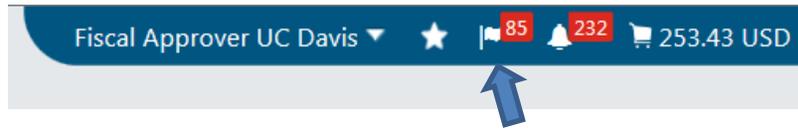


Approvals Quick Reference

Locate Requisitions to be Approved

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

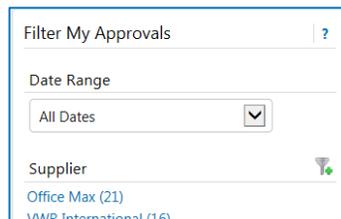


OR:

Click on the **Orders and Documents** icon on the left side of the screen. Choose Approvals and My Approvals.



- If you'd like, you can **filter** (to the left) or **sort** (at the top) the list.

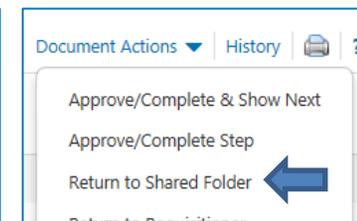
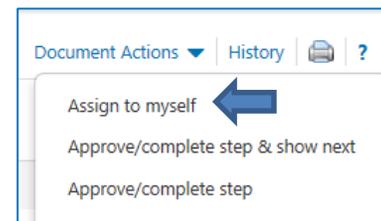


Review/Approve Requisitions

- To **approve within the list**, check the box next to the Requisition and choose Approve/Complete from the drop-down menu.

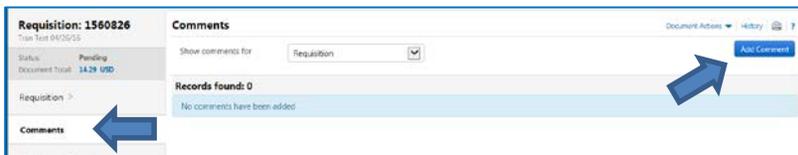


- To **review the Requisition first**, open the Requisition by clicking on the Requisition number.
- Assign the Requisition to yourself** by clicking "Document Actions" at the top of the screen, then choosing "Assign to myself." If you'd like to **unassign** the Requisition, click "Document Actions" and choose "Return to Shared Folder."

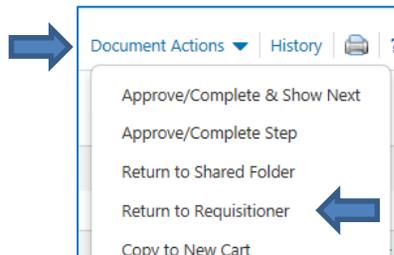


Approvals Quick Reference

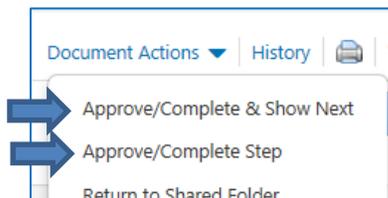
- To **add/send a comment**, click on Comments on the left side of the screen, then click Add Comment. You can also attach a file to the Requisition here.



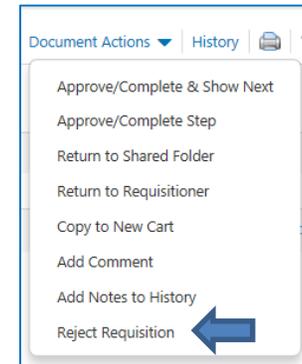
- If necessary, **return the Requisition to the Requester** for corrections. Click “Document Actions” at the top, then choose “Return to Requisitioner.”



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



- To **reject the entire Requisition**, click “Document Actions” and choose “Reject Requisition.”



- To **reject an individual line item** scroll down to the line item and put a check in the box to the right.

Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
EA	10.69	3 EA	32.07 USD	<input checked="" type="checkbox"/>

Then click “Selected Line Item Actions” at the top of the line item list and choose “Reject Selected Items.”

