

Quick

Reference

Guide

Assigning, Reviewing, and Approving a Requisition

In This Guide

- ✓ Reviewing requisitions for approval
- Approving requisitions

✓ Assigning requisitions to yourself

Some requisitions requiring review automatically go to your approvals folder named (My PR Approvals). If an approval step is shared by more than one person, the document must be assigned to the approver before it is reviewed, updated, etc.

By placing the pending requisition in your My PR Approvals folder, it signifies that YOU are responsible for the current workflow step and indicates your intent to review (i.e., approve or reject) the requisition.



Procedure

1. From the **BUY-U** homepage, access your pending requisitions by clicking the **Action Items** link in the top navigation bar.



- 2. Click the Unassigned Approvals Requisitions link.
- 3. Expand the approval queue folder for the account number or dedicated name associated with the specific workflow step you wish to approve.

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4. Click the Assign link, located in the Action column, to assign the requisition to yourself for review.



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- 5. Review the requisition information and make updates, if needed.
- 6. Select Approve/Complete Step from the Available Actions drop-down list and then click the Go button.

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7. If you are unable to complete an approval after it has been assigned to you, you can return it to the shared approval queue by clicking in the checkbox associated with the requisition, selecting **Return to Shared Folder** from the **Available Actions** drop-down list, and then clicking the **Go** button.

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You have successfully assigned, reviewed, and approved a requisition.