

ePROCUREMENT – APPROVER'S TRAINING GUIDE

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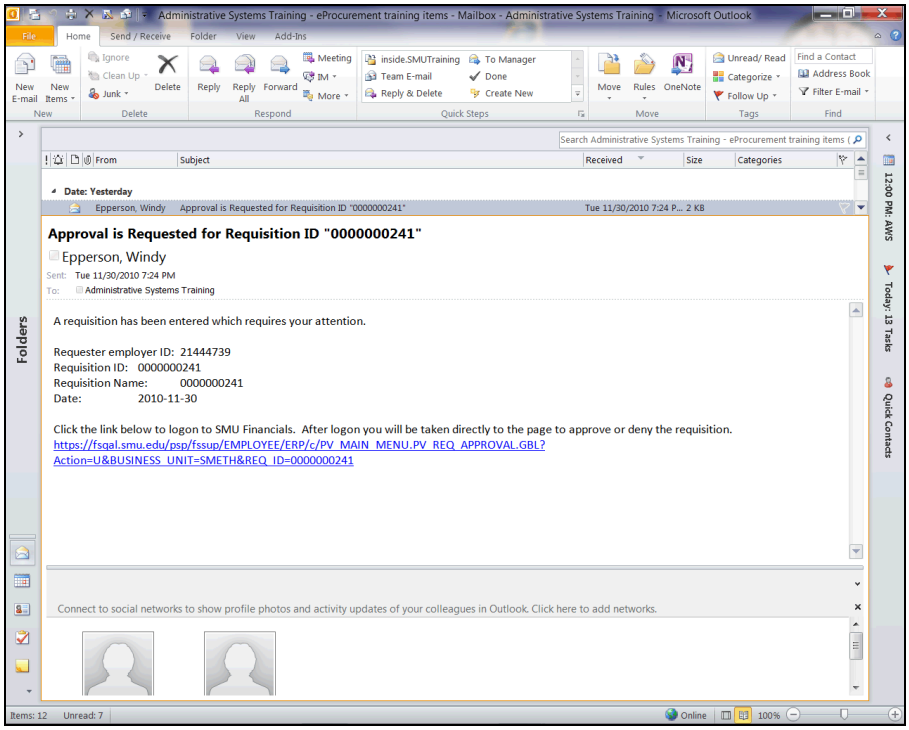
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eProcurement

