ESP - Enterprise Spend Platform

https://esp.suntrust.com

Enter your email address followed by a username and password provided to you by SunTrust/ESP.
Monthy Cardholder Review - How to Approve

**SUNTRUST**

Enterprise Spend Platform

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**Approvals**

- Print Statement
- Image Library
- Pinned

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**MY ACCOUNTS**

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Available Credit</th>
<th>Current Balance</th>
<th>Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX-XXXX-XXXX-0835 Edith Gans Corporate</td>
<td>5,000.00</td>
<td>0.00</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**APPROVALS**

- Approval Required: 2
- Info Provided: 0
- Info Required: 0

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**Approval Required**

Approvals will appear when transactions have been coded and routed to you.
**Monthly Cardholder Review - Approvals**

**Items Requiring Attention**
Statement & Transactions requiring approval

**Approver Summary View**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Period</th>
<th>Information Required</th>
<th>Information Provided</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edith Gans</td>
<td>SunTrust - MasterCard</td>
<td>12/25/2016</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

Click on card holder name to view pending approvals.
Monthly Cardholder Review - Approvals

This screen shows the details of the transaction and its coding

- To approve ALL transactions – “Approve All”
- To approve selected transactions, choose the associated check box and click “Approve Selected Items”
- To see more information, change coding, or approve, click on the red “!”