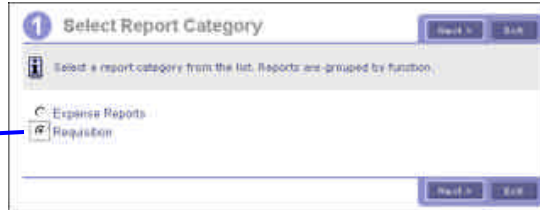


# Running Reports

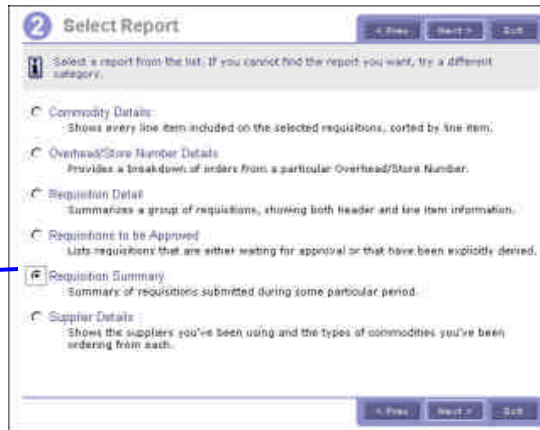
**Start Here**

1. Open Internet Explorer and enter "ebuy" in the **Address** bar.
2. Enter your **User Name** and **Password**, then click **Login**.
3. Click **Standard Reports** on the shortcut menu.

4. Select the category of the report you want to run, then click **Next**.



5. Select the report you want to run, then click **Next**.



6. Enter the information that you want to limit the report to, then click **Next**.



7. Click **Run Report**.



## Quick Tips

### Delegate approval authority when away from work

Whenever you are out of the office / store for an extended period of time, always remember to delegate your approval authority to another manager. This eliminates the risk of emergency requisitions sitting in your Approval folder, unable to proceed without your approval.

### Add approvers to your approval flow

Sometimes you may want to have another person who is not in the original approval flow approve a requisition. To add another approver, go into the details of the requisition and select the **Approval Flow** tab. Click **Add Approver**, select the approver you want to add to the approval flow, and then provide a reason.

### Need Help?

Kmart eBuy comes with an online Help feature that contains detailed information about the system's components, along with step-by-step instructions on how to perform each task within eBuy.

Click the **Help** button on the eBuy title bar at the top of your screen to access eBuy's online Help.



## Kmart eBuy Quick Reference

Approving Requisitions, Delegating Approval Authority, and Running Reports



# Approving Requisitions – Email

**Start Here**

1. Click the link in the approval email that you just received.
2. On the Kmart eBay Login page, enter your **User Name** and **Password**, then click **Login**. The Approval page opens.

**PR383 - Kelly Req** Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, cancel, or submit the request for approval. You can also copy the request and print the details. Review your request and take the desired action(s).

Approve Deny Print

Form Approval Flow Orders Receipts History

Title - Requisition

Title: Kelly Req  
Business Unit: KMART (Kmart Ariba BU)

Line Items

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		Office Depot Thermal Fax Paper, 1in. Corn, 326ft...	2	box	\$22.06USD	\$44.12USD	Detail

Supplier: Office Depot A  
Contact: Office Depot Location  
Commodity Code: 1411150B

3. Review the requested items below, then click **Approve** or **Deny**.

**Comments**

You can enter a comment as part of the approval. You can also choose to archive this document to another folder. Click **OK** when you are done.

You chose to approve **PR383**, requested by HUNTINGTON,KELLY A.

Comments:

include comment on purchase orders

Archive Options:  
 Archive item(s) to folder: Archive Items

OK Cancel

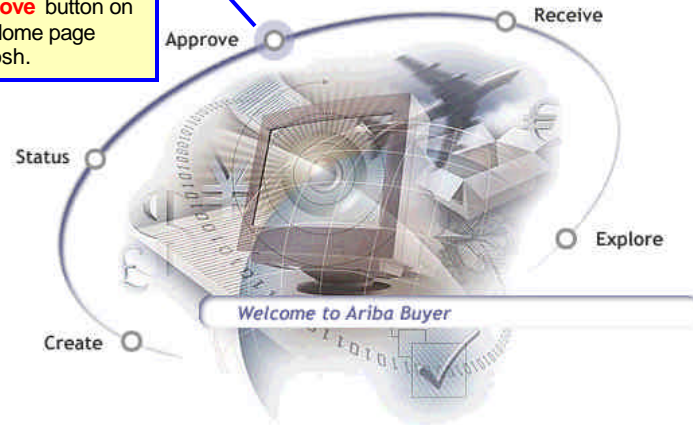
4. If necessary, enter comments about the requisition, then click **OK**.

# Approving Requisitions - eBay

**Start Here**

1. Open Internet Explorer and enter "ebuy" in the **Address** bar.
2. Enter your **User Name** and **Password**, then click **Login**.

3. Click the flashing **Approve** button on the Home page swoosh.



4. Click the checkbox next to the requisition you want to approve or deny.  
**NOTE:** Click the **ID** link to find out more information about the requested items.

**Approve Requests**

Click an **ID** to display details for the associated request. Click **Approve** or **Deny** to approve or deny the request. You can also add a comment to the request.

Approve Deny

You have 1 requests awaiting your approval.

Type	ID	Submitted Date	Requester	Status	Title	Amount
<input type="checkbox"/>	PR280	Today, 2:33 PM	HUNTINGTON,KELLY A	Submitted	Pens	\$3.05USD

Move to Folder Archive Items

5. Click **Approve** or **Deny**.

You chose to approve **PR383**, requested by HUNTINGTON,KELLY A.

Comments:

include comment on purchase orders

6. If necessary, enter comments about the requisition, then click **OK**.

# Delegating Approval Authority

**Start Here**

1. Open Internet Explorer and enter "ebuy" in the **Address** bar.
2. Enter your **User Name** and **Password**, then click **Login**.
3. Click **Preferences** on the menu bar at the top.
4. Click **Delegate Approval Authority**.

**1 Delegate Approval Authority** Next > Summary Exit

User Profile UP58  
JACOB,JAMES D

Select the name of the person you want to delegate your approval authority to. Enter the delegation start and end dates, and the reason for delegation.

\*Delegate: BAKER,DUANE A

\*Delegation Start Date: Tue, 20 Feb, 2001

\*Delegation End Date: Tue, 27 Feb, 2001

Delegation Reason: On vacation for one week.

Notification:  continue to notify me by e-mail of approval requests

\* Indicates required field

Next > Summary Exit

5. Make entries in the required fields, then click **Summary**.

6. Review the Summary page for accuracy, then click **Submit**.

**Review Summary of Changes** < Prev Next > Submit Exit

User Profile UP58  
JACOB,JAMES D

Review your user profile changes. Click **Submit** to submit them for approval.

Change	From	To
Delegate	(no value)	BAKER,DUANE A
Delegation Start Date		Tue, 20 Feb, 2001
Delegation End Date		Tue, 27 Feb, 2001
Delegation Reason		On vacation for one week.
Permissions	NoNonCatalogItems	(no value)

< Prev Next > Submit Exit