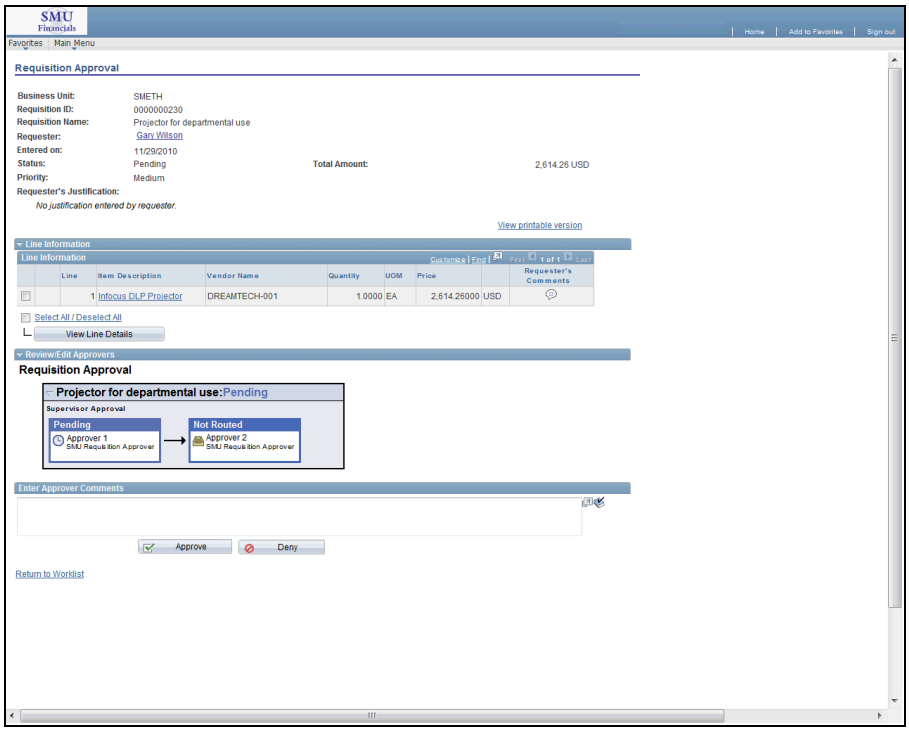
Approving Requisitions

First Approver

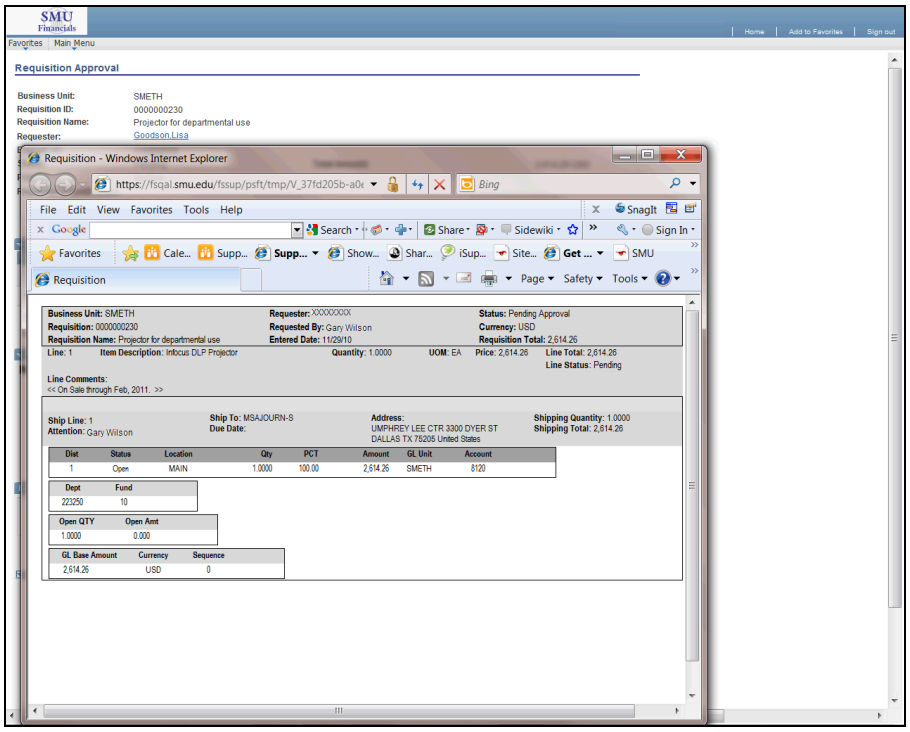
Procedure



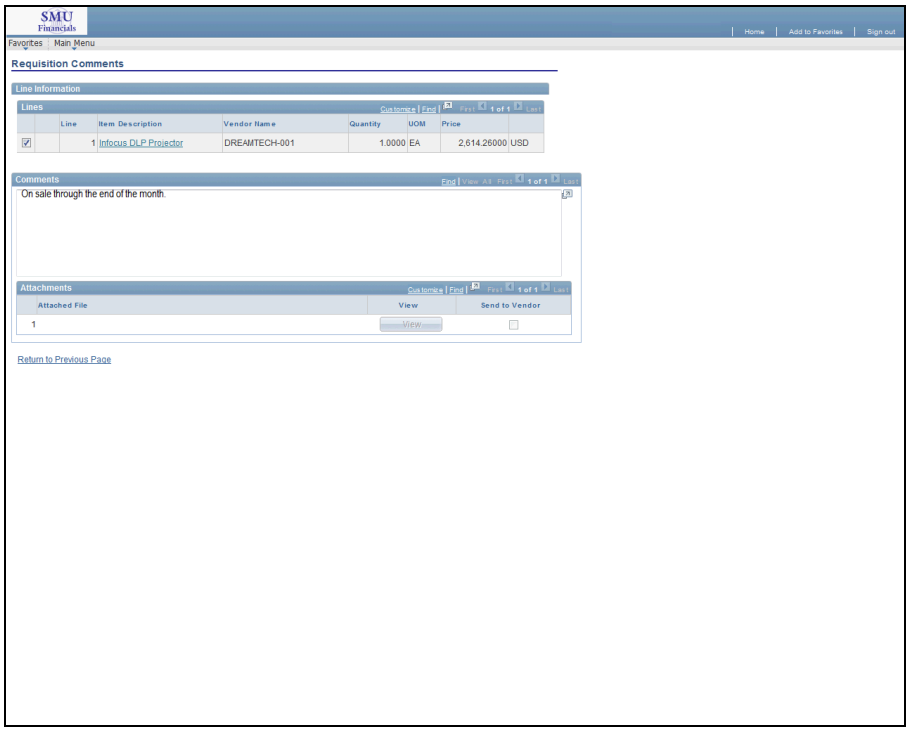
Step	Action
1.	After the Requester completes and submits the requisition, an email will be sent to the First Approver notifying them they have a requisition to review. Click the **Message link** from the Approval Request notification email.
2.	Enter your **Login ID** and **Password**. Click the **Sign In** button. Sign In



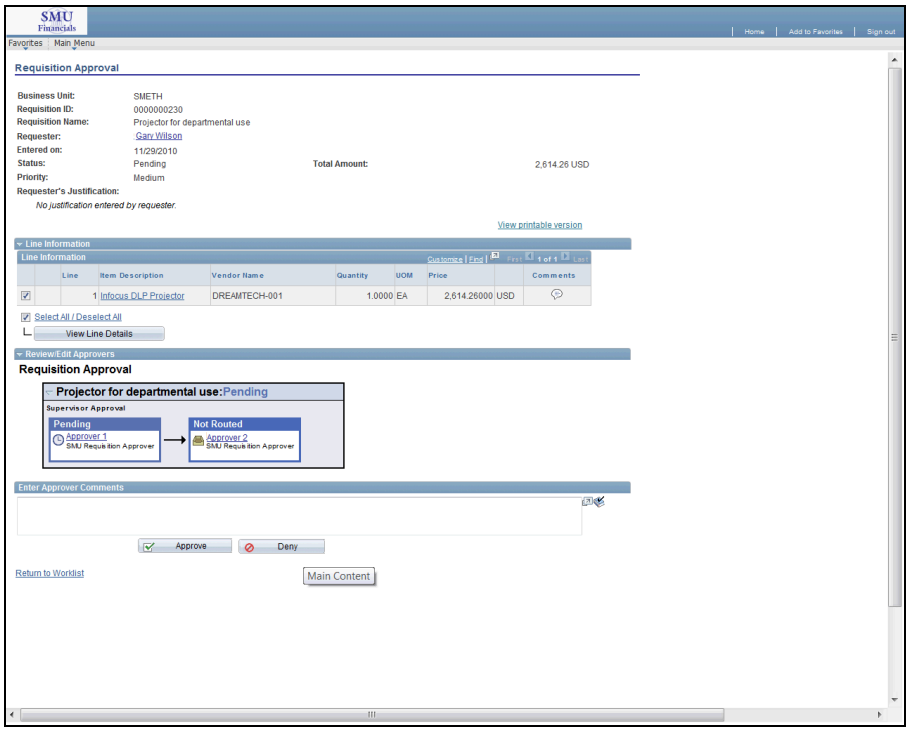
Step	Action
3.	To view requisition information, click the **Select All/Deselect All** option. 
4.	Click the **View Line Details** button. 



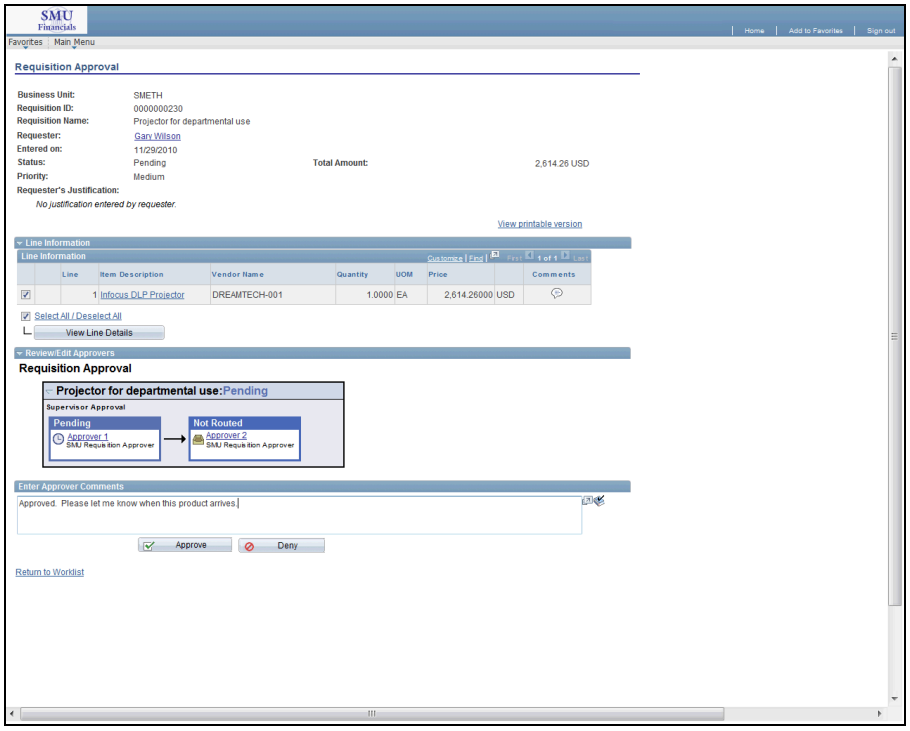
Step	Action
5.	The requisition information displays. Click the **Close** button when the review is complete. 
6.	If a requester has left comments a comment bubble will display. Click the **Comments** button. 

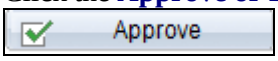


Step	Action
7.	Comment information displays. Click the **Return to Previous Page** link. Return to Previous Page



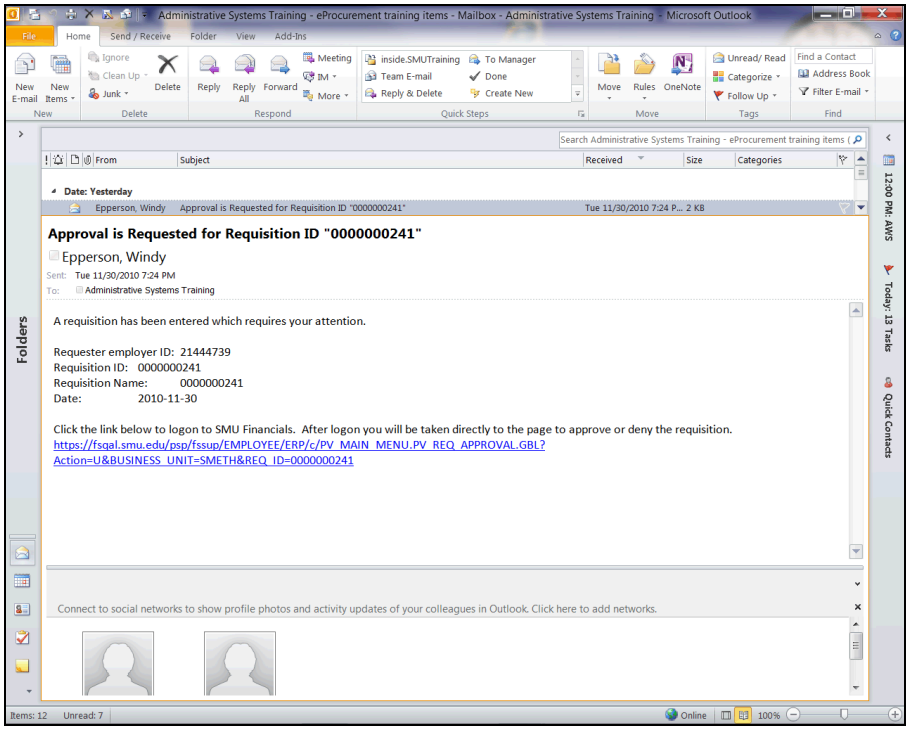
Step	Action
8.	Enter the desired information into the **Enter Approver Comments** field. **Note:** Comments are required when denying a request.



