Approve Requisitions



Only persons with the Approver Role can approve requests

Step-by-step guide

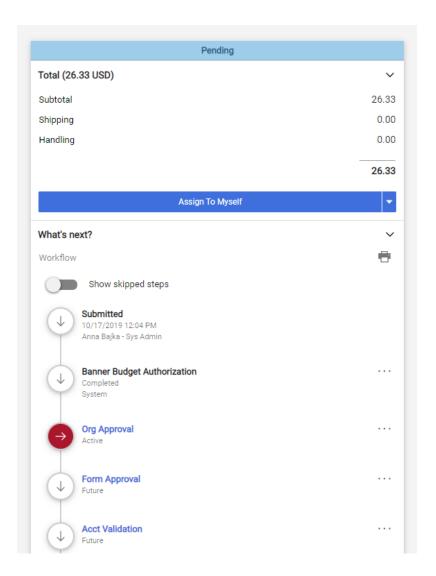
- 1. On the YoMart Shopping-Home Page select Orders Approvals Requisitions to Approve
- 2. If needed use the Filter My Approvals box in the left-hand pane to filter the approval type
- 3. Click on the Approval Folder to expand it



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



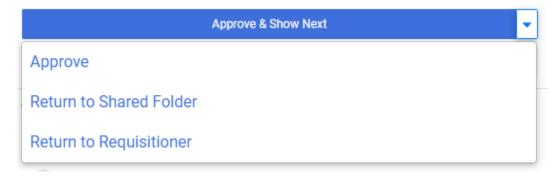
- 5. Verify the request is appropriate and correct
- 6. Approval options and Workflow steps are located on the right-side of the Requisition



7. Click the Assign to Myself button



8. Select the $\underline{\text{appropriate action}}$ 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 **REJECTED**- Click the **Reject** button



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