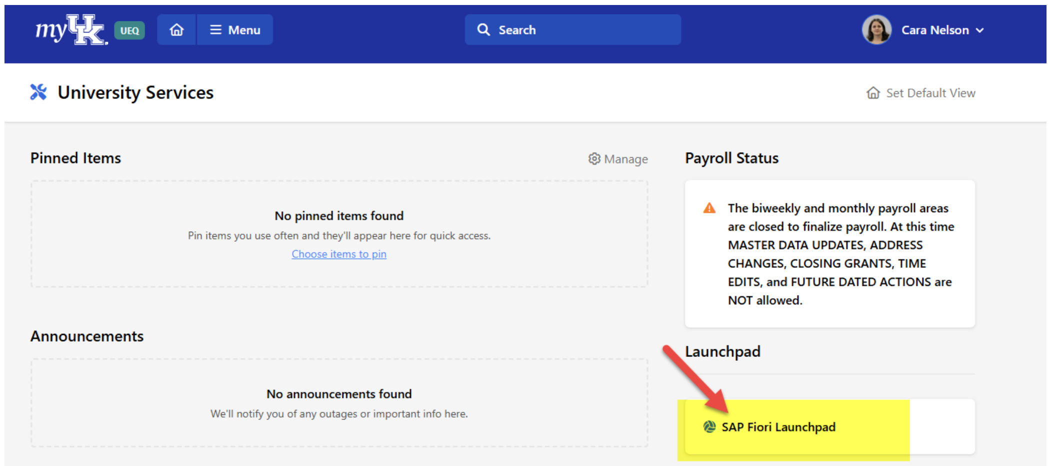
PRD – Approver

Process: Once a PRD is Saved as Complete, the PRD will workflow to the required approvers. Approvers can locate PRDs pending approval in their My InBox app.

Procedures

<table>
<tr>
<td>From the myUK main login screen, click on SAP Fiori Launchpad.</td>
<td>


This will open SAP Fiori on your Home Page.
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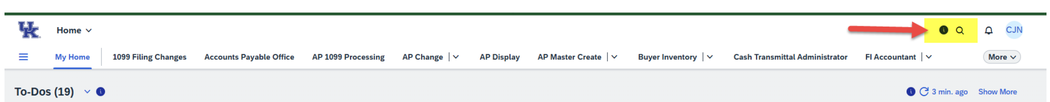
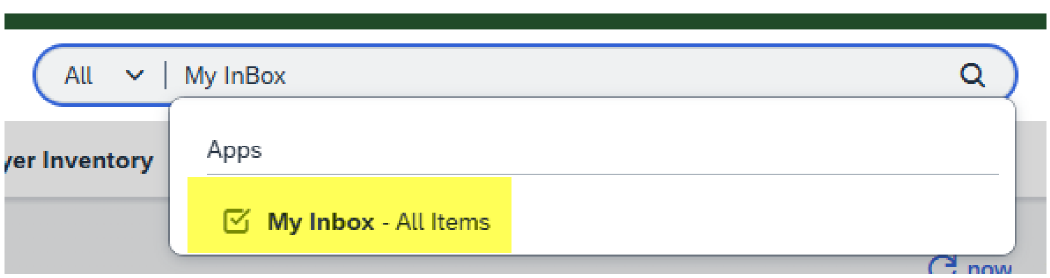
<tr>
<td>S4 Fiori Home Page</td>
<td>
On the Home Page, click on the search icon.


Type “My InBox” in the search field and click on My InBox – All Items under Apps.


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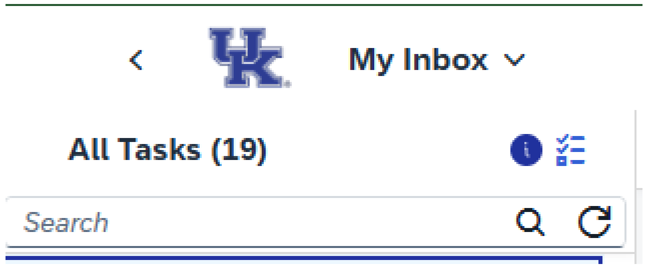
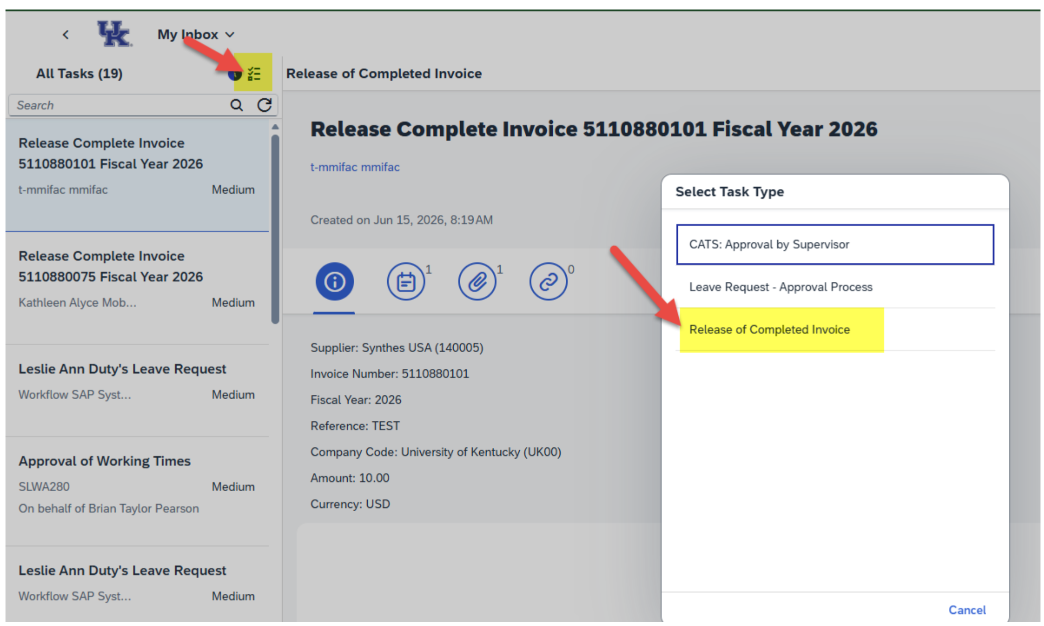
</table>

