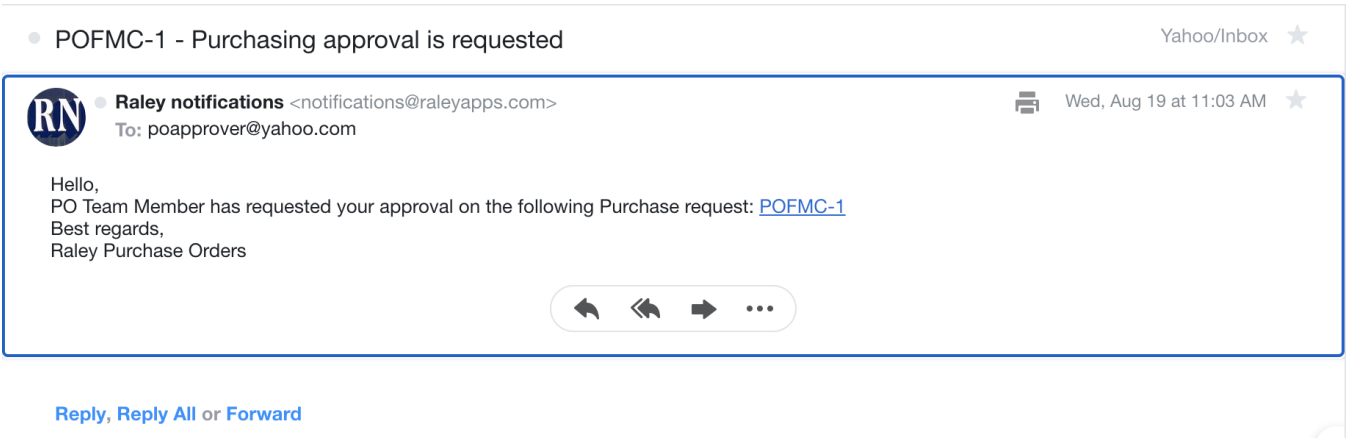


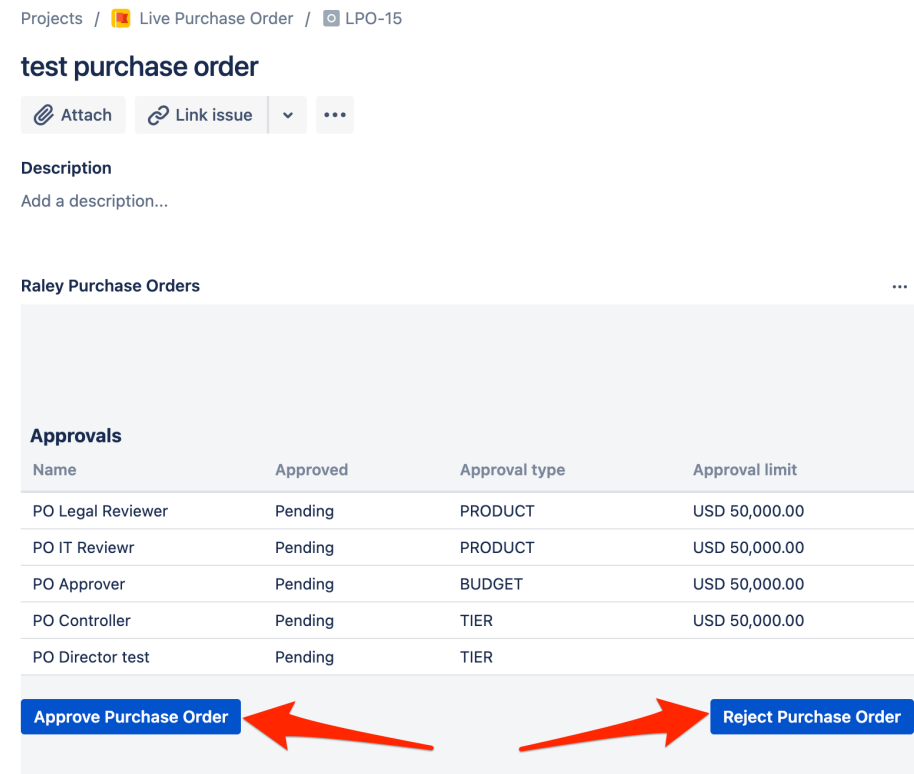
# Approving purchase orders

When a Purchase Request is transitioned to "Submitted for Approval status" then all the **Approvals** listed in the bottom part of PO screen will receive an email notification from [notifications@raleypapps.com](mailto:notifications@raleypapps.com) that looks like the following:



PO Approver can click on the link attached and it will navigate to the Jira issue detail view. If you don't see the Approve and Reject buttons you might need to scroll to the very end

of the Raley Purchase Orders frame.



As you can see on the screenshot above it shows all the approvers assigned to this purchase request with their current voting status and approval type. An approver has two options: **Approve Purchase Order** or **Reject Purchase Order**.

Clicking on Approve Purchase Order will:

- Add Approver's vote YEA for the current Purchase order
- If he or she is the only approver of the current Purchase Order, then the order will become Approved, i.e. transitioned to status "Order approved status"



## Test 8

 Attach

 [Link issue](#)



...

### Description

Add a description...

## Raley Purchase Orders

Description	Budget	Unit Price (USD)	Qnt	Tax	Total (USD)
Benzin	Marketing budget	14.00	1	10%	15.40
				Net amount (USD):	14.00
				Tax amount (USD):	1.40
				Gross amount (USD):	15.40
Purchase request is marked as rejected					
Approvals					
Name	Approved	Approval type	Approval limit		
PO Approver	Yes	BUDGET	USD 50,000.00		
PO Finance	No	BUDGET	USD 15,000.00		

Once the purchase order is approved, Raley PO will generate a attachment to the ticket that contains current purchase order data in PDF format. You can download it as a regular Jira ticket attachment.

Custom Purchase order number

By default, a purchase order number is equal to the Jira ticket key, for example, PRDA-819. However, it is often the case that the actual purchase order number is coming from a third-party system, like an accounting software or similar.

To keep the things well aligned, you can provide a custom purchase order number in Raley PO that later will be reflected in the generated PDF printout of purchase order.

To add a custom purchase order you must be in role **FINANCE** and the order has to be in **APPROVED** state. On the Raley PO screen you will see the following input:

## Raley Purchase Orders

Purchase Order #

2222222

Save PO#

Department

blummm

Supplier\*

Hello supplier CC

You provide your own value for the purchase order and click on button **Save PO#**. After that the system will save the newly added PO#, generate a new version of PO PDF file and adds it as a Jira attachment.

For the other users, the Purchase Order # will be visible both in the Raley PO screen as well as in the attached PDF file.

NB! It is also possible to have an automatic assignment of custom purchase numbers. Please refer to [this article](#) for details

