



# Quick Reference Guide

## Previewing Requisition Workflow



### In This Guide

- ✓ Previewing requisition workflow

This guide shows how to preview the requisition that will be created after a cart is submitted. The ability to locate workflow approvers is also covered. This is useful when advance notification of a requisition requiring approval is necessary.

### Procedure

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

The screenshot shows the 'Shopping Cart' page for 'Test Requester'. The cart contains two items from VWR International. The total amount is 1,858.74 USD. The 'Proceed to Checkout' button is highlighted with a red box.

Product Description	Unit Price	Quantity	Total
<b>VWR BEAKER GLASS LOW 10ML PK12</b> Item added on Jul 27, 2015 Part Number: 89000-192 Manufacturer Info: VVW14000-10 - (VWR International) Contract: Test001 more info... VWR Agreement change...	102.18 USD CS	2	204.36 USD
<b>ANALYTICAL BALANCE 310G X 0.1MG</b> Item added on Jul 27, 2015 Part Number: 10204-064 Manufacturer Info: VWR-314AC - (VWR International)	1,654.38 USD EA	1	1,654.38 USD

2. Click the **PR Approvals** tab to preview the workflow approval path.

The screenshot shows the 'PR Approvals' tab selected. A yellow message box states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the Submit Requisition button at the top of the page.' Below the message is a workflow diagram showing the approval path: Submitted Future -> Initial Validation (view approvers) -> Department Financial Approval (view approvers) -> Final Validation (view approvers) -> Create PO (Future) -> Finish.

Note: After you finalize and submit your requisition, you can return to the **PR Approvals** tab to preview the workflow status.

## Previewing Requisition Workflow



- Click on the **view approvers** link to display a list of approvers for that step of the workflow. After reviewing the approvers, click the **Close** button to exit.

Buy@U

Test Requester | Action Items | Notifications | 1,858.74 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Approvals - 1395234 - Draft Requisition

Submit Requisition  
Assign Cart

Return to shopping cart | Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the Submit Requisition button at the top of the page.

Requisition | **PR Approvals** | PO Preview | Comments | Attachments | History

Submitted Future → Initial Validation Future (view approvers) → Department Financial Approval Future → Final Validation Future → Create PO Future → Finish

**Workflow Step Approvers (Department Financial Approval)** ? X  
Approver Group : Dept: 1663000 (Purchasing): (All Values)  
Robert Parker RSPark@lsuhsc.edu +1 (504) 568-4814  
Close

***You have successfully previewed the requisition workflow.***