Receiving an expense-noreply-c5-prod@ca1.chromeriver.com
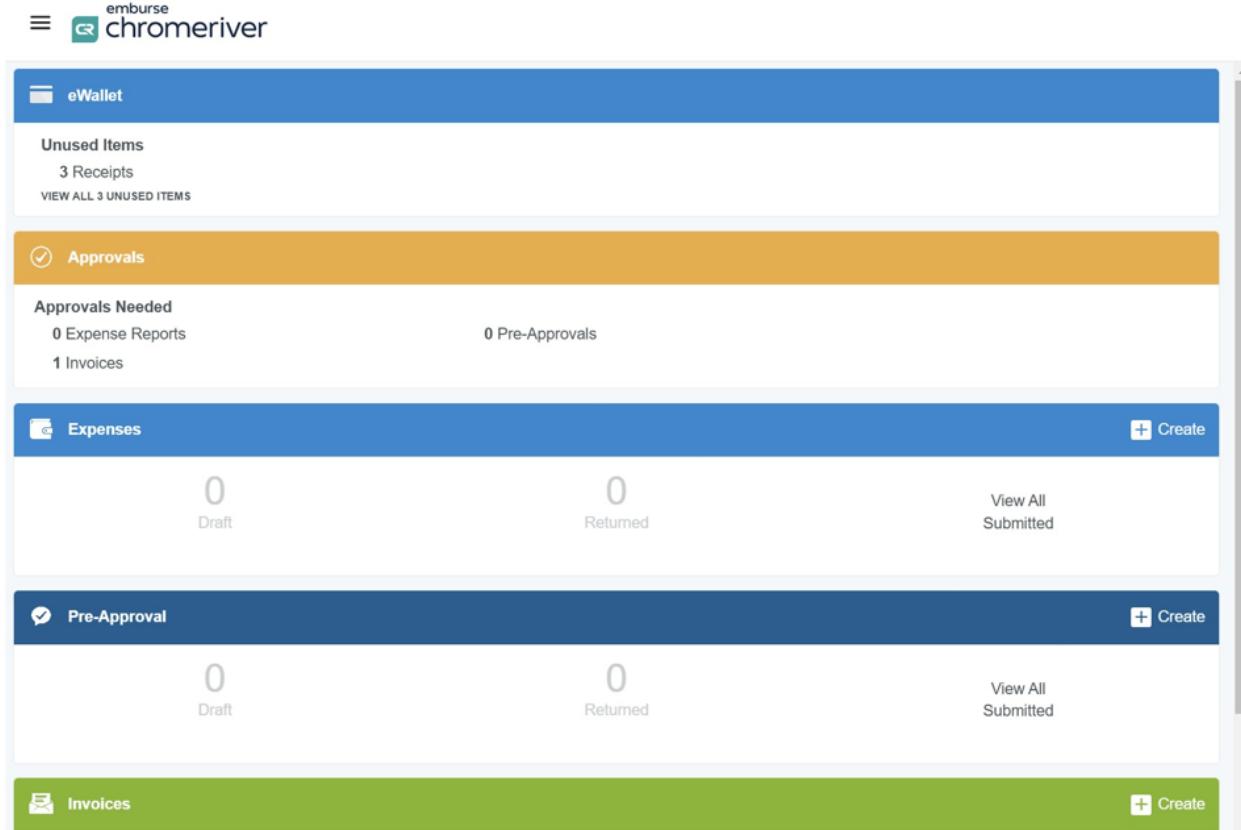
ACTION REQUIRED Approval EMAIL from CHROME RIVER

Below are instructions to follow should you receive an email that looks like the example below:

Clicking, from this email alone, either ACCEPT or RETURN will NOT do anything for the transaction.

ACTION REQUIRED		Chrome River

Vendor	Andrew Belin [811367923]
Address	6800 Brecksville Rd [290b8f65-9202-4f44-8715-17816885d463]
	Independence, OH 44131-5045
	US
Requester	Daniel Ridgway [dridgway | 810632875 | dridgway]
Created By	Rita DiLoreto [rdilorte | 810651918 | rdilorte]
Create Date	11/06/2024
Invoice Number	SERV102024
Invoice Date	10/20/2024
Invoice Amount	225.00 USD
Description	10/20-11/01/2024 cpm security
EthINVVendType	P

Reason For Assignment

[**ACCEPT**]   [**RETURN**]

To take action on this invoice, take either of the following steps:
   Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens

   OR forward this email to approve@invoice.ca1.chromeriver.com or return@invoice.ca1.chromeriver.com with any comments at the top of the forwarded message

To view this invoice online, go to app.ca1.chromeriver.com

Instead, to make absolute sure your approval is completed for the transaction, login to **Flashline** choose the **Expense Reimbursement** tab. This will bring you to the following page:

In the orange toolbar named **Approvals** click on the transaction to be approved by using your mouse to hover over **1 invoices** (2;3;4 etc if applicable). Doing so will open up the following screen..

Double click on the Vendor Name to open the transaction, see below.

This screen will open, please review vendor name and attachments to verify that this expense can be processed. If you have questions or comments about this transaction before it is processed for payment, in the upper right corner three dots appear. Here you can return to the creator/initiator with notes or changes that need to be made to the transaction. Otherwise choose **SUBMIT**, **Approve**.

If you choose SUBMIT Approve this is the screen that you will see*, **leave the 2 fields, Select Additional Reviewer & Optional Comments blank** and click the green **APPROVE** button.