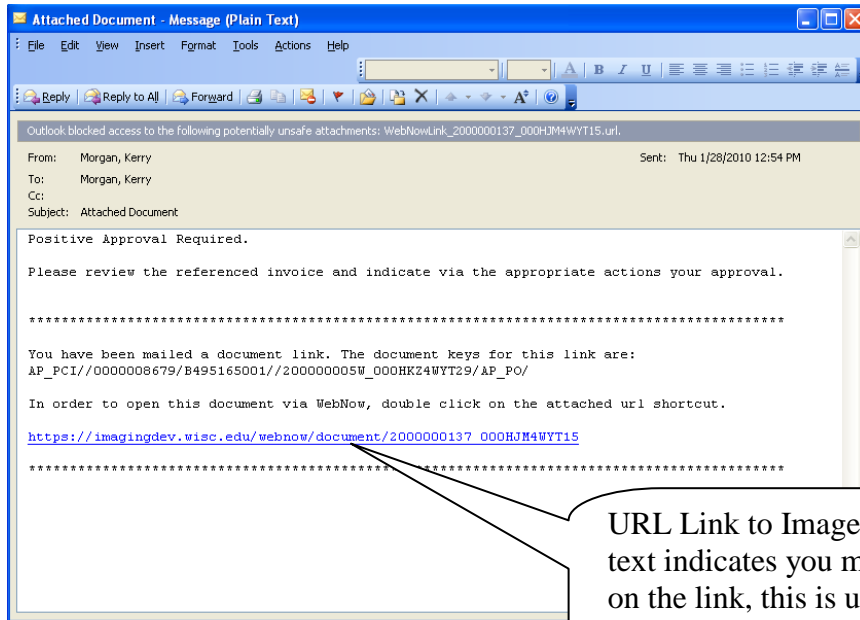


Accounts Payable Positive Approval Image

1. The user identified as the default contact for positive approval will be e-mailed a link to the document in WebNow.

E-mail with WebNow URL.



URL Link to Image. Note the e-mail text indicates you must double click on the link, this is unnecessary, a single click is sufficient.

2. Clicking on the link in the e-mail will take you to the logon in WebNow.



Sign-on using your NetID and Password

(Contact sfsmsn@bussvc.wisc.edu if you have trouble logging in)

- The image will open in the WebNow Explorer. Select "Open in Workflow" from the Workflow drop down. This allows for editing and indicating approval of the invoice.

Select to open image in workflow.

U.S. FOODSERVICE
Your partner in service

ACCOUNT NO. 00146233 **INVOICE NO.** 2728418 **INVOICE DATE** 01/22/10 **CUSTOMER NO.** 80141690 **PURCHASE ORDER NUMBER** B496344-10119 **SALES LOC.** 0248 **SALES REP.** 0509 **DATE ORDERED** 01/21/10

DELIVERY ROUTE: 9275 / 1 **ORDER NUMBER:** 600766

BILL TO: U/W 2111 W. MADISON ST. MADISON, WI 53705
ATT.: MA

SHIP TO: U/W-MAD POP'S CLUB 717 W. JOHNSON MADISON, WI 53714 DEPT # 00

REMIT TO: U.S. FOODSERVICE, INC. BOX 99021 CHICAGO, IL 60693-9021 800 285 2442

SHIPPED FROM: WI 53705 HIGHWAY 145 MENOMONEE FALLS, WI 53222

SHIP DATE: 01/22/10
SPECIAL INSTRUCTIONS: DOCK EAST SIDE OF LAKE STREET*P.O. B4951658679 MUST HAVE INVOICE SIGNED

Page 01 of 01

CT	ER	DESCRIPTION	PACK SIZE	LABEL	CODE	WEIGHT	PRICING UNIT	UNIT PRICE	EXTENDED PRICE
1	1	REFRIGERATED							
1	1	2265411 APPLE, GALA XFCY WA. FRESH	88 EA	PACKER			CS	49.2200	49.22
1	1	3265329 APPLE, BRABRN EX FCY FRESH	88 EA	PACKER			CS	44.1600	44.16
1	1	4042396 SAGE, FRESH HERB	.25 LB	PACKER			CS	5.1500	5.15
1	1	4601282 APPLE, FUJI EX FCY WA. 88 CT	88 EA	PACKER			CS	28.0000	28.00
1	1	4601357 KIWI FRUIT, FRESH	33 EA	PACKER			CS	10.0100	10.01
2	2	4601548 ORANGE, NAVAL VLNCA 88 CT	88 EA	PACKER			CS	22.3300	44.66
10	10	4601795 SALAD MIX, SPRG SWT NO SPNH	3 LB	PACKER			CS	13.7900	137.90
		READY TO EAT - Please Refer to Return Policy							
3	3	4601852 MUSHROOM, SLCD 1/8" CLEAN	5 LB	PACKER			CS	10.5100	31.53
1	1	4601886 RASPBERRY, FRESH	12/.5 PT	PACKER			CS	28.3500	28.35
2	2	5015391 APPLE, RED DLC XFCY WA. FRESH	88 EA	PACKER			CS	28.4000	56.80
3	3	6146948 SALAD MIX, SPRG MIX FRESH LETT3 LB	3 LB	PACKER			CS	11.7500	35.25
		READY TO EAT - Please Refer to Return Policy							
1	1	6671770 TOMATO, CHRY FRESH REF	5 LB	PACKER			CS	11.2100	11.21
1	1	9384421 PEAR, ASIAN FRESH	16 EA	PACKER			CS	31.0500	31.05
*** INVOICE SUMMARY ***									
TOTAL WGT SHIPPED:			374.25	PIECES ORDERED:	28	PIECES SHIPPED:	28		
PRODUCT TOTAL \$									513.29


