



Computing Division
-
MIS Section

ePurchasing, User's Manual

Manual

Last modification: 15/05/2008

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Versions

<i>Version</i>	<i>Author</i>	<i>Date (dd/mm/yyyy)</i>	<i>Comments</i>
1.0	Oscar Sanchez Montaner	15/05/2008	First version

Introduction

ePurchasing is web based, paperless, intranet application, that allows users to do purchase requisitions and track it during all the approval process. In the other hand the application helps to people that are responsible of any step in the approval path of a requisition to accept it or rejects by our intranet.

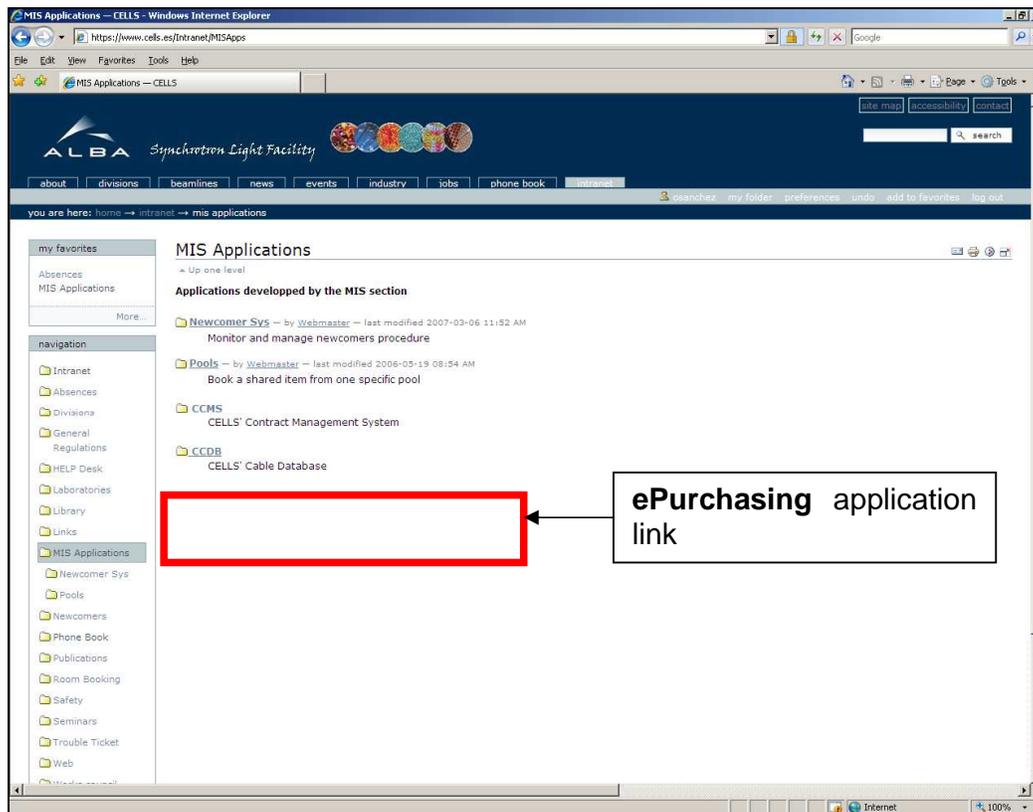
The ePurchasing application works together a SAP BO system.

The application works together a workflow approval process, developed for this application. It means that an order had information about who are the creator and the people that can do an action over it. This information follows the order for the rest of its lifecycle. Usually the creator of the requisition order and the requestor will be the same person, but the application allows that a user creates a requisition for other user that is the requestor. Other people that are allowed to do an action are: processing user, proposal user and authorize user. The processing user usually is the assistant of the cost center where the orders will be imputes. The proposal user is the user that proposes the requisition and usually is a section head, but can be another user. Finally the authorize user is the responsible of the cost center, usually the division head. Three of these users are known by the application, the creator and the assistant and authorize by the cost center.

Start the application.

The **ePurchasing** application is hosted in the Intranet server, in the *MIS Application* folder. Inside it you can find the CEPS link. This link opens the **ePurchasing** application. This application works together with the **CELLS_Passport** application that verifies the virtual passport of each user to grant or deny the access to any area of the application.

 Before your first access to the application, verify if you have a valid *visa* to work with the application. To get your *visa* talk with your supervisor and contact with the **MIS** section.



