

Ad-Hoc Approver in Workflow

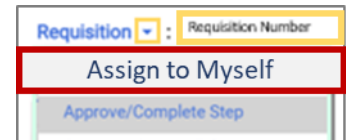
After a requisition is submitted into requisition workflow but is still pending approval, an approver may select an Ad-Hoc Approver. This Ad-Hoc Approver will be added to a newly created Ad Hoc workflow step, immediately following the current workflow step, and will be required to be approved in order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

Begin by Assigning the Requisition to yourself:

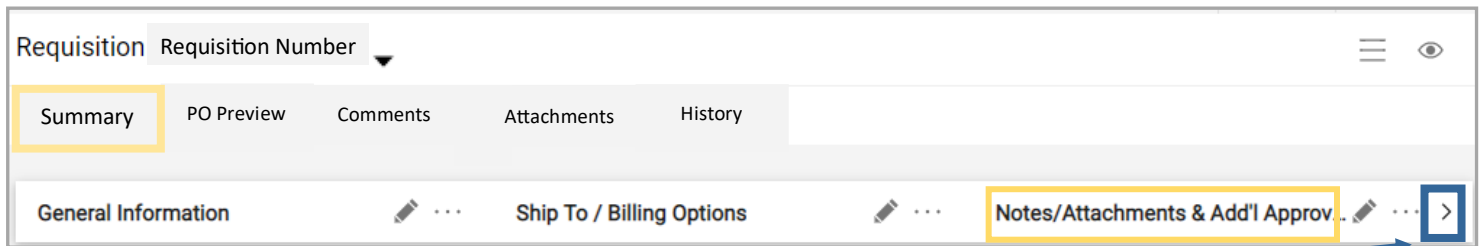
1. Make sure that the Requisition is assigned to you. If it is not then click *Assign to Myself*
2. Click *Assign to Myself*



For more Approver helps click on [Approver Training](#)

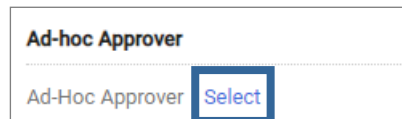


3. Click on the *Summary* Tab



1. Ensure that the section is not collapsed

3. Scroll to the *Ad-Hoc Approver*



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.




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




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.
 - o This requisition will be found in Ad-Hoc Approval 1 Folder

AD HOC APPROVAL 1: 00109782 (HEATHER M HOLLEY): (ALL VALUES) 1					
<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER
<input type="checkbox"/>	154715709	95 AND SUNNY 	Not Assigned	2/25/2022 11:07 AM	Test Req Heather Holley

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

Folder: Ad Hoc Approval 1: 00101109 (PERRY H HULL): (All Values)
Requisitioner: CYNTHIA GARCIA
Cart Name: 2022-02-24 u0107129 01
Requisition No.: 154685290
No. of line items: 1

Total: 5,000.00 USD

Details

BINTZ INC DBA BINTZ RESTAURANT SUPPLY CO

Item 1 (Non Catalog Item)

Description: test
Catalog Number: 1
Quantity: 1
Unit Price: 5,000.00 USD
Ext. Price: 5,000.00 USD
Size/Packaging: 1/EA
Commodity Code:

Total: 5,000.00 USD

Accounting Distribution

Accounting Distribution

Acct Dist Shortcut: 05956 : FACILITIES CLEARING