

AST CORPORATION



Approvals – Simple or Complex



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Introduction / Agenda

- Manage Procurement Approvals
- Stages & Participants
- Approval Rules & Conditions
- Approval Actions
- Examples
- Demo

Procurement Approvals

- Requisition Approvals
- Purchasing Approvals
- Sourcing Approvals
- Supplier Approvals

Stages & Participants

Requisition Approval Stages

- Header Preapproval Stage
- Header Stage
- Header Post approval Stage

Purchasing Approval Stages

- Preapproval Stage
- Terms Stage
- Post approval Stage

Participants & Routing

- Each Stage contains four Participants and four Voting Regimes
 - Preapproval FYI – Just an FYI
 - Preapproval Serial – Serial
 - Preapproval Consensus – Parallel Consensus
 - Preapproval First Responder Wins – Parallel First Responder Wins

Approval Rules & Conditions

Approval Rules

- Approval Rules are the routing policies or rules that determine the approvers or FYI Recipients for a business transactions. Only Information related to the approval task or action is displayed to the user.
- Rules can be created, edited, duplicated and deleted.
- Enabling and disabling option is available for the user whether or not to use the approval rule or to use the rule later without deleting them.

Approval Conditions

- Each rule can have various conditions depending upon the approval need
- Condition Examples:
 - Single Condition (Ex: Requisitioning BU Equals Japan)
 - AND Condition (Ex: Requisitioning BU Equals Japan AND Amount > 10000\$)
 - OR Condition (Ex: Agreement Amount field Is blank OR Agreement Amount < 10000\$)
 - OR as a Parent, and AND's as a child condition

Approval Actions

Specialized. Recognized. Preferred.



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Question & Answer



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