

Purchasing Manager

# Accessing Purchasing Manager

The screenshot shows the Quill.com website with the user logged in as 'TEST123'. The navigation bar includes 'Need Help', '1-800-982-3400', 'Chat', 'Quill Ideas', and 'Track Order'. The main header features the Quill.com logo, a search bar, and a shopping cart icon with '0' items. Below the header, there are navigation tabs for 'PRODUCTS', 'INK & TONER', 'COFFEE | SNACKS', 'CLEANING', 'SERVICES', and 'SHOP BY INDUSTRY'. The main content area is titled 'Purchasing Manager: My Requests' and includes a 'Quick Tips' section with important information about request approval. Below this is a table of requests submitted for approval.

Accept	Decline	Requestor	Messages	Request #	Request Date	Web Recap#	PO#	Request Total
Select All								

**A** Use this navigation to access all options within Purchasing Manager. If there is a number next to the link 'My Requests' that means you have that number of requests to approve. Click the 'Help' link if you need more assistance with Purchasing Manager.

**B** You may also access the same navigation options from the My Account page.

**C** As an approver, if you are logged in and on the homepage of Quill.com, you will see an alert that you have pending requests to approve. Click the 'View' button to go to the request.

The screenshot shows the Quill.com website with the user logged in as 'TEST123'. The navigation bar includes 'Need Help', '1-800-982-3400', 'Chat', 'Quill Ideas', and 'Track Order'. The main header features the Quill.com logo, a search bar, and a shopping cart icon with '1' item valued at '\$16.99'. Below the header, there are navigation tabs for 'PRODUCTS', 'INK & TONER', 'COFFEE | SNACKS', 'CLEANING', 'SERVICES', and 'SHOP BY INDUSTRY'. The main content area is titled 'My Account > Order History & Tracking' and includes a sidebar with various account management options. The main content area is divided into sections for 'History contains orders placed within the last 13 months.', 'Orders in Process', and 'Shipped Orders'.

The screenshot shows the Quill.com website with the user logged in as 'LAUREN'. The navigation bar includes 'Need Help', '1-800-982-3400', 'Chat', 'Quill Ideas', and 'Track Order'. The main header features the Quill.com logo, a search bar, and a shopping cart icon with '3' items valued at '\$328.93'. Below the header, there are navigation tabs for 'PRODUCTS', 'INK & TONER', 'COFFEE | SNACKS', 'CLEANING', 'SERVICES', and 'SHOP BY INDUSTRY'. A red alert banner at the top of the main content area states 'You have 1 request(s) pending approval.' Below this is a table of pending requests.

Request Submitted By	PO Number	* All times are in Eastern Standard Time	
testrequestor1	2/11/2014 3:09:59 PM	\$2.17	<b>C</b> View

# Accessing Purchasing Manager (continued)

als & hot offers. Shop now

Track Order

Order by Item #

WELCOME, TIBERIUS

**My Account** ^

- Order History & Tracking
- My Lists
- Online Return
- Account Balance
- My Invoices
- Pay Invoices Online
- Manage My Account
- Purchasing Manager** A

Logout

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

Reorder Fast

Quill.com

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

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

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

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

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

A You may access Purchasing Manager through the My Account drop down menu.

B You will be taken to the My Requests page where you can choose to view your submitted requests, approve requests or search for requests.

# Quick Tips

**Purchasing Manager: My Requests** [My Requests](#) [Manage Users](#) [Manage Rules](#) [Help](#)

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.

Requests Submitted for Approval:

Accept Select All	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 type="checkbox"/>	Lincoln, Matthew		REQ2230705	09/12/2014			\$4,755.54

- C** Throughout Purchasing Manager you will see a box to the right of your screen displaying 'Quick Tips'. These tips refer to the actions you are taking on the screen you are viewing.

# Help / Customer Service

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.](#) [My Deals](#)

[PRODUCTS](#) [INK & TONER](#) [COFFEE | SNACKS](#) [CLEANING](#) [SERVICES](#) [SHOP BY INDUSTRY](#)

**Purchasing Manager: Help / Customer Service** [My Requests](#) [Manage Users](#) [Manage Rules](#) [Help](#)

**Reference Guides**  
Download a reference guide to better understand Purchasing Manager for each type of user.

- [Download Manage Users Reference Guide](#)
- [Download Manage Rules & Groups Reference Guide](#)
- [Download My Requests Reference Guide](#)
- [Download General Tips Reference Guide](#)

**Contact Us**

Call Us: **1-800-982-3400**

[Email](#) Customer Relations

[Live Chat](#)  
Have a question? We're here for you!  
Monday - Friday, 7AM - 7PM CST.

**Have Questions?**  
Below are some frequently asked questions

- What information do I need to set up purchasing manager? +
- How do I set up an approval hierarchy? +
- How do I change an item quantity before approving? +
- Can I have multiple approvers? -
- How do I reassign the Administrator role to another person? +
- How will I know if an order is approved? +

- A** Access reference guides (such as this one) by clicking on the PDF links.
- B** If you still need assistance, contact us by phone, email or live chat.
- C** View frequently asked questions.