

In This Guide

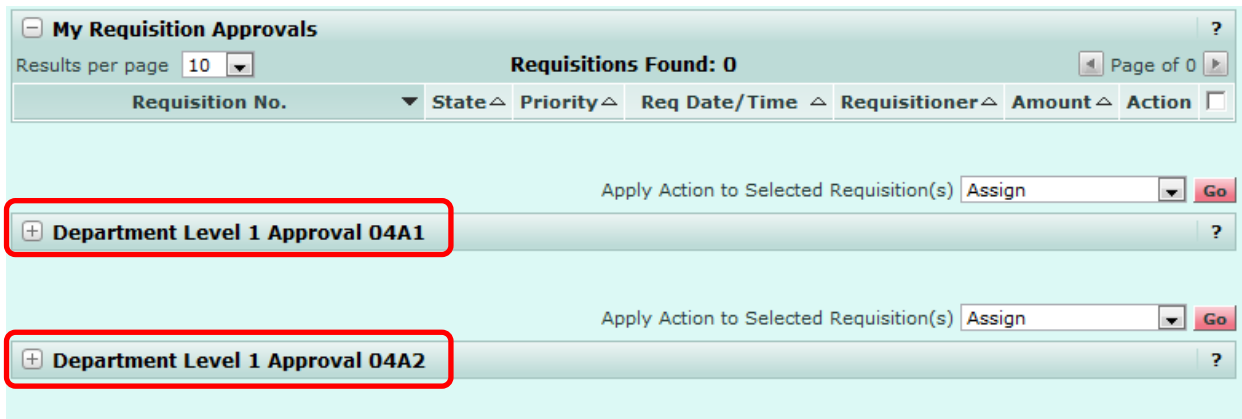
- ✓ Forwarding a requisition to another approver
- ✓ Review/add comments

Procedure *(Note: Steps 1-5 are identical to Approving a requisition job-aid)*

1. From the home screen, there are two ways to view documents in need of review. You can either select the **Requisitions** link within the **Approvals** section of the **Action Items** window (shown to the right), or select the **Requisition** tab under the **Approvals** window.



2. The **Requisition** tab under the **Approvals** window displays all documents awaiting your review/approval. As an approver, your approval queues are based on the organization specified on the transaction as shown in the following example:



When requisitions are routed to a queue for approval, they are in an “unassigned” state, as multiple approvers can be assigned to a single queue.

3. To move a transaction to the "My Requisition Approvals" queue, where you are the only approver who can edit/approve the transaction, select the [Assign](#) link from one of your approval queues.

My Requisition Approvals ?

Results per page 10 Requisitions Found: 0 Page of 0

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action
Apply Action to Selected Requisition(s) Assign <input type="button" value="Go"/>						

Department Level 1 Approval 04A1 ?

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	Approver	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413		Not Assigned	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Assign <input type="checkbox"/>
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

4. The transaction is moved to the "My Requisition Approvals" queue, preventing other approvers in the same queue from either approving the transaction or assigning it to their personal approval queue. Note, the transaction is still shown in the original queue, as well as "My Requisition Approvals"; however, the transaction is assigned to you and can not be edited by others on the approval queue.

My Requisition Approvals ?

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action	
769413	Active	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Approve <input type="checkbox"/>	
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

Apply Action to Selected Requisition(s) Assign

Department Level 1 Approval 04A1 ?

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	Approver	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413	WayneBuy Approver	Assigned	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

5. To view transaction details, select the **Transaction ID** link.

My Requisition Approvals ?

Results per page **Requisitions Found: 1** Page 1 of 1

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413	Active	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Approve <input type="checkbox"/>

Cart Name: Fine Arts-Office Of The Dean Office Supplies Suppliers: OfficeMax Contract Inc

Cart Description:

No. of line items: 3

6. From within the transaction, you can review, and if necessary, edit, the transaction. Once you have determined the requisition needs to be forwarded to another approver for additional review, select the option from the **Available Options** section and click **Go**.

WayneBuy WayneBuy Approver profile | logout Select Draft Cart or Add Item to Cart

Summary - Requisition 769413 Search for PO No. Go

home/shop | favorites | carts | **approvals** | document search | settlement | profile | more >> AAA

requisition | purchase order | requisition outbox | purchase order outbox

Available Actions: **Go**

Requisition | Req Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting | Internal Notes and Attachments | Supplier Info ?

7. A dialog box will appear allowing you to search for the approver to receive the forwarded requisition. Fill out one (or more) of the fields (Last Name, First Name, User Name – access id, or email) and click **Search**.

User Search ?

Last Name

First Name

User Name

Email

Department

Results per page

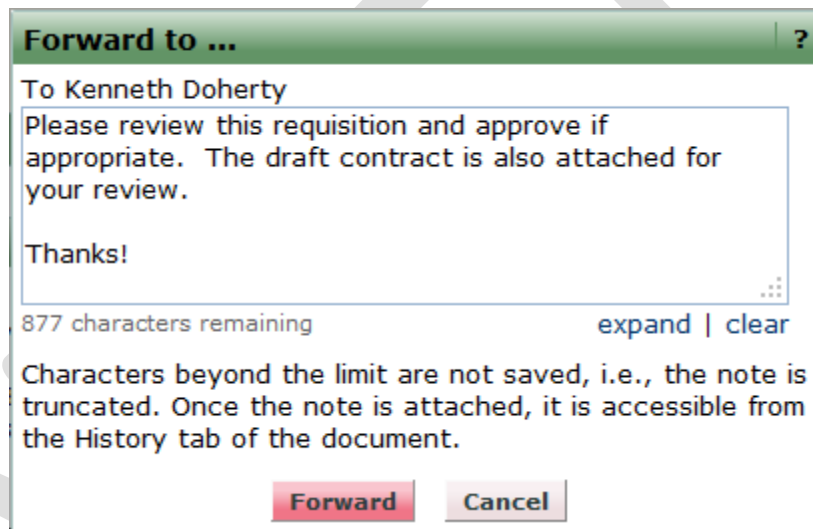
Search

8. Once the results have generated, select the intended recipient of the forwarded requisition by clicking [\[select\]](#) under the Action column



Name	User Name	Email	Phone	Action
Doherty, Kenneth	ac0578	waynebuy@wayne.edu	+1 (313) 577-3756	[select]

9. A final dialogue box will appear which allows you to type a message to the recipient detailing any instructions or information you would like them to be aware of regarding this requisition. Click the [Forward](#) to complete the forward request.



Forward to ...

To Kenneth Doherty

Please review this requisition and approve if appropriate. The draft contract is also attached for your review.

Thanks!

877 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

[Forward](#) [Cancel](#)



A forwarded requisition's comments will be historically archived with the requisition under the "Comments" tab. Also, a time-date stamp and action type will be recorded within the "History" tab for audit purposes.

You have successfully forwarded a requisition.