



When an approver chooses to edit a requisition, he or she makes the necessary changes then saves and submits it back into workflow. The approver must return to the **Approval** page to complete the approval.

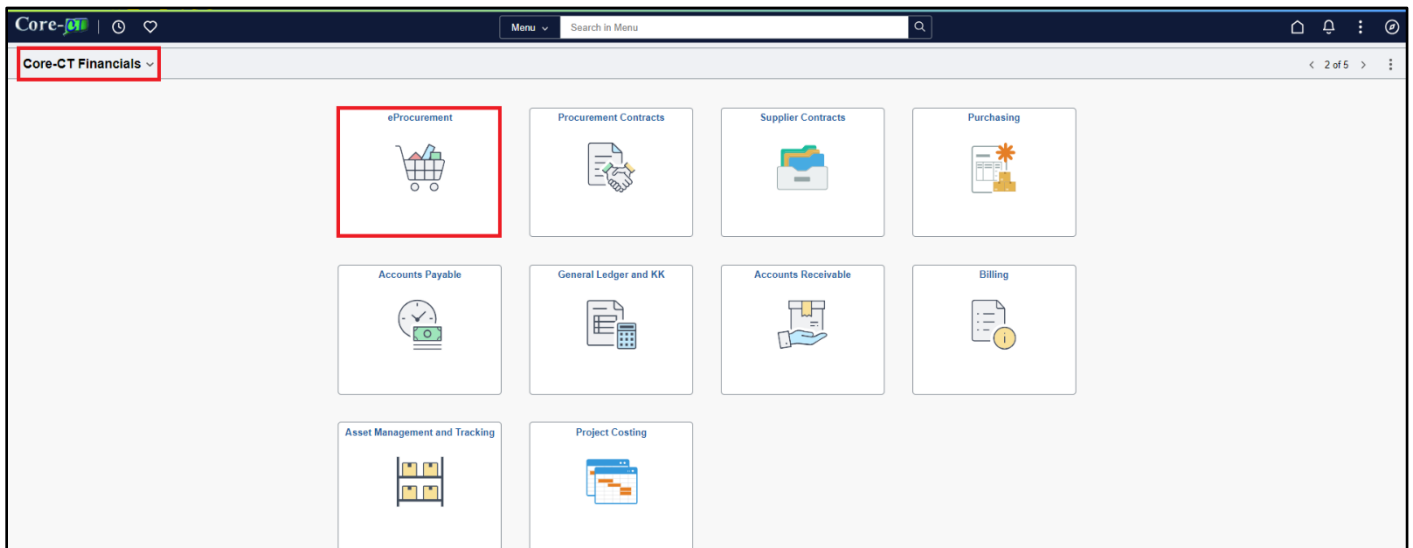
Navigation:

Select **Core-CT Financials**

Click **eProcurement** Tile

Click **Approvals** Tile

Select **Requisition**





Navigation icons: back, home, heart, search, notification, refresh, settings.

Search in Menu

eProcurement

- Approvals (highlighted with a red box)
- Create Requisition
- Manage Requisitions
- My Receipts
- Add/Update Receipts
- Requisition Accounting Entries
- Convert Req To Contract
- Requesters Workbench
- Sourcing Workbench

Navigation icons: back, home, heart, search, notification, refresh, settings.

Search in Menu

Pending Approvals

View By: Type

- All: 69
- Purchase Order: 15
- Requisition: 54

Requisition

Requisition	Amount	Unit	DASM1 / 0000008325 / DAS	/ Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed 09/19/2023
Requisition	424,000.00	USD	DASM1 / 0000008325 / DAS	/ Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed 09/19/2023
Requisition	98,160.00	USD	DASM1 / 0000008618 / DAS	/ CAS Plant Cooling Tower Repair	INTERNATIONAL COOLING TOWER USA INC	Req Amount Approver 1	Routed 09/25/2023
Requisition	3,350.00	USD	DASM1 / 0000008603 / DAS	/ CAS Plant Batter Inspection	POWER RESOURCES INC	Req Amount Approver 1	Routed 09/29/2023

54 rows



From the **Requisition** page, click the **Edit** button.

