

Second Approver: Pushback Requisitions

Step	Action
1.	Click the Message link.
2.	Enter your Login ID and Password . Click the Sign In button.
	Sign In .
3.	To view requisition information, click the Select All / Deselect All option.
4.	Click the View Line Details button. View Line Details
5.	After the review is complete, click the Close button.
6.	Enter the desired information into the field.
7.	Click the Pushback button.
8.	The requisition has been pushed back. The First Approver will receive an email indicating the push back.
9.	End of Procedure.