

NOTE: a requisition will come to you for approval after it has received Departmental Approval, and in parallel with a stop in Purchasing for Procurement Approval. The requisition will move forward in workflow only after receiving approval from both Purchasing and your department. Please complete Approval steps as outlined below.

Requisition Ap	PO Preview Comments (1) Attachments Histor	у					0
								J
Submitted MARY LOUISE HUGHES 5/8/2015 1:52 PM	CF Validation Completed ✓	Department Appr Approved ✓ ✓ QA Default	roval	Procure A ✓ LIMHE	ement Approval pproved ✓ R MONTOYA		Final CF Valid	dation
	CF Validation Response Approved ✓ ✓ System			Restricte	ed Item Approval Active & w approvers	Fina	I CF Validation Future – view approv	n Respon
lick the fl en Requis	ag icon to check you itions under <i>Unassigr</i>	r Action Items. ned Approvals	•rs • Acti Una	Search (Alt+C	2) Q 334. Valo	99 USD 🛓		Logoi
			Cont Adn Man	racts Approvals ninistrative Iten age Search Expor	ns ts - Completed		22	
				Sort by:	Submit date newest first			
ssign to y	ourself by checking	Hide requisition details	expand all 🖆 co	llapse all	loss of the second of		Results per	folder: 20
ne box to	the right of the Assig	Requisition No.	Suppliers:	Assigned	PR Date/Time	Requisitioner	Amount	Actio
utton. Cli	ck GO.	2 1310168 🗟 S	taples	Approver Not Assigned	5/7/2015 11:51 AM	Jake O'Connor	64.01 US	D Assig
		Requisition Name	VAXIE Sanitary Supply Blue Paper - RUSH 2		Folders 0 Days in f	folder [Acct Dist Shorto Values)]	cut: 05485 (BIOLC	OGY): (All

3. The order is now in the *My PR Approvals* folder. Open this folder and click on the requisition number to view.

Total Results Found: 1	All Dates	Assign 🔻	Go
	Sort by: Submit date newest first		?
Hide requisition details 🚔 expand all 🖺 col	lapse all	Results per folder: 20	•
🖻 🖬 My PR Approvals [1 result]			
🕑 🔄 Acct Dist Shortcut: 05485 (BIO	LOGY): (All Values) [1 result]		

4. Under Available Actions, choose the desired action and click GO.

Approve/Complete & Show Next	
Approve/Complete Step	
Return to Shared Folder	
Place on Hold	
Return to Requisitioner	
Forward to	
Add Comment	π
Add Notes to History	
Copy to New Cart	
Reject Reguisition	
	_
	 Approve/Complete & Show Next Approve/Complete Step Return to Shared Folder Place on Hold Return to Requisitioner Forward to Add Comment Add Notes to History Copy to New Cart Reject Requisition

- Select Approve/Complete Step if you find the requested purchase to be allowable and apporpriate.
- Select Approve/Complete & Show Next if there are several requisitions in your queue for approval.
- Select Return to Shared Folder if you decide you should not be the approver of this requisition.
- Select Return to Requisitioner if you want the accounting information changed, or any additional or modified information from the requisitioner. A field will appear for you to add a comment about why the requisition is returned. This action will remove the requisition from workflow. After the changes are made, the requisitioner will re-submit the requisition and you will be able to review and approve it again.
- Select Forward to if you want another approver to review and approve this requisition. You will be prompted to select the person to whom you want to forward:

User Search			
Last Name			
First Name			
User Name			
Email			
Results Per Page	10 🔻		
		Search	
When you select an individual, a fie will appear in which you should ma a comment to that person.	Id Forward	1 to ARY LOUISE HUGHES	;

NOTE: A record of these forwards and accompanying comments can be found in the History Tab.

¢	Available Actions: Add Comment										
	8					Attachments History	Comments (1)	ew (PO Previe	Approvals	equisition
	459										
v	Export C					?			tory	to filter hist	Click
?	🔳 Page 1 of 1 💌			rds found: 18	Reco				•	r Page 20	Results Pe
	Note	То	From	Field Name 🗢	4	Action	Step(s)	۵	User	Date/Time -	Line 🛆 🛛
	I approve this order. Will you please indicate your approval, then Approve/Complete step? Thank more	MARY LOUISE HUGHES	QA Default			equisition forwarded		ault	QA Defa	/8/2015 2:41 PM	5
						equisition assigned	Department Approval	ault	QA Defa	/8/2015 :21 AM	5