

User Role: Requestor

As a Requestor, you have the ability to search for products, add products to the shopping cart, view order history, view and update shopping lists, view reports, request a return authorization and managing billing.

All orders you submit will need to be approved by the account Approver. Once you submit the order, the notification will display informing you the order needs to be approved:

Thank You for Your Order.

Your order confirmation number is **36983129**. A summary of your order is included below.

Please note that this order requires approval from another user, and will not begin processing until that user has marked it as approved.

Bill To:
Account 92255536
DR SAM PAUL
295 CENTERPOINT BLVD
PITTSBURGH, PA 15136

Ship To:
295 CENTERPOINT BLVD
PITTSBURGH, PA 15136

Purchase Order Number: None Specified

Customer Contact: None Specified

Shipping Method: Default (UPS)

Order Entry Date: 12/30/2013

Qty	Item#	Description	Net Price	Ext Price
1	4186-481	NAT EXT NITR+ FUCHSIA XS BX180	\$15.99	\$15.99
1 lines, 1 items total			Item Subtotal:	\$15.99
			Shipping:	\$1.32
			Handling:	\$9.99
			Sales Tax:	\$0.96
			Shipping Tax:	\$0.08
			Handling Tax:	\$0.60
			Order Total:	\$28.94

Budget Details: Budget For 95000819
Current Period: Sunday, December 01, 2013 to Tuesday, December 31, 2013

Budget Amount	\$3,500.00
Spent So Far	\$5,704.48
Open Orders	\$0.00
Current Order	\$15.99
Remaining	(\$7,924.95)

You may wish to print and retain this page for your records.

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Someone within your organization is the designated Approver for the account. The Approver will need to either approve or deny the purchase request.