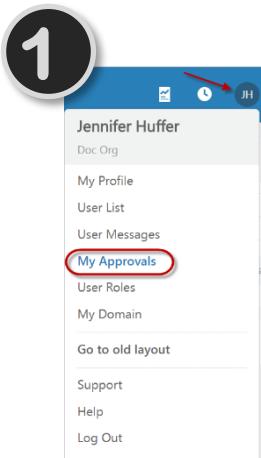


Approving Requisitions from My Approvals

When a standard requisition is submitted that requires your approval, the requisition is automatically placed in your queue to review for approval. Use the **User > My Approvals** menu to access requisition that are awaiting your approval.



Select your initials in the upper right corner, then click **My Approvals**.

 A screenshot of the 'My Approvals' page. At the top, there are buttons for 'Approve Selected' and 'Reject Selected'. Below that are filters for 'All', 'Search', and 'Strict Match'. A red arrow points to the 'All Facilities' filter dropdown. The main area is a table with columns: Reference, Totals, Rule Description, Facility, Department, Vendor, Rule Type, Request Date, and Status. The table contains three rows of data:

Reference	Totals	Rule Description	Facility	Department	Vendor	Rule Type	Request Date	Status
1	471.0599	Dept Manager	Community Medical ...	Finance		Standard Requisition	10/22/2016	Pending
2	64.8669	Dept Manager	Community Medical ...	Physical Therapy		Standard Requisition	10/22/2016	Waiting
3	4179.9900	Dept Manager	Community Medical ...	Nursing		Standard Requisition	10/22/2016	Pending

When the **My Approvals** page displays, requisitions waiting your approval display in the list.

If you have too many requisitions to browse through, filter by selecting a specific facility or type. You can also filter by status. By default, **Pending/Escalated** is selected. This allows you to see the requisitions requiring your attention.

3



The screenshot shows a user interface for managing requisitions. At the top, there are buttons for 'Approve Selected' and 'Reject Selected'. Below these are dropdown menus for 'All Facilities', 'All Types', and 'All Types'. A search bar with a magnifying glass icon is present, with a red arrow pointing to it. A 'Strict Match' checkbox is also visible. The main area is a table with columns: Reference, Totals, Rule Description, Facility, Department, Vendor, Rule Type, Request Date, and Status. Three requisitions are listed:

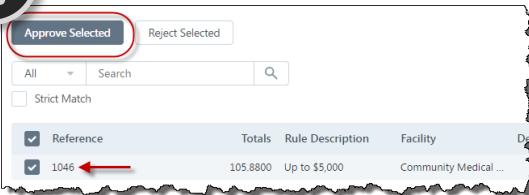
Reference	Totals	Rule Description	Facility	Department	Vendor	Rule Type	Request Date	Status
1	471.0599	Dept Manager	Community Medical ...	Finance		Standard Requisition	10/22/2016	Pending
2	64.8669	Dept Manager	Community Medical ...	Physical Therapy		Standard Requisition	10/22/2016	Waiting
3	4179.9900	Dept Manager	Community Medical ...	Nursing		Standard Requisition	10/22/2016	Pending

You can also search for specific requisitions awaiting approval with the **Search** menu.

Enter a requisition number or other property in the **Search** field. You can search through all properties or only those you select. For example, search only for requisitions under a specific vendor.

After you enter the information to search on, click the **Search** icon. The list filters, based on your search criteria.

4



The screenshot shows the same interface as step 3, but with two requisitions selected: '1046' and '105.8800'. A red arrow points to the '1046' entry. The 'Approve Selected' button is highlighted with a red circle.

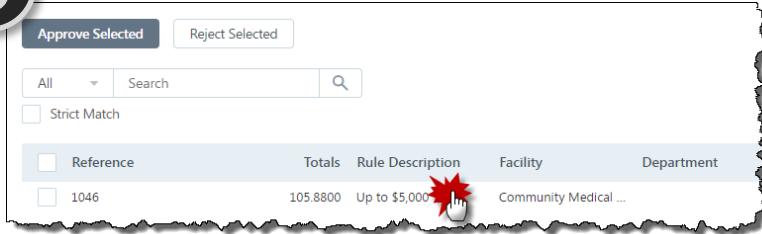
If you are positive that multiple requisitions can be approved without further review, you can quickly approve them by selecting their check boxes in the list, then clicking the **Approve Selected** button.

You can also follow the same process to reject multiple requisitions, then click the **Reject Selected** button.



BEST PRACTICE: Typically, you should open each individual requisitions to review for approval or rejection. This allows you to first see all details for each individual requisition...

