## Deny a Requisition

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<td><strong>1.</strong></td>
<td>Click the <strong>eProcurement</strong> link.</td>
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| **2.** | The **Approve Requisitions** link allows users that have the role of Approver to review and take actions on submitted Requisitions that require Approval or Denial.  
Click the **Approve Requisitions** link. |
| **3.** | Click the **Collapse (Ctrl+Y) Menu** button. |
| **4.** | The **Approve Requisitions** page appears. The Status Default is Pending, however use the Dropdown in order to search by another Status.  
In our example, we will scroll down and select the Requisition from the list below.  
Click the **0000000357** link. |
| **5.** | The **Requisition Approval** page appears.  
This page references the Total of the Requisition without the tax. Tax will be calculated on the sourced Purchase Order. |
| **6.** | **Important:**  
**Editing** the Requisition should be processed by the Requisition Creator.  
The Approver should **Deny** the Requisition and Add comments for the Requisition Creator regarding the required edits.  
Once the Requisition is updated and re-submitted it will appear on the Approvers list. |
| **7.** | In order to View the **Line Details** for each line.  
Click the **Select All / Deselect All** link. |
| **8.** | Click the **View Line Details** button. |
9. The **Requisition Information** page appears referencing the Item Description, Ship To, Attention, Due Date, QTY, Total and Distribution.

   Click the **Maximize/Restore** button.

10. Click the **Close** button.

11. Scroll down to the Enter **Approver Comments** box.

   The Approver must enter Comments when Denying a Requisition.

   The **Requisition Creator** will receive an email notification.

   Click in the **Enter Approver Comments** field.

12. In this example, the Approver comments are regarding the **Chartstring Distribution** which needs to be changed.

   Enter the desired information into the **Enter Approver Comments** field.

   Enter a valid value e.g. "Chartstring s/b 55016-07427-13050-40-PH3160-PHJXK".

13. Click the **Deny** button.

14. In order to display the Approver Comments.

   Click the **View/Hide Comments** link.

15. The Requisition status is Denied.

   The Approvers comments are referenced.

16. From this page you can continue through the list of pending requisitions or return to the Approve Requisitions page.

   **End of Procedure.**