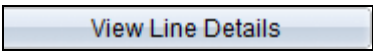


First Approver

Step	Action
1.	After the Requester completes and submits the requisition, an email will be sent to the First Approver notifying them they have a requisition to review. Click the Message link from the Approval Request notification email.
2.	Enter your Login ID and Password . Click the Sign In button. 
3.	To view requisition information, click the Select All/Deselect All option.
4.	Click the View Line Details button. 
5.	The requisition information displays. Click the Close button when the review is complete. 
6.	If a requester has left comments a comment bubble will display. Click the Comments button. 
7.	Comment information displays. Click the Return to Previous Page link. 
8.	Enter the desired information into the Enter Approver Comments field. Note: Comments are required when denying a request.
9.	Click the Approve or Deny button. 
10.	Once the first approver has reviewed the requisition, the approval path will indicate Approved or Denied . If a Second Approver is in the approval path, then an email will be sent to the next Approver on the path.
11.	End of Procedure.