Document Actions

Approve, Return, Reject and other options

Cart, Requisition, PO, Invoices
For Optional Document Actions in the **Cart** click:

- Down Arrow

- Choose option desired
For Optional Document Actions during *Proceed to Checkout* click:

- Down Arrow
- Choose desired option
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

2 - After Clicking Assign to Myself for Additional Optional Document Actions in the Requisition Workflow click:
   - Down Arrow
   - Choose desired option

   Requisition Number

   Approve/Complete & Show Next
   Approve/Complete Step
   Place on Hold
   Return to Requisitioner
   Forward to...
   Copy to New Cart
   Add Comment
   Add Notes to History
   Non-Catalog Quick Order
   View My Orders (Last 90 Days)
   Continue Shopping
For Optional **Purchase Order (PO)** Document Actions click:

- Down Arrow
- Choose desired option
For Optional **Invoiced** Document Actions click:

- Down Arrow
- Choose desired option

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