

Approver Training

Approval Methods

- Email approvals
 - Assign Document
 - Return, or Reject/Cancel
 - Approve a Document
- Mobile Approvals
 - Assign Document
 - Return, or Reject/Cancel
 - Approve a Document
- BennyBuy Approval
 - Manage Approval View
 - Assign Document
 - Return, or Reject/Cancel
 - Approve a Document

How to Navigate the Purchase Order

Match Exception

Change Order

- Returns- Where to find this information/punchout suppliers & how to mark it in the receipt, after it has been received.
- Changes: Qty Increase/Cost Increase or decrease
- Adding lines
- Change Order Workflow
- History Tab

Document Searches- How to Save Searches

Setting Substitute Approver

Notification Overview

Set Up Email and Mobile Approvals