All the application complies with the **MIS style rules**. This means that all the applications developed by MIS follow the same rules and styles to help and save time to users in the application learning process. One basic rule to remember is: not colorized field aren't mandatory, yellow¹ fields are mandatory.

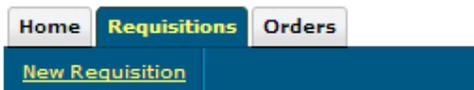
¹ Colour-blind people: yellow = this colour.

Menu bar.

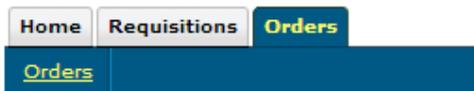
The bar had three different tabs for three different purposes. First the Home tab, that at the moment only had a sub item for going to the main screen.



Second tab had a sub item to creating a new purchase requisition.



And the third tab had a sub item to seeing all the real orders (accepted requisitions) that have been stored in the SAP system.



Main Screen

The main screen shows a view with all the information that a user needs to do a fast tracking of his orders or to see the task that the user must do over any requisition.

Menu bar

MIS ALBA ePurchasing

Home Requisitions Orders CELLS ePURCHASING

My Drafts

Req. No.	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
20080008		Draft	Provedor1	08/06/2008 08:51	

My Requisitions

Req. No.	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
20080001	SAP B1 Licenses	Waiting to Import	Provedor1	08/05/2008 11:00	Remember delivery to warehouse.
20080002	Test burner/	Created	BP 1	08/06/2008 18:18	

My Tasks

Req. No.	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
----------	-------------	--------	---------------	------------------	---------------------

Tracker view with drafts, on-going requisitions and tasks sections.

My Drafts section

The draft section shows the drafts that are created by the user or by another user to this one. An order that is in draft status can be modified or deleted by the requestor user. To view an order requisition click on the **Reg. No.** of the order (e.g.: click on **20080006**) (first column).

Open requisition

Reg. No.	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
20080006		Draft	Provedorf1	08/05/2008 08:51	

Clone requisition

User can clone an order requisition to create a new one with the same content.

Order requisitions in this section always are in **Draft** status and the requestor user can modify it.

My Requisitions section

This sections shows the ongoing order requisitions created or/and requested by the user. Order requisitions in this section can be viewed or cloned like last section.

Open requisition

Reg. No.	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
20080001	SAP B1 Licenses	Waiting to Import	Provedorf1	05/05/2008 11:00	Remember delivery to warehouse.
20080002	Test currency!	Created	BP 1	05/05/2008 18:18	

Clone requisition

Order requisitions in this section always are in a valid status (**Created**, **Checked**, **Confirmed**, **Computing Confirmed**, **Waiting to Import** or **Imported**) and user can't modify it, only cost center assistants if the current status needs their approval.

My Tasks section

This sections shows order requisitions that need an action from you. This is, order requisitions that need your validation or checking (if you're a cost center assistant).

Open requisition

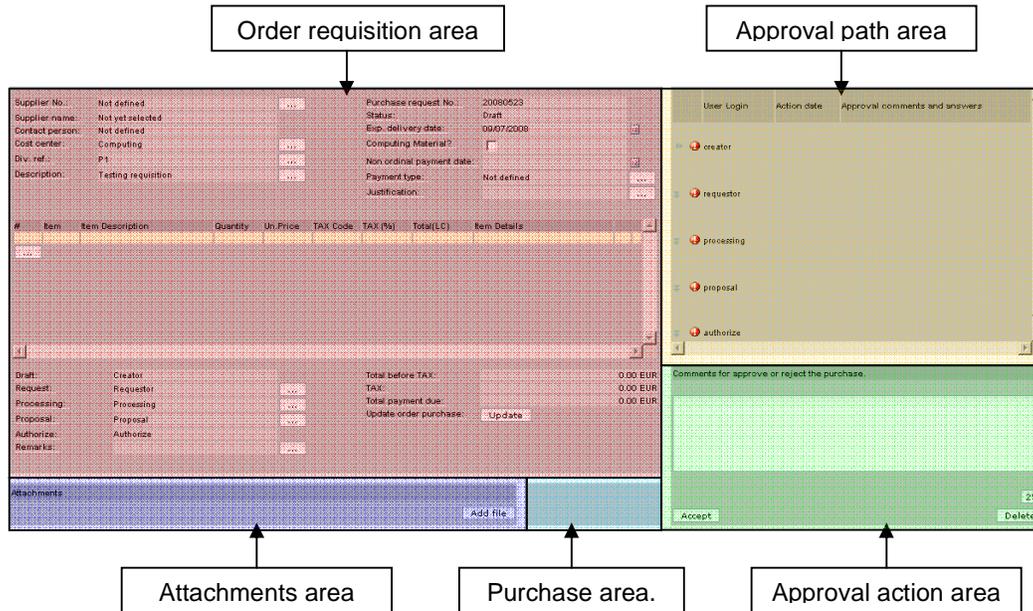
Req. No	Description	Status	Supplier Name	Requisition Date	Requisition Remarks
00000010	Test order!	Checked	Leoni Temcoo ltd	10/05/2008 12:13	

