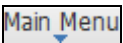


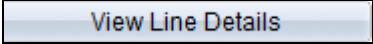
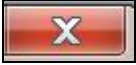



Managing Requisition Approvals

Step	Action
1.	<p>In addition to approving requisitions directly through an email link, you can also approve requisitions through the Manage Requisition Approvals page.</p> <p>Click the Main Menu button.</p> 
2.	<p>Click the eProcurement menu.</p> 
3.	<p>Click the Manage Requisition Approvals link.</p> 
4.	<p>Select the desired Req ID link.</p>
5.	<p>To view line details on all lines, click the Select All / Deselect All option.</p> <p>To view line details for specific lines, click the checkbox on the individual line(s).</p>
6.	<p>Click the View Line Details button.</p> 
7.	<p>Shipping information, GL distribution information, item description and cost will be displayed.</p> <p>After reviewing requisition information, click the Close button.</p> 
8.	<p>Click the Approve or Deny button.</p> 
9.	<p>End of Procedure.</p>