

To	Do This
Navigation	<p>Click Roles, Procurement.</p> <p>Purchasing - Agencies > Document Approval > [Type of Document] Approval > Choose appropriate document type to approve.</p>
Review a Procurement Document	<p>Start this instruction from the appropriate document type you are approving.</p> <ol style="list-style-type: none"> 1. If you are an Approver, Select Approver: Queued for Approval Option <u>or</u> if you created a document, Select Originator: Waiting Approval, Approved, Rejected. 2. Click Find. 3. Choose the desired Order Number. 4. Click Row, Approval Review.
Approve a Procurement Document	Reject a Procurement Document
<ol style="list-style-type: none"> 5. Click Form, Approve. 6. Click Find to update the grid (approved order disappears).  If multiple rows were chosen, Repeat Steps 5 thru 8 for each detail line that you wish to approve. 7. Click Close. 	<ol style="list-style-type: none"> 5. Click Form, Reject.  Four options exist for providing rejection explanations: <ol style="list-style-type: none"> I. Click Form, Form Attachment can be created for a narrative explanation. II. Click Row, Row Attachment can be created for a narrative explanation. III. From the Remark field in the upper right hand corner (a remark for the order) a short remark may be entered. IV. From the grid, a short Remark may be entered for the line along with placing a number/letter in any of eight pre-set explanation columns. 6. Click OK. 8. Click Close.