Clone requisition

Usually a user with a task only should open the order requisition, check it and confirm or not. This is a *9 seconds action*; faster, simple and paperless authorization.

View order requisitions

The screen to view an order requisition is divided in four areas, and each area can be visible depends the status of the order requisition and the role of the user.



New order requisition

To add a new order requisition... there are few mandatory fields to add a new order requisition. These are the **yellow** fields, note that the order line requisition is painted in other yellow scale because isn't mandatory.

Supplier No.:		...	Purchase request No.:	Not yet assigned
Supplier name:			Status:	Draft
Contact person:			Exp. delivery date:	
Cost center:		...	Computing Material?	<input type="checkbox"/>
Div. ref.:		...	Non ordinal payment date:	
Description:		...	Payment type:	...
			Justification:	...

#	Concept	Concept name	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Description
...								

Draft:	User 2		Total before TAX:	0.00 EUR
Request:	User 2	...	TAX:	0.00 EUR
Processing:		...	Total payment due:	0.00 EUR
Proposal:		...	Save:	Save
Authorize:		...	Save and send:	Save and send
Remarks:		...		

To fill the different boxes use the button on the right of each textbox, or below in case of order lines requisition When a user clicks on a button, a little screen appears to do the specific action, most of cases selects a value from a list and other cases type a text.

Add a supplier.

Suppliers must be defined in the SAP system by administration people. If doesn't find a supplier, please, contact with administration to add it in the SAP system.

Click to select a supplier...

...and select (clicking) a supplier from the list. The list window had a box to filter supplier by any field.

The window closes automatically when a supplier is selected, by user can close directly by the close button or the cross in the top.

#	Concept	Concept name	Quantity	Un.f
...				

Number	Name	Contact Person
P0007	SUPPLIER33	None
P0011	SUPPLIER34	None
P0012	SUPPLIER35	None
P0013	SUPPLIER35	None
P0014	SUPPLIER35	None
P0015	SUPPLIER35	None
P0016	SUPPLIER35	None
P0017	SUPPLIER35	None
P0018	SUPPLIER35	Valenti
P0020	SUPPLIER444	None
P00777	SUPPLIER555	Carlos Padros
P00999	SUPPLIER999	Ferran Martinez

The windows can be moved *dragging* by the top gray frame, like in a desktop system.

Add division reference.

Division reference is an optional field designed to add specific information about the purchase requisition.

Click to insert a reference...

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center: Computing
Div. ref.:
Description:

Purchase request No.: Not yet assigned
Status: Draft
Exp. delivery date:

Search P1

Name	Description
P1	prova

...and type it in the text box. To finalize the action click **Set value** button.

Close

and send

0.00 EUR
0.00 EUR
0.00 EUR

Add cost center

Each order requisition will attributes to one cost center.

Click to select a cost center...

...and select (clicking) a supplier from the list.

Name	Description
ACEGNR	Accelerators General
ACEMAC	Accelerators MAC
ADM	Administration
CDM	Computing
DIR	Director
ENG	Engineering
ENGALM	Engineering Warehouse
EXPAES	Experiments Special Actions
EXPQNR	Experiments
EXPSAC	Experiments SAC

Close

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center:
Div. ref.:
Description:
Concept Concept name Quantity Un. Price TAX C
...
Draft: User 2
Request: User 2
Processing:
Proposal:
Authorize: X
Remarks:
Total before TAX: 0.00 EUR
TAX: 0.00 EUR
Total payment due: 0.00 EUR
Save: Save
Save and send: Save and send

Usually cost center is related to a division. If you have any question about the cost center please contact with the administration assistant of your division.

Add description for the order requisition

The description will not appear in the future purchase order, only is text file to put something that describes in a few words the requisition to locate it in an easy way.

