions

For Optional **Invoiced** Document Actions click:

- Down Arrow

- Choose desired option

Begin by clicking on **Assign** for additional invoicing options

Invoice ▾ : Invoice Number

Assign

Approve/Complete Step & Show Next

Approve/Complete Step

Add Comment

Add Notes to History