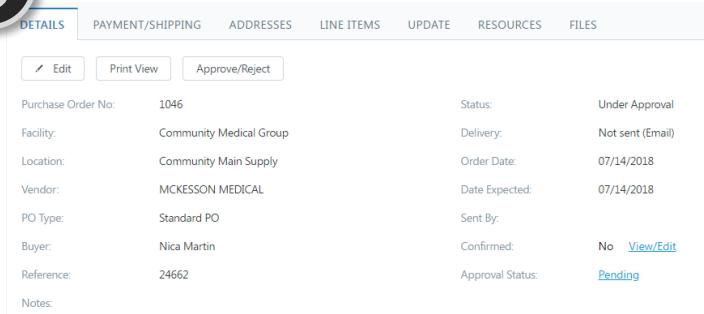
5



The screenshot shows a software interface for managing requisitions. At the top, there are buttons for 'Approve Selected' and 'Reject Selected'. Below that is a search bar with dropdown options 'All' and 'Strict Match', and a search icon. The main area displays a table with columns: Reference, Totals, Rule Description, Facility, and Department. A single row is selected, highlighted with a red cursor pointing to the '1046' reference number.

To review a specific requisition for approval, click the requisition in the list.

6



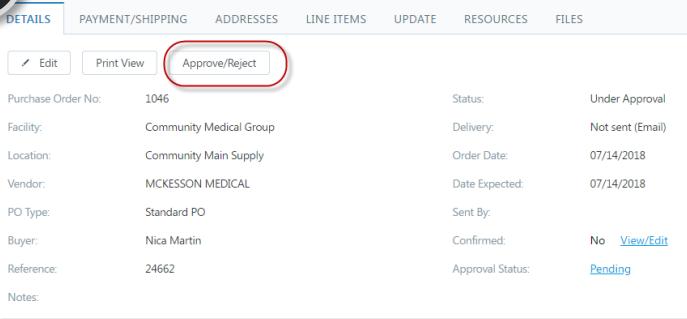
The screenshot shows the 'DETAILS' tab of a requisition's information page. The page includes tabs for 'PAYMENT/SHIPPING', 'ADDRESSES', 'LINE ITEMS', 'UPDATE', 'RESOURCES', and 'FILES'. Below the tabs, there are buttons for 'Edit', 'Print View', and 'Approve/Reject'. The main content area displays various requisition details in pairs: Purchase Order No. (1046), Facility (Community Medical Group), Location (Community Main Supply), Vendor (MCKESSON MEDICAL), PO Type (Standard PO), Buyer (Nica Martin), Reference (24662), Status (Under Approval), Delivery (Not sent (Email)), Order Date (07/14/2018), Date Expected (07/14/2018), Sent By, Confirmed (No), and Approval Status (Pending).

Click each tab to review specific information about the requisition.



NOTE: When the requisition is in the approval process, you cannot edit the line items or quantities. The requisition as a whole is either approved or rejected.

7



The screenshot shows the 'DETAILS' tab of a purchase order. At the top, there are buttons for 'Edit', 'Print View', and 'Approve/Reject'. The 'Approve/Reject' button is highlighted with a red oval. Below the buttons, there are two columns of purchase order details. The left column includes: Purchase Order No. (1046), Facility (Community Medical Group), Location (Community Main Supply), Vendor (MCKESSON MEDICAL), PO Type (Standard PO), Buyer (Nica Martin), and Reference (24662). The right column includes: Status (Under Approval), Delivery (Not sent (Email)), Order Date (07/14/2018), Date Expected (07/14/2018), Sent By (No), and Approval Status (Pending). A 'Notes' section is at the bottom.

When you are ready to approve or reject the requisition, click the **Approve/Reject** button under the **Details** tab.

8



The screenshot shows the 'Approvals' page with a modal window titled 'Approvals'. The modal has two buttons: 'Approve Selected' and 'Reject Selected', with 'Reject Selected' highlighted with a red oval. Below the buttons, there is a table with two rows. The first row has an empty checkbox and the text 'Rule Description'. The second row has a checked checkbox and the text 'Up to \$5,000' with a red arrow pointing to it. The status 'Pending' is shown to the right of the table.

When the **My Requisition Approvals** page opens, select the rule description, then click the button to approve or reject the requisition.

In this example, the requisition will be rejected.

9

Are you sure you want to reject the selected items? You can add a comment below.

OK

Cancel

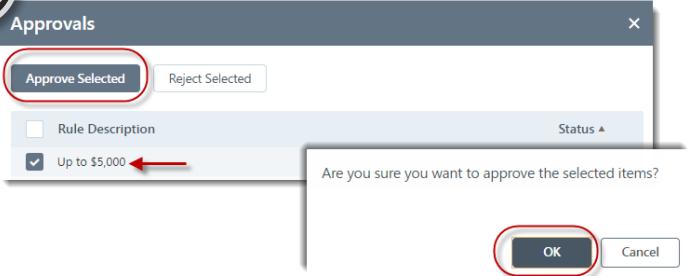
If you reject the requisition, a confirmation prompt displays, allowing you to provide a comment for the rejection.

Enter a comment, then click the **OK** button.



NOTE: When you reject a requisition, the status of the requisition is updated to **Rejected** and then routed back to the original buyer to update, as needed.

10



If you approve the requisition, as shown in this example, a confirmation prompt displays, allowing you to confirm the approval.

Click the **OK** button.



NOTE: When you approve a requisition, either the requisition is sent to the next round of approval, if applicable, or the order is sent directly to the vendor for placement.