The screenshot shows a software interface for managing order requisitions. A modal dialog is open, allowing the user to add a description. The dialog has a text input field and a 'Set value' button. The background form contains various fields for requisition details.

Click to insert a description...

...and type it in the text box. To finalize the action click **Set value button.**

Type a description about the requisition to find it quickly.

Set value

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center: Computing
Div. ref.: prova
Description: ...

Status: Draft
Exp. delivery date: ...
Computing Material?
Non ordinal payment date: ...

#	Concept	Concept name
...		

ription

Draft: User2
Request: User2
Processing: ...
Proposal: ...
Authorize: X
Remarks: ...

0.00 EUR
0.00 EUR
0.00 EUR

Save: Save
Save and send: Save and send

Add the expected delivery date

The purchase requisition system needs an expected delivery date, or a date closer to the expected delivery date.

Click to select the expected delivery date...

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center: Computing
Div. ref.: prova
Description: Type a description about the r...

Purchase request No.: Not yet assigned
Status: Draft
Exp. delivery date: 31/07/2008
Computing Material?
Non ordinal payment date:
Payment type: Tran
Justification:

#	Concept	Concept name	Quantity	Un.Price	TAX Code	TAX (%)	Total(LC)	Desor
...								

July 2008
M T W T F S S
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today

Draft: User 2
Request: User 2
Processing:
Proposal:
Authorize:
Remarks:

Total before TAX: 0.00 EUR
TAX: 0.00 EUR
Total payment due: 0.00 EUR

Save: Save
Save and send: Save and send

Add an order requisition line

Add lines to an order requisition are very simple. Click the button (showed below) and fill the information known, the rest can be filled by you later or by the processing user.

Click the button to open the window to add the line information.

User fills data that knows the rest of data could be filled by the processing user.

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center: Computing
Div. ref.: prova
Description: Type a description ab

#	Concept	Concept name
...		

Draft: User 2
Request: User 2
Processing:
Proposal:
Authorize:
Remarks:

Item: A00023 - Press, magazines, books and other publications -
Description: Press, magazines, b
Quantity: 1,00
Price: 5,80 EUR
VAT: S1 - IVA soportada al 4% -
Total: 5,80 EUR
Details: LinuxMagazine #100, special edition.

Add item

Modifying the requests and processing user

To add a new purchase requisition only is required the *Proposal* user. The other users are automatically filled by the system. But the user can force the system to select the *Requestor* or the *Processing* user.

Request and processing users aren't mandatory because they are fixed by the cost center configuration. But you can modify their choosing one different.

The screenshot shows a software interface for managing purchase requisitions. On the left, there is a form with fields for Supplier No., Supplier name, Contact person, Cost center, Div. ref., and Description. Below this is a table with columns: #, Concept, Concept name, Quantity, Un. Price, and TAX. The table contains one row with Concept 'A00023' and Concept name 'Press, magazines, books and other publications'. At the bottom of the form, there are fields for Draft, Request, Processing, Proposal, Authorize, and Remarks, each with a dropdown menu. A red box highlights the 'Request:' field, which currently shows 'User 2'. On the right, a dialog box is open with a search bar containing 'user' and a table of users. The table has columns: Id, Login, Name, LastName, and eMail. The table contains six rows of user data. A red box highlights the 'Close' button at the bottom of the dialog. Arrows point from the text box above to the 'Request:' field and the 'Close' button.

Id	Login	Name	LastName	eMail
3	user 1	User	1	user1@cells.es
9	user 2	User	2	user2@cells.es
10	user 3	User	3	user3@cells.es
11	user 4	User	4	user4@cells.es
12	user 5	User	5	user5@cells.es
14	user 6	User	6	user6@cells.es

Add the proposal user

Adding a *Proposal* user is required to complete the purchase requisition, and the *Proposal* user is fixed by the cost center. In fact is who proposes the purchase requisition and who sign it in first instance.

The proposal user is fixed by the cost center configuration and it's mandatory to choose one. Use the button and the users finder screen.

Supplier No.: P0018
Supplier name: SUPPLIER35
Contact person: Valenti
Cost center: Computing
Div. ref.: prova
Description: Type a description about the r...

