SOP #: 4.2.3.2	Area: Purchasing
Title: ePro Requisition Approval Process	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: N/A
Approval Date: 02-24-2016	Review Date: N/A

## **Title: ePro Requisition Approval Process**

The requisition must be pulled from the worklist and reviewed before it can be approved. Follow the steps below to approve a requisition.

- 1. Enter EUID and Password.
- 2. Click Sign In.



3. Click **Worklist** on the top right of the screen.

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4. Select the appropriate requisition by clicking on the link under the **Link** section.

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ullenberger,Barry	02/01/2016	Approval Routing	Approval Workflow	2-Medium	✓ Requisition, 6184, SHARE, 2016-01- 01, N, 0, BUSINESS UNIT:SY769 REQ ID:0000000139.	Mark Worked	Reassign
ullenberger,Barry	12/18/2015	Approval Routing	Approval Workflow	2-Medium	✓ Requisition, 5422, SHARE, 2015-09- 21, N, 0, BUSINESS UNIT:SY769 REQ. ID:0000000114.	Mark Worked	Reassign

5. Click the comment icon  $\bigcirc$  under the **Requester's Comments** section to see comments and attachments when available.

**Note:** The comment icon  $\bigcirc$  will only appear if line comments or attachments were added to the requisition.

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- 6. Click **View** to view attachments when attachments are available.
- 7. Click **Return to Previous Page** to return to the **Requisition Approval** screen.

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8. Click the **View Line Details** button to review the Requisition Details screen. **Note:** The Requisition Details screen will open in a separate window.

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9. Review the Header Comments, Line item specifics, and the Chartfields on the Requisition Details screen.

**Note:** Departmental ePro Approvers are responsible for ensuring that the requisition is appropriate and meets all purchasing guidelines, as well as approving the requisition.

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- 10. Return to the **Requisition Approval** screen open in the other window.
- 11. Click the triangle icon by the **Review/Edit Approvers** section.

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12. Click the triangle icon in the **Purchasing Approval** section by **Comments** to view the Buyer comments.

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- 13. Review the **Comments** from the Buyer.
- 14. Review the UNTS Dept ID ePro section to ensure appropriate approvers are listed.

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15. Add comments, if applicable, in the Enter Approver Comments field at the bottom of the screen.

Enter Approver Comments	
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## 16. Click **Approve, Deny,** or **Hold** as appropriate.

**Note: Hold** places a requisition on hold to allow time for further review, while maintaining the hold on funds.

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Note: A Confirmation message will appear on the Requisition Approval screen.

17. Click **Return to Worklist** at the bottom of the screen.

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- 18. Review the **Worklist** to determine if more requisitions are pending approval.
- 19. Repeat steps 4-18 until all requisitions remaining on the **Worklist** are complete.

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