Order in My Notifications awaiting approval

Select the hyperlink in the subject column

The following details will be displayed:
- Item details of the order
- Accounting treatment of any items
- Any approval history

Select View Requisition details

Select Blue details icon in item line

Expand Additional Information

Select Tax Information link

Return to requisition by selecting Notification detail from the breadcrumb trail

From the pages above determine whether the following are all correct:
- Item descriptions are correct for all non-catalog items
- Correct supplier has been used for all non-catalog items
- The correct deliver-to location has been selected
- Correct GL/Grant coding has been used
- Correct VAT classification used for all items

Approve / Reject

Select Approve

Requisition approved and moves onto the next step

Select Reject

Requisition rejected back to original requester

User makes amendments and resubmits for approval