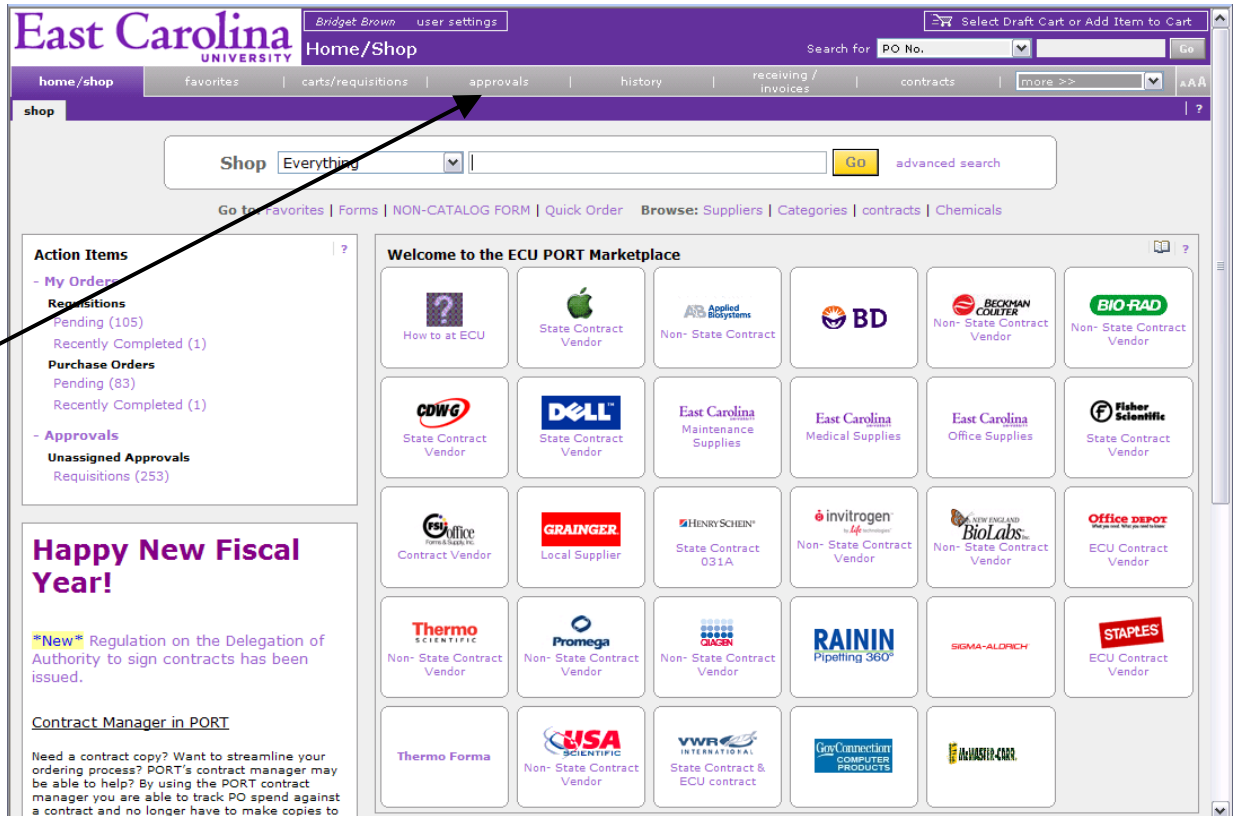
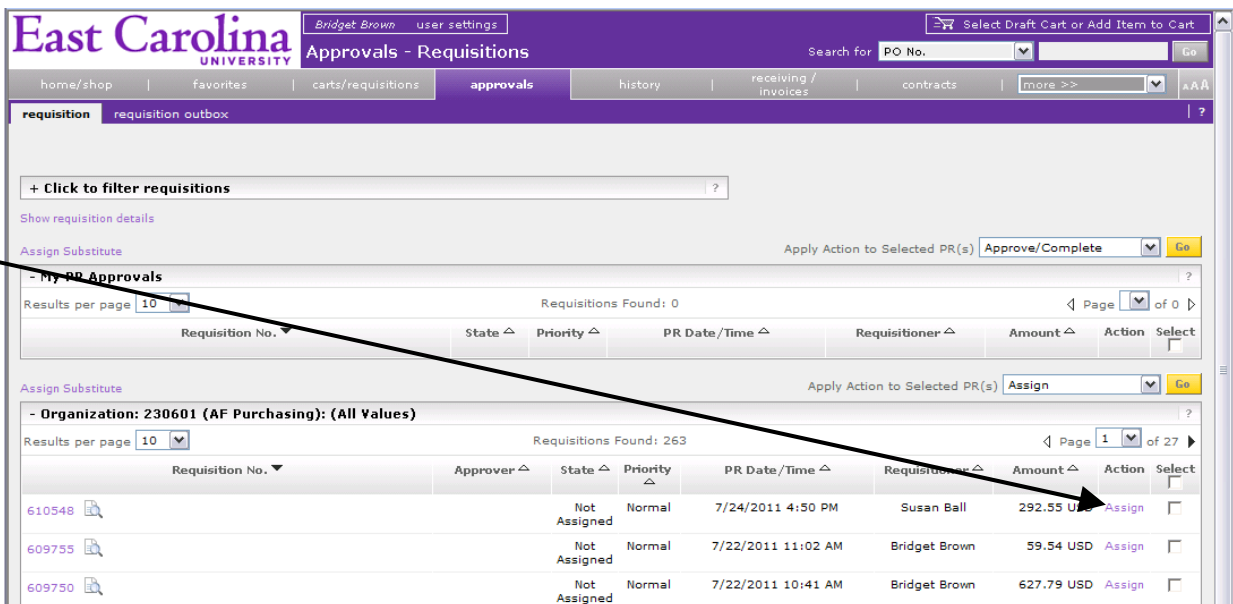


