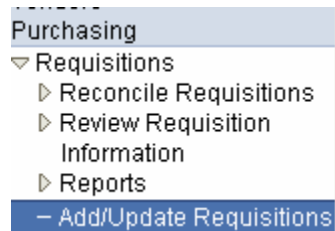


Requisition Approval

Once a requisition has been created and a REQ ID has been assigned, a requisition must be approved and budget.

The approver can elect to budget check it manually, otherwise, a nightly process will run, budget checking all requisitions with an approved status.

Navigation: Purchasing, Requisitions, Add/Update Requisitions, Find an Existing Value



[Find an Existing Value](#)

1. To approve the requisition, enter the Requisition ID.
2. Click

Requisitions

Use the following search to look for an existing Requisition.

Business Unit:	=	SLCMP	<input type="button" value="Search"/>
Requisition ID:	begins with	2007101286	
Requisition Status:	=		
Origin:	begins with		<input type="button" value="Search"/>
Requester:	begins with		<input type="button" value="Search"/>
Requester Name:	begins with		<input type="button" value="Search"/>
Hold From Further Processing		<input type="checkbox"/>	
<input type="checkbox"/> Case Sensitive			

[Basic Search](#)

3. Select the requisition you need to approve.

- Verify line information on the Maintain Requisition page. Line information includes:
Description of the item(s) for each line. To view the entire description, click to the left of the field.
Qty
Unit Of Measure (UOM)
Category
Price
- Click to review the schedule of a line.
- If there are multiple lines on the requisition, click [View All](#) to view them on the same page

[Item Search](#) [Requisition Items](#)

Line	Description	Quantity	UOM	Category	Price	Amount	Status
1	Wall Channel, 66h,	2.0000	EA	42500	27.19000	54.38	Approved

Maintain Requisitions

Schedule

Business Unit: SLCMP Requisition Date: 03/23/2008
 Requisition ID: 2007100934 Status: Open

[Return to Main Page](#)

Line	Item	Quantity	UOM	Amount
1	Wall Channel, 66h, Basic: 7238	2.0000	Each	54.38 USD

Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	070001	2.0000	27.19000	54.38		Active

[Add Ship To Comments](#)

Sched	*Ship To	Quantity	Price	Amount	Due Date
1	070001	2.0000	27.19000	54.38	

- Verify the Chartfields by clicking on the distribution , once verified click [OK](#)
- Select [Return to Main Page](#) to go back to Maintain Requisitions

9. If needed, click [Add Comments](#) or [Edit Comments](#) to verify comments to the Buyer.

10. Click

11. Approve by clicking and click

12. Run Budget Check by clicking

13. Verify Status and Budget Status before leaving the page. Click

Maintain Requisitions

Requisition

Business Unit: SLCMP
Requisition ID: 2007100934

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Status: Approved
Budget Status: Valid