Managing Requisition Approvals

Introduction

In addition to approving requisitions using the email link you receive, you can also approve requisitions through the Manage Requisition Approvals page.

Procedure

1. Click the Main Menu link.
2. Click the eProcurement button.
3. Click the Manage Requisition Approvals link.
4. Select the desired Req ID link.
5. To view line details on all lines, click the Select All/Deselect All option. To view line details for specific line items, click the checkbox on the individual lines.
6. Click the View Line Details button.
7. Shipping information, GL distribution information, item description and cost will be displayed. Click the close button when complete.
8. Click the Approve or Deny button.
9. End of Procedcure.