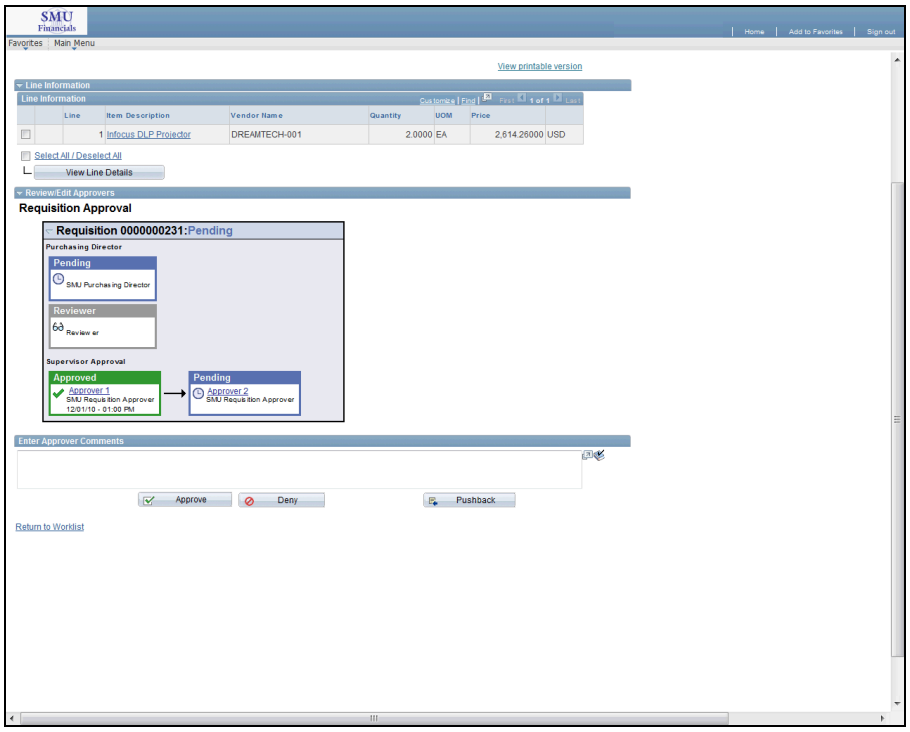
Step	Action
9.	Click the **Approve or Deny** button. 
10.	Once the first approver has reviewed the requisition, the approval path will indicate **Approved** or **Denied.** If a Second Approver is in the approval path, then an email will be sent to the next Approver on the path.
11.	**End of Procedure.**

Second Approver: Approving and Denying Requisitions

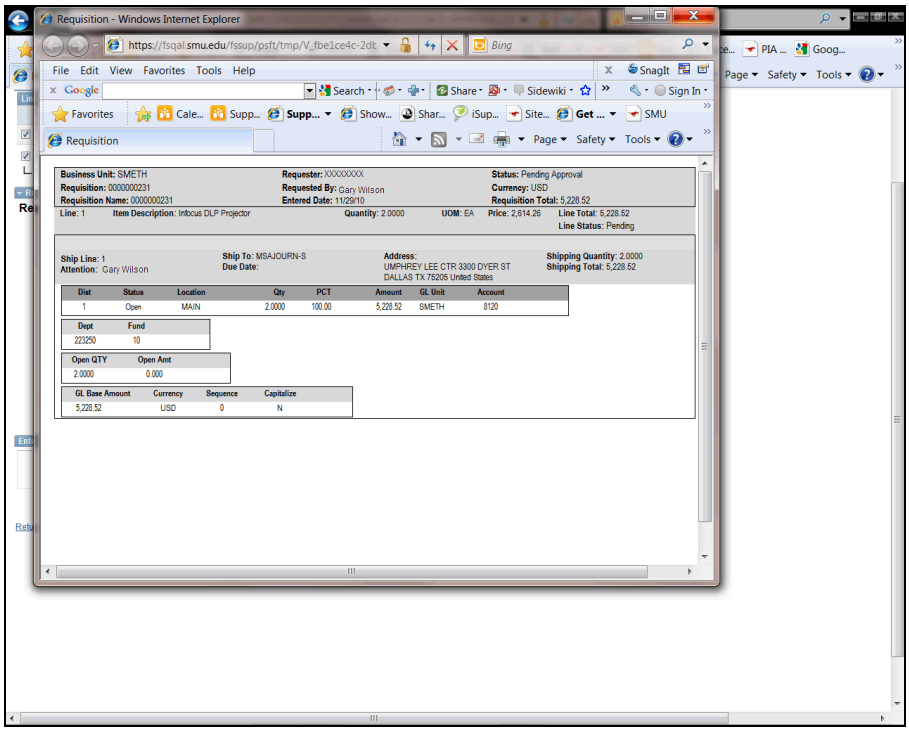
Procedure



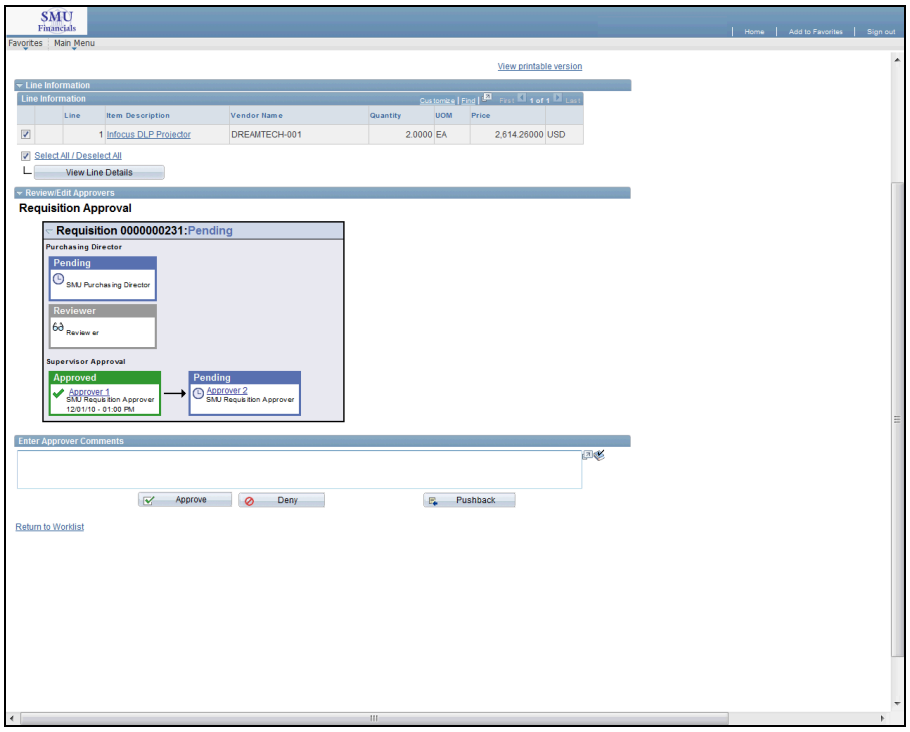
Step	Action
1.	After the First Approver approves a requisition, an e-mail will be sent to the Second Approver notifying them they have a requisition to review. Click the **Message link** from the Approval Request notification e-mail.
2.	Enter your **Login ID** and **Password**. Click the **Sign In** button. Sign In



Step	Action
3.	To view requisition information, click the **Select All / Deselect All** option. 
4.	Click the **View Line Details** button. 



