

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

- Visit the <u>Procurement landing page</u> 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 <u>Requisition ID</u> box and select
  <u>Search</u> (\*\*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.

## Manage Requisitions

Requisition Search	Keyword Search						
▼ Search Requisi	itions						
To locate requisitions	s, edit the criteria below	w and click the	Search button.				
Business	Unit 51000	Q	Requisition Name				Q
Requisitio	n ID	Q	Request State		~	Budget Status	~
Date F	rom 02/22/2022	<b>N</b>	Date To	03/01/2022	<b>B</b>	Origin	~
Reque	ester	Q	Entered By		Q	POID	Q
Search	Clear		Chow Advanced Coord	b	200200		
Search	Clear		Show Advanced Searc	h			

## Select <u>Approvals</u> from the drop-down menu and select, <u>Go</u>

Requisitions 👔												
To viev To edi	To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.											
Re	eq ID	Requisition Name	e BU	Date	Request State	Budget	Total		$\sim$			
▶ 00	000526808	0000526808	51000	02/28/2022	Pending	Not Chk'd	1,460.00 USD	[Select Action] Approvats Cancel Check Budget Copy Edit	Go			
Create New Requisition		Review Change Request		Review Change Tracking		Manage Receipts	View Cycle View Print [Select Action]					

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

