



Quick

Reference

Guide

Assigning, Reviewing, and Approving a Requisition



In This Guide

- ✓ Reviewing requisitions for approval
- ✓ Assigning requisitions to yourself
- ✓ Approving requisitions

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.



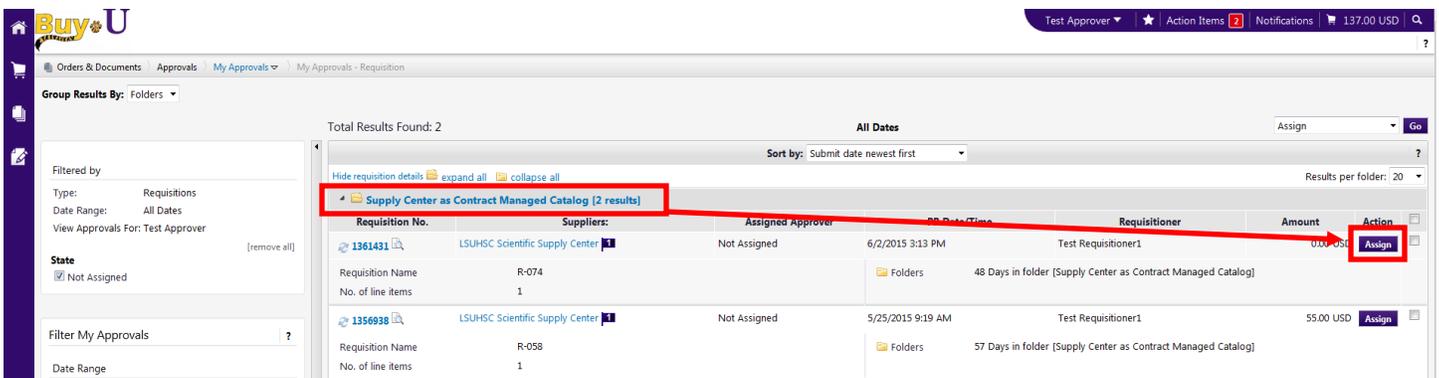
BUY-U sends an email notification of the approved requisition to the Requester.

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.



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

Assigning, Reviewing, and Approving a Requisition



4. In the **My PR Approvals** folder, click on the requisition number to open the requisition.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1361431	LSUHSC Scientific Supply Center	Test Approver	6/2/2015 3:13 PM	Test Requisitioner1	0.00 USD	Approve

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.

General	Shipping	Billing
Status : Pending Submitted: 6/2/2015 3:13 PM Cart Name: R-074 Description: Sole Source Desimone Prepared by: Test Requisitioner1 Home Department: 1050000 ALLIED HEALTH PROFESSIONS Ad hoc Approver: no value Ad hoc Reviewer: no value	Ship To : Test Requisitioner1 Rm: 1234 LSUHSC-New Orleans 433 Bolivar St New Orleans, LA 70112 United States	Bill To : Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States Billing Information : SSC Customer # no value

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.