Managing Requisition Approvals

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. Main Menu
2.	Click the **eProcurement** menu. eProcurement
3.	Click the **Manage Requisition Approvals** link. Manage Requisition Approvals
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 lines, click the checkbox on the individual line(s).
6.	Click the **View Line Details** button. View Line Details
7.	Shipping information, GL distribution information, item description and cost will be displayed. After reviewing requisition information, click the **Close** button. X
8.	Click the **Approve** or **Deny** button. ☑ Approve
9.	**End of Procedure.**