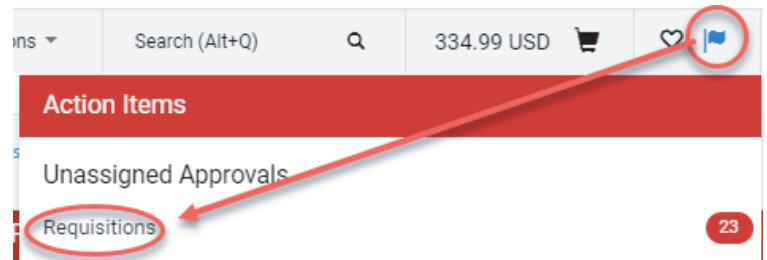1. **Click on the Action Items flag in the upper right corner of the UShop Dashboard to find requisitions needing approval.**

2. **Click on cart name – review and update as needed.**

3. **Click on Proceed to Checkout.**

4. **Complete Accounting Distribution.**
   - Acct Dist Shortcut = the activity or project number
   - Account = account code
   - A/U = When using an activity number, BU01, and expense account: enter "1" for allowable or "0" for unallowable. For all other Account distribution types (i.e. project numbers) leave this field empty.

5. **Check Shipping location, make changes as needed.**

6. Click Submit Requisition.

7. The order is now in Requisition Workflow. Click on the requisition number to view the requisition, and click on the Approvals Tab to see where the requisition is in workflow.
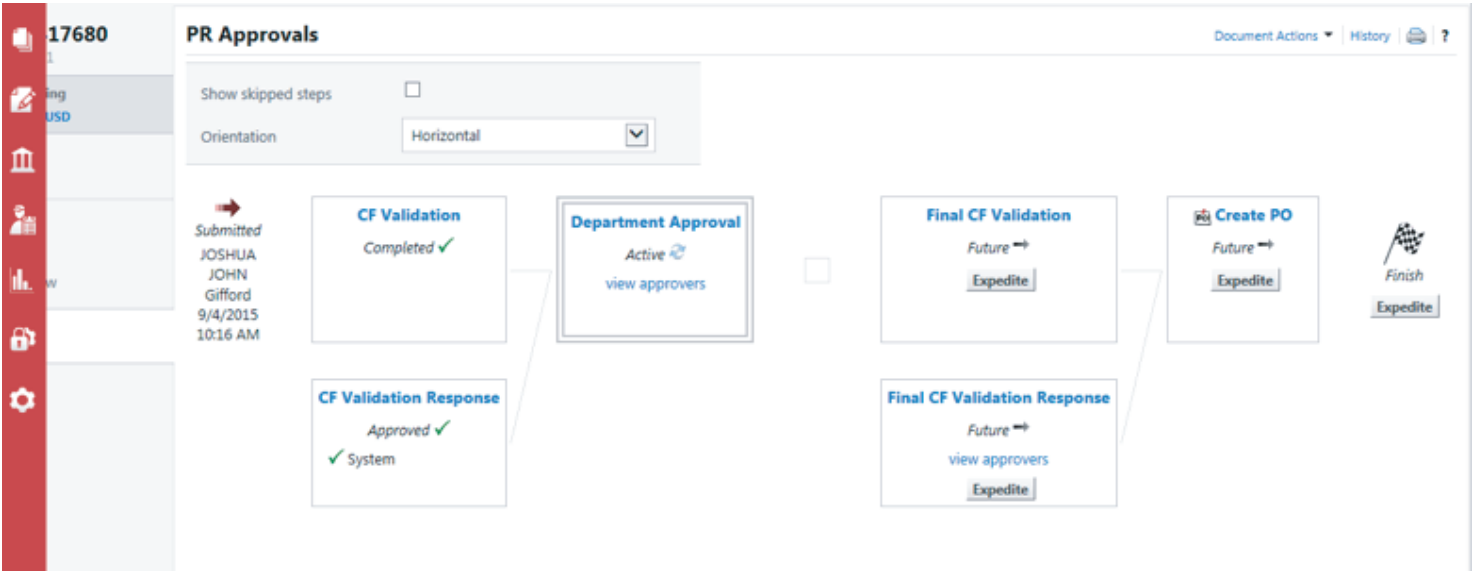
10. In the box for Department Approval, click on the words *View approvers* to see the potential approvers for this order.