Step	Action
5.	Review requisition information. Click the **Close X** button to return to the approval page. 

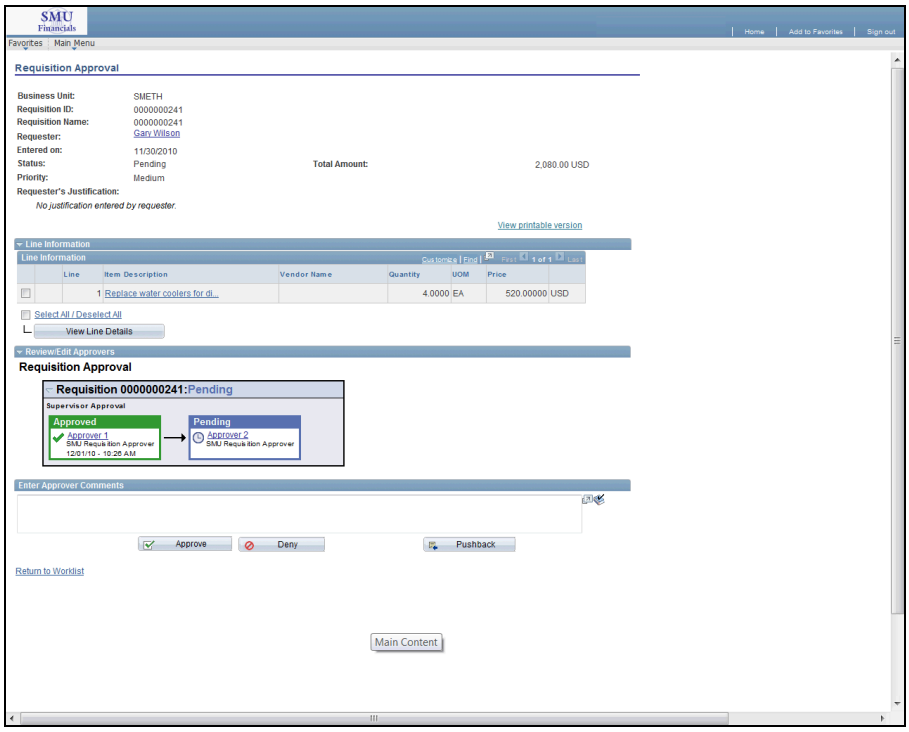


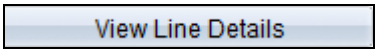
Step	Action
6.	Enter the desired information into the **Comments** field.
7.	Click the **Approve** or **Deny** button.
8.	Your approver box will display **Approved** or **Denied.** If approved, the Purchasing Director status box will display the pending action. An e-mail will be sent to the requestor indicating the status of the requisition.
9.	**End of Procedure.**

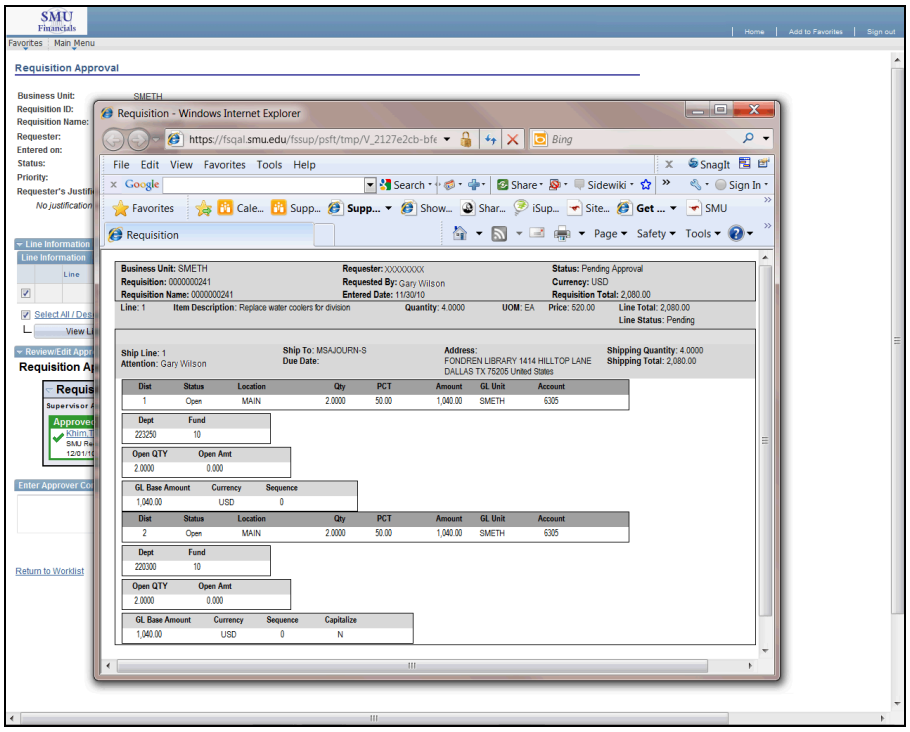
Second Approver: Pushback Requisitions

Procedure

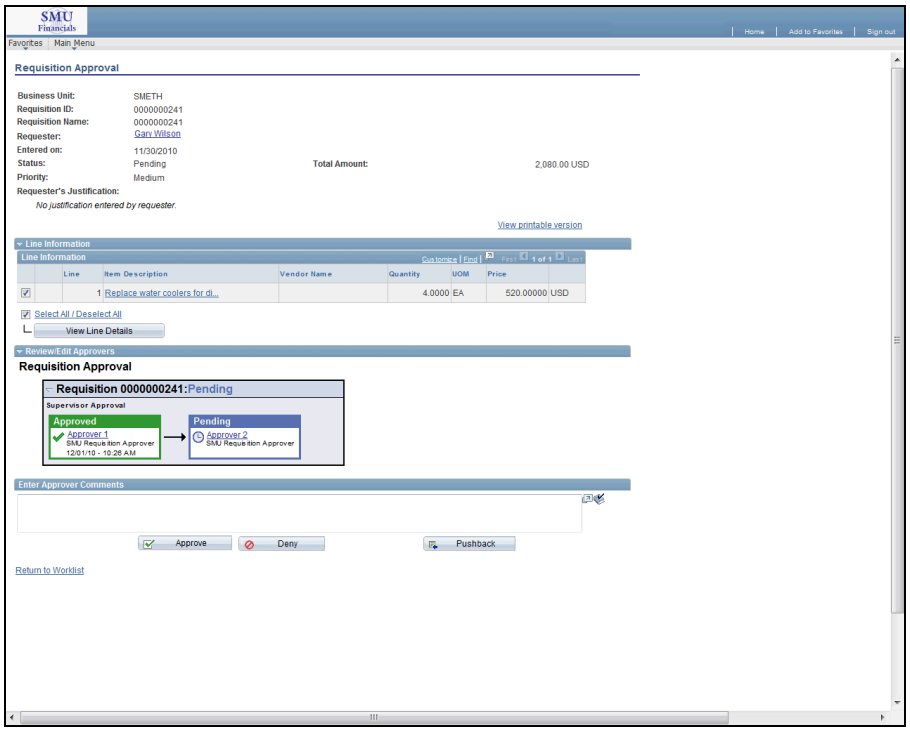
Step	Action
1.	Click the **Message** link from the requisition email.
2.	Enter your **Login ID** and **Password**. Click the **Sign In** button. 

