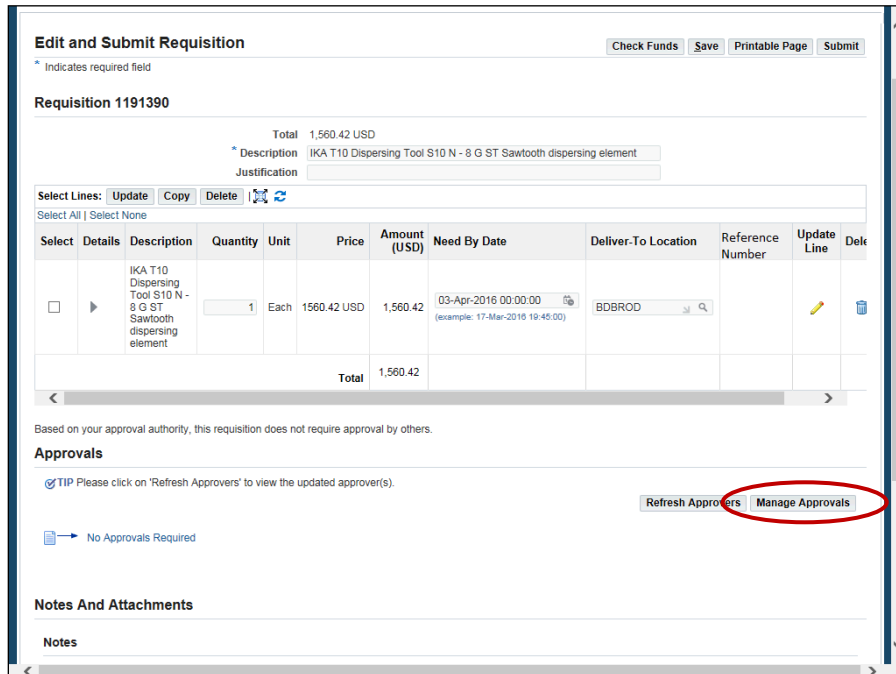


## How can I add or change an approver on a single purchase requisition?

Step	Action
1.	Once you have returned to the Integrated System, you have the option to change the first approver or add an approver.  From the Edit and Submit Requisition page, click on the <b>Manage Approvals</b> button.



**Edit and Submit Requisition** Check Funds Save Printable Page Submit

\* Indicates required field

**Requisition 1191390**

Total 1,560.42 USD

\* Description IKA T10 Dispersing Tool S10 N - 8 G ST Sawtooth dispersing element

Justification

Select Lines: Update Copy Delete

Select All | Select None

Select	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Reference Number	Update Line	Del
<input type="checkbox"/>		IKA T10 Dispersing Tool S10 N - 8 G ST Sawtooth dispersing element	1	Each	1560.42 USD	1,560.42	03-Apr-2016 00:00:00 <small>(example: 17-Mar-2016 19:45:00)</small>	BDBROD			
						<b>Total</b>	1,560.42				

Based on your approval authority, this requisition does not require approval by others.

**Approvals**

TIP Please click on 'Refresh Approvers' to view the updated approver(s).

