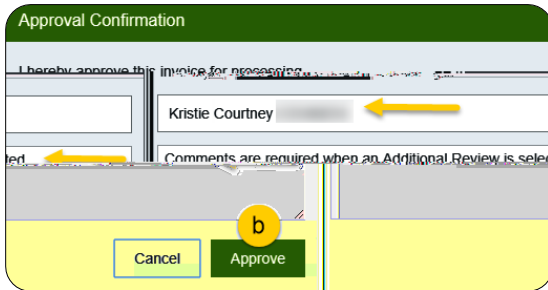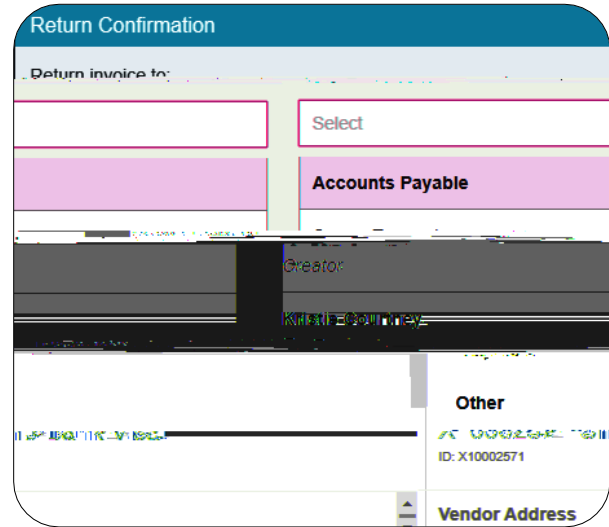# Invoice Approval/Return

Approve via Email

Approve via Chrome River

5. On the landing page, locate the **Approvals** swim
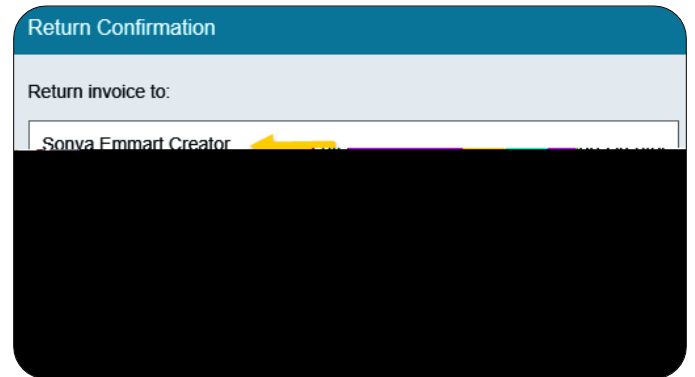   lane. In the **Approvals Needed** section, tap the
   number list⊗ (e)1y3od2 (,)1 .2 (,)1extien1

b. Insert an **Additional Reviewer** into the approval process and **Approve** the invoice.

Option 2 - Return Invoice

13. To deny the invoice and return it for modification, select **Return**.

14. The **Return Confirmation** screen will display.
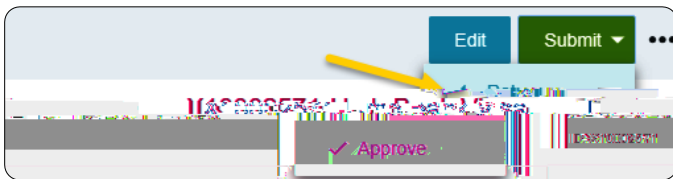

15. Click the Select box to display the available options.

16. Choose the person or group to return the invoice to for correction, enter the required comment and click the Return button