

Enterprise Spend Platform:

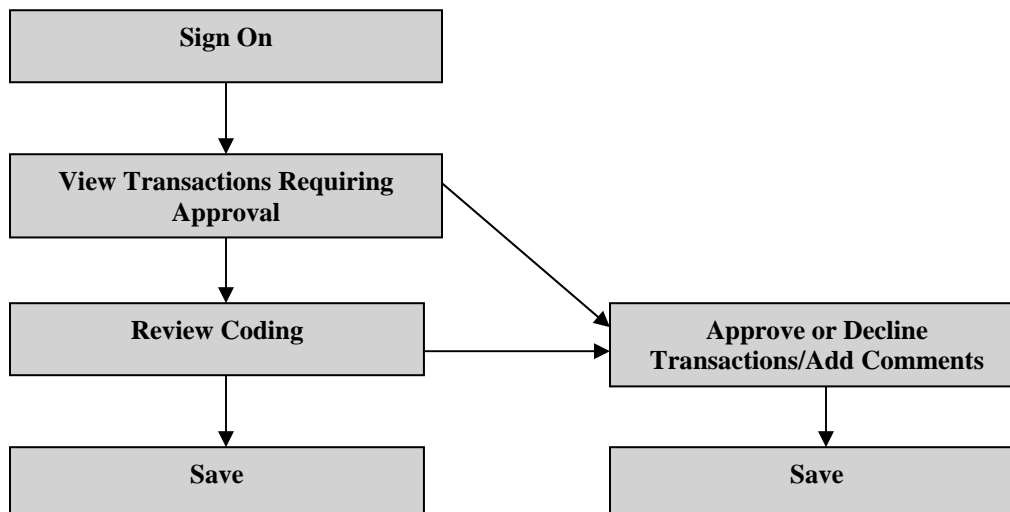
Viewing and Approving or Declining Transactions

Signing On

To Sign On To Enterprise Spend Platform

1. Enter the following web address:
<https://enterprisespendplatform.suntrust.com>
2. Enter your **Email Address, Username** and **Password**.
3. Click **Sign On**.

Viewing and Approving or Declining Transactions Process



Viewing Transactions

To View Transactions

1. Click **Approvals** from the left side menu of your screen. The screen “Items Requiring Attention” will appear. This screen shows a list of employees with transactions awaiting your approval, as well as the account type, statement period, and information required.

The left side menu of your screen will now be divided into the various account types. Any statement periods where there is approval action required will be highlighted in red.

The screenshot shows the SunTrust Enterprise Spend Platform interface. The main content area is titled "Items Requiring Attention" and displays a table of transactions. The table has the following data:

Employee	Issuer	Period	Information Required	Approval Required
Sarah Cardholder	SunTrust	2007/11/24	-	1
	Cash Expenses	2007/10/30	-	1
		2007/11/30	1	2
		2007/12/30	-	2
		2008/01/31	-	1

Callout boxes in the image point to the "Items Requiring Attention" header and the "Approval Required" column.

