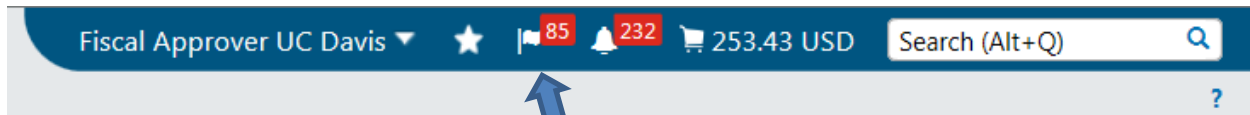# Approving Orders

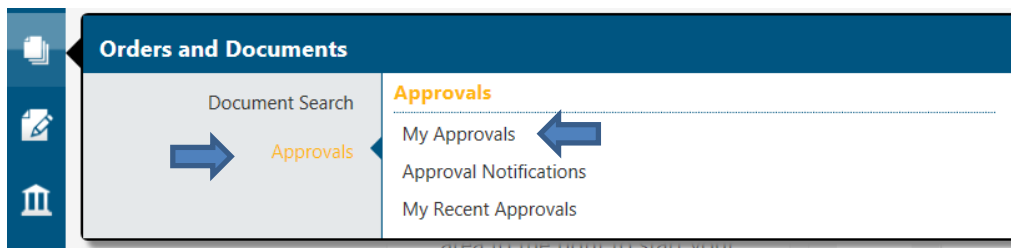## Locate the Requisition to be Approved

- Click on the **Action Items** (flag) icon at the top right of the screen.
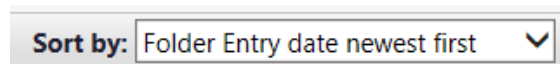

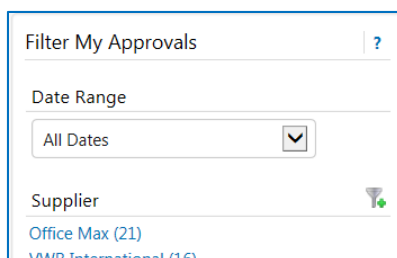**OR:**

- Click on the **Orders and Documents** icon on the left side of the screen. Choose Approvals and My Approvals to open a list of Requisitions on which you're listed as an approver.

Note: You can **narrow a list** of Requisitions by filtering (options on the left side of the screen) or sorting (drop-down menu above the list).


Tip: To see a cleaner, **less detailed list of Requisitions**, click on "Hide requisition details" at the top of the list.
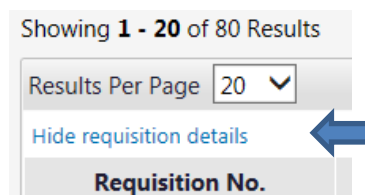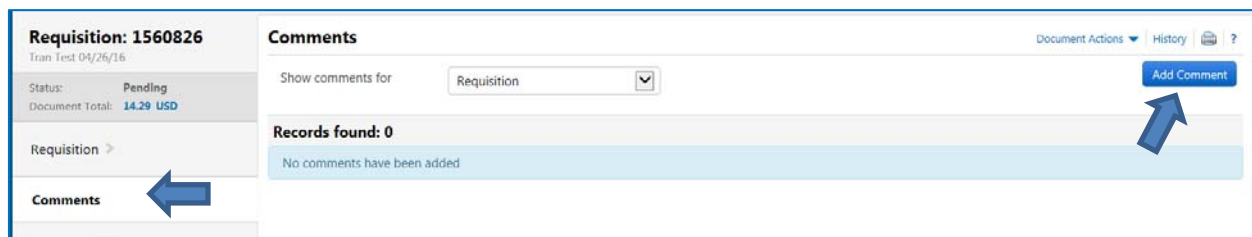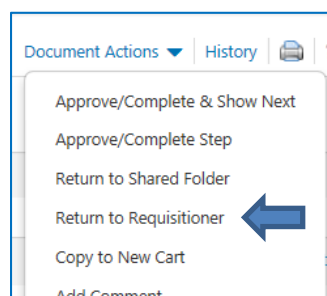
Review the Requisition

- **Open the Requisition** by clicking on the Requisition number. Make any necessary **edits**. **Note:** Line items with a **red arrow** next to the product name have been withdrawn by the Requisitioner.

