Approve Requisitions

Only persons with the Approver Role can approve requests

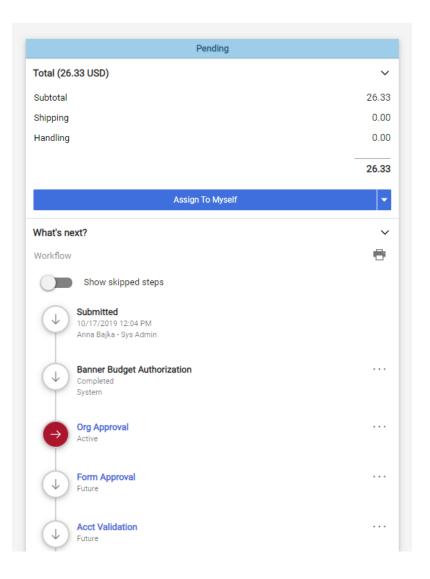
Step-by-step guide

- 1. On the YoMart Shopping-Home Page select Orders Approvals Requisitions to Approve
- 2. If needed use the Filter My Approvals box in the left-hand pane to filter the approval type
- 3. Click on the Approval Folder to expand it
- Image: Second State Approvals [1 result]
- Organization: 415400 (Business Systems): (All Values) [2 results]

4. Click on the Requisition/Form Number to open the request



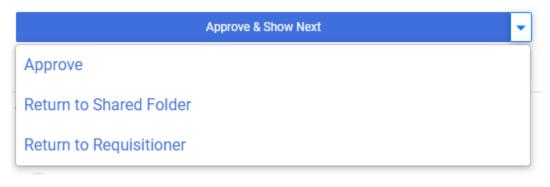
- 5. Verify the request is appropriate and correct
- 6. Approval options and Workflow steps are located on the right-side of the Requisition



7. Click the Assign to Myself button

Assign To Myself

8. Select the appropriate action for the specific requisition by clicking an option from the dropdown



If the request is to be APPROVED- Click Approve & Show Next or select Approve from the dropdown

If the request is to be RETURNED- Select Return to Requisitioner

9. If the request is to be **<u>REJECTED</u>**- Click the **Reject** button

Approve & Show Next	-]
Reject		

Related Articles

- Approve Requisitions via Email Assign a Substitute Approver

Search Knowledge Base

Submit a Service Request

We value your feedback! Click HERE to suggest updates to an existing article, request a new article, or submit an idea.