First Level Approver

1. Click the **eProcurement** link.

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. **Collapse** the Menu in order to view more of the page.

   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.

   **Search Requisitions** is used to locate requisitions that require Approval or Requisitions that previously required your approval.

   The top of this page allows you to **Search Requisitions** by Requisition ID, Requisition Name, Requester or Status and Budget Status or between specific Dates.

5. The **Bottom** of the page list Requisitions submitted to the Approver linked to a specific Requester.

   The **Requisition** section references the Requisition Status, ID, Name, Date, Requester, Who Enter the Requisition and the Total.

6. In this example, we will Search using the Requisition ID field.

   The **Status** of the Requisition is Pending.

   Click in the **Requisition ID** field.

7. The **Requisition ID** requires entering the leading zeros.

   Enter the desired information into the **Requisition ID** field. Enter a valid value e.g. "0000000360".

8. Click the **Search** button.
9. The Requisition **Search Results** appear.

   In this example, the Approver will expand the page to view the Requisition Description Details.

   Click the **Expand Section** button.

10. The **Summary Section** identifies the Vendor, Price of the Item and the Quantity.

    In this example we want to view the details of the Line Item.

    Click the **Criterion chair, high back, height, width, ... object.**

11. The **Item Description** page appears.

    The Requisition Price, Category, Vendor Name and ID, Item ID and Manufacturer Item Id are identified.

12. In order to Return to the Requisition Summary page.

    Click the **Return to Previous Page** link.

13. Click on the **Requisition ID** in order to access the Requisition Approval page.

    Click the **0000000360** link.

14. 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.

15. **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.

16. In order to View the **Line Details** Select the Line and click in the box.

    Click the **1** option.
17. **Click the View Line Details button.**

18. The **Requisition Information** page appears referencing the Item Description, Ship To, Attention, Due Date, QTY, Total and Distribution.

19. **Close** the page in order to Return to the Review Requisitions page.

20. The **Requisition Approval** page appears. The Requisition Lines Description and Chartstring have been reviewed.

In this example, we will Approve the Requisition.

Click the **Approve** button.

21. The **First Level Approver** page appears.

The page references the Item Description, Approver Name, Level of Approval and the Date and Time.

22. **Note:**

**Requisitions** which require additional Approval will reflect a 2nd Level Approver requirement.

23. The **Approved Requisition** will be electronically sourced into a Purchase Order that will be sent Directly to the Vendor via cXML, fax or e-mail. **End of Procedure.**