# PURCHASING APPROVAL PROCESS

**Order Class**

The expectation is that most people will use the **Overheads** order class for general spend, however there is an order class for those that order across Departments and cost centres called **Item Serv**, which uses the warehouse to drive all dimensions.

Inventory POs will be done under the appropriate business unit specific order class e.g: **PARTNZT**.

**OVERHEAD PO ORDER CLASS**:

The workflow for Purchase requisitions and Purchase orders under the Overhead order class is very basic and limited. It drives to a Central Approver in Corporate shared service who sends a manual email approval request to the relevant approver.

**OTHER PO ORDER CLASS**:

For all other Order Classes, control is through visibility of the **Confirm** button.

Only those with a Delegated Authority have a role which gives them the Confirm button. However, there are no automated dollar spend limitations to using it. For example, a Parts Counter person who has a Delegated Authority to approve POs up to $1,000 to fulfil a sales order will have the Confirm button. If they happen to raise a PO for $1 million, the Confirm button works, but they will be breaching Group Policy for Delegated authorities, and although the system allows this to occur, it is monitored and issues with people breaching delegated authorities will be addressed.

If a manager with the correct DA needs to approve a PO, they need to have the PO to confirm the requirement communicated to them (email, phone call, talk) by the person who raised the PO. If the manager does not go into NAXT to confirm the PO, but gives documented approval for confirmation to the person who raised the PO (usually an email), then the raiser can save this to a directory, then attach the approval (see screen shots) to the PO using a special attachment type in the attachment area on the PO labelled **Confirm PO**, this will mean that the raiser will not appear on the delegated authority breach list.

The manager with the DA will still need to click the **Confirm** button.

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| APPROVE PO | |
| **1.** | Highlight the relevant PO and click **Attachments** |
| **2.** | ***Document handling of Purchase order*** window opens  Click **New > Confirm PO** |