Requisition
 Request for CAS Plant Cooling Tower Repair
 98,160.00 USD

Header is pending your approval

Buttons: **Approve** **Deny** **More**

Summary

Business Unit: DASM1	Requisition ID: 0000008618	Obligation Amount: 98160
Routed Date: September 25, 2023	Requisition Date: September 25, 2023	Oblig Start: 09/25/2023
Requester: DAS-	Entered by: DAS-	Oblig End: 06/30/2024
Card Number	Budget Header Status: Not Budget Checked	

More Information

View Printable Version >

Lines

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
1	CAS Plant Cooling tower repair labor, equipment & supervision	74,570.00 USD	INTERNATIONAL COOLING TOWER USA INC		G71E
2	Cooling tower struts using fiberglass in lieu of #1 douglas fir	23,590.00 USD	INTERNATIONAL COOLING TOWER USA INC		G71E

Approver Comments

Approval Chain >

Edit Requisition (highlighted in red)

Review and edit the requisition as necessary, click the **Update Cart** button; then, go to Checkout to **Save** the requisition, or **Submit** it for the changes to reflect.

Edit Requisition

Buttons: **Continue Shopping** **Update Cart** **Checkout**

Edit Shopping Cart for Requisition ID 0000008618
 2 Item(s) to buy now.

Requisition Summary

Business Unit: DASM1	Requisition Name: CAS Plant Cooling Tower Rep
Requester: 498722 DAS-	Currency: USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure	Actions
CAS Plant Cooling tower repair labor, equipment & supervision	Pending	932.13	USD	80	EA	Search Delete
Cooling tower struts using fiberglass in lieu of #1 douglas fir	Pending	23590.00	USD	1	EA	Search Delete

Total **98160.00 USD**



Click the **← Pending Approval** link.

← Pending Approval

Search in Menu

Edit Requisition

Continue Shopping Update Cart Checkout

Edit Shopping Cart for Requisition ID 000008618
 2 Item(s) to buy now.

Requisition Summary

Business Unit DASM1
 Requisition Name CAS Plant Cooling Tower Rep
 Requester 498722 DAS-
 Currency USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure	
CAS Plant Cooling tower repair labor, equipment & supervision	Pending	932.13	USD	90	EA	Delete
Cooling tower struts using fiberglass in lieu of #1 douglas fir	Pending	23590.00	USD	1	EA	Delete

Total **98160.00 USD**

Click the Requisition to Approve from the **Pending Approvals Page**.

← Search in Menu

Pending Approvals

View By Type

All 69
 Purchase Order 15
 Requisition 54

Requisition

Requisition	Business Unit	Description	Vendor	Approval	Status
424,000.00 USD	DASM1 / 000008325 / DAS	/ Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed 09/19/2023
98,160.00 USD	DASM1 / 000008618 / DAS	/ CAS Plant Cooling Tower Repair	INTERNATIONAL COOLING TOWER USA INC	Req Amount Approver 1	Routed 09/25/2023
3,350.00 USD	DASM1 / 000008603 / DAS	/ CAS Plant Batter Inspection	POWER RESOURCES INC	Req Amount Approver 1	Routed 09/29/2023



Click the **Approve** button.

Requisition

Request for CAS Plant Cooling Tower Repair
98,160.00 USD

Approve Deny More

Header is pending your approval

Summary

Business Unit	DASM1	Requisition ID	0000006616	Obligation Amount	98160
Routed Date	September 25, 2023	Requisition Date	September 25, 2023	Oblig Start	09/25/2023
Requester	DAS-	Entered by	DAS-	Oblig End	06/30/2024
Card Number		Budget Header Status	Not Budget Checked		

[Edit Requisition](#)

More Information

[View Printable Version](#)

Lines

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
1	CAS Plant Cooling tower repair labor, equipment & supervision	74,570.00 USD	INTERNATIONAL COOLING TOWER USA INC		G71E
2	Cooling tower struts using fiberglass in lieu of #1 douglas fir	23,590.00 USD	INTERNATIONAL COOLING TOWER USA INC		G71E

Approver Comments

Approval Chain

Once you click **Approve**, an **Approver Comment** box will display. Clicking **Submit** will finalize the Approval process.

Cancel Approve Submit

You are about to approve this request.

Approver Comments