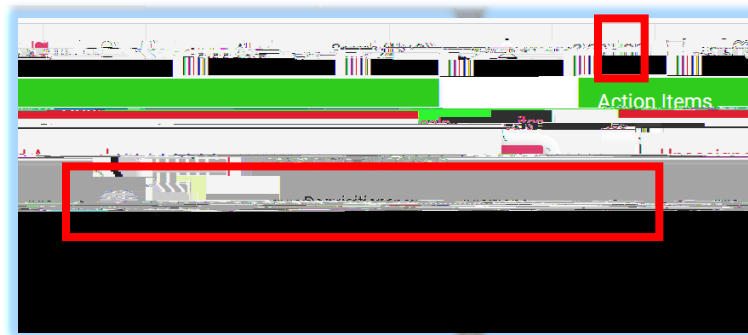


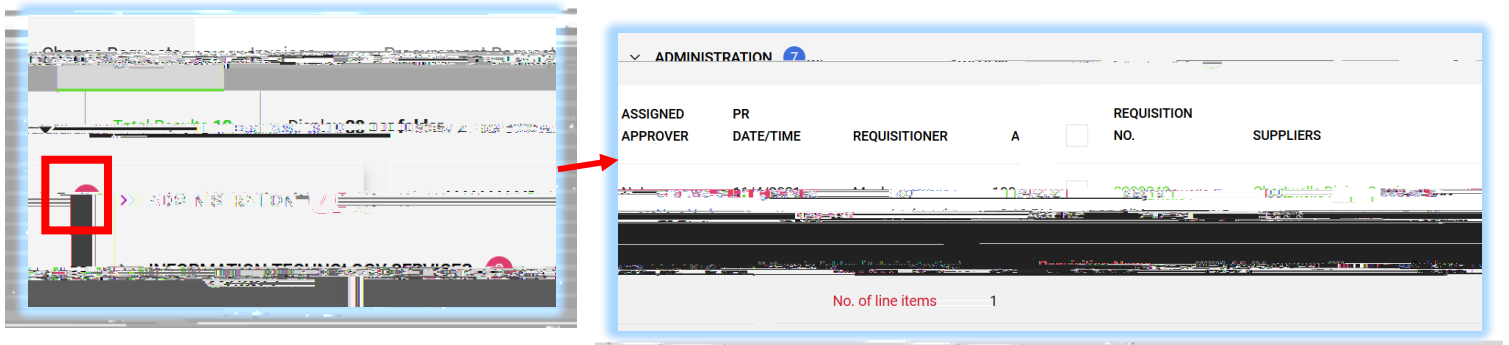
E-Procurement System Tutorial: Approving Requisitions

Please follow the below instructions if you are an Approver looking to approve Requisitions within E-Procurement.
PLEASE NOTE: Approvers will also receive emails from the system notifying them there is a document waiting for their approval with a direct link to the document. They can either rely on the email notifications or login directly to the system to approve.

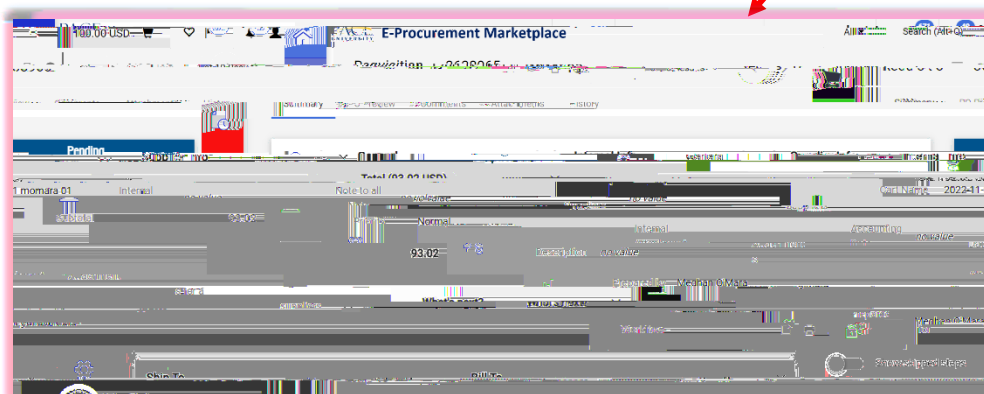
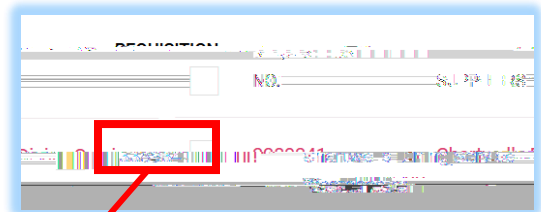
1. Login to E-Procurement.
2. Click on the Action Item icon, , in the upper right hand of the screen and select Requisitions:



3. Click on the caret icon to expand the menu and view the approval queue:



4. To open the Requisition for review, click on the linked number.

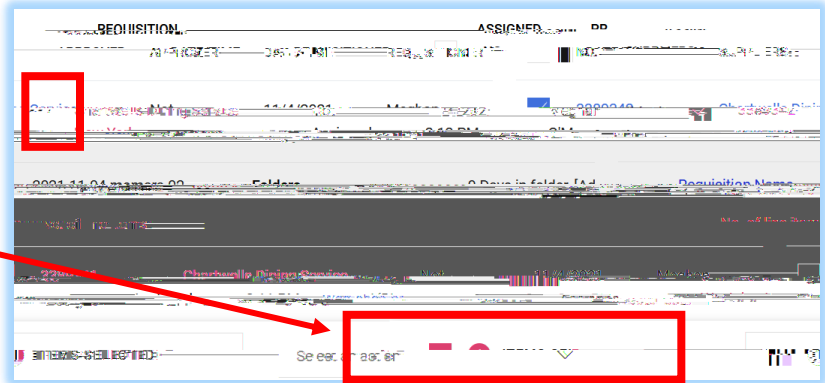


- Once the Requisition is reviewed and ready for approval, click on the Requisition menu (the **⋮** located in the upper right of the screen). Then select Approve.

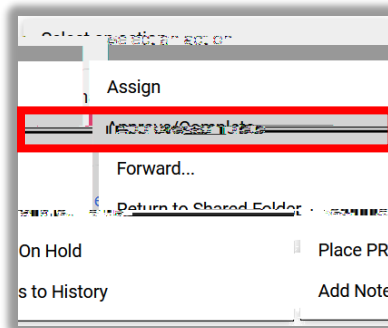


If you are already aware of the contents in the Requisition and would like to approve directly from your Approval queue, please follow the below:

- To approve, click on the check box to the left of the Requisition number. A dropdown menu will appear at the bottom of the screen.



- Click into the dropdown menu and select Approve/Complete to approve the Requisition:



The document has successfully been approved.