Approving Requisitions: Second Approver

Introduction

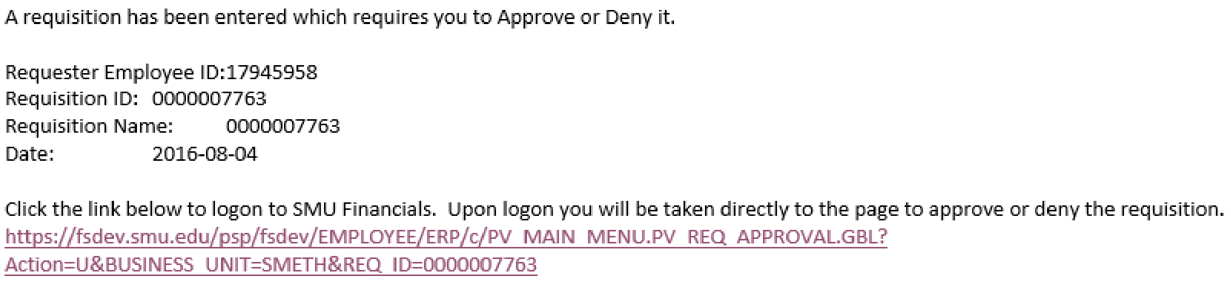
After the first approver approves a requisition, an email will be sent to the Second Approver notifying them they have a requisition to review.

Procedure

1. Click the **Message link** from the Approval Request notification email.
2. Log in with your **ID** and **password**.
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 on the tab or window when complete.
6. Enter the desired information into the **Enter Approver Comments** field.

NOTE: Comments are required when denying a requisition.

7. Click the **Approve** or **Deny** button.
8. Your approver box will display Approved or Denied. If approved, the Purchasing Director status box will display the pending action. An email will be sent to the requestor indicating the status of the requisition.
9. **End of Procedure.**



A requisition has been entered which requires you to Approve or Deny it.

Requester Employee ID:17945958
Requisition ID: 0000007763
Requisition Name: 0000007763
Date: 2016-08-04

Click the link below to logon to SMU Financials. Upon logon you will be taken directly to the page to approve or deny the requisition.
https://fsdev.smu.edu/psp/fsdev/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=SMETH&REQ_ID=0000007763

An example of email sent to approver.