

# Purchasing Manager

Approve, View and Search My Requests

# My Requests

Need Help ▾ 1-800-982-3400 Chat Why Quill.com Track Order

WELCOME, PLEASE SIGN IN  
**My Account** ▾

Fast Free Shipping.  
Order under \$25? See details

PRODUCTS ▾ INK & TONER ▾ COFFEE | SNACKS ▾ CLEANING ▾ SERVICES ▾ SHOP BY INDUSTRY ▾

**Purchasing Manager: My Requests** **A**

My Requests **3** | Manage Users | Manage Rules | Help

**REQUESTS STATUS**  
Check the approval status of an order.

**APPROVE REQUESTS** **B**  
Review, approve or decline requests.

**SEARCH FOR REQUESTS**  
Find and view specific requests by searching on a variety of criteria.

**A** Click 'My Requests' on the My Account page to view the status of the requests you have placed, approve requests or search for requests.

**B** If you see a number next to 'My Requests' in the navigation or above the 'Approve Requests' button, this means you have pending requests to act on.

# Approve Requests

**Quick Tips:**  
 IMPORTANT: A request will display an 'Approved' status after you submit your approval but may still require further approval. Click on the Request # to view the request status and the request detail view.  
 To accept or decline a request, check the appropriate box and then click "Submit". Once you accept and hit submit, your order will be processed for delivery.

Accept	Decline	Requestor	Messages	Request #	Request Date	Web Recap #	PO #	Request Total
<input type="checkbox"/>	<input type="checkbox"/>	Lincoln, Matthew	<a href="#">View Message</a>	REQ2230704	09/18/2014		Test123	\$307.29
<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">Edit Comment</a>	Lincoln, Matthew		REQ2230705	09/12/2014			\$4,755.54
<input checked="" type="checkbox"/> <a href="#">Edit Comments</a>	<input type="checkbox"/>	Lincoln, Matthew	<a href="#">View Message</a>	REQ2230706	09/12/2014		Test456	\$756.70
<input checked="" type="checkbox"/> <a href="#">Approved</a>	<input type="checkbox"/>	Lincoln, Matthew	<a href="#">View Message</a>	REQ2230855	09/02/2014	56525209		\$388.99
<input checked="" type="checkbox"/> <a href="#">Declined</a>	<input type="checkbox"/>	Lincoln, Matthew	<a href="#">View Message</a>	REQ2230922	08/08/2014	NA	Test999	\$978.54

From this screen, you can approve or decline multiple requests.

**A** Once you click the Approve checkbox, an 'Add Comment' link appears to the right of the box. You may click that to add an optional comment to the requestor.

If you choose to decline a request, you will see a window with a required comment field so you may send a message to the requestor explaining the reason for declining the order. See "G" for example.

**B** If the requestor had created a message for the approver, you may view the comment by clicking the 'View Message' link.

**C** Click on the request number to view the request details. (The request details view is on the next page.)

**D** Sort by column by clicking on any of the blue titles in the table.

**E** Click the 'Submit' button when you are ready to take action on the request(s). Note: you are not required to take action on all requests at one time.

**F** Also displayed are any requests that you have approved and declined.

**G** Enter a comment to the requestor for each request and then click 'OK'.

**H** Once you've approved a request, the status will display 'Approved' but may still require further approval. Click on the Request # to view the request status.

**Optional Internal Comments**

This field is for any comments that you may have to the original requestor, M. Lincoln

# Approve Request: Order Detail View

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WELCOME, PLEASE SIGN IN My Account \$177.96

Fast Free Shipping. Order under \$25? See details My Deals

PRODUCTS INK & TONER COFFEE | SNACKS CLEANING SERVICES SHOP BY INDUSTRY

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Request Status Details: Request # REQ2230706

Request Placed: 11/06/2013  
Request #: REQ2230704  
PO #: TEST123  
Request Status: Pending Approval  
Submitted by: Matt Lincoln  
Approval Group: ATTIIAS APPROVAL GROUP  
Request Total: **\$194.96**

