

## **Requisition Approval Guide**

## Approvals are Easy in ePro!

Approvers can review, approve, forward or return purchase requisitions. There are two different types of approvers, Department Approvers and Special Approvers.

> **Department Approvers:** Department approvers approve on the behalf of the funding department. The department approver cannot be the Requestor who submitted the requisition.

**Special Approvers:** Requisitions route for approval based on rules that comply with UNT policies. These approvers may include Budget, CFO, Asset Management, IT Compliance, Risk Management, Grants, Project and others depending on the workflow.

app		approval role. While th	ur Approval page will be customized based on your proval role. While the layout may be different, you will ve many options for quickly approving Action Items!		t, you will		All - Search (Alt+Q) Q 0.00 USD C C Quick Search is also available should you need to find a specific requisition.						
ccounts Payable [	Dashboard	Approver's Dashboa	d Sourcing Events Dashboard	UNTS Admin Group	UNTS	Shopping Home Page		Action Ite	ems				
Approvals					<b>T</b>	Month End Clo	se Reminder		ns To Approv	e			$\rightarrow$
Showing Resul	its 1 - 29 of 29	200 Per Page 🔻				Month Glose begin	s on 0/20. Thease terrien	Invoices Change Re	quest				
NUMBER	SUPPLIER	NAME	FOLDER NAME	DAYS IN FOLDER 个				Additional	-				
JT001179	Ben E Keith	n Company	225020	0		-		Requisition Invoices	IS				$\rightarrow$
JT001167	Henry Sche	ein Inc	960000	9		Action Items		Change Re	quest				
JT001168	Henry Sche	ein Inc	152070	9		APPROVALS							
JT001157	308 Constr	ruction, LLC	500400	22		Requisitions To Ap	prove	2		ro provi	des conve	nient :	
JT001108	Cavallo Ene	ergy Texas LLC	517000	90		Invoices		0		Action I			
JT001102	BSN Sports	s, LLC	225020	99		Change Request		•	1)		e top, righ		•
J0000876	John L Bas	ss OD PC	225020	255		ADDITIONAL APPROVALS				number of approvals waiting for your review is displayed on the Action Items (flag icon).			ed on the
J0000826	•	ou can click th		276		Requisitions		91	2)		Action Ite	-	
J0000817	Intelli th	perlink to ac requisition	Department Catch-All	276		Invoices		28		-			vals page.
J0000820		equiring your oproval.	925000	279		Change Request							
J0000676	Summus Ir	ndustries, Inc	Department Catch-All	344									

Managing requisitions assigned for your review and approval is simple. Click the arrow button next to the "Assign to Myself." Then select "Approve" or "Approve & Next."

equisition • 3	3740488			۲	🖶 🕐 ··· Assign To Myself	1 of 2 Results
Summary	Taxes/S&H PO Preview (	Comments 1 Attachments Histor	у			Assign to myself Approve & Next
A You are review	ng a requisition that has been resubmitted					Approve →
General		Shipping	··· Billing	8 <b>.</b>	··· ~ Total (160,000.00 USD)	~
Status	C Pending Department Approval	Ship To	Bill To	Approve/Complete & Show Next	🔽 🗸 1 of 2 Results 👻 <	rges are calculated and charged own here are for estimation
Submitted	3/28/2023 8:55 AM	Deliver to: HS Requestor Bldg/Rm: 'Deliver to:' 3420 Darcy St.	Email to: inv UNT Systen 1112 Dallas		Approve & Next	workflow approvals.
Cart Name	2023-03-28 hsrequestor01 01	Fort Worth, TX 76107 United States	Denton, TX United State		Approve	160,000.00 0.00
Description	no value					0.00
Business Unit	UNT Health Science Center (HS763)	Delivery Options		Summary	Return to Shared Folder	160,000.00
		Delivery Location 0211 103				

