



# warehouse\_approve\_requisition\_path



# Table of Contents



Click to display the Approval Path page, which allows you to insert an approver.

- Under **Insert Approver**:

- Click Before or After to indicate where the inserted approver will be placed.
- In the Approver field, click to select an approver.

Note: If a row is inserted above your name and you select an approver/alternate and click **OK**, the requisition is available to the new approver. When he approves it, the requisition is then available to you for approval. A new approver/alternate cannot be inserted above a Sequence 00 Approver Name (originator/requestor). A row can only be inserted above the logged-on approver/alternate.

- Click **OK** to save the inserted approver and close the window.
- Click **Cancel** to close the window without inserting an approver.

Note: A user who is listed in the autosuggest drop down has been previously set up on the Security Administration > Manage Users page with an employee number and access to the logged-on warehouse.



## Back Cover