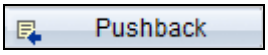


Step	Action
3.	To view requisition information, click the **Select All / Deselect All** option. 
4.	Click the **View Line Details** button. 



Step	Action
5.	After the review is complete, click the **Close** button. 

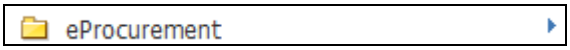


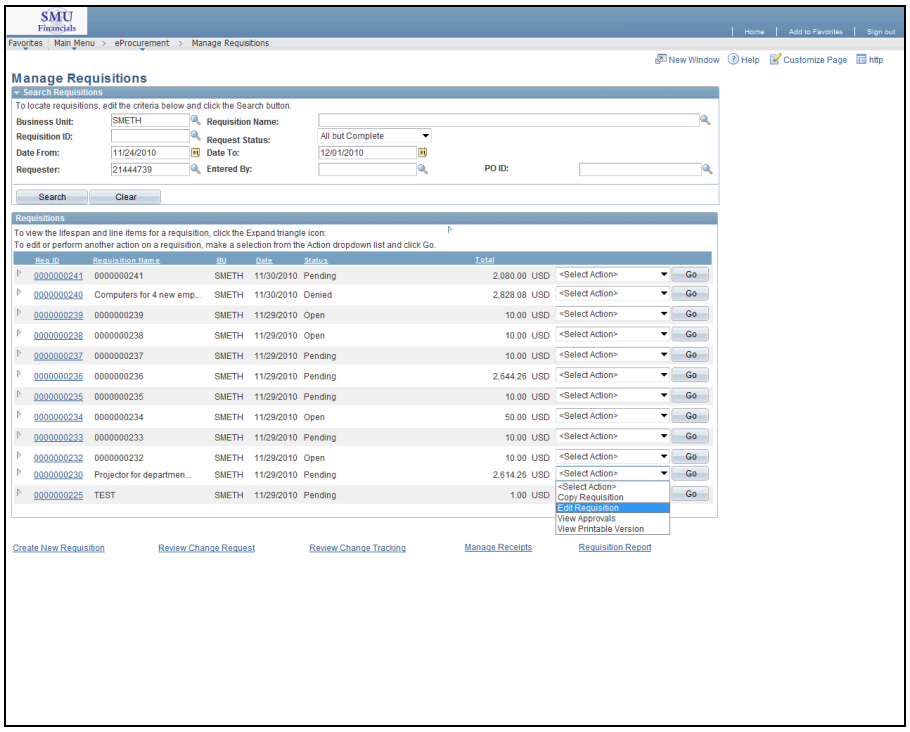
Step	Action
6.	Enter the desired information into the field.
7.	Click the **Pushback** button. 
8.	The requisition has been pushed back. The **First Approver** will receive an email indicating the push back.
9.	**End of Procedure.**

Manage Requisitions

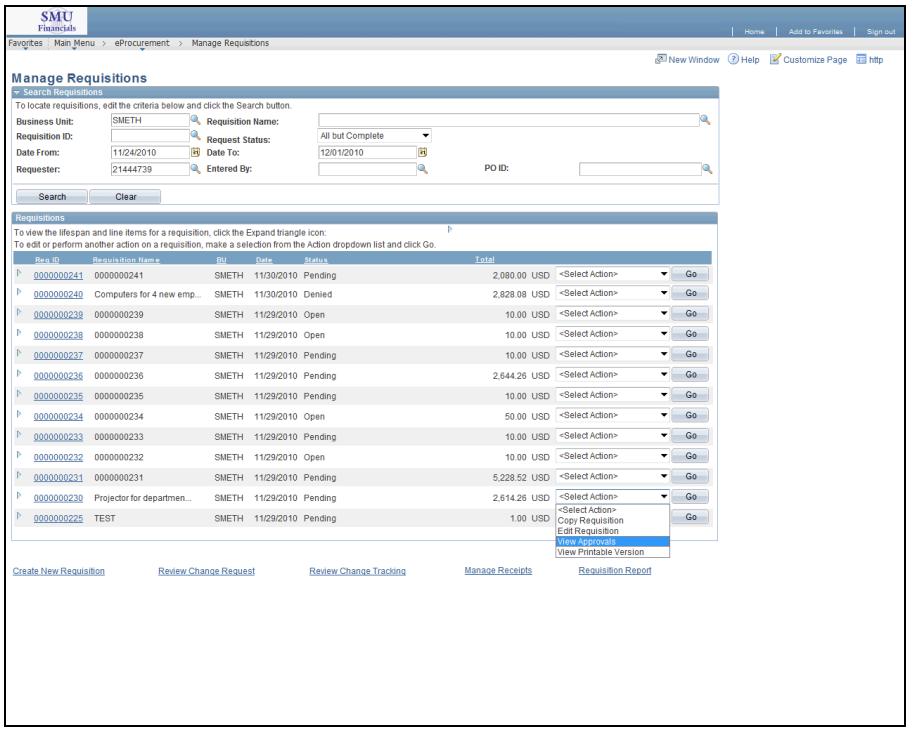
Procedure

This topic will provide an overview of the available items in the **Manage Requisitions** page.

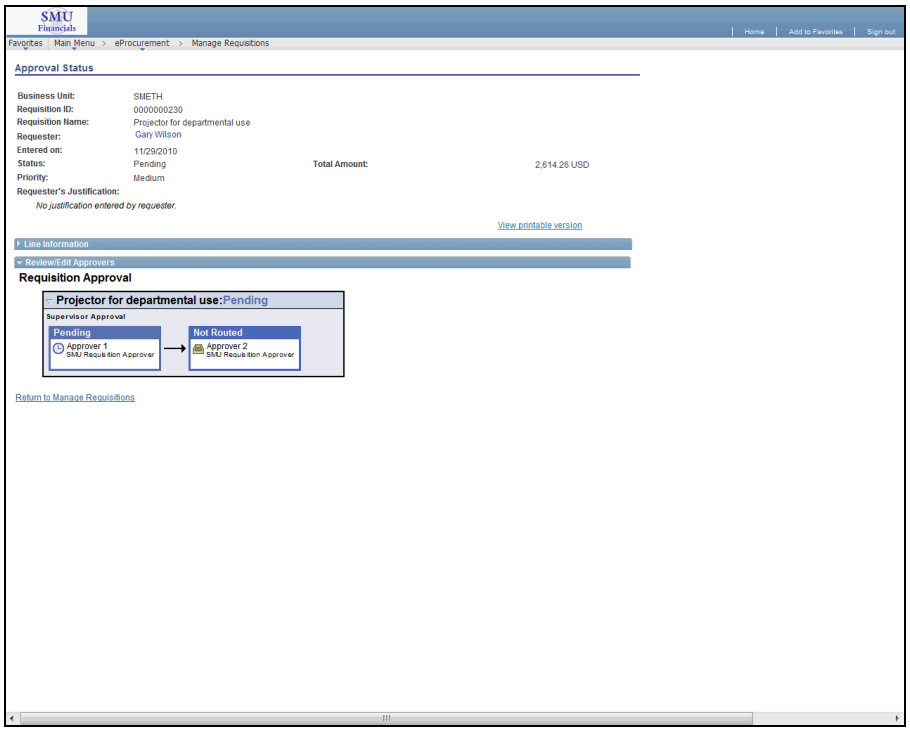
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **eProcurement** menu. 
3.	Click the **Manage Requisitions** link. 
4.	Requesters and Approvers can view requisitions they have created or ones for which they have approval responsibility. You can utilize the **Search Requisitions** box to enter specific search criteria.
5.	Under the **Status** listing, you may find requisitions labeled with one of the following descriptions: •Open - Requisition created but not submitted. •Pending - Submitted but is waiting for some level of approval. •Approved - Approved and forwarded to Purchasing. •Denied - Denied at some level of the approval process. •Canceled - Canceled by the requester from the Manage Requisition page. •PO Created - A Purchase Order has been written. •PO Dispatched - The Purchase Order is available for payment. •Completed - A payment has been sent to the vendor.



