

Assigning a Requisition to "Myself" and Approving a Requisition



In This Guide

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

Procedure

1. Hover over the **Orders** Tab on the left. Hover over **Search**, then click **Requisitions**.

2. Choose the appropriate requisition.

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
3363249	Office Depot VWR International	Printer Paper	Pending	Patrick Defourneaux	11/10/2021 11:46:24 AM	3,534.22 USD

3. Click **Assign to Myself** in the top right.

Requisition • 3363249

1 of 15 Results

Assign to Myself

General	Shipping	Billing	Pending
Status Pending Department Approval 1 Submitted 11/10/2021 11:46 AM Cart Name Printer Paper	Ship To Patrick Defourneaux Rm: 650 Neuroscience Center 2020 Gravier St New Orleans, LA 70112 United States	Bill To Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States	Total (3,534.22 USD) Subtotal 3,534.22 Shipping 0.00 Handling 0.00 <hr/> 3,534.22

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- 4. Review the requisition for accuracy. Click the drop down arrow in the top right. Click **Approve** to approve and stay within the requisition. Click **Approve & Next** to approve and move to the next requisition in line to be approved.

General	Shipping	Billing
Status Pending Department Approval 1 (Patrick Defourneaux)	Ship To Patrick Defourneaux Rm: 650 Neuroscience Center 2020 Gravier St New Orleans, LA 70112	Bill To Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States
Submitted 11/10/2021 11:46 AM		

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