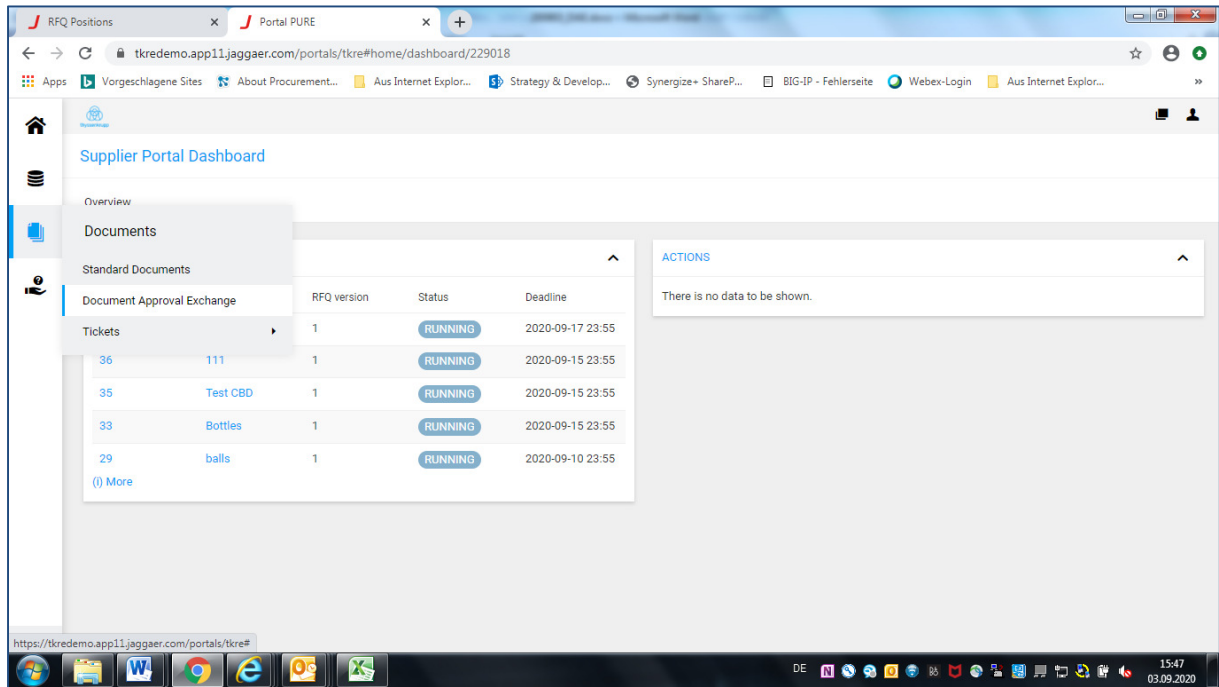
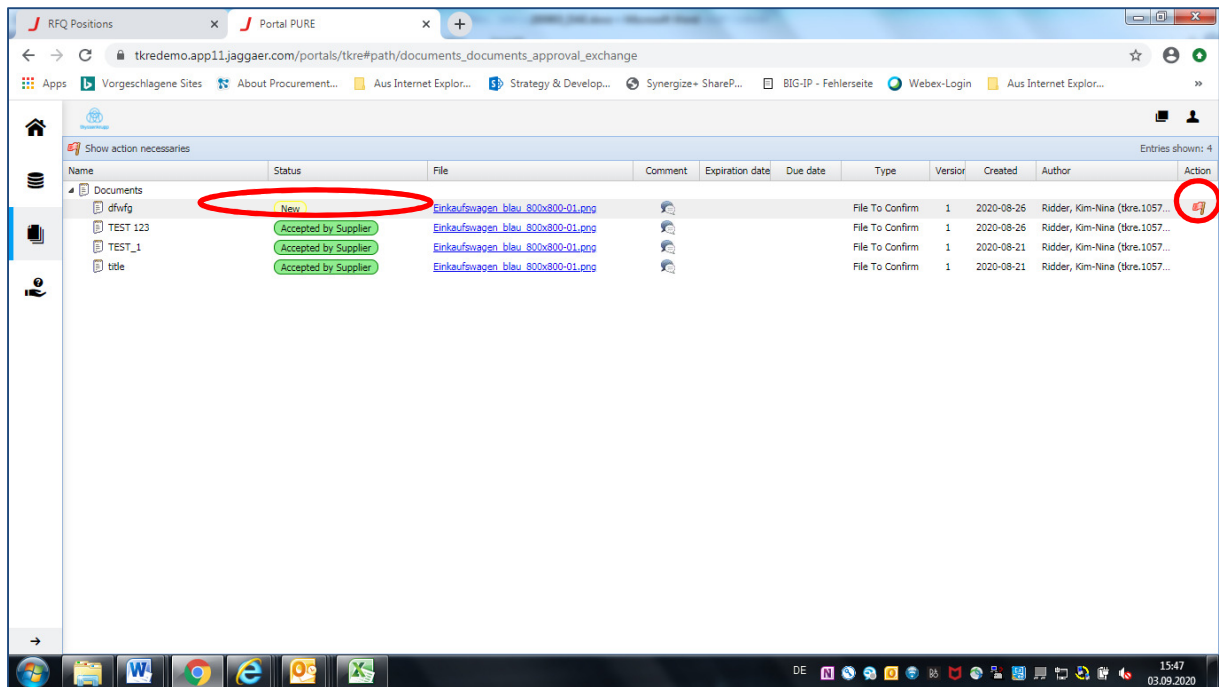