#	Concept	Concept name	Quantity	Un Price	TAX
-1	A00023	Press, magazines, books and other publications	1,00	5,80 EUR	
...					

Draft: User2
Request: User2
Processing: User2
Proposal: User1
Authorize: X
Remarks:

Search: user

Id	Login	Name	LastName	eMail
3	user 1	User	1	user1@cells.es
9	user 2	User	2	user2@cells.es
10	user 3	User	3	user3@cells.es
11	user 4	User	4	user4@cells.es
12	user 5	User	5	user5@cells.es
14	user 6	User	6	user6@cells.es

Close

Save the draft

The draft can be saved before sending it to the approval process to modifying later. The only fields that are mandatory to *Save* or to *Send* are the yellow fields. A saved purchase requisition will be appears as a draft in the drafts sections in the main page.

The screenshot shows a purchase requisition form with the following fields and values:

Supplier No.:	P0018	...	Purchase request No.:	Not yet assigned
Supplier name:	SUPPLIER35		Status:	Draft
Contact person:	Valenti		Exp. delivery date:	31/07/2008
Cost center:	Computing	...	Computing Material?	<input type="checkbox"/>
Div. ref.:	prova	...	Non ordinal payment date:	
Description:	Type a description about the r...	...	Payment type:	Transfers
			Justification:	

#	Concept	Concept name	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Description
-1	A00023	Press, magazines, books and other publications	1,00	5,80 EUR	S1	4,00	5,80 EUR	LinuxMagazine #100, special edition.
...								

Draft:	User 2		Total before TAX:	5,80 EUR
Request:	User 2	...	TAX:	0,23 EUR
Processing:		...	Total payment due:	6,03 EUR
Proposal:	User 1	...	Save:	Save
Authorize:		X	Save and send:	Save and send
Remarks:		...		

To save the draft for modify it later, click the **Save** button. And the current requisition will appear in the *My drafts* menu section, in the main screen.

Save and send directly the order requisition

To fill a new purchase requisition and send it directly to the approval path, click the button *Save and send*, and fill the comment for the next approver.

The screenshot shows a software interface for creating a purchase requisition. A modal dialog box titled 'Comment' is open in the center, containing a text input field with the placeholder text 'Comment for next approver...' and a 'Send' button below it. The background form is partially visible, showing fields for Supplier No. (P0018), Supplier name (SUPPLIER35), Contact person (Valenti), Cost center (Computing), and Exp. delivery date (31/07/2008). At the bottom right, there are buttons for 'Save' and 'Save and send', with the latter being highlighted by a red box and an arrow pointing to it from the instruction box below.

To save and send to next approver the draft, click button *Save and send*.

Created requisition view

Once the draft is completed a new order requisition becomes with the *created* status. If the draft and request user are the same, the application apply an optimization in the approval path, and mark the order requisition as created. If the draft and request user are not the same, the request user must approve it to continue.

Supplier No.:	P0018	Purchase request No.:	20080013
Supplier name:	SUPPLIER35	Status:	Created
Contact person:	Valenti	Exp. delivery date:	31/07/2008
Cost center:	Computing	Computing Material?	<input type="checkbox"/>
Div.ref.:	P1	Non ordinal payment date:	
Description:	Type a description about the r... ..	Payment type:	Transfers
		Justification:	...

#	Item	Item Description	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Item Details
11	A00023	Press, magazines, books and other publications	1.00	5.80 EUR	S1	4.00	5.80 EUR	LinuxMagazine #100, special edition.

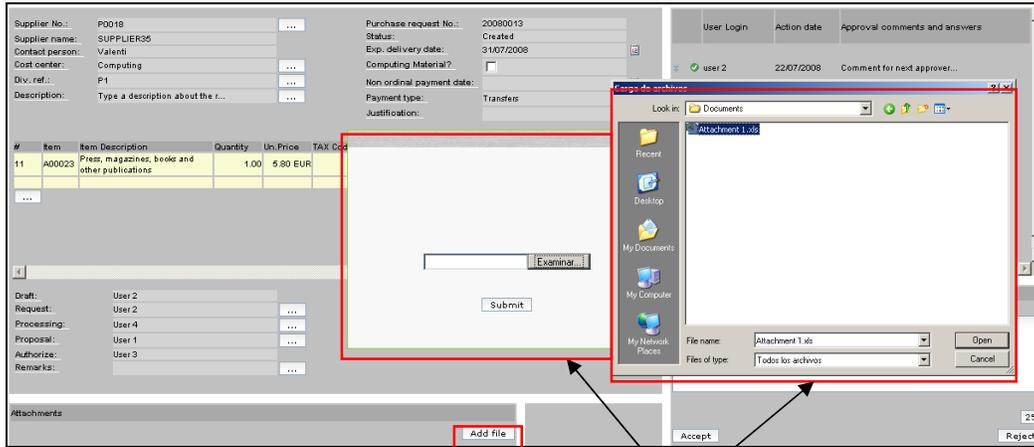
Draft:	User 2	Total before TAX:	5.80 EUR
Request:	User 4	TAX:	0.23 EUR
Processing:	User 4	Total payment due:	6.03 EUR
Proposal:	User 1		
Authorize:	User 3		
Remarks:	...		