\*As soon as we process your order you will receive an email order confirmation that contains your final delivery details.  
To ensure you receive your final order confirmation and other status updates, please add confirmation@quill.com and info@quill.com to your trusted sender list. [Learn How](#)

**Ship To:**  
Matt Lincoln  
TEST\_EC\_TEST ACCT  
4510 FRONTAGE RD NW  
AUBURN, WA 98001  
USA

**Bill To:**  
Matt Lincoln  
TEST\_EC\_TEST ACCT  
4510 FRONTAGE RD NW  
AUBURN, WA 98001  
USA  
Payment Method: Invoice Quill Account

Order confirmation will be sent to: [joan.holloway@acme.com](mailto:joan.holloway@acme.com)

Requestor Comments: None

**Approver Comments:**  
By Joan Holloway  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor  
By Peter Smith  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

**Status: Pending Approval by ATTIIAS APPROVAL GROUP**

**Item 1:** Federal Compliance Poster  
Item # 901-83800  
**\$15.99 / 1 Each**  
**Qty: 2**  
**Subtotal: \$31.98**  
Estimated delivery: 11/21/2013 - 11/22/2013  
Cost Center: Lorem Ipsum

**Item 2:** ProLine™ Multi-Purpose Dry Chemical Fire Extinguishers; 195 psi  
Item # 901-423201  
**\$110.99 / 1 Each**  
**Qty: 2**  
**Subtotal: \$221.98**  
Estimated delivery: 11/26/2013 - 11/27/2013  
Cost Center: Inventore veritatis

**Item 3:** Johnson & Johnson® 152-Piece First Aid Kit  
Item # 901-8142  
**\$34.99 / 1 Each**  
**Qty: 1**  
**Subtotal: \$34.99**  
Estimated delivery: 11/21/2013 - 11/22/2013  
Cost Center: Nemo enim ipsam

<b>Subtotal:</b>	<b>\$177.96</b>
Shipping: (details)	Free
Handling: (details)	Free
Tax: (details)	\$17.00
<b>Total:</b>	<b>\$194.96</b>

View all pending requests Edit This Request Decline Approve

Note: Item pricing, quantities, freight and tax are subject to final verification. \*Savings reflected in your merchandise total.

**A** If you click on the request number from the approval screen, you will see the request detail view. From here, you may Approve, Decline or Edit This Request.

**B** View other details about the order such as when the request was placed, the ship-to and bill-to information.

**C** View all products in the request.

**D** If you click 'Edit This Request' you will see a window confirming that you want to edit the request. By doing so, edits/modifications may affect coupons that have been previously applied to this order. Once modified, you will need to checkout again and prices may be affected.

By selecting 'Yes' you will be taken to the Cart for this request.

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Purchasing Manager: My Requests My Requests | View Reports | Manage Users | Manage Rules | Help

Request Status Details: Request # REQ2230706

**Status: Pending Approval** Edit This Order

Request Placed: 11/06/2013  
Request #: REQ2230704  
PO #: TEST123  
Request Status: Pending Approval  
Submitted by: Matt Lincoln  
Approval Group: ATTIIAS APPROVAL GROUP  
Request Total: **\$194.96**

**Ship To:**  
Matt Lincoln  
TEST\_EC\_TEST ACCT  
4510 FRONTAGE RD NW  
AUBURN, WA 98001  
USA

**Bill To:**  
Matt Lincoln  
TEST\_EC\_TEST ACCT  
4510 FRONTAGE RD NW  
AUBURN, WA 98001  
USA

**Item 1:** Federal Compliance Poster  
Item # 901-83800  
**\$15.99 / 1 Each**  
**Qty: 2**  
**Subtotal: \$31.98**  
Estimated delivery: 11/21/2013 - 11/22/2013  
Cost Center: Lorem Ipsum

**Item 2:** ProLine™ Multi-Purpose Dry Chemical Fire Extinguishers; 195 psi  
Item # 901-423201  
**\$110.99 / 1 Each**  
**Qty: 2**  
**Subtotal: \$221.98**  
Estimated delivery: 11/26/2013 - 11/27/2013  
Cost Center: Inventore veritatis

**Item 3:** Johnson & Johnson® 152-Piece First Aid Kit  
Item # 901-8142  
**\$34.99 / 1 Each**  
**Qty: 1**  
**Subtotal: \$34.99**  
Estimated delivery: 11/21/2013 - 11/22/2013  
Cost Center: Nemo enim ipsam

<b>Subtotal:</b>	<b>\$177.96</b>
Shipping: (details)	Free
Handling: (details)	Free
Tax: (details)	\$17.00
<b>Total:</b>	<b>\$194.96</b>

View all pending requests Edit This Request Decline Approve

Note: Item pricing, quantities, freight and tax are subject to final verification. \*Savings reflected in your merchandise total.

