

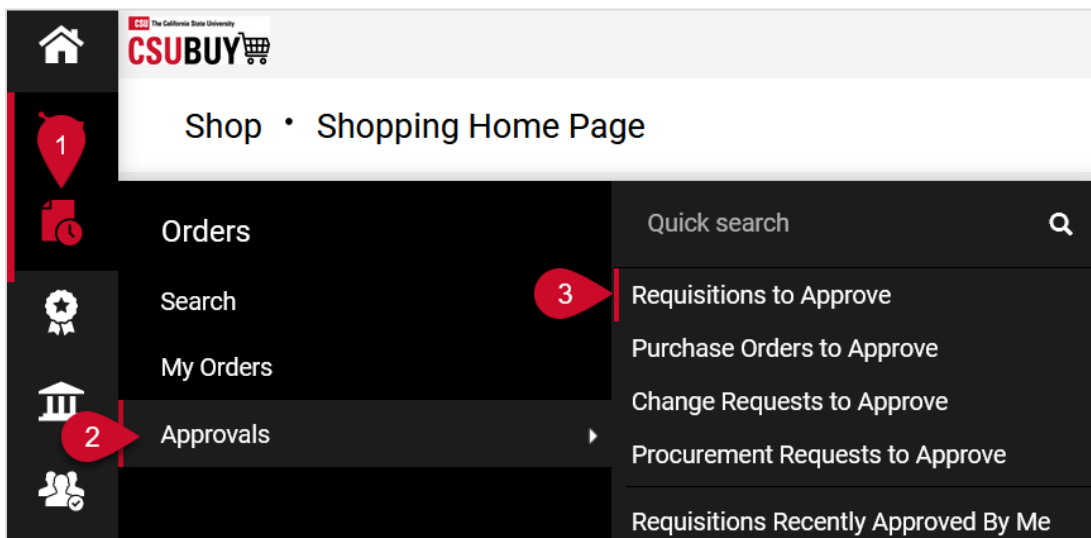
Approve, Return, or Reject a Requisition



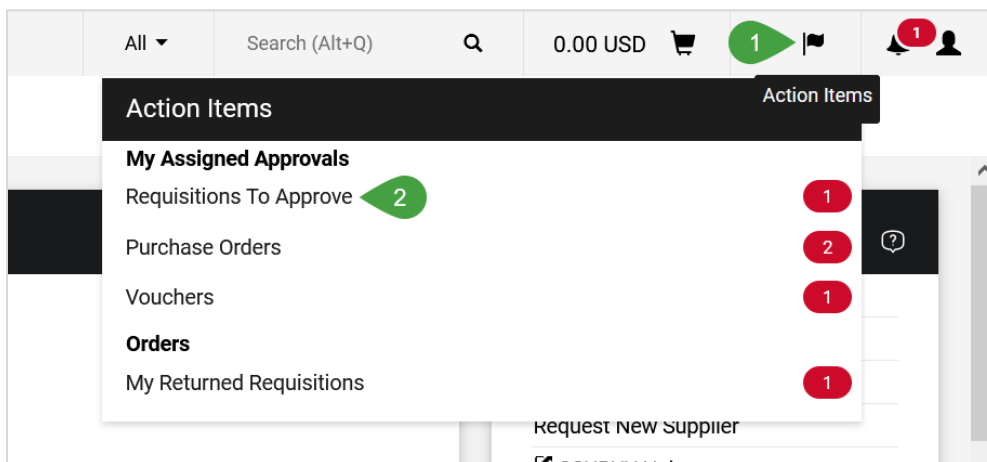
Learn how to make various requisition actions.

TAKE ACTION ON A REQUISITION

1. Navigate to Requisitions to Approve using either of the following methods:
 - a. **Orders > Approvals > Requisitions to Approve.**

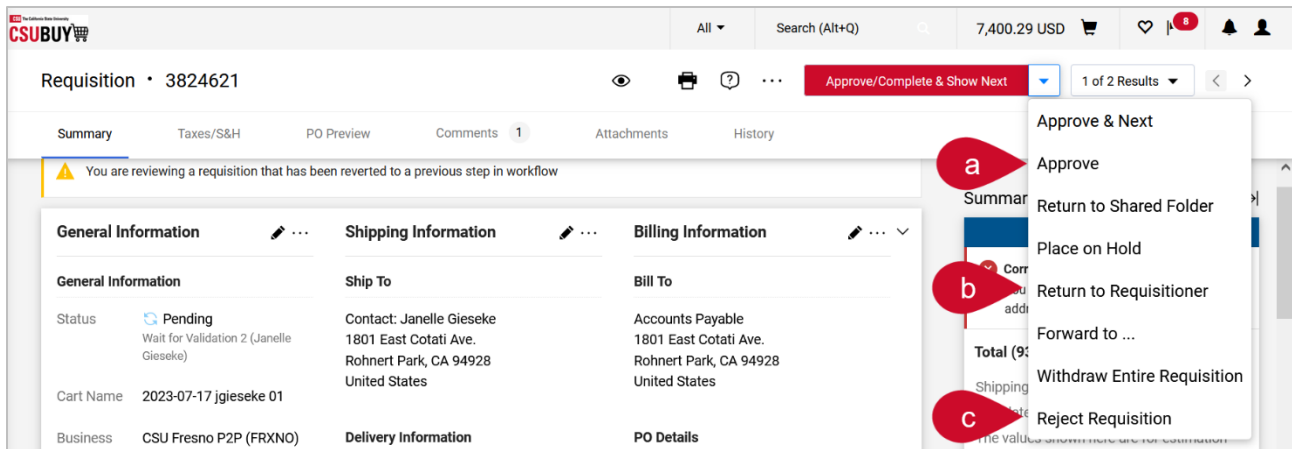


- b. Select **Action Items** from the Notification Menu. The Action Items pop-up window will appear. Select **Requisitions To Approve**.



2. Open the requisition and assign to yourself.

- Select the drop-down menu next to Approve/Complete button to take action on the requisition.



- To approve the requisition, select **Approve**.
- To return the requisition to the requester, select **Return to Requisitioner**.
 - In the pop-up window, enter the reason for the return and select **Save Changes**. This note will be available via the Comments or History tab and the requisitioner will be notified.
 - The requisitioner can access the requisition from the Draft Carts screen (**Shop > My Carts and Orders > View Carts > Draft Carts**), where the Type column will indicate that the requisition is returned. From there the cart can be opened, updated, and resubmitted back into the workflow.
- To reject the entire requisition, select **Reject Requisition**. You can only reject a requisition that has been assigned to you.

Note: This action is not reversible. Only reject a requisition if it should not progress. If more information is required return the requisition and add comments instead. The best practice is to return a requisition for a user to make edits and resubmit.

- Enter the reason for the rejection in the pop-up window.
- Select **Reject Requisition** to save the comment and reject the requisition.