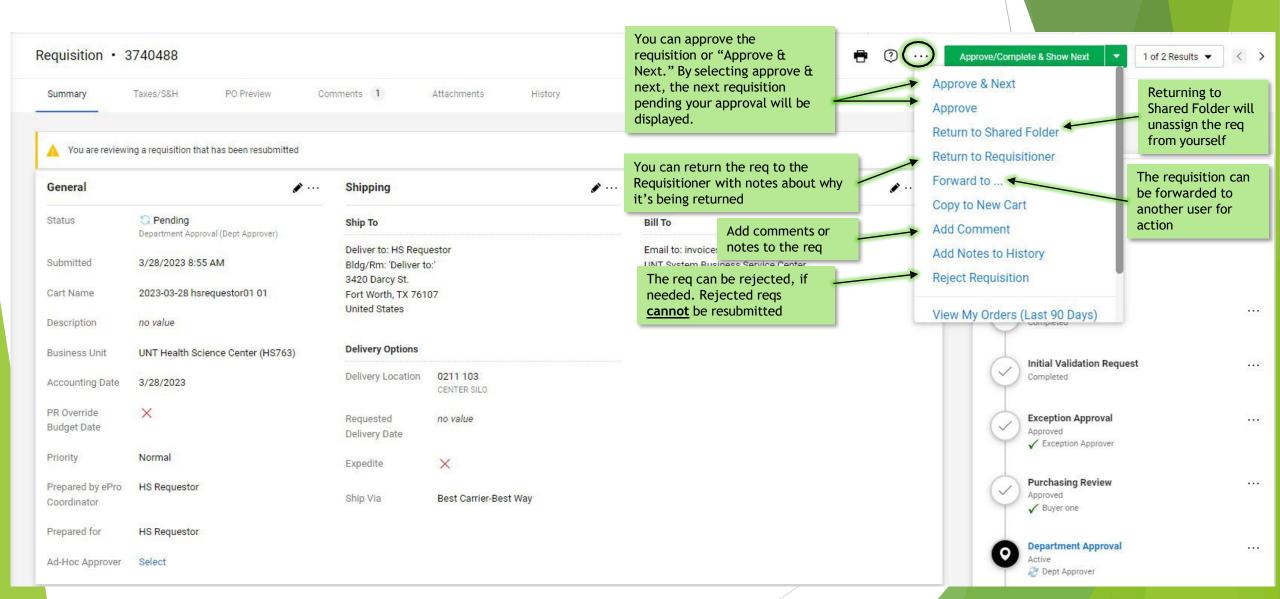
Forward to ...

