# How to Approve, or Deny a Requisition in ePro

The approver will be sent an email notifying them of a requisition that requires their attention. Below is an example of an email the approver would receive.

If you are not already logged into eProcurement, clicking the link will take you to the Benedictine PeopleSoft Financials/eProcurement login screen where you can login to eProcurenement. The user ID and password are the as your network User ID and Password. If were already logged in to ePro, clicking the link will take you directly to the approval screen for the particular req.
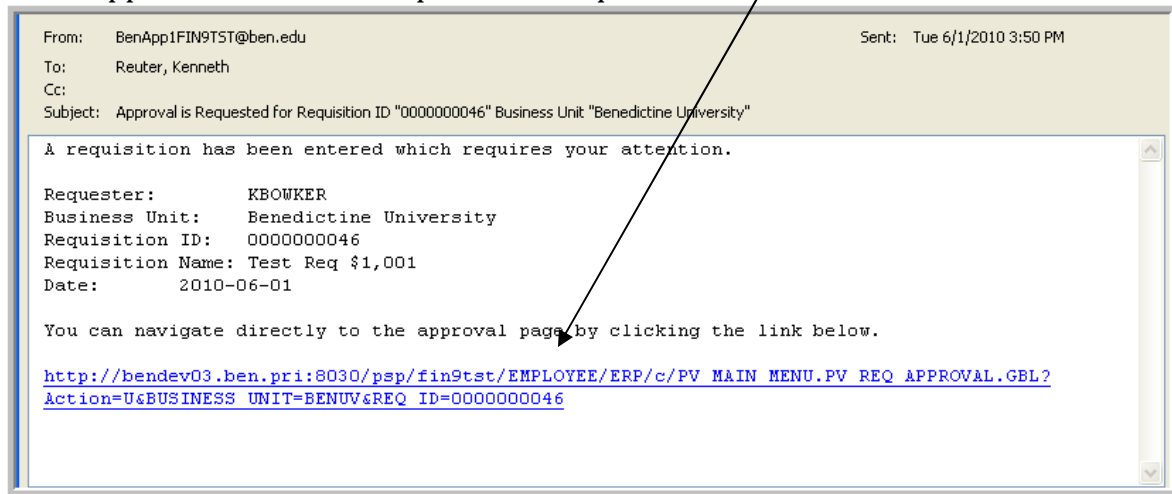
An alternative to this method would be to log into eProcurement and navigate to approve requisition page (Navigation : **eProcurement > Approve Requisitions**). Make sure the status is set to "Pending", and then click   Search   . A list of all the PO's that require your approval will be displayed. Select the req you wish to approve by clicking the link of Req ID number, (0000000014 in the example below).
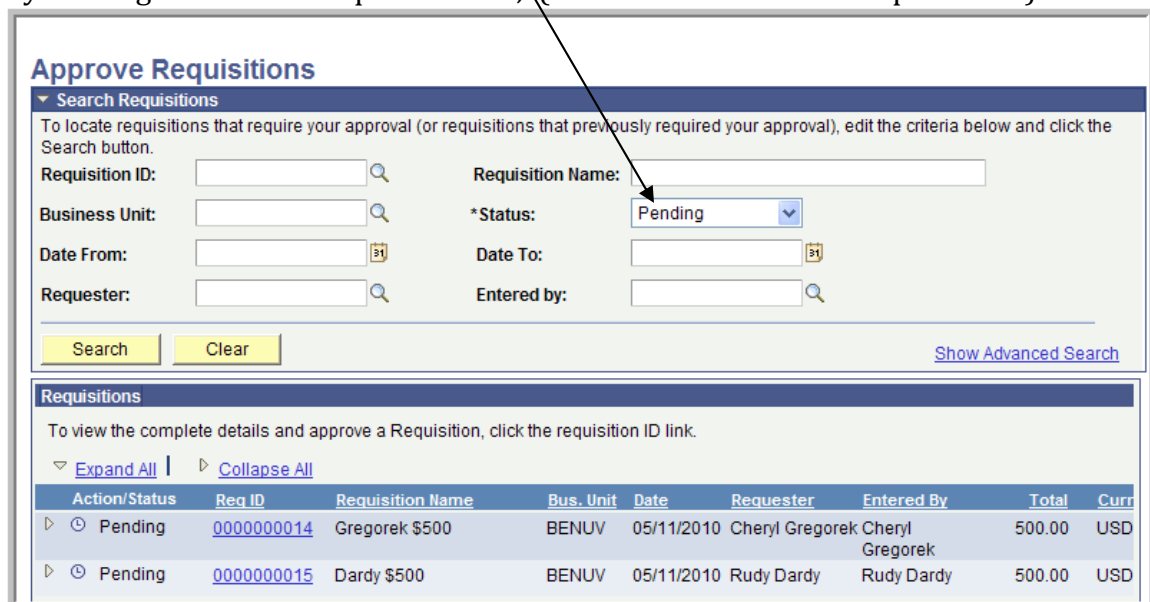
On the requisition approval screen you can view who the request is from, the justification for the purchase, the item(s) they wish to purchase, the vendor(s) they plan to purchase the item from, and the cost of the item(s).