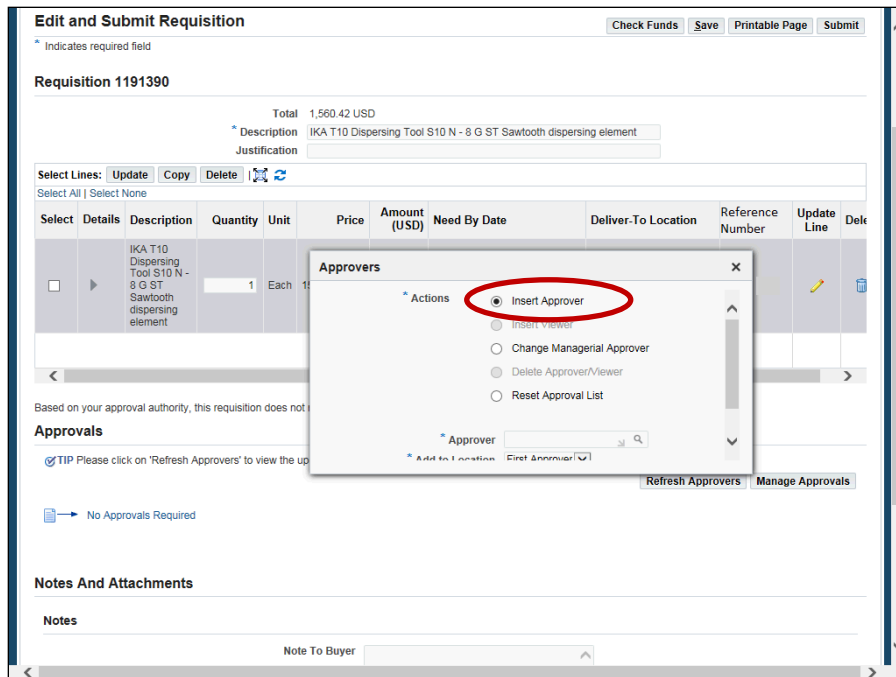
No Approvals Required

Refresh Approvers **Manage Approvals**

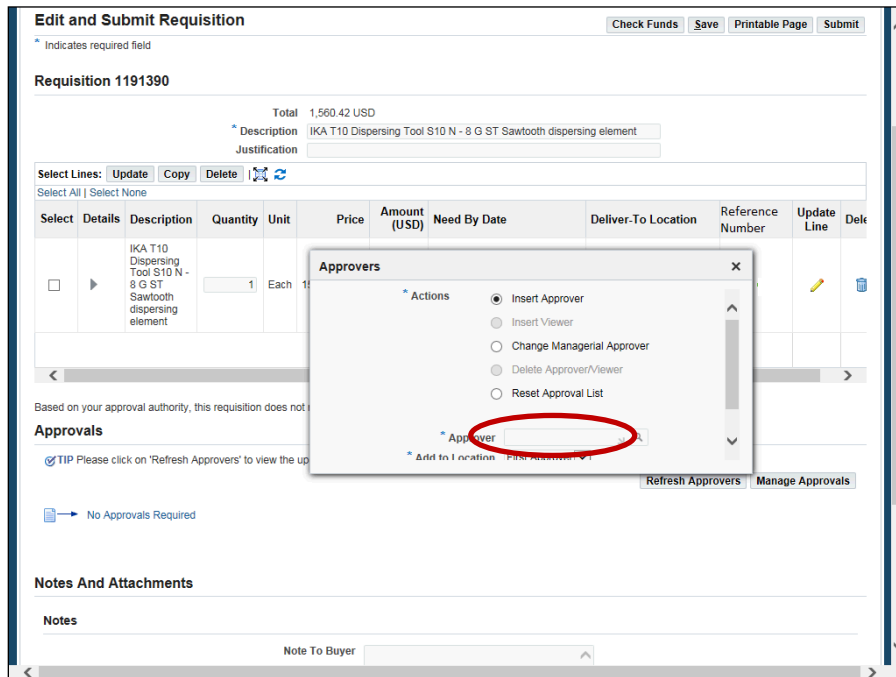
**Notes And Attachments**

Notes

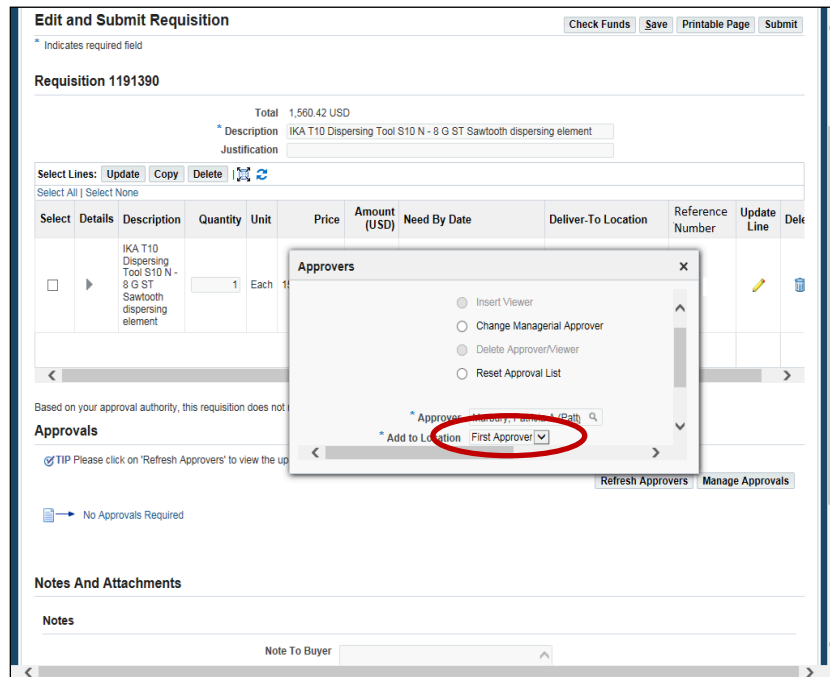
Step	Action
2.	To add another approver, click the <b>Insert Approver</b> button.



Step	Action
3.	<p>Select the new approver.</p> <p>You can click on the search icon, or type in the person's name (last name first) and press the [Tab] key.</p>



Step	Action
4.	The Add to Location defaults to First Approver. You may change this have the additional approver listed after your current approver by selecting from the drop down arrow.



