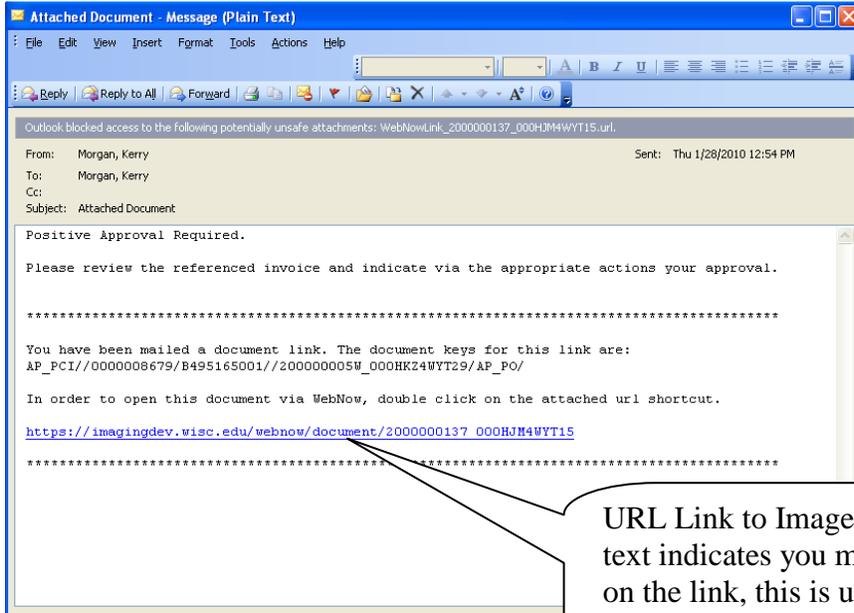


Accounts Payable Positive Approval Image

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

- 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

BILL TO: U/W 2111 W. MADISON ST. MADISON, WI 53706
ATT: MA

ACCOUNT NO.: 00146233
INVOICE NO.: 2728418
INVOICE DATE: 01/22/10
CUSTOMER NO.: 80141690
PURCHASE ORDER NUMBER: B496344-10119

DELIVERY ROUTE: 9275 / 1

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

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

SALES LOC.: 0248
SALES REP.: 0509
DATE ORDERED: 01/21/10
ORDER NUMBER: 600766

SHIPPED FROM: WI 5 HIGHWAY 145 MENOMONEE FALLS WI

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 \ | 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. The invoice includes the following details:

- ACCOUNT NO.:** 00146233
- INVOICE NO.:** 272B418
- INVOICE DATE:** 01/22/10
- CUSTOMER NO.:** 80141690
- PURCHASE ORDER NUMBER:** B496344
- SALES LOC.:** 0248
- SALES REP.:** 0509
- DATE ORDERED:** 01/21/10
- ORDER NUMBER:** 600766

The invoice also lists a table of items with columns for QTY. ORDERED, QTY. SHIPPED, SALES UNIT, PRODUCT NUMBER, DESCRIPTION, PACK SIZE, and LABEL. A stamp icon is visible in the top right corner of the invoice area, with a callout box that says 'Stamp (AP_Campus_Approval)'. A callout points to the stamp 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 points to the body of the invoice with the text: 'Click in body of Image to drop stamp image.' Below the invoice, there is a 'Route Forward' button. A callout points to this button with the text: 'Click to complete processing and return to AP.'

- 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 PDF invoice from SYSCO. The invoice includes a header with SYSCO logo and contact information, a table of items, and a summary section. A blue stamp is overlaid on the invoice: "INVOICE REJECTED BY: KJMORGAN2 SEE NOTES FOR REASON 2/16/10 12:17:08 PM".

The 'Properties' sidebar on the right contains a 'Document Keys' section with fields for Drawer, Folder, Tab, Field 3, Field 4, and Field 5. Below this is a 'Notes' section with a calendar icon and a text area containing the note: "Kjmorgan2 - 2/16/10 12:17 PM Payment reject incorrect funding". A callout box points to the calendar icon 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.