

This guide instructs how to complete some simple actions on a Requisition submitted for your approval.

1. Find the requisition to approve by one of these methods:

- Click on the link in your email notification [View Requisition Approvals](#)

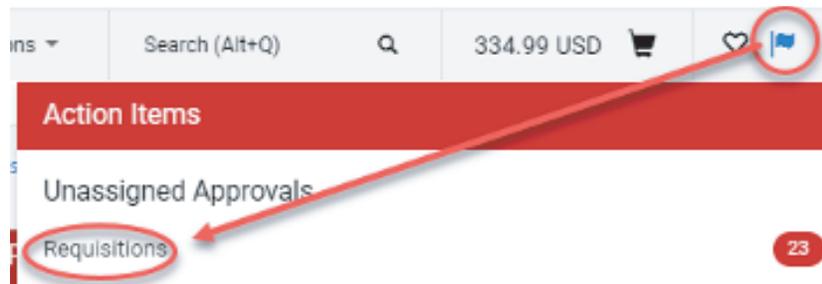
Or,

- Search by going to the toolbar at the top of the UShop Dashboard.
 - o Select the document type *Requisitions*
 - o Type the requisition number in the *Search* field
 - o Click the spyglass.



Or,

- Click on the *Action Items Flag* in the upper tool bar, then click on *Requisitions*.



2. Click on the folder icon to open the list of requisitions needing approval.

- Identify the requisition you want to review.
- Check the *Assign* button to assign it to yourself.

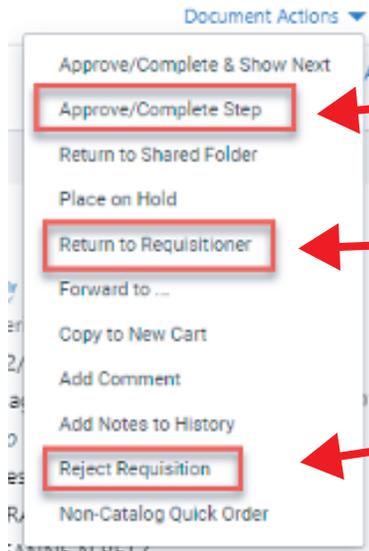
Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
138653959	New Supplier	Not Assigned	12/4/2020 1:44 PM	BRANDON LOYD CRESWELL	12,055.00 USD	Assign
Requisition Name: Hageman lab 2020-12-04 u0104905 01 No. of line items: 6 Folders: 0 Days in folder [01-10,000 Purchase Threshold Approval VP approval]						

Note: An approver obtains more *Document Action* options after assigning to oneself.

3. The Order is now in the *My PR Approvals* folder. Click on the requisition number to view.

Requisition No.	Suppliers:	Assigned Approver
138653959	New Supplier	MARY LOUISE HUGHES
Requisition Name: Hageman lab 2020-12-04 u0104905 01 No. of line items: 6		

4. Open the *Document Actions* menu, found in the upper right corner of the document.



- Select *Approve/Complete Step* if you want to approve the order.

- Select *Return to Requisitioner* if corrections are needed. When the requisition is re-submitted, you will receive another approval notification.

- Select *Reject Requisition* if this order should be cancelled.

[As a Department Approver with GFA, please view the complete Approver Training here.](#)