Approve Purchase Requisitions

Lookup PR's in your Approval Queue:

- Materials
- Procurement Planning
- Purchase Requisitions
 - Query Popup
 - Find

Approve Purchas	se Requisitions	>
Find Query Sort	Saved Queries	
Search Criteria		
Requisition	begins with	
Approval Title	begins with 💌	
		🖽 Count 💾 Save Query 🕻 Reset
		Find Close

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Approve PR's:

- Click on the PR you wish to view
- In the Line Item detail in the box below, look to ensure the following information is present:
 - Description
 - Internal Notes (if needed)
 - Deliver To
 - Preferred Vendor
 - Cost
- If any of these are missing you will choose Reject the PR in the Approval Status* dropdown
 - Rejection Reason = F (OTHER SEE REJECTION NOTES)
 - Double click to select
 - Requisition Approval Notes Enter the Rejection reasons
 - Save

Browse Applications Materials > Procurement Planning > Purchase Requisitions > Approve Purchase Requisitions If the security Requirements Requisitione PR-0009142 Rev	FILE LINE OPTIONS PROC	CESS HELP	
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- If all information required is present you can choose Approve in the Approval Status* dropdown
 - Save

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- Query box will pop-up. If you have more PR's to view and approve, select and follow above process.
- If you are done approving. Close the Query pop-up
- Messages Pop-Up window will appear.
- Close

Message(s)	×
Message(s) (3) Record modifications successfully completed.	Close