User Login	Action date	Approval comments and answers
user 2	22/07/2008	Comment for next approval...
user 2	22/07/2008	Optimized step by application!
user 4		
user 1		
user 3		

Attachments

Editable requisition view (document attachment I)

To attach any file to the purchase requisition, first click the *Add file* and after click the *Select* button in order to open the selection file window. Now you can select the desired file to attach in the purchase requisition.



Add file option.

Choose file and submit screens.

Editable requisition view (document attachment II)

After the file selection click the *Submit* button to send it to the server side.

Supplier No.: P0019
Supplier name: SUPPLIER35
Contact person: Valeri
Cost center: Computing
Div. ref.: P1
Description: Type a description about the r...

Purchase request No.: 20080019
Status: Created
Exp. delivery date: 31/07/2008
Computing Material?:
Non ordinal payment date:
Payment type: Transfers
Justification:

#	Item	Item Description	Quantity	Un. Price	Tax Cod
11	A00023	Press, magazines, books and other publications	1.00	5.50 EUR	

File path: C:\Test\Documents\A\te\Examinar...

Submit

Draft: User 2
Request: User 2
Processing: User 4
Proposal: User 1
Authorize: User 3
Remarks:

User Login	Action date	Approval comments and answers
user 2	22/07/2008	Comment for next approval...
user 2	22/07/2008	Optimized step by application!
user 4		
user 1		
user 3		

Comments for approve or reject the purchase.

Accept Reject

Once selected, submit it.

Editable requisition view (document attachment, and III)

Each submitted file can be viewed, in a different browser screen, clicking the corresponding icon in the *attachments* area. To know the file name, move the pointer to over the icon and wait a second until appear a label with the filename.

The screenshot displays a requisition system interface. At the top, there are fields for Supplier No. (P0018), Supplier name (SUPPLIER35), Contact person (Valent), Cost center (Computing), Div. ref. (P1), and Description. To the right, there are fields for Purchase request No. (20080013), Status (Created), Exp. delivery date (31/07/2008), Computing Material?, Non ordinal payment date, Payment type (Transfers), and Justification.

#	Item	Item Description	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Item Details
11	A00023	Press, magazines, books and other publications	1.00	5.80 EUR	S1	4.00	5.80 EUR	LinuxMagazine #100, special edition.

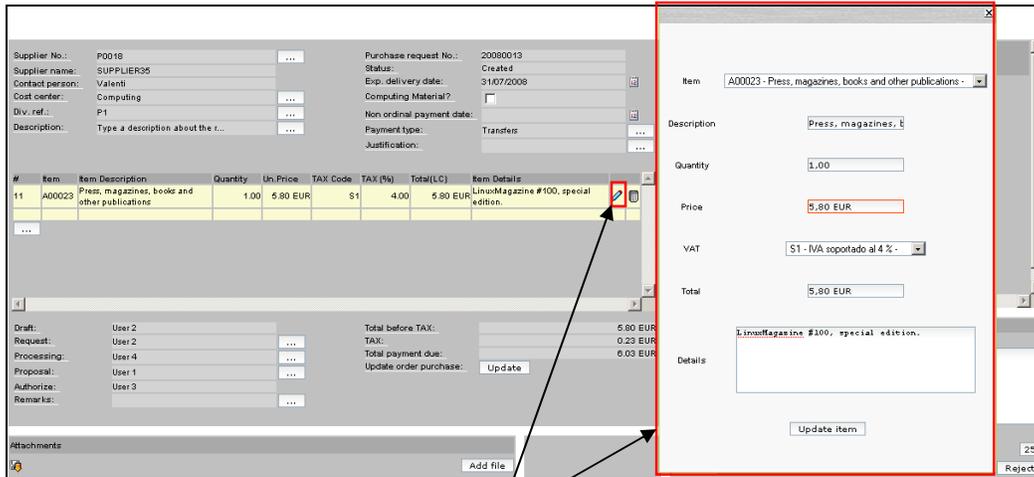
Below the table, there are fields for Draft, Request, Processing, Proposal, Authorize, and Remarks, each with a user selection dropdown. To the right, there are summary fields: Total before TAX (5.80 EUR), TAX (0.23 EUR), Total payment due (6.03 EUR), and an Update order purchase button.