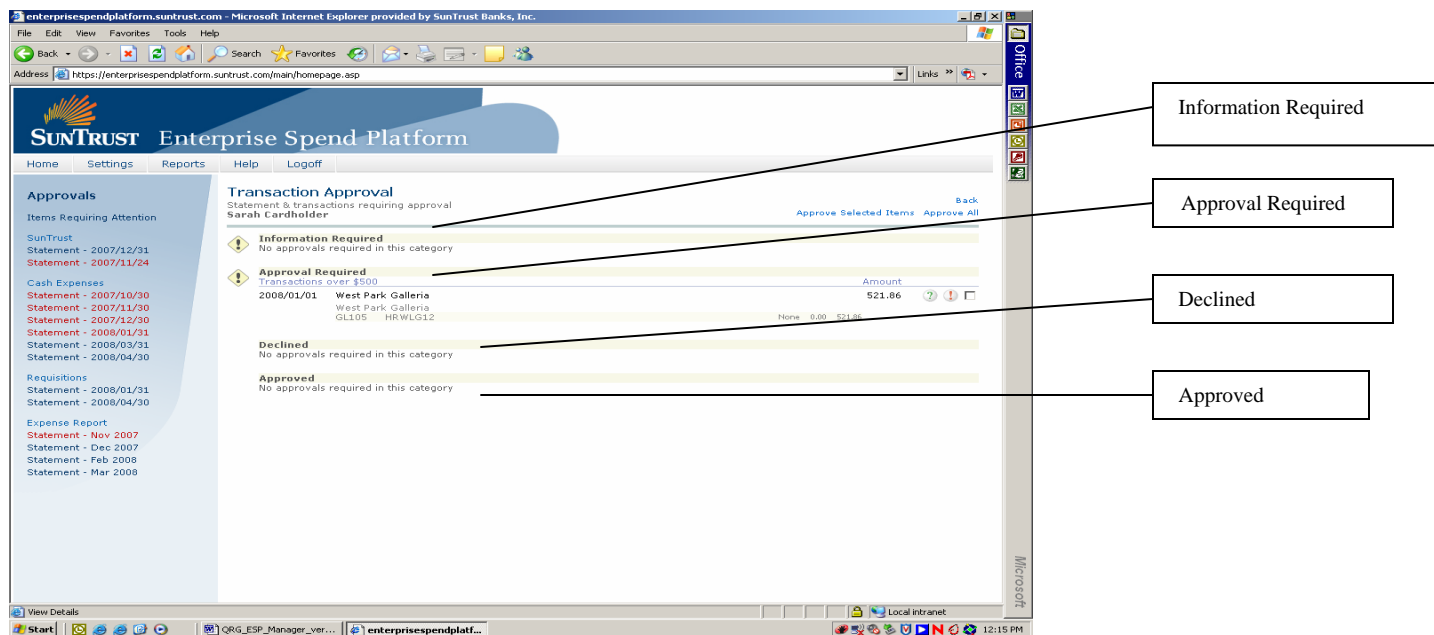
Approving or Declining Transactions


1. Click on the statement period to the right of an employee's name. The **Transaction Approval** screen showing individual transactions will appear.

The **Transaction Approval** screen will now display the names of employees who have transaction items requiring your approval. This screen is divided into four sections:


- Information Required
- Approval Required
- Declined
- Approved

The employee names will appear under one of these headings depending on the status of transaction approval.



2. Click  (Change Approval Details) and the Transaction Details or Cash Expense Details (if this is a cash expense), window will appear to **Approve** or **Decline** the transaction or if additional information is required, select the **Information Required** option.

Type comments in the **Approver Comments** box to explain what information or action is required from the employee and click **Save**.


3. The transaction will now move to the **Transaction Approval** screen under the category heading of **Information Required**.
4. A  will not appear on the employee's statement. The employee will also receive an automated email to advise them that you have requested more information on one of their transactions. The employee can now provide the information you require in the **Cardholder Comments** field of the **Approval** window.


OR


Alternatively, you can click on a statement period highlighted in red on the left side menu of your screen. The **Transaction Approval** screen will now display the names of employees who have transaction items requiring your approval. Click on the employee name under the headings and



proceed with your decision on the transactions.

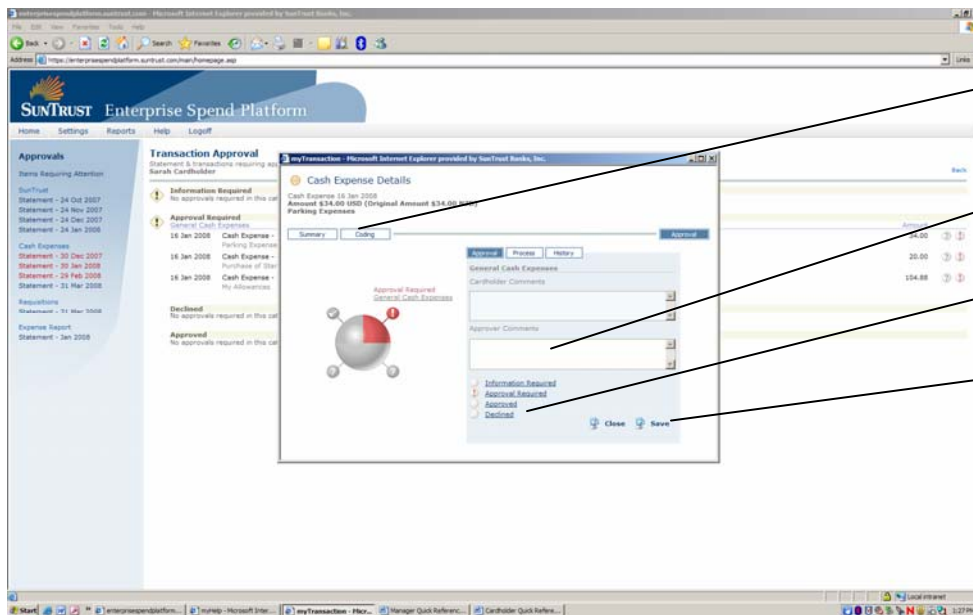
- To decision a transaction, review the icons to the right of each transaction.