AP_PC1 \ | 0000008679 | B496344001 | | 20000000EJ_000HKM4WYT29 | AP_PO | AP_PO_Positive_Aproval | Page 1 of 1 | 36,269 K

- A second window will open with the image in Workflow. Click on the stamp ICON. When holding the pointer over the stamp ICON text will display showing which stamp will be selected. If the stamp needs to be changed right click on the ICON and select either AP_Campus_Approval or AP_Campus_Reject, then click in the body of the image.

The screenshot shows a 'WebNow Viewer - Workflow' window displaying an invoice for 'U.S. FOODS'. The invoice includes a table of items with columns for QTY, ORDERED, SHIPPED, SALES UNIT, PRODUCT NUMBER, DESCRIPTION, PACK SIZE, and LABEL. A stamp icon labeled 'Stamp (AP_Campus_Approval)' is visible in the top right. A callout bubble points to this icon with the text: 'Click on the Stamp ICON (right click on the ICON for a drop down menu of stamp options if the default does not display the "AP_Campus_Approval" or "AP_Campus_Reject")'. Another callout bubble points to the body of the invoice with the text: 'Click in body of Image to drop stamp image.' A third callout bubble points to the 'Route Forward' button at the bottom right with the text: 'Click to complete processing and return to AP.' The 'Route Forward' button is a blue icon with a white arrow pointing right.


QTY. ORDERED	QTY. SHIPPED	SALES UNIT	PRODUCT NUMBER	DESCRIPTION	PACK SIZE	LABEL
1	1	CS	2265411	REFRIGERATED	88 EA	PACKER
1	1	CS	3265329	APPLE, GALA XFCY WA, FRESH	88 EA	PACKER
1	1	CS	4042396	APPLE, BRABRN EX FCY FRESH	25 LB	PACKER
1	1	CS	4601282	SAGE, FRESH HERB	88 EA	PACKER
1	1	CS	4601357	APPLE, FUJII EX FCY WA, 88 CT	88 EA	PACKER
1	1	CS	4601548	KIWI FRUIT, FRESH	33 EA	PACKER
10	2	CS	4601795	ORANGE, NAVAL UNLCA 88 CT	88 EA	PACKER
3	3	CS	4601852	SALAD MIX, SPRG SUT NO SPNH	3 LB	PACKER
1	1	CS	4601885	READY TO EAT - Please Refer to Return Policy	5 LB	PACKER
1	1	CS	4601885	MUSHROOM, GLCD 1/8" CLEAN	5 LB	PACKER
1	1	CS	5015391	RASPBERRY, FRESH	12/ 5 PT	PACKER
3	3	CS	6146948	APPLE, RED DLG XFCY WA, FRESH	88 EA	PACKER
1	1	CS	6671770	SALAD MIX, SPRG MIX FRESH LETT3 LB	3 LB	PACKER
1	1	CS	9384421	READY TO EAT - Please Refer to Return Policy	5 LB	PACKER
				TOMATO, CHRY FRESH REF	5 LB	PACKER
				PEAR, ASIAN FRESH	16 EA	PACKER

*** INVOICE SUMMARY ***
 TOTAL WGT SHIPPED: 374.25 PIECES ORDERED: 28 PIECES SHIPPED: 28
 PRODUCT TOTAL \$ 513.29
 TAXABLE AMOUNT \$.00
 GEN SALES TAX .00

- When the review is completed and marked as approved or rejected. Click the Route Forward ICON  and the process is complete.

When marking an invoice as “Rejected” for payment select the “AP_Campus_Reject” stamp, added to invoice and enter notes. If the document properties does not display hit “F7”.

The screenshot shows a WebNow Viewer window displaying a SYSCO invoice. A context menu is open over the invoice, with 'AP_Campus_Reject' selected. A blue stamp is overlaid on the invoice with the text: 'INVOICE REJECTED BY: KJMORGAN2 SEE NOTES FOR REASON 2/16/10 12:17:08 PM'. On the right, the 'Properties' panel shows document keys and a 'Notes' section containing the text: 'Kjmorgan2 - 2/16/10 12:17 PM Payment reject incorrect funding'. A callout box points to the 'Notes' section with the text: 'Clicking on the calendar will add user id, date and time stamp to notes'.

When completed and marked as rejected click the Route Forward ICON  as above and the process is complete.