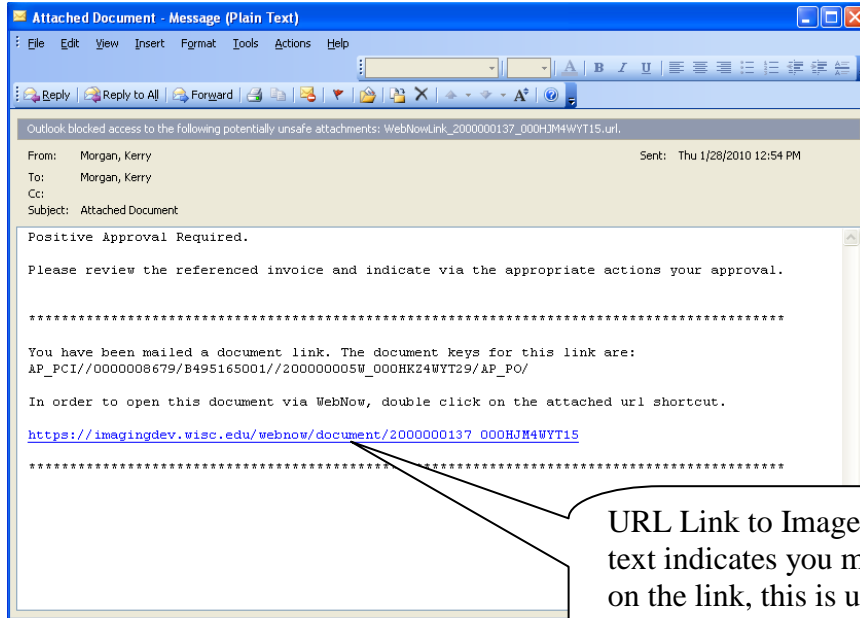


Accounts Payable Positive Approval Image

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 53706
SHIP TO: U/W-MAD POP'S CLUB 717 W. JOHNSON MADISON, WI 53714
REMIT TO: U.S. FOODSERVICE, INC. BOX 99021 CHICAGO, IL 60693-9021 800 285 2442


SHIPPED FROM: WI 53706 **SHIP DATE:** 01/22/10 **SPECIAL INSTRUCTIONS:** DOCK EAST SIDE OF LAKE STREET* P.O. B4951658679 MUST HAVE INVOICE SIGNED

CT	ER	DESCRIPTION	PACK SIZE	LABEL	C	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
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		PACKER			CS	11.7500	35.25
1	1	6671770 READY TO EAT - Please Refer to Return Policy							
1	1	9384421 TOMATO, CHRY FRESH REF	5 LB	PACKER			CS	11.2100	11.21
1	1	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 \ | 000008679 | 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/W MADISON'. The invoice includes details such as account number (00146233), invoice date (01/22/10), and customer information (U/W-MAD POP'S CLUB). 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 in the bottom right corner with the text: 'Click to complete processing and return to AP.' The invoice table lists various products like 'REFRIGERATED APPLE, GALA XFCY WA. FRESH' and 'MUSHROOM, GLCD 1/8" CLEAN'. At the bottom, there is a 'CAMPUS APPROVAL BY: TMP-IMAGE22 02/02/2010' stamp and a 'Route Forward' button.

- 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.