

# Inter Office Note Request

## Quick Reference User Guide

### 1. Navigate to ION Approval Request URL

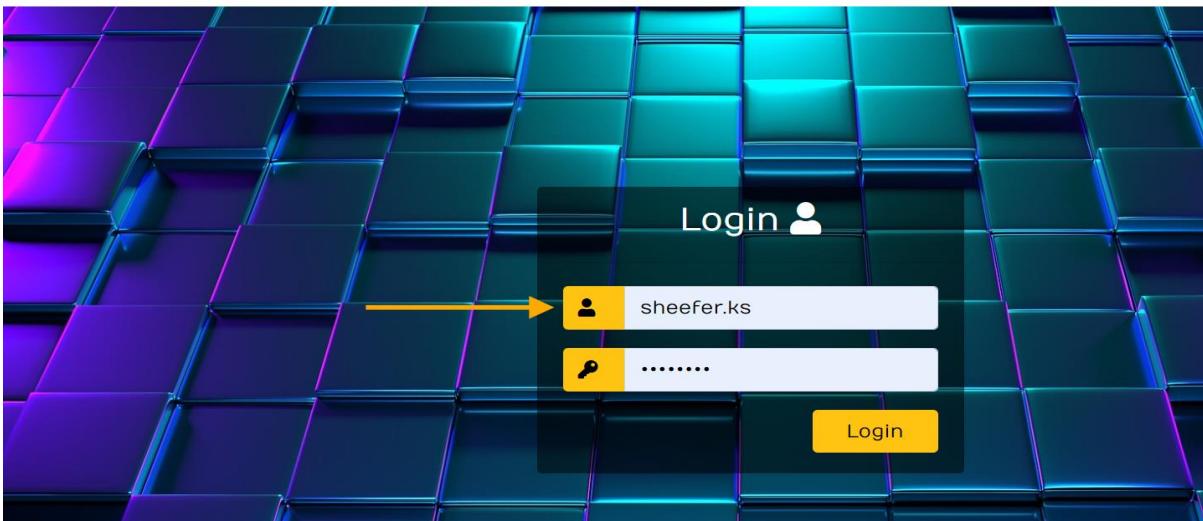
Launch a web browser and type the address of ION approval request site.

<https://home.nestgroup.net/purchase/>  
or  
[Login Page \(nestgroup.net\)](https://home.nestgroup.net/login)

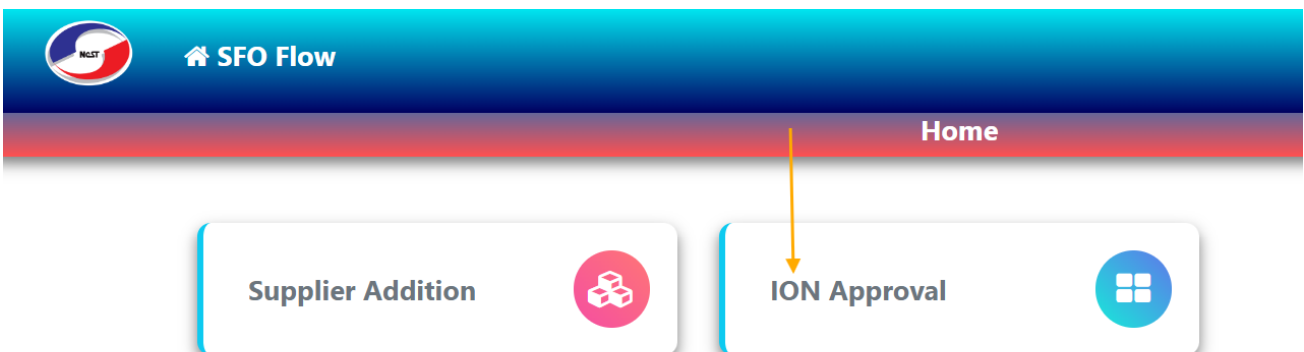
- Username - <Computer Login Name>
- Password - <login password>



SFO Flow



- Click on "ION Approval" button to open the Home page.



## 2. New Request

Click on “+New Request” to open the New ION Request page.

ION Requests

[+New Request](#)

Show 10 entries Search:

ION #	Type of Material	Business Unit	Division	Location	Requester	Created	Attachment	Status
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→ Select “Division” to select the approvers.

New ION Request

TO: Finance

ION Number (Auto generated):

From\*: Select...

Date: 12-08-2024

Division: Hitek 2A

Location: Select...

Requester:

Business Unit:

CGA Amount:

→ Click on the “Submit” button to submit and start workflow.

Details

SL #	Item Details	Quantity	Unit Price	Net Cost	Remarks
1					

- Delete + Add Item

Total Value:

History of Previous Purchase

Submit Close

→ Click on the “action button” to view the record

ION Requests

+New Request

Show 10 entries Search:

ION #	Type of Material	Business Unit	Division	Location	Requester	Created	Attachment	Status	Actions
ION-CFT-Electronics-24-25-79	test type of materials	AEROSPACE N DEFENCE	Electronics	Kochi	sheefer.ks@nestgroup.net	2024-08-12		Waiting for Dep Head Approval	

### 3. Approval Process

→ Approvers will receive mail from [helpdesk.cochin@nestgroup.net](mailto:helpdesk.cochin@nestgroup.net), click on the “Approval link” to open approval page.

ION Request to me

from: ION Request <helpdesk.cochin@nestgroup.net>  
to: ION Approval Request <sheefer.ks@nestgroup.net>  
date: Aug 12, 2024, 12:51 PM  
subject: ION Approval Request - ION-CFT-Electronics-24-25-79  
mailed-by: nestgroup.net  
security: Standard encryption (TLS) Learn more

Requester	viju.vincent
Type of Material	test type of materials
Purpose of CG	
Division	Electronics
Currency	USD
CGA Amount	2335352
Capex Type	IT Related
Status	Waiting for Dep Head Approval

Approval Link

→ click on the “Approve/Reject” button to navigate approve page

ION Pending Approval Tasks

Show 10 entries Search:

ION #	Type of Material	Business Unit	Division	Total Value	Attachment	Status	Actions
ION-ERP-Electronics Division III-24-25-79	test types	AEROSPACE N DEFENCE	Electronics Division III	4444		Waiting for Finance Level Approval	Approve/Reject

→ Choose action button to complete the tasks.

Details						
<input type="checkbox"/>	SL #	Item Details	Quantity	Unit Price	Net Cost	Remarks
<input type="checkbox"/>	1	ssss	222	333.0000	73926.0000	
<input type="checkbox"/>	2	sss	333	444.0000	147852.0000	
<input type="checkbox"/>	3	ggg	4444	4444.0000	9999999.9999	

Total Value:

19970914

→ Approvers can also open the approval task page Click on the “Approval Tasks” to navigate approval task page

ION #	Type of Material	Business Unit	Division	Location	Requester	Created	Attachment
ION-CFT-Electronics-24-25-70	test type of material	AEROSPACE N	Electronics	Kochi	sheefer.ks@nestgroup.net	2024-08-12	