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1. Click on the **approvals** tab. The copy address from header to all lines is a new feature for approvers that are available in the July 2011 release.



2. Click on **Assign** link for the desired requisition.

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The screenshot shows the 'Approvals - Requisitions' page. At the top, there's a search bar for 'PO No.' and a 'Go' button. Below that, there are navigation tabs: 'home/shop', 'favorites', 'carts/requisitions', 'approvals', 'history', 'receiving / invoices', and 'contracts'. The 'approvals' tab is selected. Underneath, there are sub-tabs: 'requisition' and 'requisition outlook'. A '+ Click to filter requisitions' button is visible. Below that, there's a 'Show requisition details' link and an 'Assign Substitute' button. The main content area shows two tables of requisitions. The first table is titled '- My PR Approvals' and shows one requisition with ID 610548, State 'Active', Priority 'Normal', PR Date/Time '7/24/2011 4:50 PM', Requisitioner 'Susan Ball', and Amount '292.55 USD'. The second table is titled '- Organization: 230601 (AF Purchasing): (All Values)' and shows a list of requisitions. The first row in this list has the same requisition ID 610548, but the Approver is 'Bridget Brown'. An arrow from box '3.' points to 'Bridget Brown' in the Approver column. Another arrow from box '4.' points to the requisition number '610548' in the first row of the second table.

3. Note that the requisition now shows you as the approver for the requisition.

4. Click on the **Requisition #** for the approval.

The screenshot shows the 'Summary - Requisition 610548' page. At the top, there's a search bar for 'PO No.' and a 'Go' button. Below that, there are navigation tabs: 'home/shop', 'favorites', 'carts/requisitions', 'approvals', 'history', 'receiving / invoices', and 'contracts'. The 'approvals' tab is selected. Underneath, there are sub-tabs: 'requisition' and 'requisition outlook'. The 'requisition' sub-tab is selected. Below that, there are tabs: 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Requisition' tab is selected. Below that, there are tabs: 'Summary', 'FOAPAL / Ship Codes', 'Supplier Info', and 'Taxes/S&H'. The 'Summary' tab is selected. Below that, there are sections: 'General', 'Internal Note', and 'Order Info'. The 'General' section has fields for Priority (Normal), Department (AA Teacher Education), Prepared by (Susan Ball), Cart Name (2011-07-24 balls 01), and Accounting Date. The 'Internal Note' section has fields for Business Purpose / Note to Approvers, Work Order #, State Exempt (None of the Above), and Internal Attachments. The 'Order Info' section has fields for Backup Required (X), Backup Type (None), Pricing Ref #, Special Instructions, Notes to Suppliers, and Attachments for all suppliers. Below these sections, there's a 'FOAPAL / Ship Codes' section with a table of Chart, Fund, Organization, Account, Program, Activity, and Location. An arrow from box '5.' points to the 'FOAPAL / Ship Codes' tab.