Click the ⬚ To see if the requester attached any files as further back up for the purchase. Click View to display the file attachment. Click the Return to Previous Page link to bring you back to the original request approval page

Requisition Approval

Req Name:	Test Req		
Total:	50.00 USD		
Requester:	Karl F. Bowker	Business Unit:	BENUV
Entered on:	08/30/2010	Requisition ID:	0000000133
Status:	Pending	Priority:	Medium

Requester's Justification:
Please

▼ Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
☐	1	Enter Item Description	BESTBUY-001	1.0000	EA	50.00000	USD	💬

☐ Select All / Deselect All

└ 📄 View Line Details

▶ Review/Edit Approvers

Enter Approver Comments

[   ]

☑ Approve   ⊘ Deny

Return to Approve Requisitions   Previous in List   Next in List

To view additional details, select the line whose details you wish to view and then click the **View Line Details** button. Below is an example of the line details that would be displayed.

Requisition: Test Req $1,001
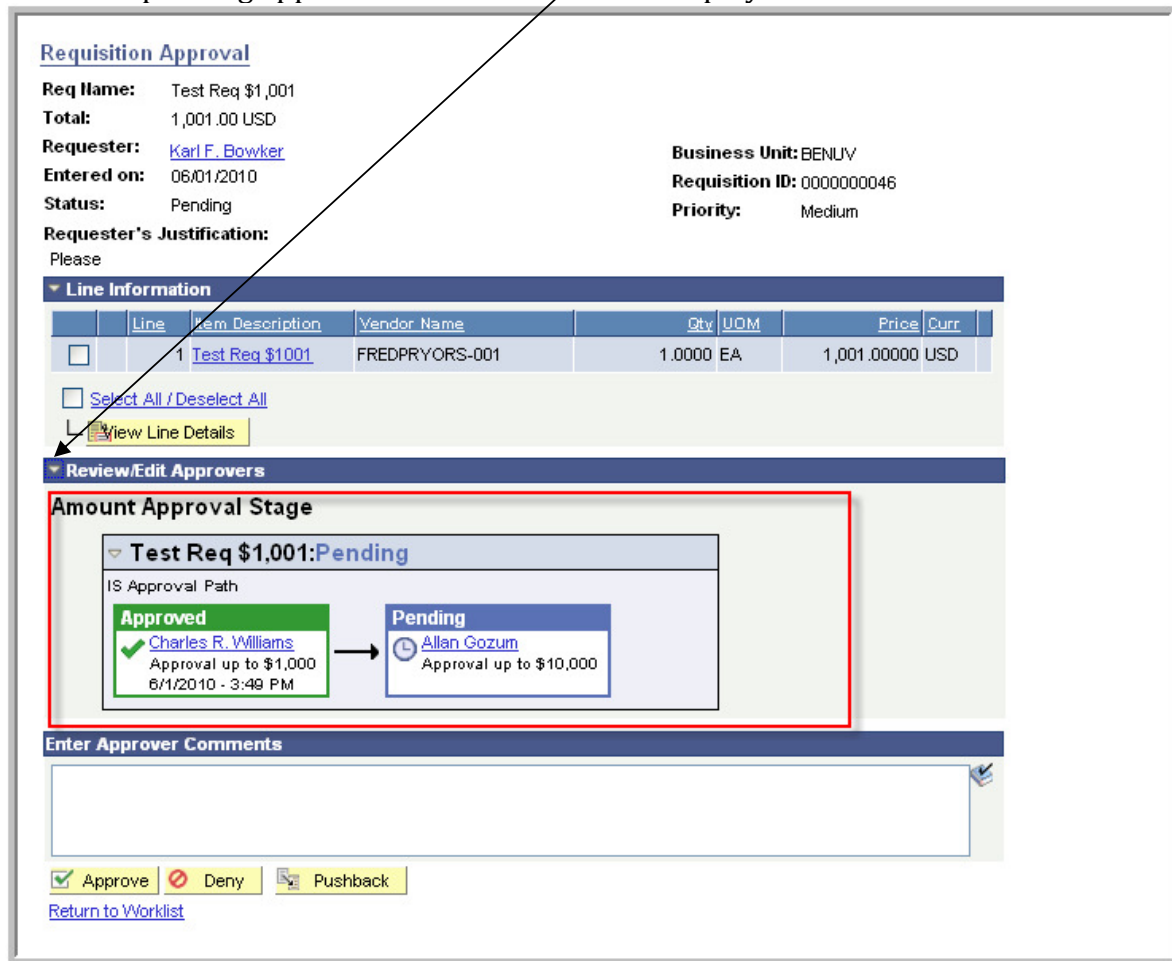
Requester: Karl F. Bowker   Business Unit: BENUV   Requisition ID: 0000000046   Date: 6/1/2010

Comments: Please

Line	Description	Qty	Price	Curr	UOM	Total
1	Test Req $1001	1.0000	1,001.00000	USD	EA	1,001.00

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Karl Bowker	Karl F. Bowker		1.0000	1,001.00

Line	Pct	Req Qty	Amount	GL Unit	Location	Account	Fund	Dept	Program
1	100	1	1001	BENUV	BOWKER,KAR	50145	11100	205200	55

To view the approver information, click the ▶ icon next to "Review/Edit Approvers. Prior and pending approver information will be displayed.

After you have reviewed the requisition, you'll need to Approve, Deny, or Pushback the requisition. You'll know that there are sufficient funds available in the department's budget, because the requisition will have already passed budget check prior to it being submitted to you for approval.

The "Pushback" button is only available if another person has already approved the requisition. You may want to use the "Pushback" button if you have additional questions about the request. Instead of denying it, which would force the whole approval process to begin again, you could "Pushback" the req to the prior approver and in the comments section ask questions regarding the req. If you either "Deny" or "Pushback" a requisition you'll be required to enter in the reason for your decision in the "Enter Approver Comments" section. No comments are required when approving the requisition.