


E-Procurement System Tutorial: Approving Requisitions

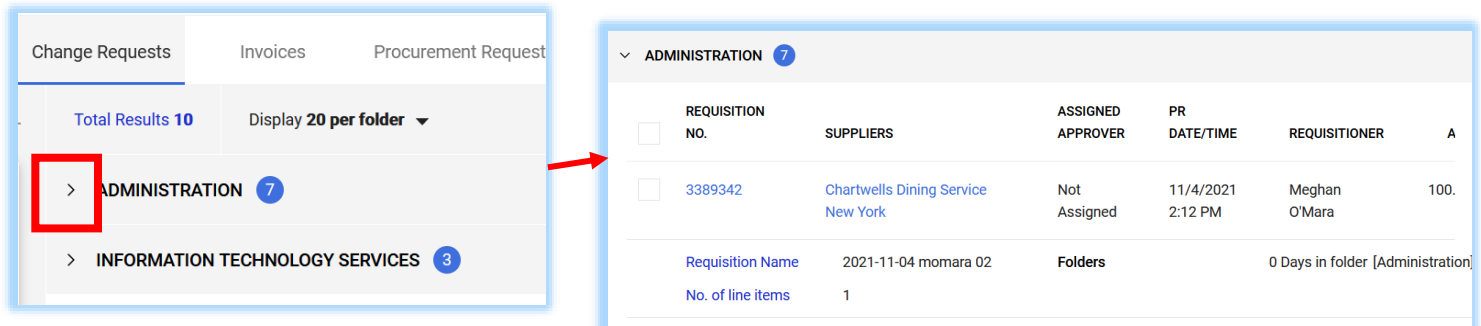
Please follow the below instructions if you are an Approver looking to approve Requisitions within E-Procurement.

PLEASE NOTE: Approvers will also receive emails from the system notifying them there is a document waiting for their approval with a direct link to the document. They can either rely on the email notifications or login directly to the system to approve.

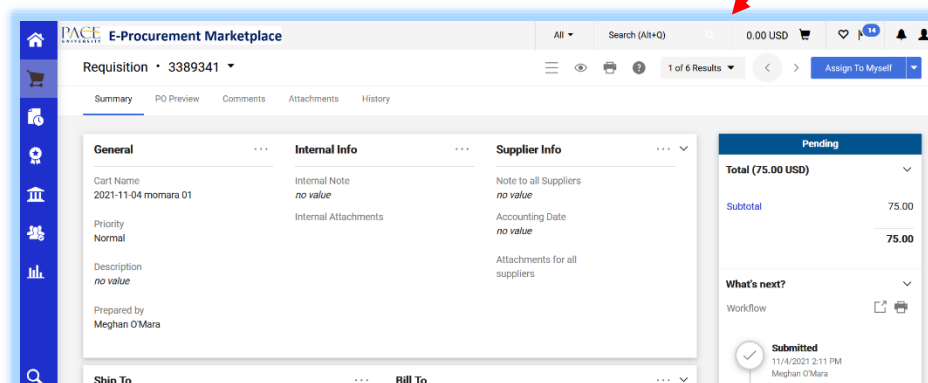
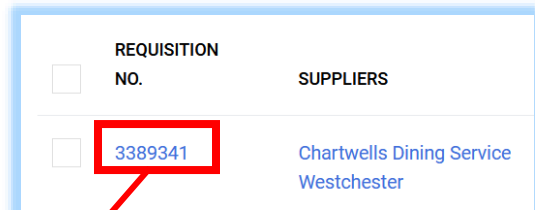
1. Login to E-Procurement.
2. Click on the **Action Item** icon, , in the upper right hand of the screen and select **Requisitions**:



3. Click on the caret icon to expand the menu and view the approval queue:



4. To open the Requisition for review, click on the linked number.



- Once the Requisition is reviewed and ready for approval, click on the **Requisition** menu located in the upper left of the screen. Then select **Approve**.

Requisition • 3389341

Summary PO Preview

General

Cart Name
2021-11-04 momara 01

Priority
Normal

Description
no value

Prepared by

- Assign to myself
- Approve & Next
- Approve**
- Copy to New Cart
- Add Comment
- Add Notes to History
- View My Orders (Last 90 Days)
- Continue Shopping
- View Carts

If you are already aware of the contents in the Requisition and would like to approve directly from your Approval queue, please follow the below:

- To approve, click on the check box to the left of the Requisition number. A dropdown menu will appear at the bottom of the screen.

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER
<input checked="" type="checkbox"/>	3389342	Chartwells Dining Service New York	Not Assigned	11/4/2021 2:12 PM	Meghan O'Mara
	Requisition Name 2021-11-04 momara 02		Folders		0 Days in folder [Ad
	No. of line items 1				
<input type="checkbox"/>	3389341	Chartwells Dining Service Westchester	Not Assigned	11/4/2021 2:11 PM	Meghan O'Mara

ITEMS SELECTED

Select an action

- Click into the dropdown menu and select **Approve/Complete** to approve the Requisition:

Select an action

- Assign
- Approve/Complete**
- Forward...
- Return to Shared Folder
- Place PR On Hold
- Add Notes to History

The document has successfully been approved.