

Approving Requisitions

BUSINESS OBJECTIVE: All requisition approvers (supervisors, department approvers, category approvers) will receive an email notification with a link to approve pending requisitions. However, approvers are encouraged to use the Approve Requisitions search page to search for pending requisitions. Category approvals are required for Information Technology, furniture, hazardous materials and outside legal counsel.

This page also offers the ability to search for requisitions that have been approved, denied, pending or pushed back. Approvers need to carefully review supporting information including requisition chartfields plus supporting documentation prior to approval.

STEP#1: Navigate to eProcurement>Approve Requisitions

Enter as much information to locate the requisition to be approved. For example, enter 'date from' and 'date to' and keep default Status; **Pending**. Click **Search**.

Favorites | Main Menu > eProcurement > Approve Requisitions

Approve Requisitions

Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

| | | | |
|-----------------|---|-------------------|---|
| Requisition ID: | <input type="text"/> | Requisition Name: | <input type="text"/> |
| Business Unit: | <input type="text"/> | *Status: | <input type="text" value="Pending"/> |
| Date From: | <input type="text" value="05/01/2018"/> | Date To: | <input type="text" value="05/01/2019"/> |
| Requester: | <input type="text"/> | Entered by: | <input type="text"/> |

[Show Advanced Search](#)

STEP#2: Summary requisition results are displayed. Click on **Req ID** to review requisition details prior to approval.

| Requisitions | | | | | | | | |
|--|----------------------------|------------------|------------------------------|------------|-----------------------|-----------------------|----------|------|
| To view the complete details and approve a Requisition, click the requisition ID link. | | | | | | | | |
| Expand All | | | Collapse All | | | | | |
| Action/Status | Req ID | Requisition Name | Bus. Unit | Date | Requester | Entered By | Total | Curr |
| Pending | 0000000202 | FY19 - Computers | MEC55 | 05/01/2019 | Gabrielle Keane-Dawes | Gabrielle Keane-Dawes | 2,000.00 | USD |



STEP#3: To review the requisition line detail, place a check mark on the requisition line to be reviewed and click on **View Line Details** icon. **Requisition Details** appear.

Navigation: Favorites | Main Menu > eProcurement > Approve Requisitions > Requisition Approval

Requisition Review

Req Name: FY19 - Computers
Total: 2,000.00 USD
Requester: [Gabrielle Keane-Dawes](#)
Entered on: 05/01/2019
Status: Pending
Requester's Justification: No justification entered by requester.

Business Unit: MEC55
Requisition ID: 0000000202
Priority: Medium

| Line | Item Description | Vendor Name | Qty | UOM | Price | Curr | Requester's Comments |
|-------------------------------------|----------------------------------|-------------|--------|-----|-------------|------|----------------------|
| <input checked="" type="checkbox"/> | 1 FY19 - Computers for Office... | | 2.0000 | EA | 1,000.00000 | USD | |

Select All / Deselect All

Requisition: FY19 - Computers

Requester: Gabrielle Keane-Dawes **Business Unit:** MEC55 **Requisition ID:** 0000000202 **Date:** 5/1/20

Comments:

| Line | Description | Qty | Price | Curr | UOM | Total |
|------|-----------------------------------|--------|-------------|------|-----|----------|
| 1 | FY19 - Computers for Office Staff | 2.0000 | 1,000.00000 | USD | EA | 2,000.00 |

Line Comments:
Quote for two Dell Computers

| Sched Line | Ship To | Attention | Due Date | Qty | Total |
|------------|--------------------------|-----------------------|----------|--------|----------|
| 1 | Loading Dock - Receiving | Gabrielle Keane-Dawes | | 2.0000 | 2,000.00 |

| Line | Pct | Req Qty | Amount | GL Unit | Location | Account | Oper Unit | Fund | Dep |
|---------|-----|---------|---------|---------|----------|---------|-----------|------|------|
| 1 | 100 | 2 | 2000 | MEC55 | C-113 | 53912 | 9999 | 12 | 8023 |
| Program | MP | Sp Init | Fnd Src | | | | | | |
| 99999 | 500 | 9999 | 999999 | | | | | | |

STEP#4: Once all requisition details have been reviewed and supporting documents verified, the requisition is ready to be approved. Return to the Requisition Approval Page and Click on **Approve**

Requester's Justification:
No justification entered by requester.

| Line Information | | | | | | | | |
|-------------------------------------|------|--------------------------------|-------------|--------|-----|-------------|------|----------------------|
| | Line | Item Description | Vendor Name | Qty | UOM | Price | Curr | Requester's Comments |
| <input checked="" type="checkbox"/> | 1 | FY19 - Computers for Office... | | 2.0000 | EA | 1,000.00000 | USD | |

Select All / Deselect All

Review/Edit Approvers
 Enter Approver Comments

Did you review the attached supporting documentation?

STEP#5: Image below illustrates a fully approved requisition:

Favorites | Main Menu > eProcurement > Approve Requisitions > Requisition Approval

Requisition Approval

Confirmation

✓ **FY19 - Computers has been approved.**

Review/Edit Approvers

Supervisor Approval

▼ **FY19 - Computers: Completed**

Supervisor Approval

Approved

[Janis Grant](#)

✓ Supervisor by UserID
05/01/19 - 12:50 PM

Dept/Category Approvals

▼ **Line 1: Approved**

FY19 - Computers for Office Staff

Department Approval

Approved

[Jean Dufour](#)

✓ Department Manager Approval 1
05/01/19 - 1:06 PM

→

Auto Approved

[Jean Dufour](#)

✓ Department Manager Approval 2
05/01/19 - 1:06 PM

Category Approver - IT

Approved

[Troy J. Hahn](#)

✓ Requisition IT Cat Approver
05/01/19 - 1:06 PM