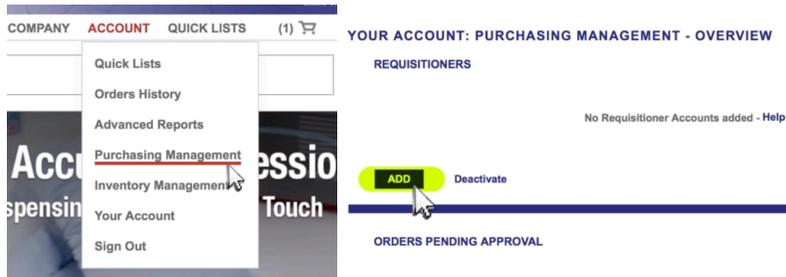


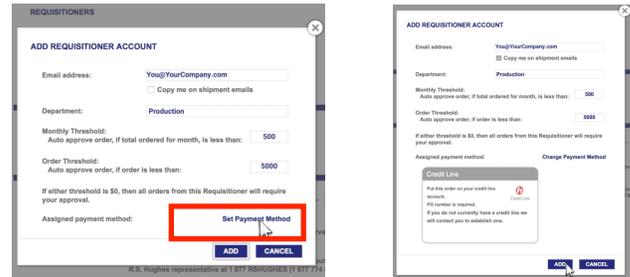
# Purchasing Management

## -Setting up a new requisitioner

1. Hover over the ACCOUNT tab on the navigation bar and select Purchasing Management. Select ADD.

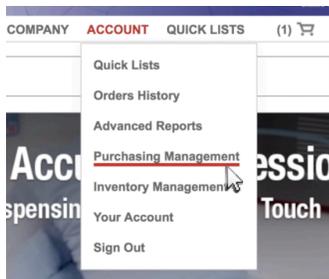


2. Fill out the specific boxes and choose Set Payment Method and select USE. When finished, click on ADD.

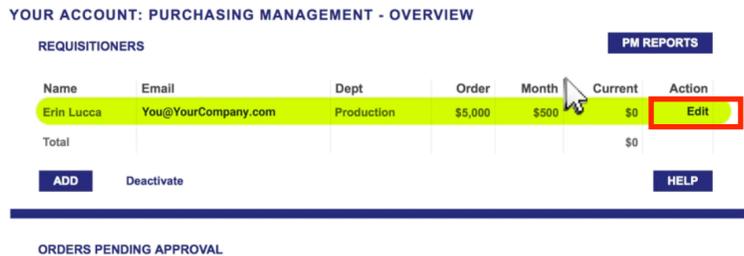


## -Editing a requisitioner

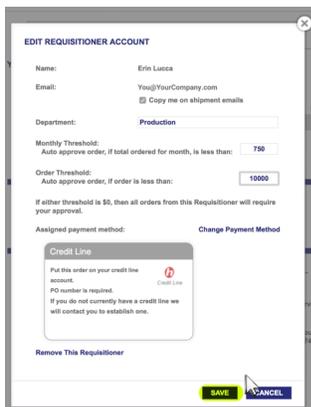
1. Hover over the ACCOUNT tab on the navigation bar and select Purchasing Management.



2. Locate the specific requisitioner from the list and select Edit from the Action column.

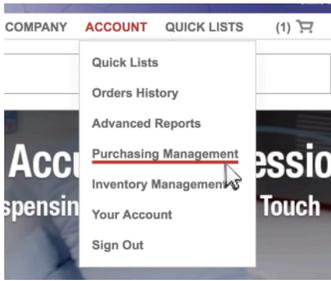


3. Edit the information and click on SAVE.

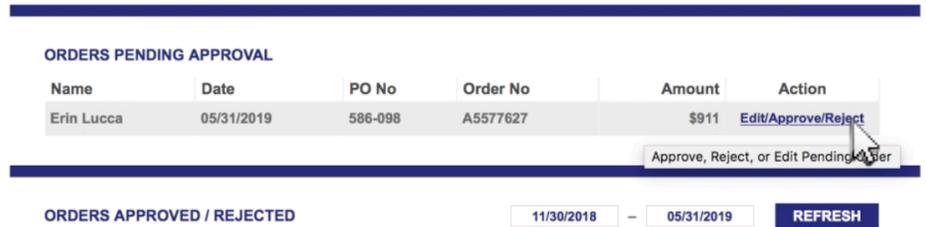


# -Editing, approving, or rejecting an order

1. Hover over the ACCOUNT tab on the navigation bar and select Purchasing Management.



2. Locate the specific order and select Edit/Approve/Reject.



3. Here you can edit the order, add comments, or add a P.O. number. When finished, you can either reject or approve the order.