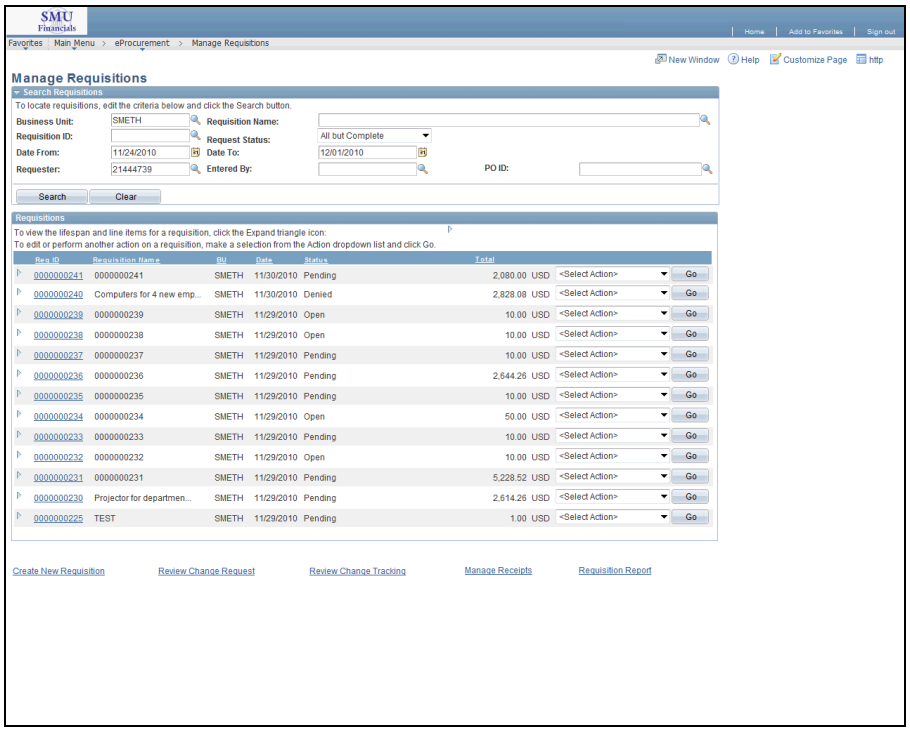
Step	Action
6.	**Editing a Requisition:** You can edit a requisition by selecting **Edit Requisition** on the desired row. Edit Requisition
7.	Click the **Go** button. Go
8.	A message box will display. Click the **OK** button to proceed with editing. You will need to resubmit the requisition. In addition, the approval process will need to begin again. Click the **Cancel** button to return to the requisition page. Cancel



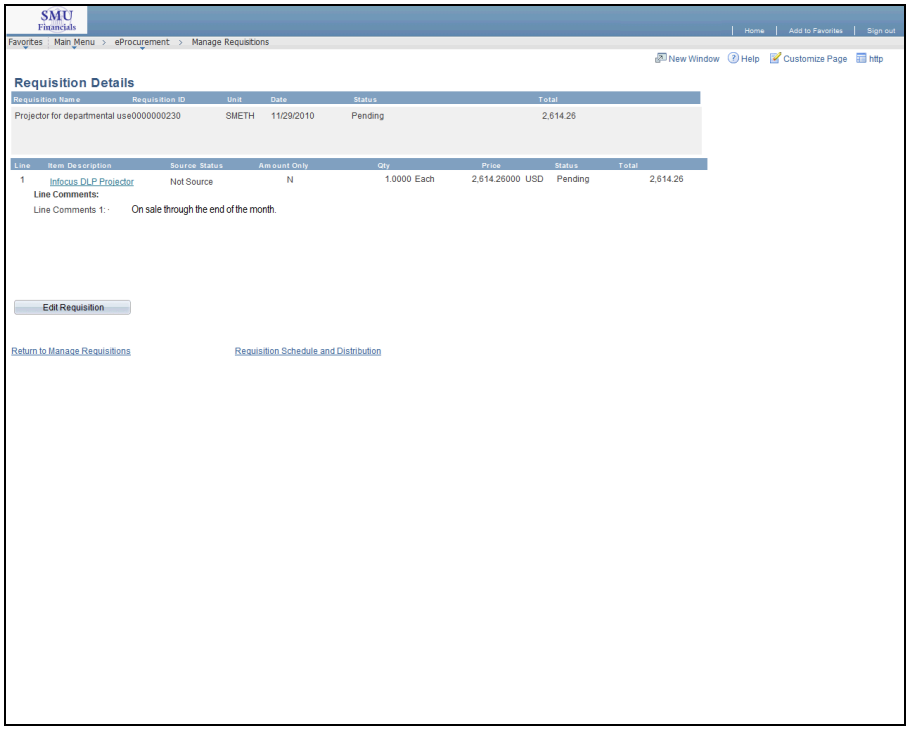
Step	Action
9.	**Viewing Approvals:** At any time you can view approvals for requisitions. Click the **View Approvals** list item. View Approvals
10.	Click the **Go** button. Go



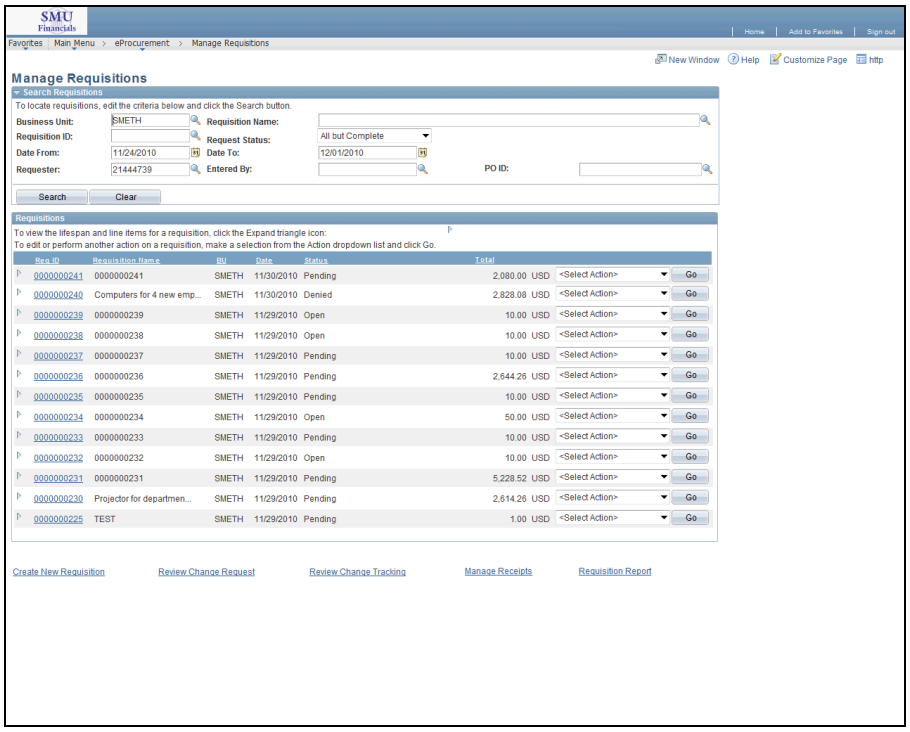
Step	Action
11.	Approvals are now displayed. Click the **Return to Manage Requisitions** link Return to Manage Requisitions



