Requisition Approvers

Accessing the Worklist

- ePro Approvers must access Worklist via PSFIN Core System (Requisitions do not open in the Self-Service portal)
- Worklist link in top right corner

Accessing the Worklist

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Rubbermaid - Utility/Service Cart - Service Cart	, 500 lb Cap. (250 lbs per shelf), Tan
No Image Available Req Price	104.00000
Item ID	
Category	Mailroom Furniture: Bins, Boxes, Carts, Consoles (Including
Supplier	OfficeMax North America, Inc.
Supplier Item ID	E9450088BEIG
Manufacturer	N/A
Mfg Itm ID	450088BEIG
Return to Previous Page	

Requisition Annoval Dago

equisition	Name: 000050008	38	En	tered Date:	3/9/15		Requisition 1	otal: 363.87
.ine: 1	Item Description Cart, 500 lb Cap.	: Rubbermaid - Utilit (250 lbs per shelf), 1	y/Service Cart `an	- Service	Quantity: 1.0000	UOM: EA	Price: 104.00	Line Total: 104.00 Line Status: Pending
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Denying a Requisition

- Must include a comment explaining why Requisition is denied
- If something needs correcting, include instructions in the comments and tell the Requester to resubmit
- If needing to deny a requisition line, go ahead and deny all lines
 - In comments, indicate which line is actually denied and if it can be corrected/resubmitted
 - Inform Requester to resubmit other lines after correcting or removing the denied line

Inserting Ad-Hoc Approvers

Department and Proj. Approval Start Line 1:Initiated New Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan Path Department and Proj. Approver Not Routed Diane Eleanor White +→ + Reg-Dept Mgr-Line Level Line 2:Initiated ■ Start New Path Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 500 lb Cap., Tan Department and Proj. Approver Not Routed Diane Eleanor White +→ -+ Reg-Dept Mgr-Line Level

Requisition Push-Back

- Only certain approvers have this option
- Allows an approver to send a Requisition back to the previous approver
- Must include comments as to why you are pushing the requisition back

Assign an Alternate Approver

General Profile Information

Change password Change or set up forgotten password help Personalizations	
Change or set up forgotten password help Personalizations	
Personalizations	
My preferred language for PIA web pages is: English	
My preferred language for reports and email is English	~
Currency Code	
Default Mobile Page	
Alternate User	