All items pending your approval will appear down the left hand side of the screen.



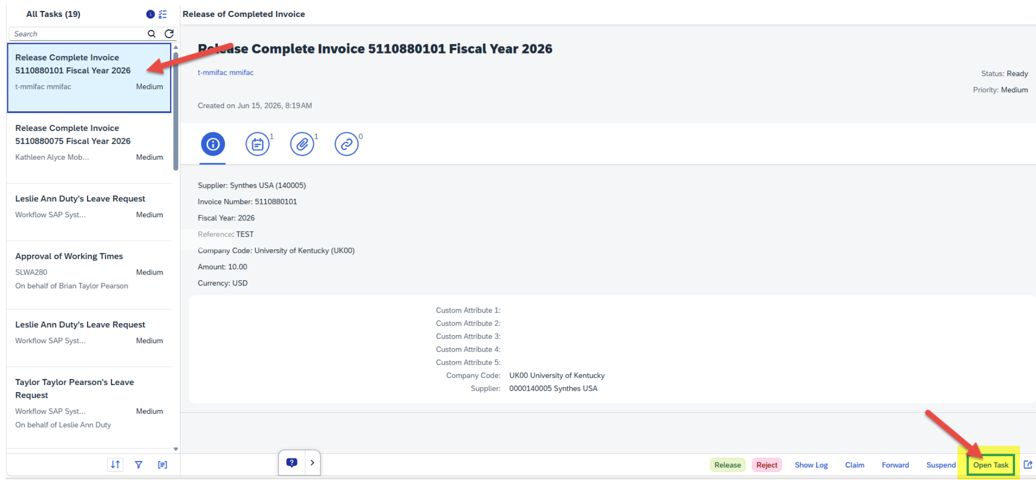
PRD – Locate Only PRDs

Click on the multi-select button and click on Release of Complete Invoice to isolate the approval queue to just PRDs.

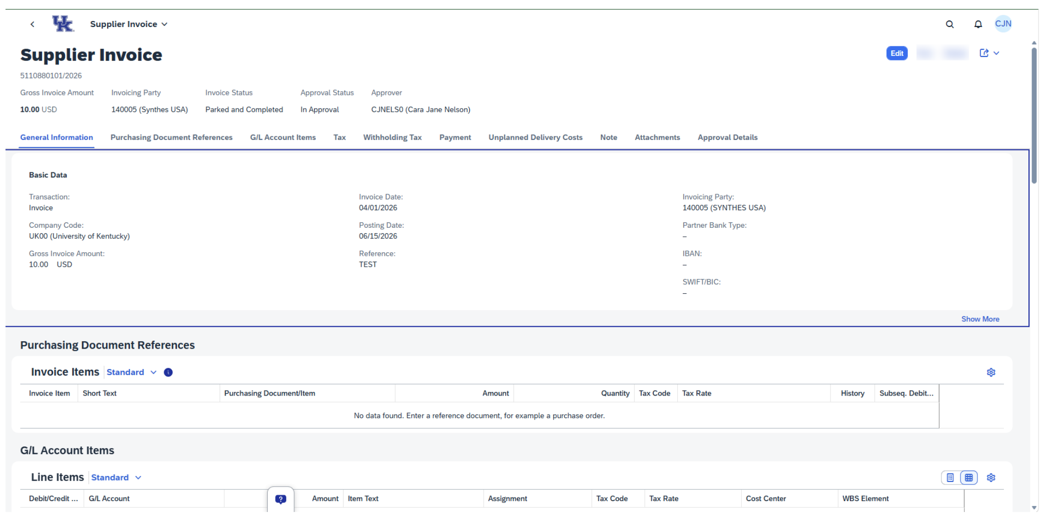


Review the PRD

Click on the PRD to be reviewed and click Open Task



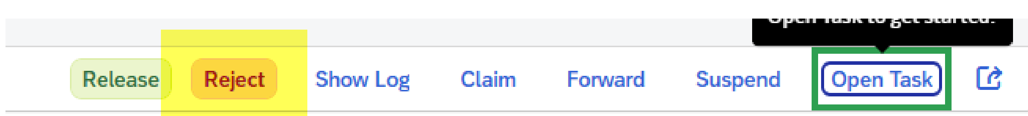
Review the PRD data and attachments. Click on Edit.



If the PRD is correct and ready for approval, click on Save as Complete.

This will move the PRD to the next approval workflow step.

If the PRD needs to be returned for corrections, close the PRD and return to My Inbox. Click on Reject.



	Add a comment and click on Submit.