Ad-Hoc Approver in **Workflow**

After a requisition is submitted into requisition workflow but is still pending approval, an approver may select an Ad-Hoc Approver. This Ad-Hoc Approver will be added to a newly created Ad Hoc workflow step, immediately following the current workflow step, and will be required to be approved in order to proceed.

**Begin by Assigning the Requisition to yourself:**

1. Make sure that the Requisition is assigned to you. If it is not then click Assign to Myself
2. **Click Assign to Myself**
   
   ![Assign to Myself](image)

   For more Approver helps click on Approver Training

3. Click on the Summary Tab

   ![Summary Tab](image)

1. Ensure that the section is not collapsed

3. Scroll to the Ad-Hoc Approver

   ![Ad-Hoc Approver](image)

4. Click on Select

5. Type in the name of the person that is required to approve the Ad-Hoc workflow step

6. Add a comment providing guidance regarding the order and/or the desired approval.

7. Click Save

8. **Approve** the current workflow step when the requisition is ready to move forward.

   ![Approve](image)

   Note that the requisition will not move forward to the Ad-Hoc step you created until you Approve the current workflow step.

   ![Note](image)

   Look at the workflow under “What’s next for my order” to view the new workflow step which has just been added to Requisition Workflow.
How will I be notified if added to an Ad-Hoc Approver step

Additional Approval Workflow Step

1. An Action Item will be created by the system.
   - This requisition will be found in Ad-Hoc Approval 1 Folder

2. An Email, like the one below will be sent to your UShop profile email. (If email notifications are turned on)

   **Ad Hoc Approval 1: 00101109 (PERRY H HULL): (All Values)**
   Approval Request for Requisition# 154685290

   Dear PERRY H HULL,

   The requisition listed below has been submitted for your approval.

   **Summary**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Catalog Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>Size/Packaging</th>
<th>Commodity Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BINTZ INC DBA BINTZ RESTAURANT SUPPLY CO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Item 1 (Non Catalog Item)</td>
<td>test</td>
<td>1</td>
<td>5,000.00 USD</td>
<td>5,000.00 USD</td>
<td>1/EA</td>
<td></td>
</tr>
</tbody>
</table>

   **Total:** 5,000.00 USD