iProcurement: Viewing and Approving Requisitions

This document provides instruction on viewing requisition information from your Personal Worklist notifications.

1. Go to your **Personal Worklist** to select and open an approval notification for a requisition.

2. When the notification appears, go to the bottom of the notification and click the **View Requisition Details** link.

3. The requisition will open in a separate tab. The item lines will appear under the **Details** section of the screen.

Click on the icon found in the **Details** column to view more information on a specific item line.
4. When the Details screen appears, click the **Show Additional Information** link.

5. The **Item Information** section is displayed. You can view the item’s account distributions here.

6. When you have finished viewing the account information for the item, click on your browser’s back arrow to go back to the previous screen. Repeat steps 3-5 if necessary to view information for any additional item lines.

7. When you have finished viewing the information for your items, close your current tab. The tab with the notification will be visible again.

8. Click the **Approve** button to approve the requisition or enter a comment in the **UAB Notes** textbox and click **Return to Requestor** to disapprove the requisition.