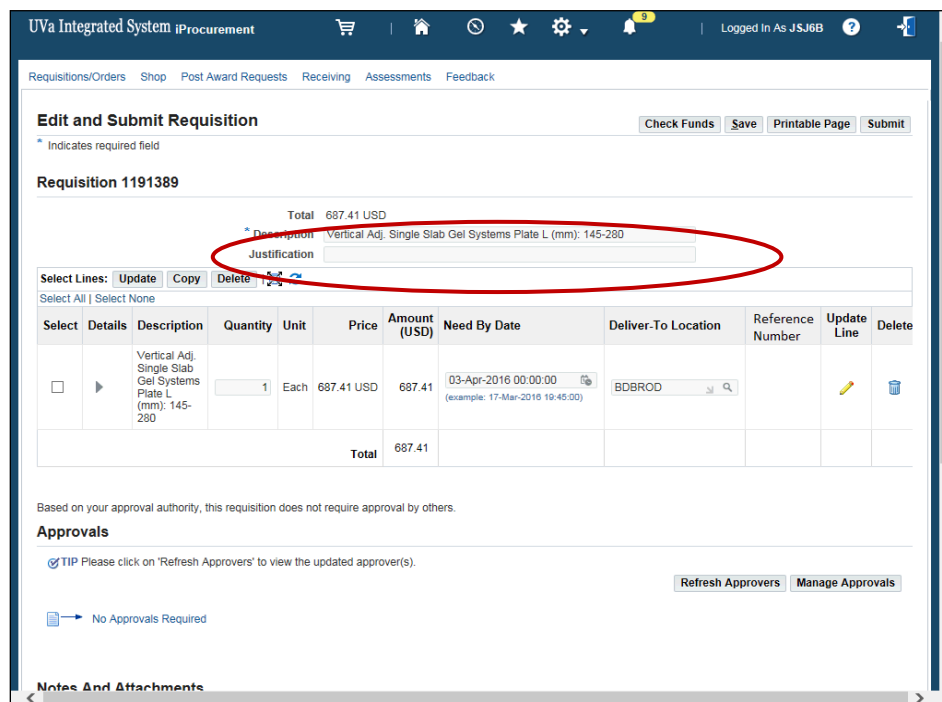


How can I let my departmental approver know why my purchase requisition is being approved a second time?

Step	Action
1.	From the Edit and Submit Requisition screen, the note to the Approver is done on the Justification line, located directly under the Description. This is a free text field in which you can enter your comment, and your departmental approver will see the comment when they review your requisition for approval.



UVa Integrated System iProcurement

Requisitions/Orders Shop Post Award Requests Receiving Assessments Feedback

Edit and Submit Requisition Check Funds Save Printable Page Submit

* Indicates required field

Requisition 1191389

Total 687.41 USD

Description Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280

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	Delete
<input type="checkbox"/>		Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	1	Each	687.41 USD	687.41	03-Apr-2016 00:00:00 <small>(example: 17-Mar-2016 10:45:00)</small>	BDBROD			
Total						687.41					

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).

Refresh Approvers Manage Approvals

No Approvals Required

Notes And Attachments