**Document
Approval
Exchange**

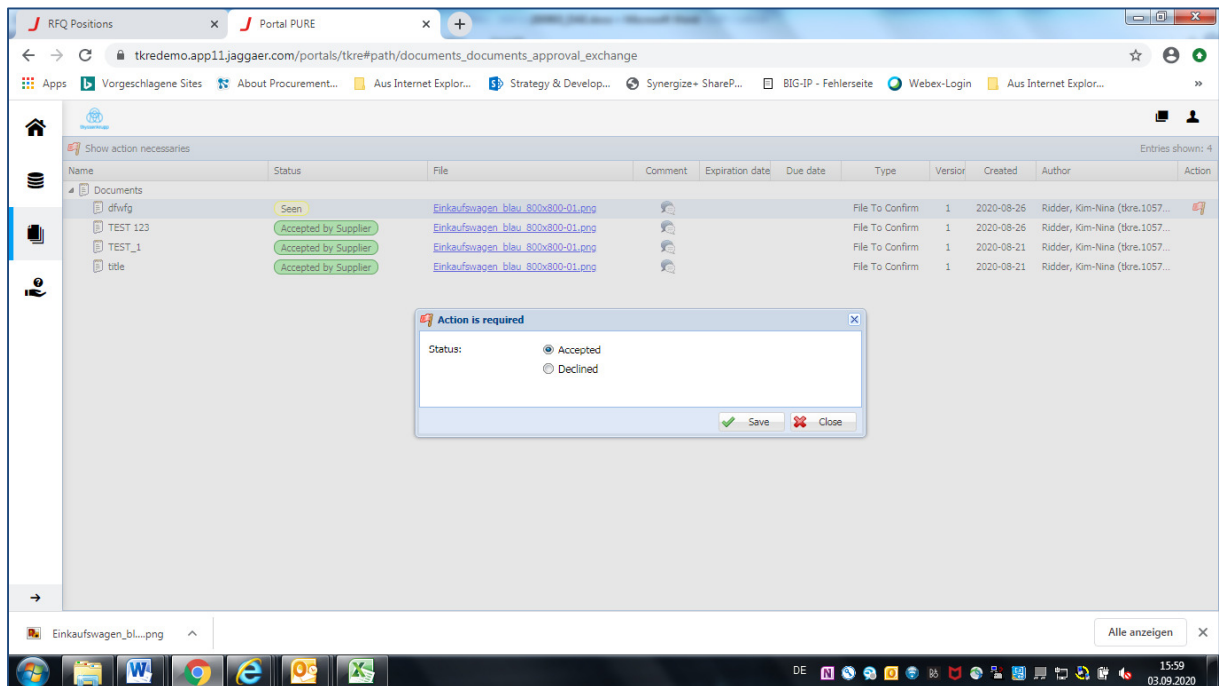
1. Login with your credentials and guide yourself through the menu bar, click on Documents and select the Document Approval Exchange Module.



