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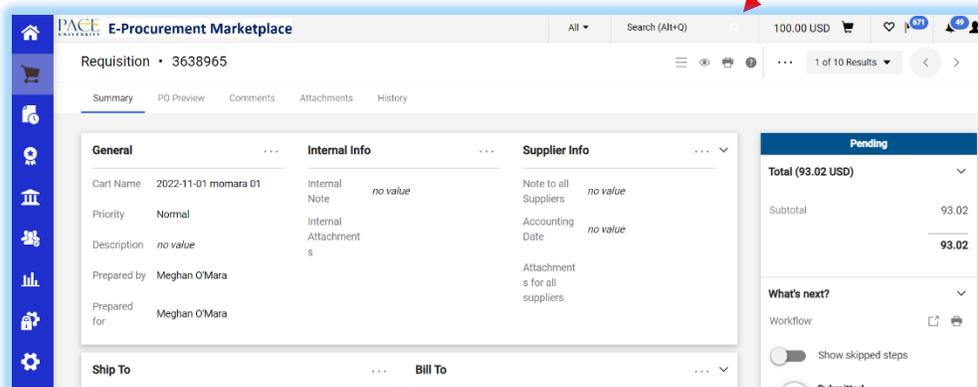
1. Login to E-Procurement.
2. Click on the **Action Item** icon, 🏳, in the upper right hand of the screen and select **Requisitions**:
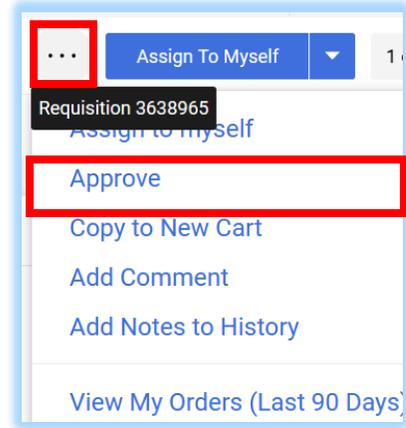

3. Click on the caret icon to expand the menu and view the approval queue:
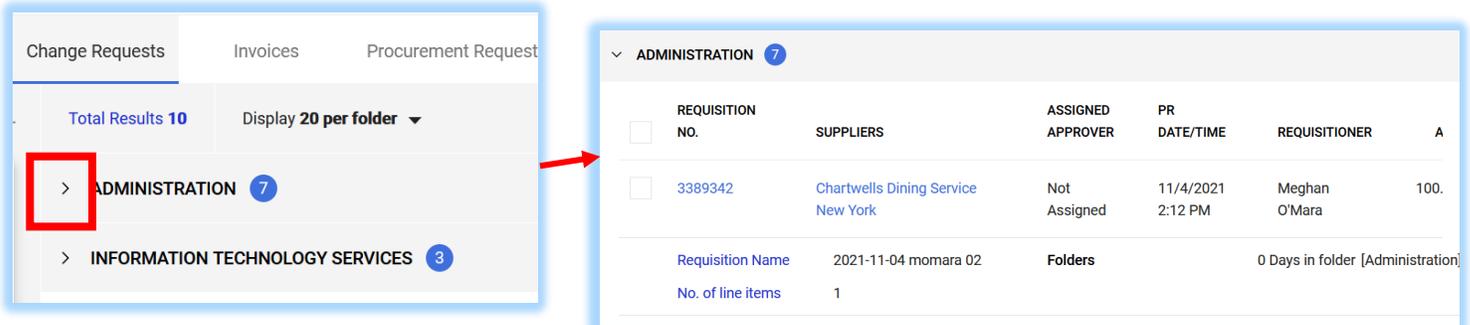
4. To open the Requisition for review, click on the linked number.

5. Once the Requisition is reviewed and ready for approval, click on the **Requisition** menu (the `...` located in the upper right of the screen). Then select **Approve**.
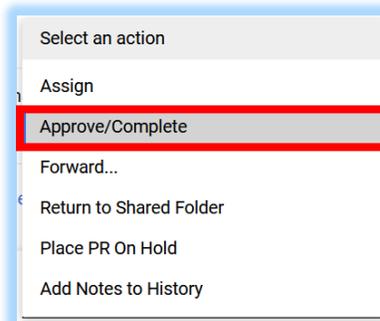

If you are already aware of the contents in the Requisition and would like to approve directly from your Approval queue, please follow the below:

1. 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.
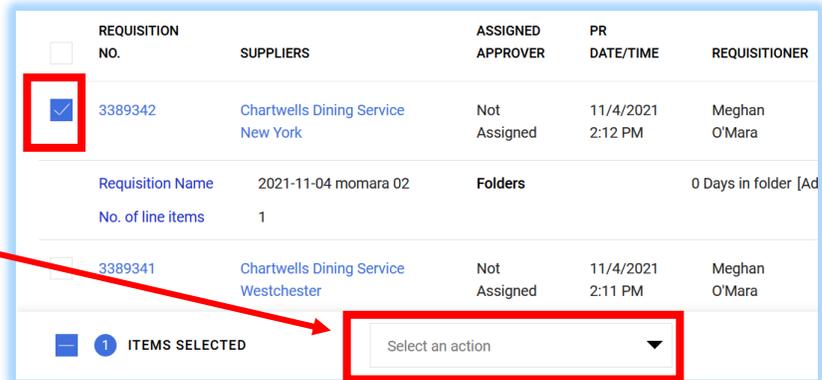
2. Click into the dropdown menu and select **Approve/Complete** to approve the Requisition:

The document has successfully been approved.