 A green question mark indicates the transaction has been automatically coded.

 A red exclamation mark indicates approval is required.

- Click on any transaction with , which will bring up the **Transaction Details** or **Cash Expense Details** window (if this is a cash expense).
- You can also review the GL coding by clicking on the **Coding** tab, review how the approval process is structured by clicking on the **Process** tab, and review a record of the approval actions taken by clicking on the **History** tab.
- Select **Approved** or **Declined** from the **Transaction Details** or **Cash Expense Details** window and add comments in the **Approver Comments** section. Click **Save**.

 will now appear on the cardholder's statement if you approve the transaction and  will appear if you decline it.



Click Coding to Review GL Coding if Needed

Add Comments if Needed

Click Approved or Declined

Click Save

Note: Some organizations will have an option activated that will allow you to approve all transactions at once. If this option is activated for your organization, there will be an **Approve All** button at the top right of your **Transaction Approval** screen.

Click **Approve All** to approve all transactions shown on the screen that have not yet been approved or declined, without having to click on the individual transactions.

Also, to the left of the **Approve All** button, there is a button called **Approve Selected Items**. This button allows you to approve individual transactions without clicking on the transaction.

Click in the checkbox to the right of the transaction to select the individual items you wish to approve.

Click **Approve Selected Items** to approve only those items that you have selected by clicking in the checkbox.

The screenshot displays the SunTrust Enterprise Spend Platform interface. The main content area is titled "Transaction Approval" and shows a list of transactions requiring approval for Sarah Cardholder. The transactions are categorized into "Information Required", "Approval Required", "Declined", and "Approved". The "Approval Required" section contains a table with the following data:

Transaction Date	Description	Amount	Approval Status
2008/01/01	West Park Galleria West Park Galleria GL105 - HRWLG12	521.86	<input type="checkbox"/>
		None 0.00 521.86	

At the top right of the transaction list, there are two buttons: "Approve Selected Items" and "Approve All". Callout boxes point to these buttons. The "Approve All" button is located to the right of the "Approve Selected Items" button. The "Approve Selected Items" button is located to the left of the "Approve All" button.

Logging Off

To Log Off

- Click **Logoff** at the top of the screen to exit application and close connection completely.

Maintaining Your Password

To Change Your Password

1. Click **Settings** at top of screen.
2. Click **Set Password** from the left side menu.
3. Enter your **Current Password**, **New Password** and **Confirm Password**.
4. Click **Save**.

Getting Help

Click **Help** at the top of the screen.

If your **Username** and **Password** becomes locked out after the second sign on attempt, please contact your company's program administrator. For all your other servicing needs, also contact your company's program administrator.

For Program Administrators Only:

If you need technical assistance, please contact SunTrust Commercial Card Services at 866.829.6395 between 8:00 a.m. and 5:00 p.m. ET, Monday through Friday on bank business days, or via email at tmcardsupport@suntrust.com.

SunTrust Client Commitment: SunTrust will never send unsolicited emails asking clients to provide, update, or verify personal or account information, such as passwords, Social Security numbers, PINs, credit or Check Card numbers, or other confidential information.

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