Additional Approvals
(Proceed to Checkout)

This feature in UShop can be used to add an Additional Approver to a Requisition before it has been submitted. In this way, once it is submitted, all individuals added through this process will be required to approve. This can be useful to add an additional level of review and approvals, especially for individuals who have GFA for the orders they are submitting. Note that this process occurs after Proceed to Checkout has been selected but before Submit Requisition.

Additional Approvals (Cart Status)

1. Click on the Summary Tab
2. Click on the Pencil next to Notes/Attachments & Additional Approvals
3. Scroll to the Add Additional Approvals section

Note that up to 5 UShop users may be added to Requisition Workflow using this tool. Only 1 will be shown here.

4. Search

Search Options:
- Search by Last Name
  - Begin Typing the last name of someone with UShop access. Notice the name(s) which appear. Click on the correct Name.
- Search through Filter. Click on magnifier icon to open a search field
  - Enter the Value or Description and hit enter on your keyboard
    - Value = Uid (replace U with 0)
    - Description = Name
  - Click Plus Sign to add the Additional Approver
  - Click Save

5. Notice the new workflow step that was just created for this requisition. This Additional Approval must be done before Departmental Approval can occur.