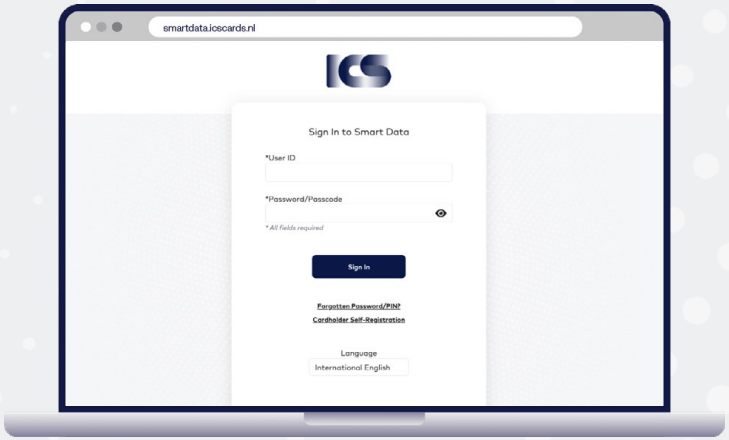
International Card Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 10

Approving a Purchase Request

10 Overview

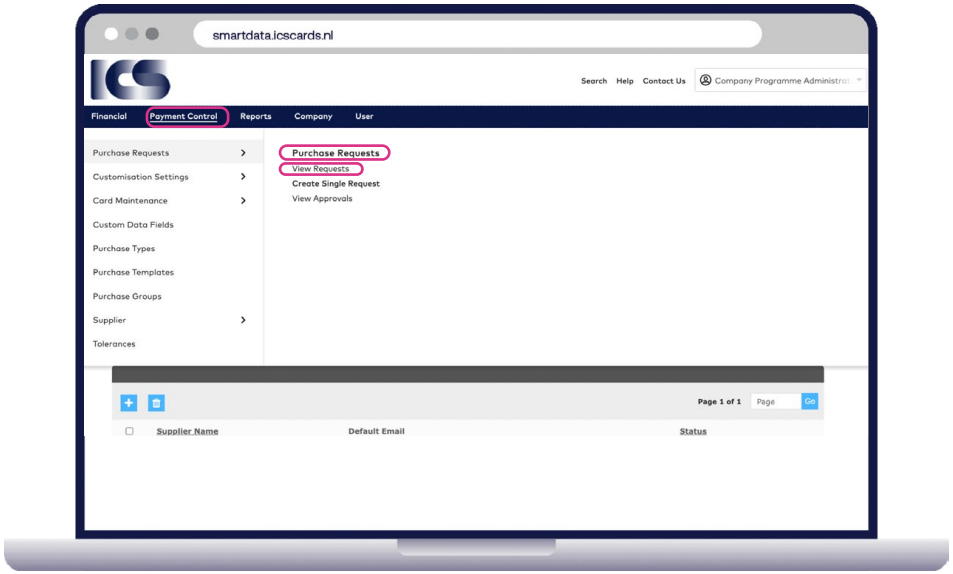
Depending on your company's preferred settings, a **Purchase Request** will either be granted straight upon request, or will be listed for approval. In case approval is needed, the predefined members of the approval flow will **receive an email** to review the request.

In this chapter you will learn how to:

- Find and review a Purchase Request
- Approve, block, deny or cancel a request

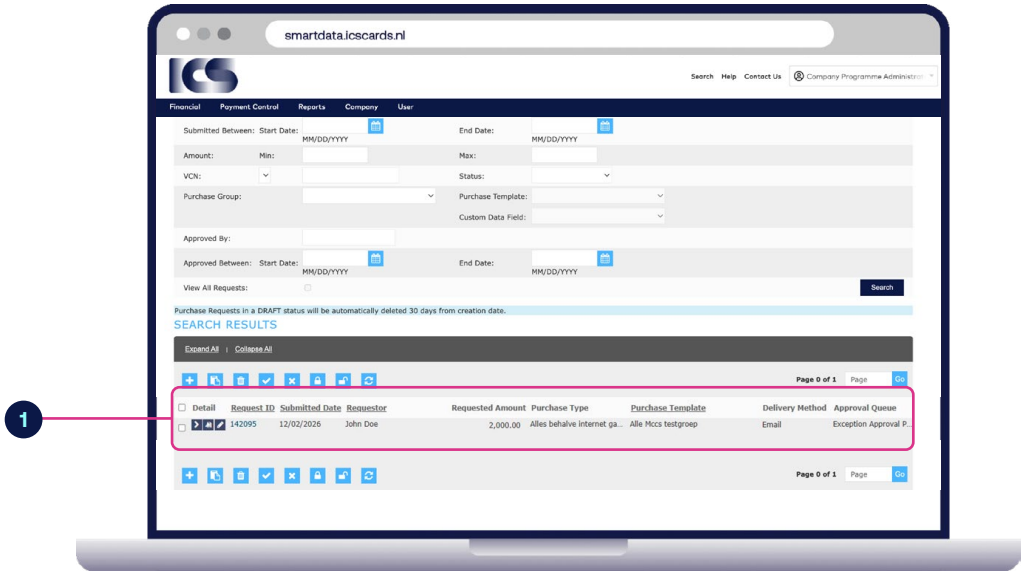
Getting started

Approvers receive an email notification when a Purchase Request is awaiting their approval. Navigate to **Payment Control** > **Purchase Request** > **View Requests.**



Selecting a Purchase Request

1. Click on the **Request ID** you would like to review.

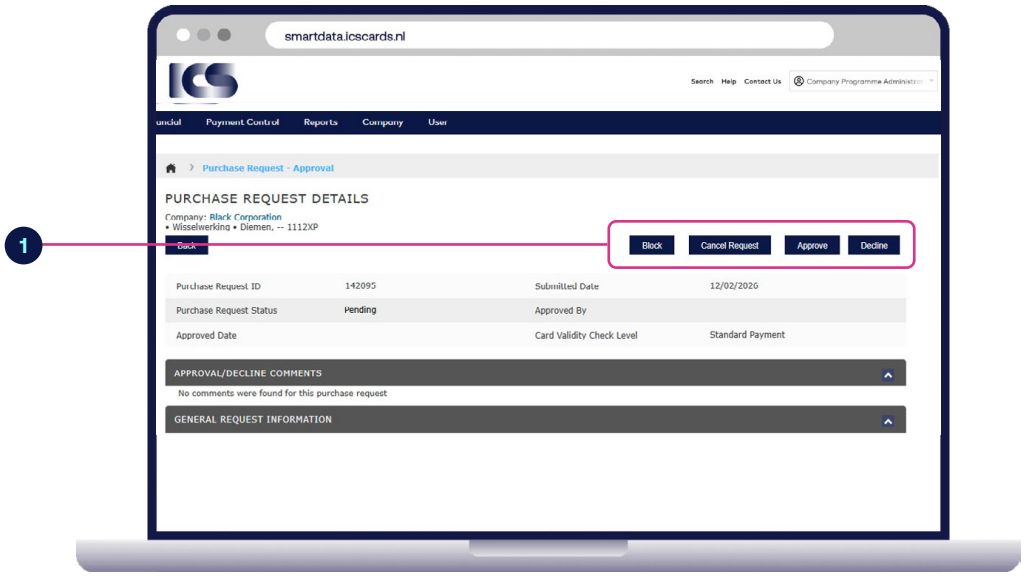


Approving a Purchase Request

Here you will find all the details of this **Purchase Request.**

1. After reviewing, you can choose to **Block**, **Cancel Request**, **Approve or Decline.**

The user will receive an **email notification** with an update on the status of their Purchase Request.



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icscards.nl/zakelijk
icscards.nl/business