At the bottom left, there is an 'Attachments' section with a file icon highlighted by a red box and an arrow. To its right is an 'Add file' button. At the bottom right, there are 'Accept' and 'Reject' buttons, with a page number '255' next to 'Reject'.

File icon to view/download it.

Editable requisition view (modifying line I)

To modify any requisition line click the  button (show it below) and modify any field in the line detail window and click the *Update item* button.



The screenshot displays a requisition system interface. The main window shows a requisition for 'Supplier No.: P0018' and 'Purchase request No.: 20080013'. A table lists requisition lines, with line 11 highlighted. An arrow points from the edit icon in the table to a detailed line item window. This window shows fields for 'Item', 'Description', 'Quantity', 'Price', 'VAT', and 'Total', along with an 'Update item' button.

#	Item	Item Description	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Item Details
11	A00023	Press, magazines, books and other publications	1,00	5,80 EUR	S1	4,00	5,80 EUR	LinuxMagazine #100, special edition.

Click the *edit* button to modify the current line and click *Update item* to apply the changes.

Editable requisition view (modifying line, and II)

The changes appear marked in green color but not become effective until the *Update* button is pressed.

The screenshot displays a requisition form with the following details:

- Supplier No.: P0018
- Supplier name: SUPPLIER35
- Contact person: Valenti
- Cost center: Computing
- Div. / ref.: F1
- Description: Type a description about the r...
- Purchase request No.: 20080013
- Status: Created
- Exp. delivery date: 31/07/2008
- Compiling Material?
- Non ordinal payment date:
- Payment type: Transfers
- Justification:

#	Item	Item Description	Quantity	Un. Price	TAX Code	TAX (%)	Total (LC)	Item Details
11	A00023	Press, magazines, books and other publications	1,00	0,00 EUR	S1	4,00	0,00 EUR	Linux Magazine #100, special edition.

Summary section:

- Draft: User 2
- Request: User 2
- Processing: User 4
- Proposal: User 1
- Authorize: User 3
- Remarks:

Financial Summary:

- Total before TAX: 0,00 EUR
- TAX: 0,24 EUR
- Total payment due: 6,24 EUR
- Update order purchase: **Update**

Approval Log:

User Login	Action date	Approval comments and answers
osanehez	22/07/2008	Comment for next approval...
osanehez	22/07/2008	Optimized step by application!
eglibau		
xprtat		
klora		

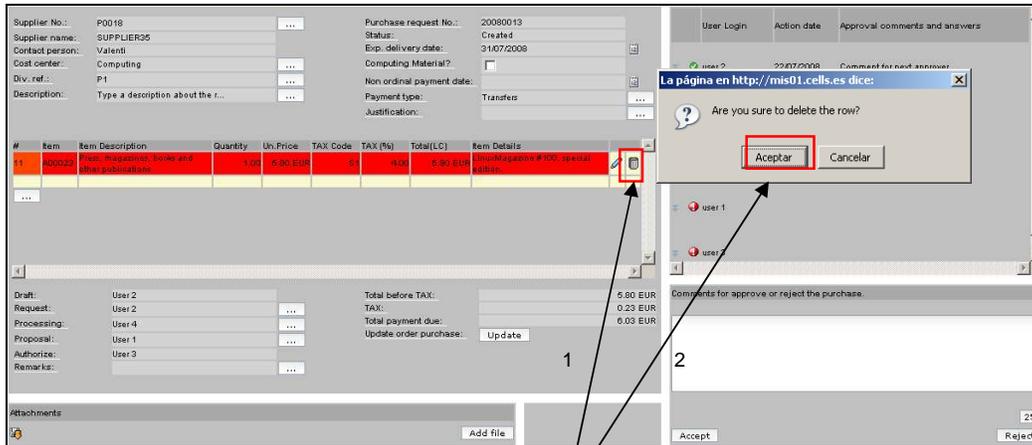
Buttons: Add file, Accept, Reject

To commit all the changes click the *Update* button. If not all changes will lost.

