



Why myInsight for approval routing?

At Insight, we make it easy and efficient to purchase IT products through myInsight on insight.com. Our free self-management tools simplify technology purchasing, saving you time and money.

Our automated approval routing helps you eliminate manual oversight without sacrificing control. It offers a simple way to manage, monitor and keep your IT procurement processes moving forward. Buyers simply find the products to purchase, and approval routing does the rest.

How approval routing will help your business

Automated approval routing provides end-to-end IT purchasing approval workflow management. It replaces manual requisition processes with a flexible, automated solution that reduces approval cycles, helps ensure policy compliance and eliminates unapproved product purchases.

- Speed up the entire ordering process.
- Take the guesswork out of order routing and approval.
- Enforce purchasing standards and reduce unauthorized purchases.
- Implement real-time order status, approval logging and alert notifications.

myInsight extends purchasing with automated approval routing to help your business run smarter.

myInsight automated approval routing benefits

Highly configurable rules	Use simple or multitiered approver rules based on any combination of: chain of command, currency value tiers or wild card rules (internal dept. code or cost center).
Real-time approval status	The requisition history page displays which orders are awaiting approval, and requesters only see their requisitions, eliminating unnecessary phone calls and emails about status.
Customizable schedule for email reminder notifications	Send email notifications on all actions concerning a requisition or send an email only on the final action, when the order is fully approved or denied. Automatically notify approvers that an action is still pending.
Snapshot of requisition status	See all of your requisitions, the days it took to approve or deny, plus a view of your automated approval processes, requesters and approvers.
Invoice summary	Order information by invoice date. The report includes purchase order, order date, shipping info and invoice total.

We're here for you.

Our team of highly trained technology experts is always available to help you navigate the purchasing process and answer any questions you may have.