Quick Reference	**Approving Purchase Requisitions (ZR or OJ) - Shop Supervisors**

Remember to use the Visual Assist 🔍 to search for information.

To	Do This
Approve Purchase Requisitions (ZR or OJ)	## Navigation Click NIS State of Nebraska Dist & Mfg - CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Comm Req (ZR) Approval ## Steps 1. If you are an Approver, select the circle in front of the *Queued for Approval* in the Approver box <u>or</u> if you created a document, select one of the circles in front of *Waiting Approval, Approved, or Rejected* in the Originator box. 2. Enter the document number in the Order Number box. 3. Click Find 4. Choose the Order Number, by clicking in the box at the beginning of the row. 5. Click Row, Approval Review 6. Look at all attachments and then click Cancel. 7. Verify that all of the information is correct, i.e. Vendor, Quantity, Cost, Inventory Number and Business Unit. Complete and approve the purchase by clicking Form, Approve. If you want to reject a line or order, a reason needs to be entered. 8. Click Find to update the grid 9. Click Close