**Edit and Submit Requisition** Check Funds Save Printable Page Submit

\* Indicates required field

**Requisition 1191390**

Total 1,560.42 USD

\* Description IKA T10 Dispensing Tool S10 N - 8 G ST Sawtooth dispensing element

Justification

Select Lines: Update Copy Delete

Select All | Select None

Select	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Reference Number	Update Line	Del
<input type="checkbox"/>		IKA T10 Dispensing Tool S10 N - 8 G ST Sawtooth dispensing element	1	Each							

Based on your approval authority, this requisition does not require approval.

**Approvers**

TIP Please click on 'Refresh Approvers' to view the updated list.

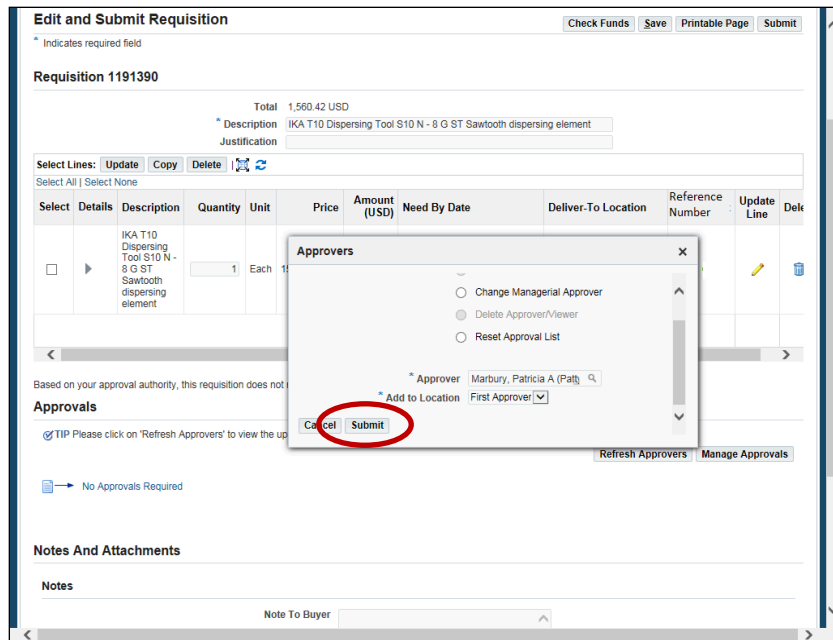
No Approvals Required

**Notes And Attachments**

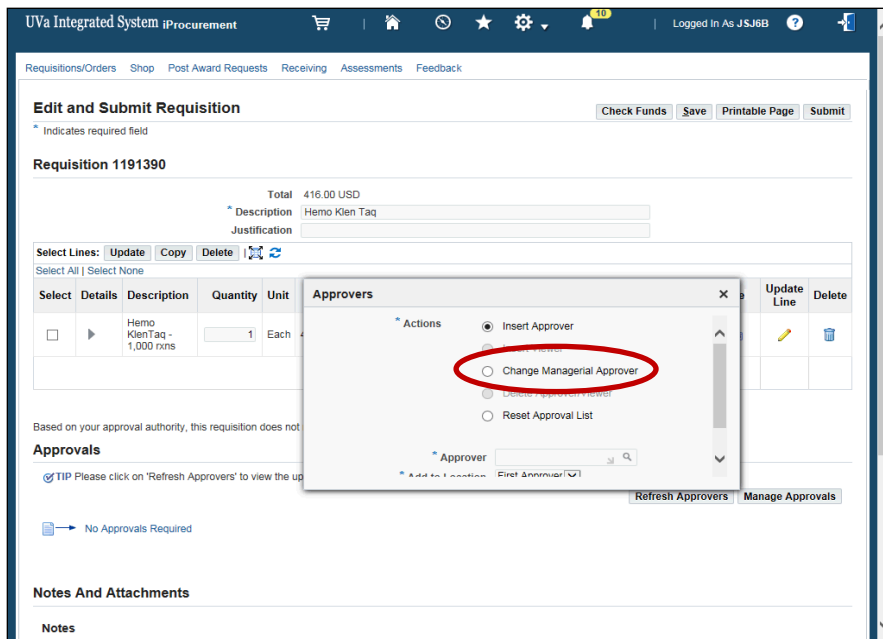
Notes

Note To Buyer

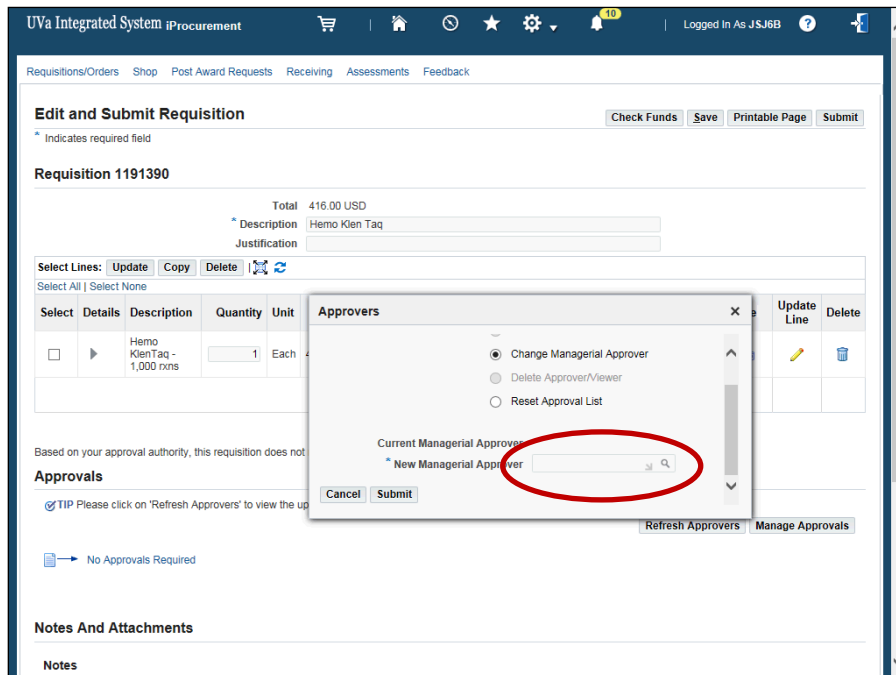
Step	Action
5.	Click on the <b>Submit</b> button.



Step	Action
6.	If you wish to change the first approver (current approver will NOT receive requisitions for approval), click on the <b>Change Managerial Approver</b> radio button.



Step	Action