- Unless you'll be approving or rejecting the Requisition quickly, **assign the Requisition to yourself** to prevent other approvers from working on the same Requisition. Do this by clicking "Document Actions" at the top of the Requisition screen, then choosing "Assign to myself." If you'd like to **unassign** the Requisition, click "Document Actions" and choose "Return to Shared Folder."
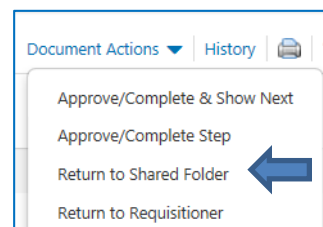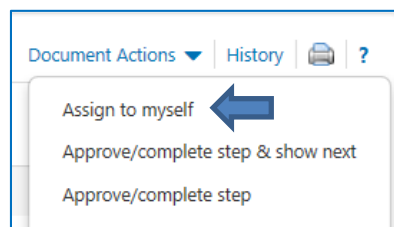
- To **add/send a comment**, click on Comments on the left side of the screen, then click Add Comment. If you'd like, you can elect to send an email version of the comment to the Requisitioner, or another email recipient. All comments are captured in the order history. You can also attach a file to the Requisition.
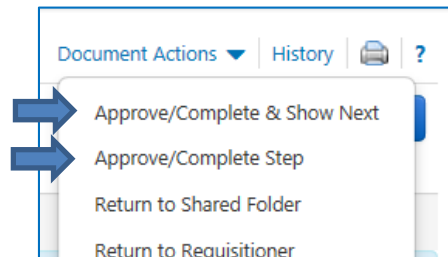

- If necessary, **return the Requisition to the Requisitioner** for corrections by clicking "Document Actions" at the top of the Requisition screen, then choosing "Return to Requisitioner." **Note:** You must assign the Requisition to yourself first.
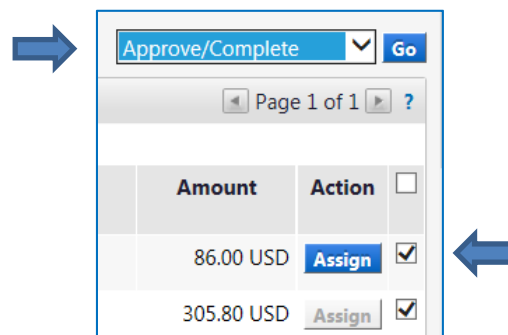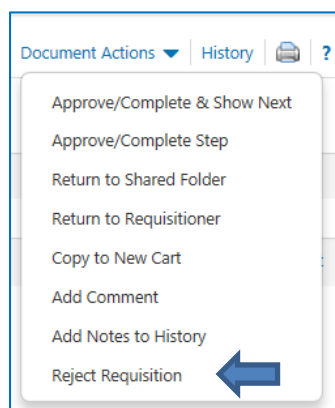
Approve/Reject the Requisition

- To **approve the Requisition**, click "Document Actions" at the top of the Requisition screen, then choose one of the Approve options.

Document Actions ▼ | History | 🖨 | ?

➤ Approve/Complete & Show Next

➤ Approve/Complete Step

Return to Shared Folder

Return to Requisitioner

Requisitions can also be approved from a list of Requisitions by adding a check to the box on the right of the Requisition listing. Multiple Requisitions can be chosen at once. Choose "Approve/Complete" from the drop-down list at the top of the page, then click "Go".

➤ Approve/Complete ▼ | Go

◀ Page 1 of 1 ▶ | ?

Amount	Action	☐
86.00 USD	Assign	☑	◀
305.80 USD	Assign	☑

- To **reject the entire Requisition**, first assign the Requisition to yourself, then click "Document Actions" at the top of the Requisition screen and choose "Reject Requisition." **Note:** Rejected Requisitions are prevented from being resubmitted by the requester.

Document Actions ▼ | History | 🖨 | ?

Approve/Complete & Show Next

Approve/Complete Step

Return to Shared Folder

Return to Requisitioner

Copy to New Cart

Add Comment

Add Notes to History

Reject Requisition ➤

- To **reject an individual line item**, first assign the Requisition to yourself. Then scroll down to the line item and put a check in the box to the right.

Click "Selected Line Item Actions" at the top of the line item list, then choose "Reject Selected Items."