purchasing_requisition_path

Table of Contents

Click to view the approval path for the requisition. The Approval Path window is displayed.

Under **Insert Approver**:

- In the **Approver** field, click ⌄ to select an approver name to insert before or after your name.
- Select **Before** or **After** to indicate if you want the approver's name to be inserted before or after your name in the approval path.
    - If an approver is inserted before you, the requisition is available to the new approver. Once the new approver approves the requisition, the requisition is available for your approval.
    - If an approver is added after you, you can add additional approvers in the requisition flow or add an approver at the end of the approval process.
- Click **OK** to accept the changes.
- Click **Cancel** to close the window without saving the changes.

Notes:

- A new approver cannot be added before the Originator/Requester. A new approver can only be inserted before a logged-on approver.
- Users listed in the **Approver** drop down are set up in Human Resources, and on the Security Administration > Manage Users page with access to the Purchasing application.

Back Cover