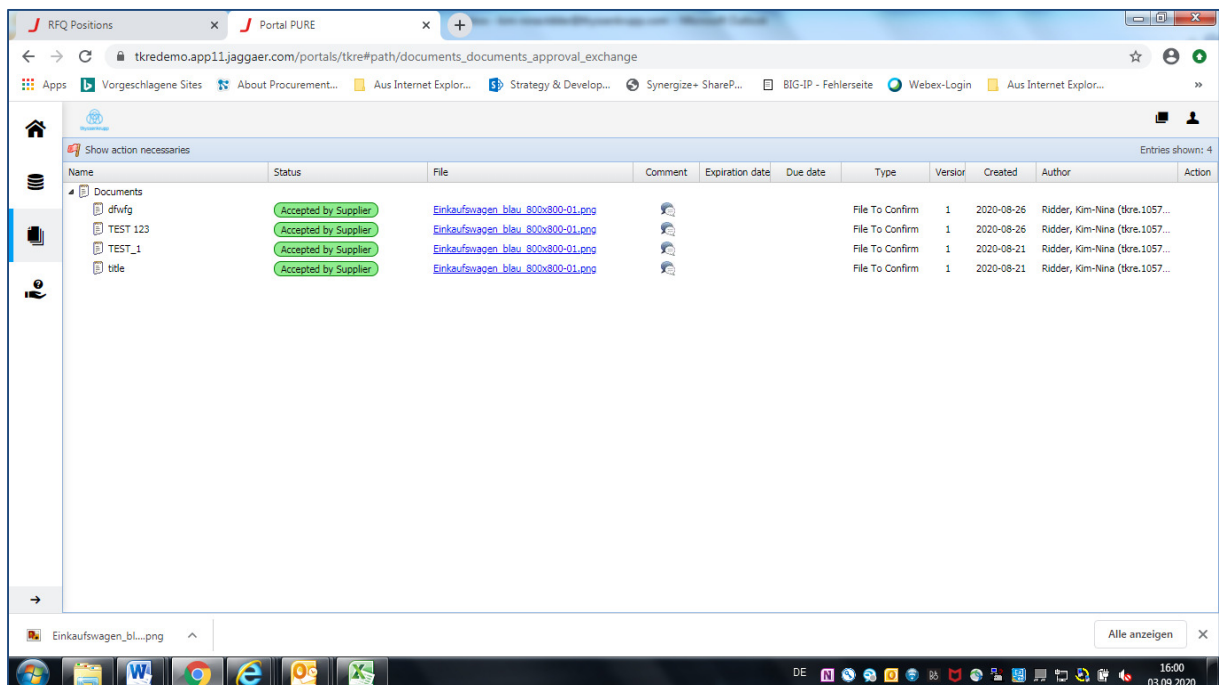
2. Open the document first. As this is a document type File to Confirm (example), you need to accept or deny it. Click on the red flag.



3. A new window will open and you are asked to accept or decline. Click on Save once you made your choice.



4. The status will change to green.



5. There are three more options of documents that can be provided to you from side of supplier:

- Simple file: only a document has been provided to you to read: please open and read it
- Request: the customer requests you to provide a document. Please upload the document / file that is requested from you.
- File and Upload: the customer has sent you a document and wants you to answer with a document. Please upload your document as you want to provide as an answer.