Finalize Requisition and Submit for Approval

In this Guide
- Finalizing a requisition
- Submit a requisition for approval

This guide demonstrates how to finalize the requisition and submit for approval.

Procedure
1. On the **active cart** page, click the **Proceed to Checkout** button.

2. Click the **Final Review** segment of the process flow diagram to complete your review. If needed, click the **Edit** button to make updates as required.

3. Click the **Submit Requisition** button.
A confirmation message will appear, along with a summary of your requisition.

BUY-U will send an email notification to the shopper notifying them that their order has been processed.

BUY-U will also send email the approver(s) to approve the requisition, if necessary.

You have successfully finalized a requisition and submit that requisition for approval.