How to View (Approval/Denial) Comments on a Requisition

❖ Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources

❖ Once you are in the eProcurement portal, select **Manage Requisitions**

❖ In the Search box, enter your Requisition number in the **Requisition ID** box and select **Search** (**Helpful Hint: Be sure your requisition number begins with "0000"**)

❖ Once the requisition has been generated at the bottom of the screen, go to the drop-down menu at the right side of the screen.

❖ Select **Approvals** from the drop-down menu and select, **Go**

❖ After selecting **Approvals**, the Approval Status window will open. At the top of each approval box, you will have the ability to **View/Hide Comments** if comments are available for each section. Select **View/Hide Comments** to view comments regarding approvals or denials of requisitions