5. Click on the **FOAPAL / Ship Codes** tab to view the line item details of the requisition.

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The screenshot shows the 'FOAPAL / Ship Codes' section of a requisition. It includes a table with columns for Chart, Fund, Organization, Account, Program, Activity, and Location. Below this is the 'Ship To' information for the requisition header, including a shipping address and contact details for Susan Ball. A link 'copy to other lines' is visible below the shipping address. The 'Supplier / Line Item Details' section shows a table with one line item: '16Gig Imagination Flash Drive' with a unit price of 34.95 and a quantity of 4 EA, totaling 139.80 USD.

6.

7.

- 6. Note the link **copy to other lines**.
- 7. Scroll down the page to see the different ship codes for the line items.

This screenshot shows two line items from the 'Supplier / Line Item Details' section. Line item 1 is '16Gig Imagination Flash Drive' with a unit price of 34.95 and a quantity of 4 EA, totaling 139.80 USD. Its 'Ship To' information is overridden for this line, with contact details for Bridget Brown. Line item 2 is 'Microsoft Trackball' with a unit price of 24.95 and a quantity of 3 EA, totaling 74.85 USD. Its 'Ship To' information is also overridden, with contact details for Sue Gaddis. Both line items have a 'copy to other lines' link below their respective shipping addresses.

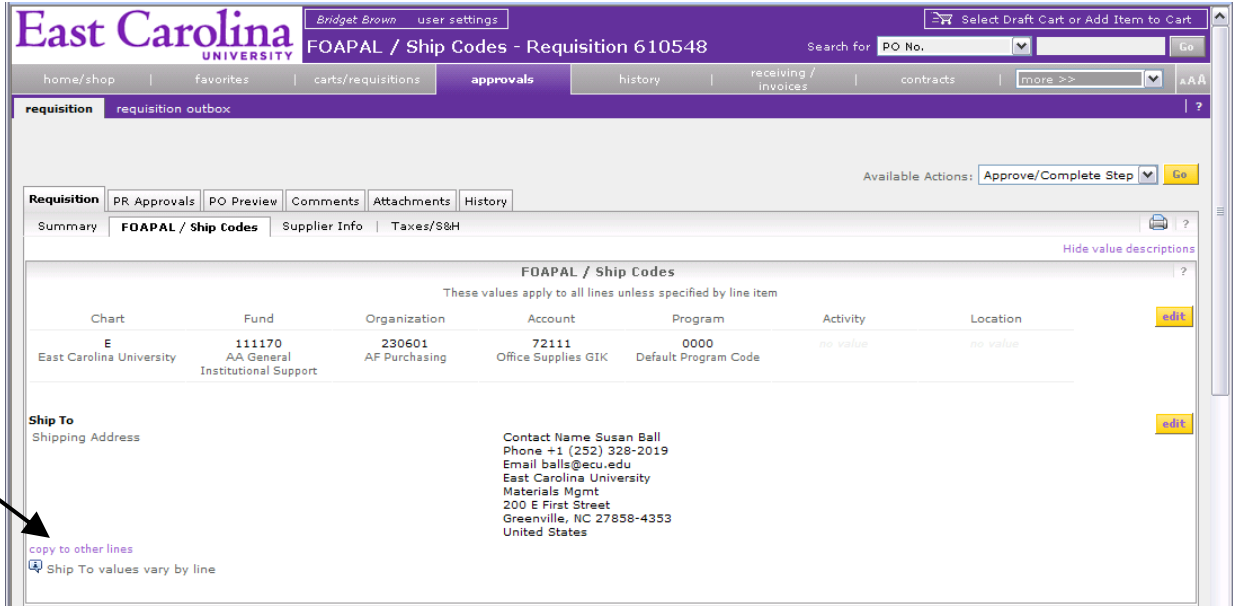
8.

