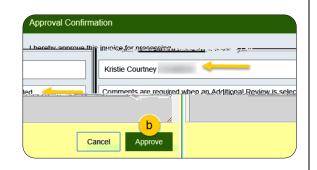
## Invoice Approval/Return

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<sup>(3)</sup> (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**.

	Edit	Submit 🔻	•••
	1 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (		
Approve.		I DANSI MILI OK	81711

14. The Return Confirmation screen will display.

Return Confirmation		
tn		Return invoir
	a a sta sadar	in an
Required Comment		
		/
	Car	ncel Return

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

Return Confirmation	
. Peturn invoice to:	· · · · · · · · · · · · · · · · · · ·
	Select
	Accounts Payable
744 SMAR 1 4 - 1485 4 - 124	
	Oreator
	KristiezGountey
	Other
11 #5** 48404111187-1444 88420-	✓ いののよられ 101 ID: X10002571
	Vendor Address

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

Return Confirmation	
Return invoice to:	
Sonva Emmart Creator	