<table>
<tr><td>Quick Reference</td><td>Reviewing Approval Status of Purchase Requisitions (ZR and OJ) - Shop Supervisors</td></tr>
</table>

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

To	Do This
Review Approval Status of 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 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, Status Summary 6. Click Close 7. Click Close