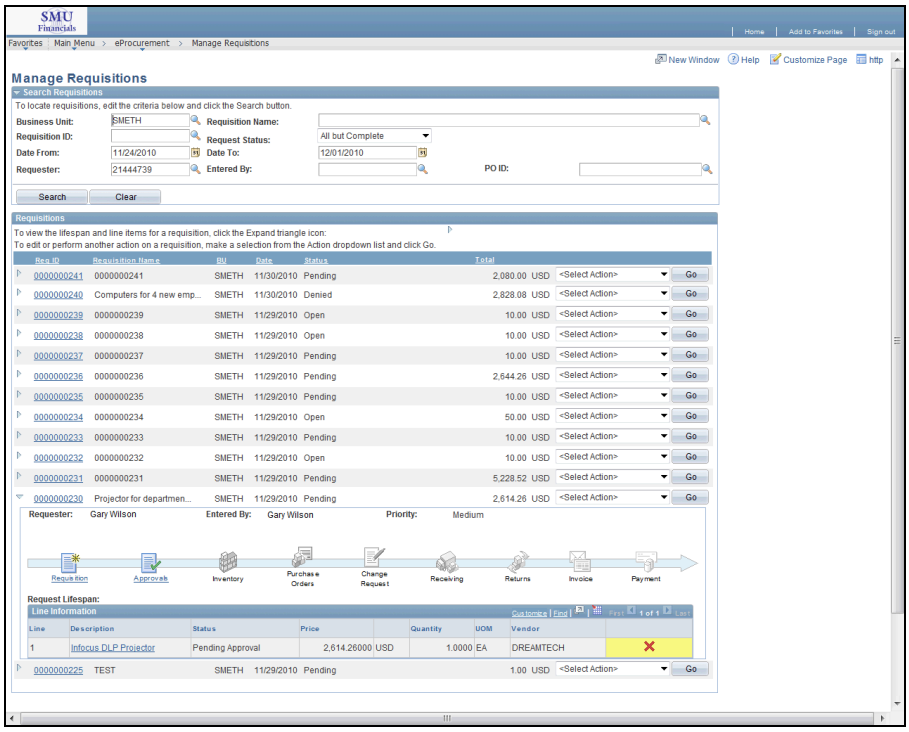
Step	Action
12.	**View Requisition Comments:** Click the desired **Requisition** link.



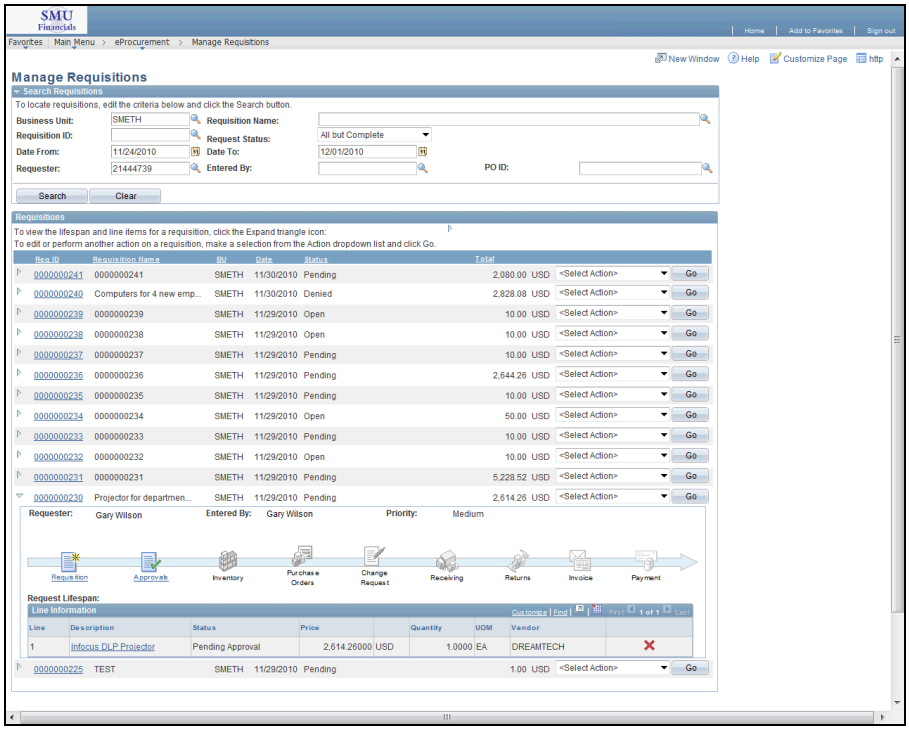
Step	Action
13.	You can edit the requisition from this page or return to the Manage Requisitions page. Click the **Return to Manage Requisitions** link. Return to Manage Requisitions



Step	Action
14.	**View the Lifespan of a Requisition:** Select the desired requisition, click the **Collapse Section** triangular button. ▭
15.	The **Request Lifespan:** section is displayed. Click on the highlighted **links** to display information.



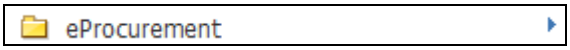
Step	Action
16.	A requisition can be canceled by clicking the **Cancel** **x** button.

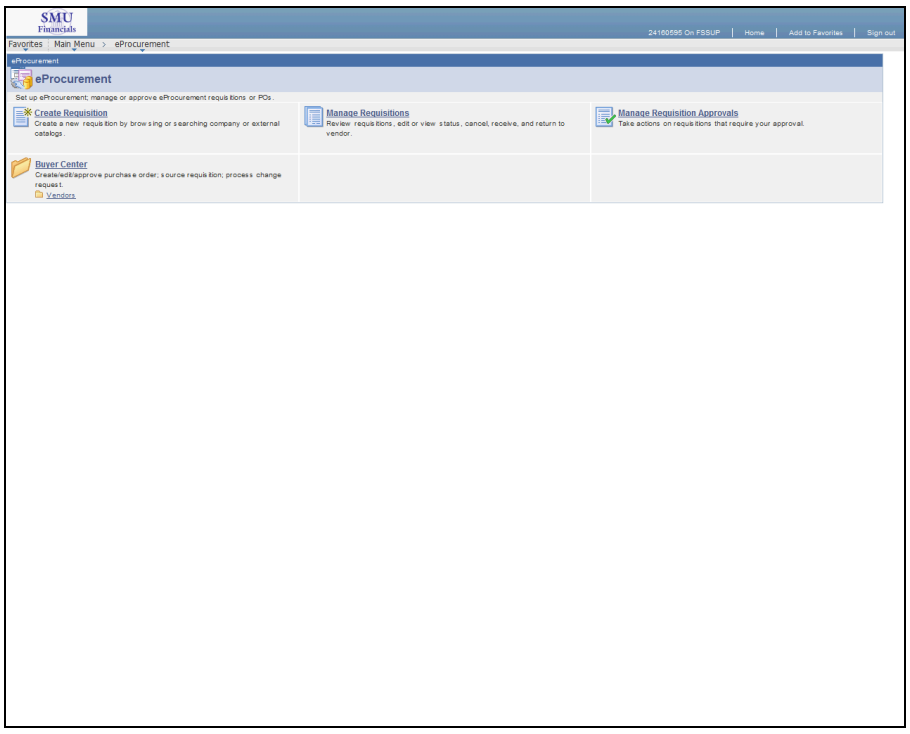


Step	Action
17.	To return to the Manage Requisitions page, click the **Collapse Section** button 
18.	**End of Procedure.**