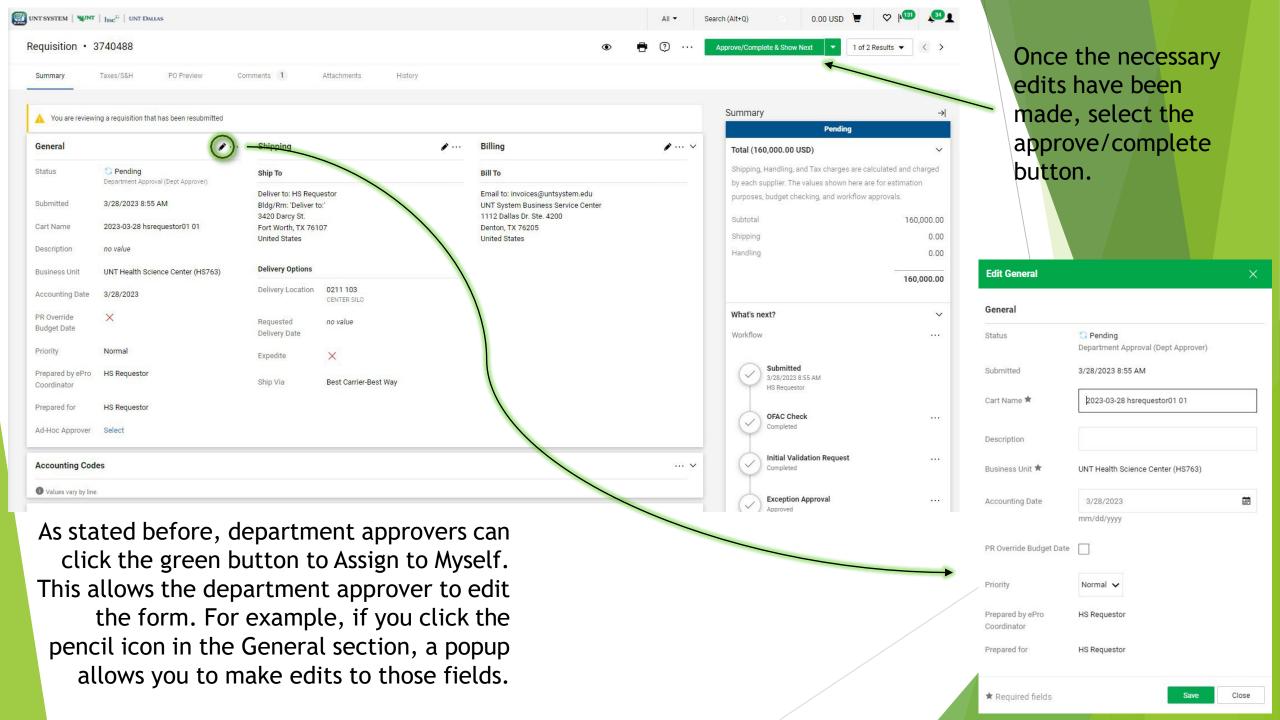
Shipping, Handling, and Tax

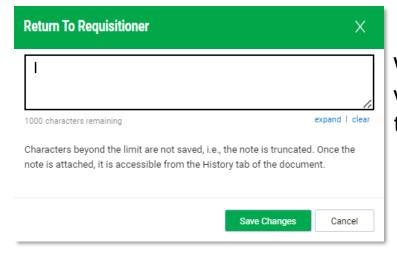
by each supplier. The values Reject Reguisition

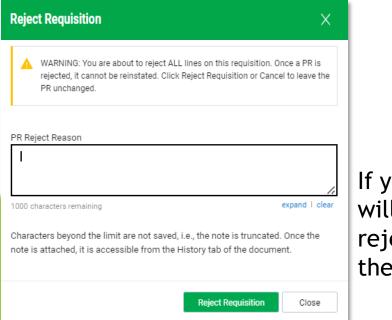
purposes, budget checking, and worknow approvais

Requisitions can be approved without assigning them to yourself. However, should you need to make edits, you will need to assign the requisition to yourself. If you assign the requisition to yourself, you will notice other actions can be taken. By clicking the ellipses, a list of options will be available.





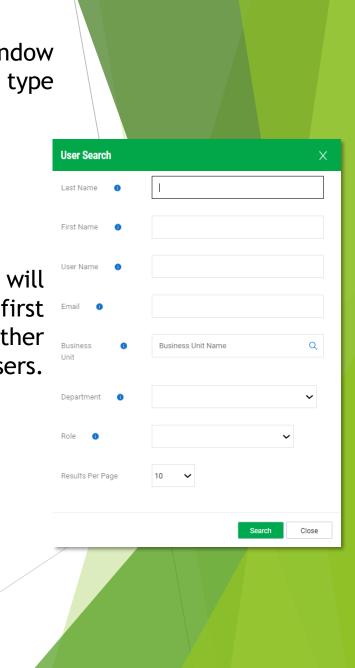




When selecting "Return to Requisitioner," a window will pop up with a comment box. Here you will type the reason for the return.

> If "Forward to…" is selected, a window will popup and you will be able to search by first name, last name, email address or other options for ePro users.

If you select "Reject Requisition," you will need to provide a reason for rejecting it. Warning: rejecting makes the requisition unusable.



Related Documents	~		
Purchase Order: DLT0000176	<del>0</del>		
What's next?	~		
Workflow			
Submitted 2/15/2024 3:16 PM DL Requestor			
OFAC Check Completed			
Initial Validation Request			
Exception Approval Approved AM Approver			
Approved Buyer one			
Department Approval Approved Buyer one			
Final Validation Request			
2nd OFAC Check Completed			
Create PO Campleted			
Completed 2/15/2024 3:19 PM			

Once the requisition has acquired all necessary approvals and the workflow is complete, a Purchase Order number will be assigned.