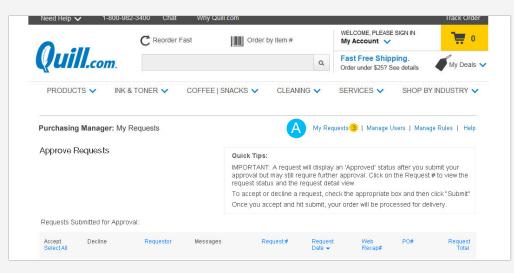
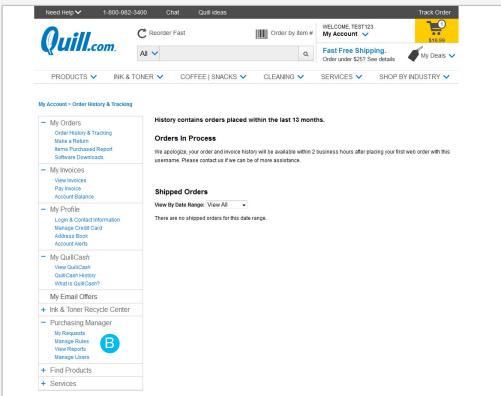
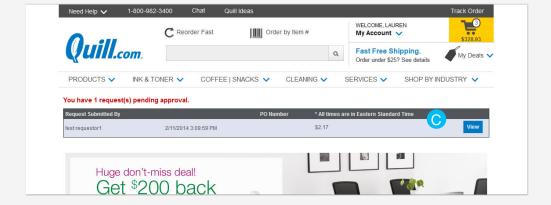
# Purchasing Manager

### Accessing Purchasing Manager

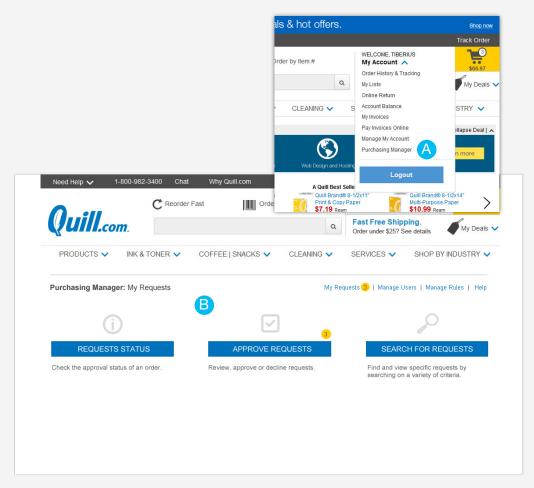






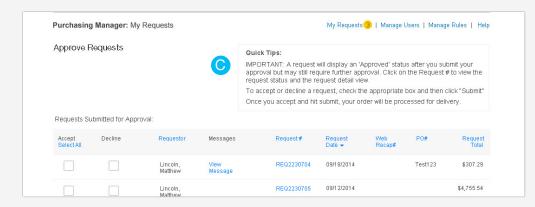
- A Use this navigation to access all options within Purchasing Manager. If there is a number next to the link 'My Requests' that means you have that number of requests to approve. Click the 'Help' link if you need more assistance with Purchasing Manager.
- B You may also access the same navigation options from the My Account page.
- 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.

# Accessing Purchasing Manager (continued)



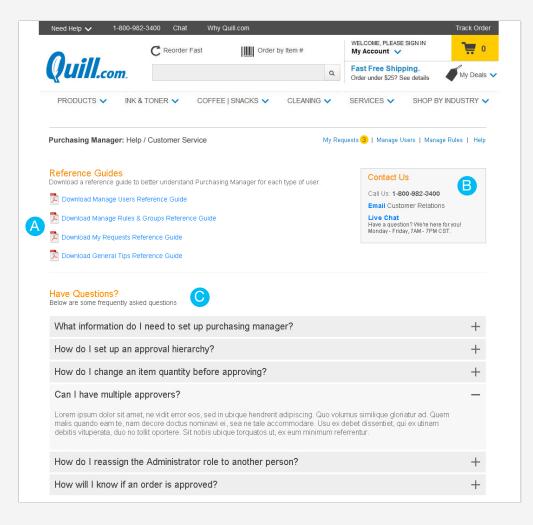
- A You may access Purchasing Manager through the My Account drop down menu.
- B You will be taken to the My Requests page where you can chose to view your submitted requests, approve requests or search for requests.

#### Quick Tips



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



- 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.
- View frequently asked questions.