Managing Requisition Approvals

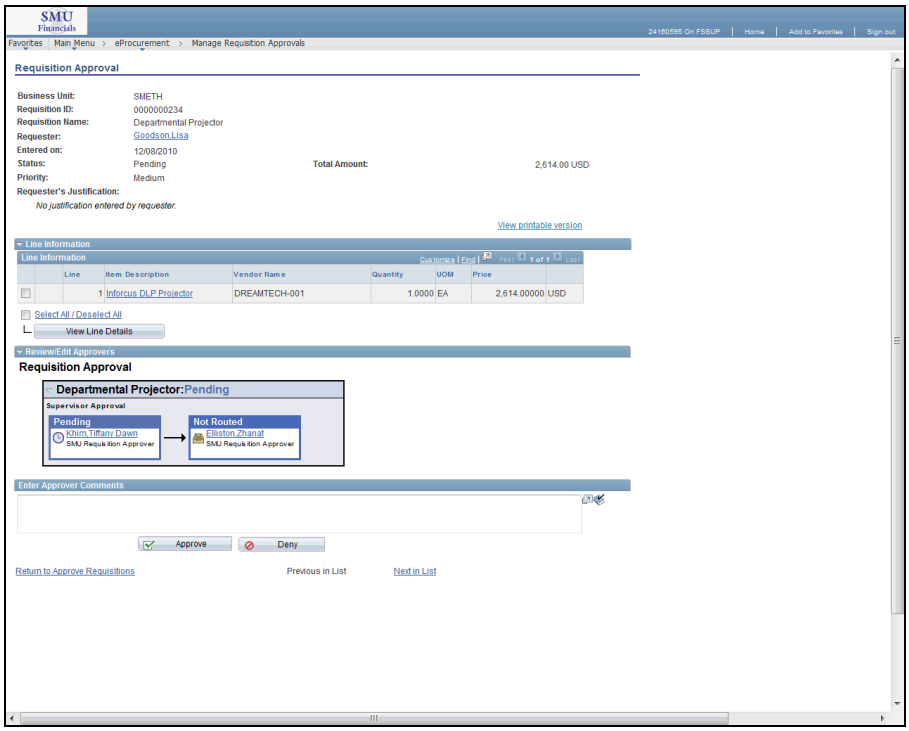
Procedure

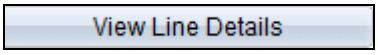
Step	Action
1.	In addition to approving requisitions directly through an email link, you can also approve requisitions through the **Manage Requisition Approvals** page. Click the **Main Menu** button. 
2.	Click the **eProcurement** menu. 

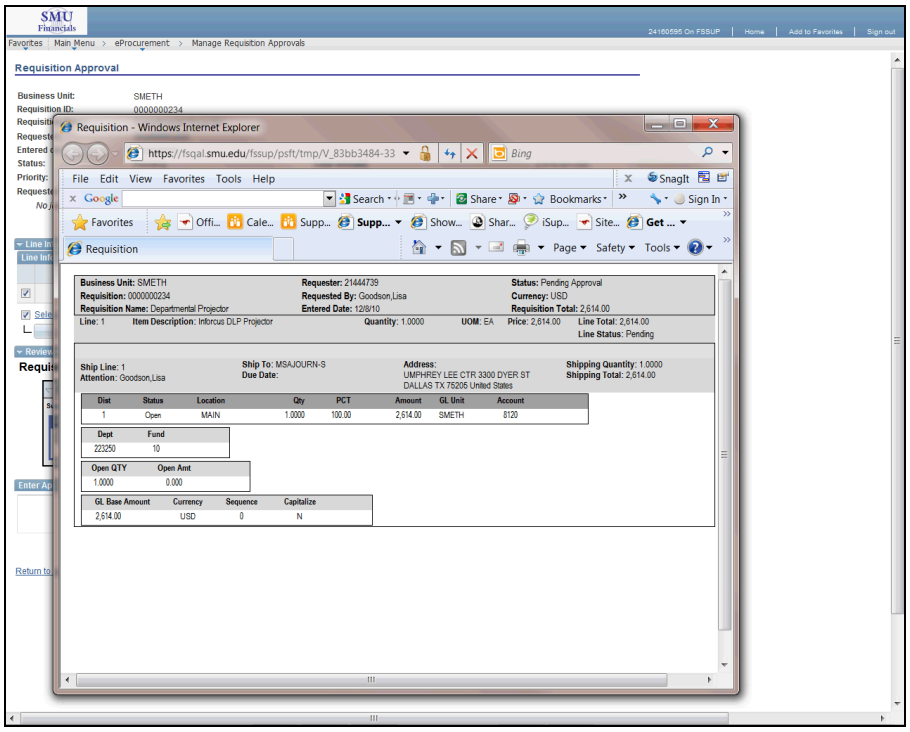


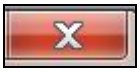
Step	Action
3.	Click the **Manage Requisition Approvals** link. 

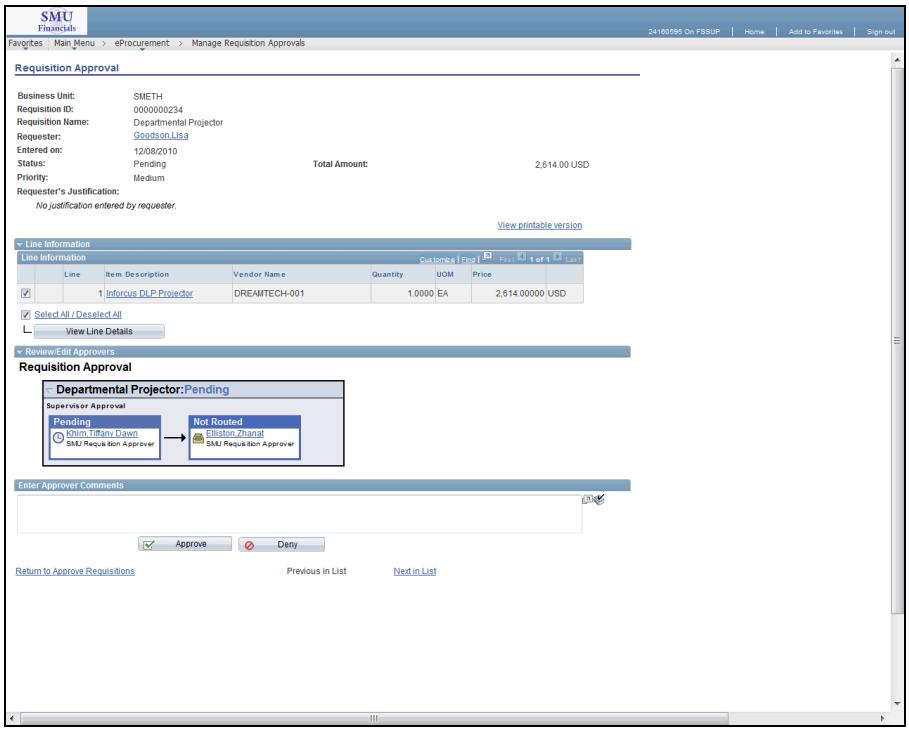
Step	Action
4.	Select the desired **Req ID** link.

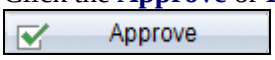


Step	Action
5.	To view line details on all lines, click the **Select All / Deselect All** option. To view line details for specific lines, click the checkbox on the individual line(s). 
6.	Click the **View Line Details** button. 



Step	Action
7.	Shipping information, GL distribution information, item description and cost will be displayed. After reviewing requisition information, click the **Close** button. 



Step	Action
8.	Click the **Approve** or **Deny** button. 
9.	**End of Procedure.**