

Approving Requisitions through iProcurement

Log into IAS
Click "Internet Procurement"
Click "Home Page"

You will now see the following screen:

Scroll down to the "My Notifications" you will see the list of requisitions to approve.

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My Requisitions (Full List)

Requisition	Description	Total (USD)	Status	Copy	Change
No data exists.					

My Notifications (Full List)

Type	From	Subject	Sent
Requisition	User, Jane	Purchase Requisition 81564 for User, Jane (503.24 USD)	15-May-2006

TIP Vacation Rules Redirect or auto-respond to notifications.

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Purchasing News

- Check frequently asked questions
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February 27, 2006

RU MARKETPLACE IS NOW LIVE!!!!

- Provides access to thousands of scientific and non scientific items by the university's top vendors

Click on the "Purchase Requisition" you want to approve

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Purchase Requisition 81564 for User, Jane (503.24 USD)

From **User, Jane** Description **Kit, Density, Solids, for AT Balance, with 250 ML Beaker, Thermometer, Bridge, Gem Holder, Bracket, 7/8 OZ Wetting Agent 1/EA**
To **Users, Joe** Requisition Total **503.24 USD**
Sent **15-May-2006 14:40:36** Estimated Tax **0.00 USD**
ID **1326671**

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	Kit, Density, Solids, for AT Balance, with 250 ML Beaker, Thermometer, Bridge, Gem Holder, Bracket, 7/8 OZ Wetting Agent 1/EA	FISHER SCIENTIFIC CO.	123456	Each	1	461.66	461.66
2	Kit, pH Electrode Cleaning, Solution A, removes Protein Contaminants, (4) 1 OZ Bottles, 15 ML Beaker, Pipette 4/PK	FISHER SCIENTIFIC CO.	123456	Each	1	41.58	41.58

Approval Sequence

Num	Name	Action	Action Date	Note
1	User, Jane	Submitted	15-May-2006 14:40:36	
2	User, Jane	Reserved	15-May-2006 14:40:36	
3	User, Jane	Forwarded	15-May-2006 14:40:36	
4	Users, Joe	Pending		

Related Applications

Response

Forward To

Note

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Click "Approve"