9.

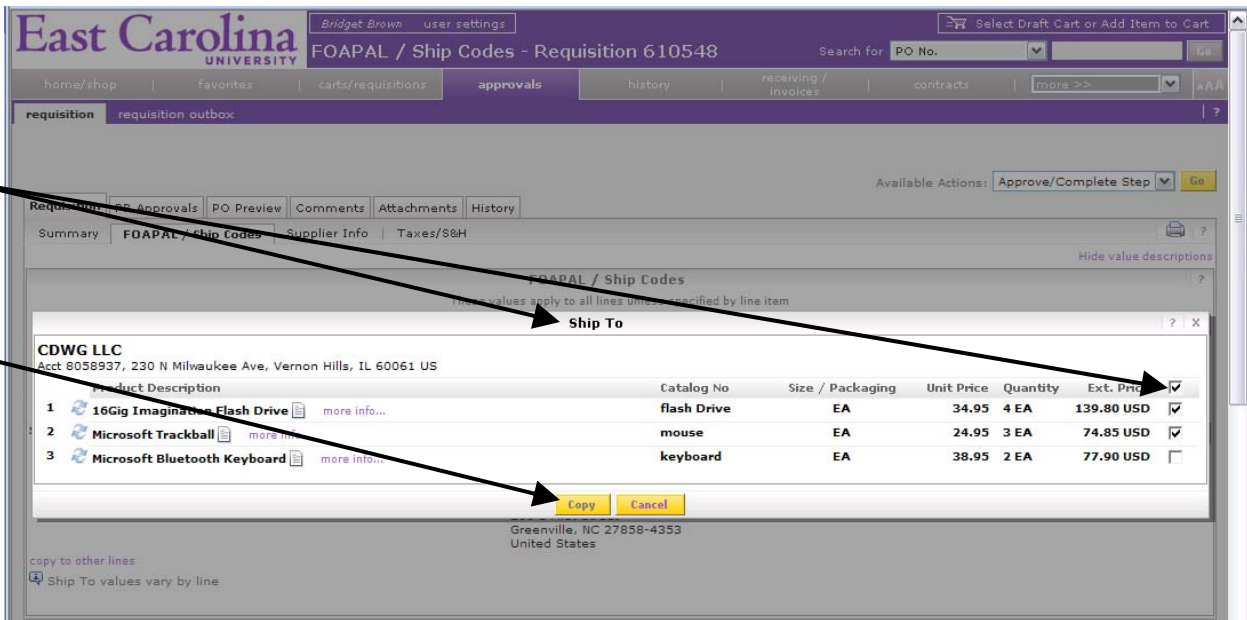
- 8. Note the different ship codes for the line items.
- 9. Scroll up the page. For this example, we will copy the header ship code to all line items.

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10. Click on the **copy to other lines** link.



11. Note the Ship To pop-up window. Click on the top check box. This will automatically select all line items that have different ship codes.

12. Click the **Copy** button.

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14. Points to the 'FOAPAL / Ship Codes' header.

13. Points to the 'Ship To' information.

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72111	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies GIK	Default Program Code		

Ship To
Shipping Address

Contact Name Susan Ball
Phone +1 (252) 328-2019
Email balls@ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

Supplier / Line Item Details

For selected line items **Reject Selected Items** Go

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 16Gig Imagination Flash Drive FOAPAL Codes (same as header)	flash Drive	EA	34.95	4 EA	139.80 USD

Ship To (same as header)

- 13. The **copy to other lines** link is no longer visible.
- 14. Scroll down the page.

15. Points to the 'Ship To' information for multiple line items.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 16Gig Imagination Flash Drive FOAPAL Codes (same as header)	flash Drive	EA	34.95	4 EA	139.80 USD
2 Microsoft Trackball FOAPAL Codes (same as header)	mouse	EA	24.95	3 EA	74.85 USD
3 Microsoft Bluetooth Keyboard FOAPAL Codes (same as header)	keyboard	EA	38.95	2 EA	77.90 USD

Ship To (same as header)

- 15. Note that all line items have the same ship code as the header.
- 16. This completes the steps for this procedure. See the Approval procedure to complete processing of the requisition.