

Approve Purchase Requisitions

Lookup PR's in your Approval Queue:

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

The screenshot shows a software window titled "Approve Purchase Requisitions" with a search interface. The window has a title bar with a magnifying glass icon and a close button. Below the title bar is a tabbed menu with "Find", "Query", "Sort", and "Saved Queries". The "Find" tab is active. The search area is titled "Search Criteria" and contains two rows of input fields. The first row is for "Requisition" with a dropdown menu set to "begins with" and an empty text box. The second row is for "Approval Title" with a dropdown menu set to "begins with" and an empty text box. Below the search fields are three buttons: "Count" (with a grid icon), "Save Query" (with a floppy disk icon), and "Reset" (with a circular arrow icon). At the bottom of the window, there are two buttons: a yellow "Find" button and a grey "Close" button.

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

The screenshot shows the SAP 'Approve Purchase Requisitions' interface. The main window displays the following information:

- Identification:** Requisition: PR-0009142, Rev: 0, Approval Title: PURCHASING, Req Date: 10/26/2017, Trans Currency: USD.
- Header:** Security Requirements.
- Requisitioner Information:** Requisitioner: 0091, Trial, Blake; Organization: 01.100.0011.
- Approval Information:** Process: UPSTREAM, Sequence: 1, Preferred Approver: ; Status: Rejected; Action Date: 10/26/2017; Rejection Reason: .
- Req Header Notes:** Funds to be added to PO-5812 for 4Q'17 thru 4Q'18.
- Req Approval Notes:**

A dialog box titled 'Use Query to Refine/Sort Your Search' is open, showing a list of rejection reasons:

Reason	Description
A	NO LONGER REQUIRED
B	CHARGE NUMBER NOT APPROPRIATE
C	REF DOCUMENTATION NOT REC'D
D	ADDITIONAL JUSTIFICATION REQ'D
E	NOT IN BUDGET/OVERBUDGET
F	OTHER - SEE REJECTION NOTES
G	WAREHOUSE MISSING

The background interface also shows a table with the following data:

Line	Line Type	Item	Internal Notes	Req U/M	RQ
1	S	S-STORAGE FEES	3,1 Storage of WCB and MCB; CID#1053	MTH	

- If all information required is present you can choose Approve in the Approval Status* dropdown
 - Save

FILE LINE OPTIONS PROCESS HELP

Browse Applications Materials > Procurement Planning > Purchase Requisitions > Approve Purchase Requisitions

1 of 1 Existing Table Query

Identification Requisition: PR-0009142 Rev: 0 Approval Title: PURCHASING Req Date: 10/26/2017 Trans Currency: USD

Header Security Requirements

Requisitioner Information: Requisitioner: 0091 Trial, Blake Organization: 01.100.0011

Approval Information: Process: UPSTREAM Status: Approved Action Date: 10/26/2017 Employee: 9995 Lim, Shannon

Line	Ship ID	Preferred Vendor	Preferred Vendor Name	Sales Tax/VAT Rate	Rev	Manuf Part	Manuf Part Rev	Vendor Part	Vendor Part Rev	Procurement Type	Issuing Agency	Security Clean System ID
1	MAIN	SENTR000	SENTRY BIOPHARMA SERVICES	7.7500%								

- 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