**D** Are you sure you want to modify request # REQ2230706?  
Edits/modifications may affect coupons that have been previously applied to this order.  
**Once modified, you will need to checkout again; prices may be affected.**

NO YES

# Approve Request: Edit Request

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WELCOME, ALISON My Account \$194.96

Fast Free Shipping. Order under \$25? See details My Deals

901-8142

Reorder Fast Order by Item #

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**You are editing Request REQ2230706 from MLincoln**  
Click to undo changes and exit.

**My Shopping Cart**  
FREE shipping on this order.\*

CONTINUE SHOPPING SAVE AS LIST BEGIN SECURE CHECKOUT

**Expected delivery (1 items): 1 to 2 Business Days FAST Delivery!**

First Aid Only™ First Aid Kits; ANSI Compliant, For 50 People, Wall-Mountable Plastic Case Qty: 1 at \$34.99 \$34.99

Recommended Items: Quill Brand® Letter Copy Paper \$45.99 carton, Sharpie® Black Fine Permanent Markers \$7.99 dozen

**Expected delivery (1 items): 3 to 4 Business Days**

ProLine™ Multi-Purpose Dry Chemical Fire Extinguishers; 195 psi Qty: 2 at \$110.99 \$221.98

Recommended Items: Kidde 0915E Battery Powered Smoke Alarm \$16.99 Each, CRC 02105 Smoke Detector Tester, 6 oz. \$219.99 Pack

**Expected delivery (1 items): 5 to 6 Business Days**

ComplyRight™ Federal Labor Law Poster; English Version Qty: 2 at \$15.99 \$31.98

Recommended Items: Spanish Federal Labor Law Poster \$17.99 Each, 8-1/2x11" 92 Bright Copy Paper \$6.69 Ream

Delivery Estimate based on the delivery zip code : 60059 . Your delivery dates will be verified at checkout. If this is not correct delivery zip code, please click above zip code to change

UPDATE TOTALS

\*We waive the fees associated with shipping and handling on all orders over \$25.00. A \$4.99 handling fee may be applied to orders under \$25.00. Quill.com charges tax in every state except the states that do not have a Sales Tax - Alaska, Delaware, Montana, New

Subtotal: \$194.96  
Shipping\*: Free  
Handling\*: Free

Time To Reorder?

Mr. Clean® Magic Eraser® \$6.99 Pack When you buy 6+ Buy

Glad® 13-Gallon Drawing Trash Bags \$14.69 Box When you buy 3+ Buy

Seagate® 2TB Desktop Hard Drive \$89.99 Each Buy

Recently Viewed

QB® Print & Copy Paper Carton; 8-1/2x11" Was \$53.99 You Save: \$22.00

**A** If you chose to edit the request, you will be taken to the Cart for that request. To cancel the process of editing the cart, click the red 'x'. The box will follow you throughout your shopping experience as long as you are still modifying that request.

**B** You may click through to a product page and still be able to add it to the request and the box to exit the request will still follow you.

**C** The revised cart will not update the request until you click 'Approve Order' on the Checkout page.

**You are editing Request REQ2230706 from MLincoln**  
Click to undo changes and exit.

Permanent Markers; Fine Point, Black, 1 Dozen

Item # 901-30006K, Model # 30001

Ink Color: Black • Tip Size: Fine • Retractable: No

★★★★★ (72) Write a Review 94% of respondents would recommend this

Top Seller BEST PRICE \$7.99 dozen When you buy 6+

1 Dozen Add to Cart Buy more & save!

Qty	1	3	6
Price	\$8.99	\$8.49	\$7.99
Save		5%	11%

More Buying Options

Ink Color: [Black] [Blue] [Green] [Red] [Purple]

Tip Size: [Extra Fine] [Fine] [Ultra Fine]

This Item qualifies for FREE Shipping! Your delivery dates will be verified at checkout

Delivery Date: Enter Zip Code [Go]

Customers also viewed

Sharpie® Black Ultra-Fine Perm. Markers \$7.99 dozen When you buy 6+

Credit Card Invoice My Account

Using a Prepaid Gift Card?