Editable requisition view (deleting line)

To delete any requisition line click the  button (show it below) and confirm the action.

 Lines are deleted directly after accepts the action. A line cannot be recovered once was deleted.



The screenshot displays a requisition management interface. At the top, there are fields for Supplier No., Supplier name, Contact person, Cost center, Div. ref., and Description. Below these are fields for Purchase request No., Status, Exp. delivery date, Computing Material?, Non ordinal payment date, Payment type, and Justification. A table lists requisition lines with columns for Item, Item Description, Quantity, Un. Price, TAX Code, TAX (%), Total(LC), and Item Details. A red box highlights the delete button (trash icon) for the first line. A confirmation dialog box is open, asking "Are you sure to delete the row?" with "Aceptar" and "Cancelar" buttons. A red box highlights the "Aceptar" button. Arrows labeled "1" and "2" point from the dialog box to the delete button and the "Aceptar" button, respectively. The bottom right corner shows "Accept" and "Reject" buttons.

To delete a line click the *delete* button and accept the action.

Approve process.

For approving any step in the approval path the current user only needs to add a comment for the next approver, click the *Accept* button and confirm the action.

The screenshot shows a software interface for approving a purchase request. At the top, there are fields for Supplier No. (P0018), Supplier name (SUPPLIER35), Contact person (Valent), Cost center (Computing), Div. ref. (P1), and Description. To the right, there are fields for Purchase request No. (20080013), Status (Created), Exp. delivery date (31/07/2008), Computing Material?, Non ordinal payment date?, Payment type (Transfers), and Justification.

Below these fields is a table with columns: #, Item, Item Description, Quantity, Un. Price, TAX Code, TAX (%), Total(LC), and Item Details. The table contains one row with item #11, item A00023, description 'Press, magazines, books and other publications', quantity 1.00, unit price 5.80 EUR, tax code S1, tax rate 4.00, and total LC 5.80 EUR. Item details include 'Limon/Magazine #100, special edition'.

At the bottom left, there are fields for Draft, Request, Processing, Proposal, Authorize, and Remarks, each with a dropdown menu showing user names (User 2, User 4, User 1, User 3).

At the bottom right, there are summary fields: Total before TAX (5.80 EUR), TAX (0.23 EUR), and Total payment due (6.03 EUR). There is an 'Update order purchase' button with an 'Update' label.

On the right side, there is a table for approval history with columns: User Login, Action date, and Approval comments and answers. It shows two entries for 'user 2' on '22/07/2008' with comments 'Comment for next approver...' and 'Optimized step by application!'. Below this is a table for 'Comments for approve or reject the purchase.' with a text input field containing 'The requisition is OK...'. At the bottom right, there are 'Accept' and 'Reject' buttons.

A dialog box in the center asks 'Are you sure to approve the current approval step?' with 'Aceptar' and 'Cancelar' buttons. A red box highlights the 'Aceptar' button.

Annotations: Three arrows point from a text box at the bottom to the 'Aceptar' button (labeled 3), the 'Accept' button (labeled 2), and the comment input field (labeled 1).

Add a message for the next approver, click *Accept* and confirm the action.

Reject process.

For rejecting any step in the approval path the current user only needs to add a comment for the previous approver, click the *Reject* button and confirm the action.

The screenshot shows a web application interface for managing purchase requests. At the top, there are fields for Supplier No. (P0018), Supplier name (SUPPLIER35), and Purchase request No. (20080013). Below this is a table with columns: #, Item, Item Description, Quantity, Un. Price, TAX Code, TAX (%), Total(LC), and Item Details. The table contains one row with item A00023, description 'Press, magazines, books and other publications', quantity 1.00, and price 5.80 EUR. A modal dialog box is open in the center, asking 'Are you sure to reject the current approval step?' with 'Aceptar' and 'Cancelar' buttons. At the bottom right, there is a 'Comments for approve or reject the purchase.' section with a text input field and 'Accept' and 'Reject' buttons. The 'Reject' button is highlighted with a red box.

#	Item	Item Description	Quantity	Un. Price	TAX Code	TAX (%)	Total(LC)	Item Details
11	A00023	Press, magazines, books and other publications	1.00	5.80 EUR	S1	4.00	5.80 EUR	LinuxMagazine #100, special

3
1
2

Add a message for the previous approver, click *Reject* and confirm the action.