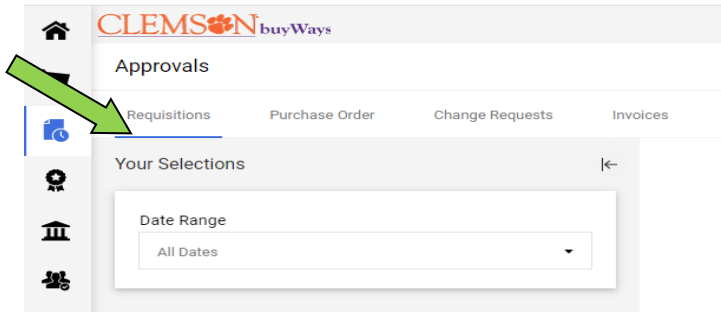


This document shows the user enhancements for approving documents in buyWays. Users with the approval permissions in buyWays will see a new layout in their approval queue folders. The actions remain the same.

Filter Options Updated to Tabbed View: The dropdown menu to filter the types of documents has been updated to a tabbed view making toggling between pending approval documents easier. Approvers can now click on the appropriate tab to toggle to the various documents that are pending approval.

Tab View for Document Type:



NEW Folder View (Collapsed View): Individual documents can be viewed when the arrow to the left of the folder is clicked. This will expand the folder revealing all of the documents pending approval.



Assign and Select Options: To assign the document to yourself, click the person icon on the right.

5365 PO INVOICE - MATCH EXCEPTIONS 5								
<input type="checkbox"/>	INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
<input type="checkbox"/>	V0000632	test4	Koz Koffee	Not Assigned	9/22/2021 9:26 AM	CU00002397	Unmatched	107.00 USD
Due Date		10/22/2021		No. of Lines:		1		
Invoice Name		2021-09-22 kozlow3 01		Folders		50 Days in folder [5365 PO Invoice - Match Exceptions]		
Type		PO Invoice		Mismatch Reason(s):		No Receipt more info...		
Invoice Source:		Supplier Portal						

Click the box on the left and select an action for one or more documents in the folder.

5365 PO INVOICE - MATCH EXCEPTIONS 3

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
<input checked="" type="checkbox"/>	V0000632	test4	Koz Koffee	Not Assigned	9/22/2021 9:26 AM	CU00002397	Unmatched 107.00 USD

Due Date: 10/22/2021 | No. of Lines: 1
 Invoice Name: 2021-09-22 kozlow3 01 | Folders: 50 Days in folder [5365 PO Invoice - Match Exceptions]
 Type: PO Invoice | Mismatch Reason(s): No Receipt
 Invoice Source: Supplier Portal

1 ITEMS SELECTED | Select an action

- Select an action
- Assign
- Approve/Complete
- Forward...
- Return to Shared Folder
- Place Invoice On Hold
- Add Notes to History

For a more detailed review, click the document number to open and review the requisition, invoice, or change request. The menu options on the top right allow the approver a variety of actions. Select the appropriate option to allow the document to continue through the process. When a document is rejected, it can no longer be processed.

Invoice • V0000632

Summary Matching Supplier Messages Comments Attachments History

General	Addresses	Note/Attachments
Invoice Type: Invoice Invoice Number: V0000632 Supplier Invoice No.: test4	Remit To Get Paid 100 Rock On Road Clemson, South Carolina 29630	Notes Internal Note: no value

1 of 3 Results | Approve & Match

- Return to Shared Folder
- Return Invoice
- Place Invoice on Hold
- Forward...
- Reject Invoice

Other Icons and Descriptions

	Click this icon to assign the document to yourself. Assigning a document to yourself allows the approver to take additional actions.
	Click the icon to view attachments associated with the document.
	Click this icon for a quick view of the document.
	Click this icon to approve the document.

Additional Approval Options

Approving of documents via email is another option for approvers. An approval code is unique to each user and can be set up in the user profile. [Click here](#) to view the instructions for setting up an approval code.

Mobile approval options are available for approvers that would rather approve documents using their phones or tablets. To view the instructions on downloading the Jaggaer App, [click here](#) for additional instructions.