\*Credit Card: [ ]

\*Expiration Date: [ ]

**You are editing Request REQ2230706 from MLincoln**  
Click to undo changes and exit.

\*Cardholder Name: Tiberius Tiberius

Set as default card

Use a different credit card address than billing address above. Cardholder's Billing Address as listed on the credit card statement.

Attention to Individual or Department: [ ]

Reference/PO No: [ ]

Notes: [ ]

Order Total: \$234.25

APPROVE ORDER

Coupons: [ ] [ ] [ ] APPLY COUPONS

Your Savings Summary \$13.40

Order Summary

Merchandise Total:	\$218.93
Shipping:	Free
Handling:	Free
Estimated Tax:	\$15.32
<b>Total:</b>	<b>\$234.25</b>
You Saved:	\$13.40

If prices shown do not reflect your company's negotiated discount, actual prices will show on your e-mail order confirmation.

# Requests Status

Need Help ▾ 1-800-982-3400 Chat Why Quill.com Track Order

Reorder Fast Order by Item # WELCOME, PLEASE SIGN IN My Account ▾ 0

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Requests Status Quick Tips: To view request details, click on the request number. [Search for Requests](#)

Request #	Request Status	Web Recap #	PO#	Request Date	Order Total
REQ2230704	Declined	NA	TEST123	11/11/2013	\$307.29
REQ2230705	Approved	56525209	TEST246	11/06/2013	\$4,755.54
REQ2230706	Pending Approval		TEST579	10/30/2013	\$194.96
REQ2230722	Approved	56525209		09/30/2013	\$388.99
REQ2230721	Approved	56525208	TEST559	08/30/2013	\$978.54

The Requests Status page displays all requests that you have submitted.

- A** The request status can be found here as approved, declined or pending approval.
- B** View any request by clicking on the Request #.
- C** You may view your Web Recap # by clicking on the Web Recap # link.
- D** Click here to Search for Requests if you don't see it in this list.

# Search for Requests

Need Help ▾ 1-800-982-3400 Chat Why Quill.com Track Order

Quill.com Reorder Fast Order by Item # WELCOME, PLEASE SIGN IN My Account 0

Fast Free Shipping. Order under \$25? See details My Deals ▾

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**Purchasing Manager: My Requests** My Requests 3 | Manage Users | Manage Rules | Help

Search for Requests

Search Requests History  Search Requests Created By  Search by Request # **A**


**Search by:**


Order Status: All ▾

PO#: TEST123

Ship To Location: All ▾

Order Date:

From: MM ▾ / DD ▾ / YYYY ▾ 

To: MM ▾ / DD ▾ / YYYY ▾ 

**Search**

**A** You may search for a request from this page either by Search Requests History, Requests Created By, or by Request #.

Make your selections, then click 'Go' to see the list of request(s) that match your search criteria.

**Purchasing Manager: My Requests** My Requests 3 | Manage Users | Manage Rules | Help

Search for Requests

Search Requests History  Search Requests Created By  Search by Request #

**Search by:**

First Name:

\*Last Name:

Order Status: All ▾

PO#:

Ship To Location: All ▾

Order Date:

From: MM ▾ / DD ▾ / YYYY ▾

To: MM ▾ / DD ▾ / YYYY ▾

**Search**

**Quick Tips:**

Enter a name in the Last Name field to pull up orders by a specific requestor.

**Purchasing Manager: My Requests** My Requests 3 | Manage Users | Manage Rules | Help

Search for Requests

Search Requests History  Search Requests Created By  Search by Request #

**Search by:**

Request #:

**Search**