7.	<p>Select the new managerial approver.</p> <p>You can click on the search icon, or type in the person's name (last name first) and press the [Tab] key.</p> <p>Click in the <b>New Managerial Approver</b> field.</p>

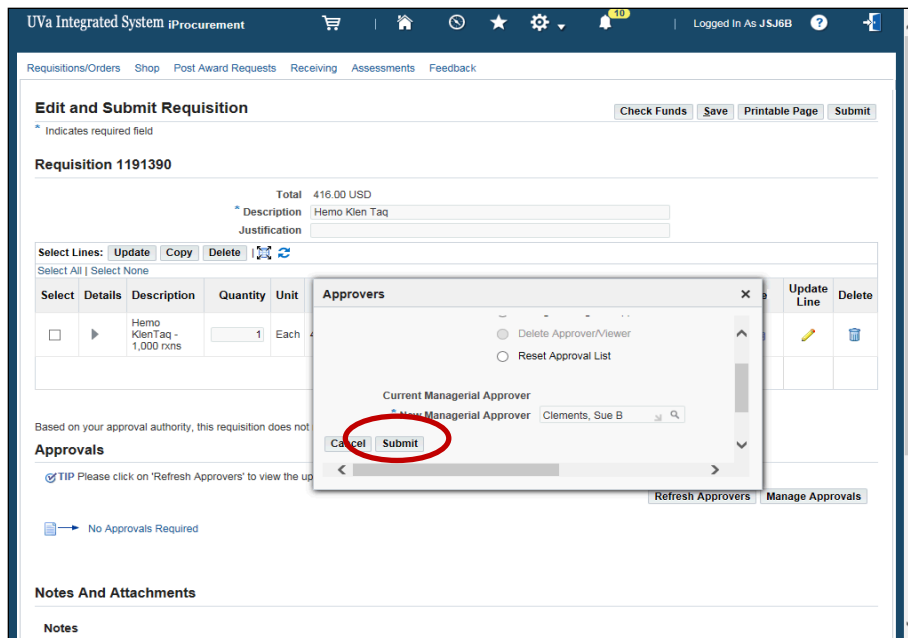


The screenshot shows the 'Edit and Submit Requisition' interface for requisition 1191390. The 'Approvers' modal is open, displaying the following options:

- Change Managerial Approver
- Delete Approver/Viewer
- Reset Approval List

The 'New Managerial Approver' field is highlighted with a red circle, indicating the step to click on the search icon or type in the person's name.

Step	Action
8.	<p>Click on the <b>Submit</b> button. Your requisition will now route to this person for approval. Changing the first approver can be used when your default approver is out of the office to ensure that your requisition and order proceed without delay.</p>



Step	Action
9.	Click on the <b>Submit</b> button in the upper right-hand corner of the Edit and Submit Requisition form once you are satisfied with your approver list to route the requisition for approval.

