TIP SHEET: Requisition Approvals for Managers/Directors

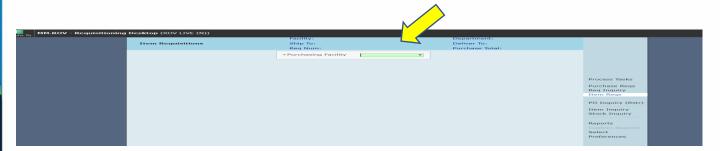
Step 1 - To access any requisition go to the Requisitioning Desktop:

Clinical Ambulatory Administrative Financial Info Systems GBGH Reports Change Your User's PIN Enter/Edit Temporary Location	Materials Management →	Requisitioning Desktop Process Tasks
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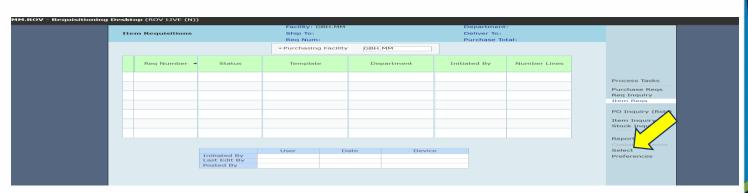
Step 2 - Select Item Regs:

Item Requisitions			Ship To: Reg Num	Ship To: Reg Num: 000000043				Deliver To: Purchase Total: 350.12			
		+ Purchasin	+ Purchasing Facility HHC.MM							Process Tasks	
	Req Number 🔻	Status	Templat	9	De	partment	Initia	ted By	Number Lines		PO Receive Purchase Order Cost/Qty Chng
0	0000000043	WORKING	H.NUTRITION		5070119	50000000	ATTEROO	1RV	4		PO Inquiry PO From Inv
											PO From Req
											Check PO Num
											Purchase Regs
											Req Inquiry
											Req From Inv
-											Pur Routines
											Other Inquiries
											Contracts
											Bid Worksheet
											EDI
		Initiated By	User ATTEROO1RV	20/04/2	Device 21 HTML-2881-724						Reports MM/AP Reports
			ATTERO01RV	20/04/2							Custom Reports
		Posted By									
											Select
											Scanning
											System Status
											Preferences
	Create Er New Req Edi	nter or Quick Pu	inch Enter or		rify Post	Cancel List	Create/M Templa		resh	Cancel	? Ø ⇔ 缶 ⊠ △

Step 3 – Select Purchasing facility from the drop down menu:

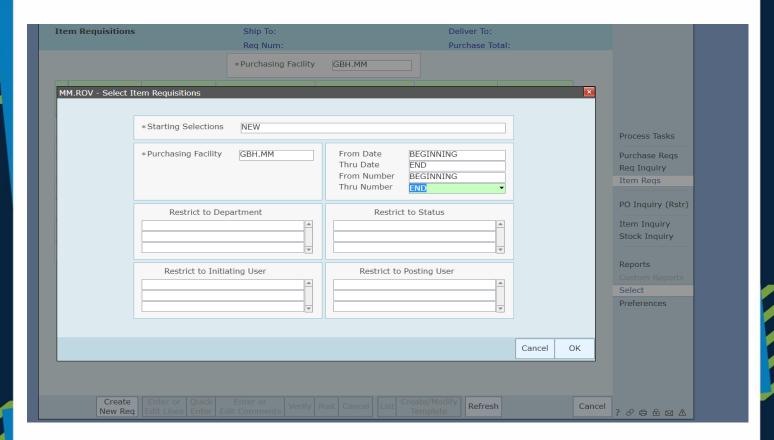


Step 4 – Click on "Select" on the right hand menu:





Step 5– Enter "New" in Starting Selections field, your purchasing facility and to view ALL requisitions, select Date and Number Ranges from Beginning to End and click "OK":



NOTE: You can restrict your view by completing the other fields for "Department", "Status", "Initiating User" and "Posting User".

Step 6– Once reviewed, you must click on the requisition you are ready to approve. Select VERIFY and OK and then POST to approve. If incomplete, select CANCEL to not move forward with approval.

