

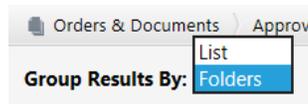
## APPROVAL OVERVIEW

The approvals necessary for a PR depends on your campus policies. Multiple approvers may be assigned to a particular folder. It is important to review and take action on the Requisitions assigned to you since those orders will not be sent to the vendor for fulfillment until they have completed all the approvals necessary.

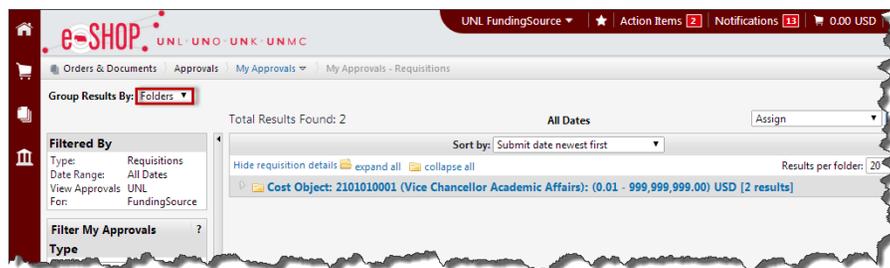
From within eSHOP, click on My Approvals from Orders & Documents to see the PRs currently in your approval folders awaiting to be reviewed.



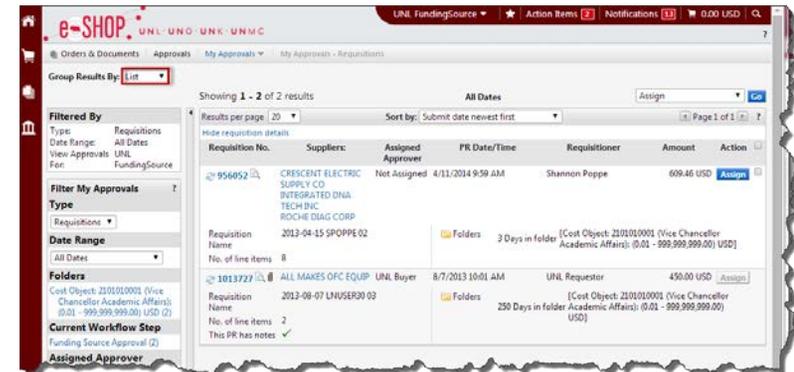
There are two views available on the Approvals tab. You can choose to view your approvals by Folders or by List.



Folder view allows you to see which approval folders you are an approver for and how many requisitions are awaiting approval in each. You can tell which ones are available because they are not assigned to an approver and therefore have no name by them. You can Expand or Collapse all folders by clicking the links. If you are an Approver for multiple folders, this would probably be the best view for you to use.



The List view shows all requisitions without being grouped into folders. If you only are an Approver for a few folders, this view might be better for you.



In order to more easily see which requisitions require your attention, choose from the sort options in the drop-down box at the top or use the filters on the left-side.

To avoid a duplication of reviewing requisitions, select "assign to myself" from the dropdown menu. This way other approvers will not be working on/reviewing the same order and will prevent other approvers from acting on it.

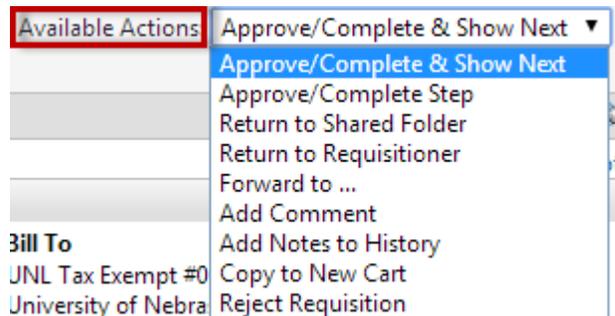
Once in my folder, I can click on the PR number and see the details of the order to check it for accuracy.



# eSHOP Requisition Approval Actions via eSHOP

## APPROVAL OPTIONS

After reviewing the PR, you can take action by selecting from the Available Actions drop-down menu.



- **Approve/Complete & Show Next** will send the order onto the next step in the process and show the next item that needs approval.
- **Approve/Complete Step** will send the order only the next step.
- **Return to Shared Folder** will un-assign the PR from your approvals folder and allow another approver in the folder to take action.
- **Return to Requisitioner** will send the PR back to the Requestor for changes prior to allowing approval. **Note:** The cart can be changed by the end user. This will help prevent having to recreate a punchout cart if the requisition is rejected.
- **Add Comments** allows you to add information you feel is important for the vendor to see or you can also add Documents using this option.
- **Add Notes to History** is useful for internal notes about the order, especially when returning for changes or rejecting.
- To completely cancel an order, select **Reject Requisition**.

If you want to reject specific lines on the PR, check the box by the line item and select Reject from the Selected line items dropdown menu.