Training Presentation
Approving a Requisition
An Approver will receive an email from the TBR Central eSHOP when a requisition is available for approval. The approver can either click on the link in the email or can access the requisitions that need review from the two places marked on the Home/Shop page.
When you click on either of the approval tabs available from the Home/Shop page, a list of requisitions requiring your review will appear.
If the requisition is something that the Approver already is fully aware of, the requisition can be approved by checking the box to the right of the requisition and clicking on “Approve/Complete” from the Available Actions drop down menu and click Go.
If the Approver wants to look closer at the requisition, the Approver has full access to the entire requisition, along with all attachments and note by simply clicking on the requisition number.
By clicking on the requisition number, the Approver can look at any attachment, by clicking on either of two locations and can read any notes associated with the requisition. The Approver can also scroll down to see what all is included in the requisition.
If after looking closer at the requisition, the Approver is now ready to approve the requisition, the Approver can click on the Approve button from the Available Actions drop down menu and click Go.
If the Approver does not want to approve the requisition, the Approver must select “Assign to Myself” from the drop down menu, in order to return the requisition to the Requestor and click Go.
Once the cart has been assigned to the Approver, the cart can be retrieved by clicking on the Approvals tab and selecting the assigned requisition. Please note, to return the requisition, the Approver must click on the requisition number.
Click on the Return to Requisitioner button from the Available Actions drop down menu and click Go to return the requisition.