

eProcurement: Assign a Requisition Ad-Hoc Approver to a Requisition

The Requisition Ad-Hoc Approver feature allows approvers of a requisition to send it to a user who is not in the regular workflow for a one-time approval. The ad-hoc approver can approve the requisition to send it to the next workflow step, or send it to a different ad-hoc approver if they have the appropriate permissions.

Step-by-Step

Send a Requisition to a Requisition Ad-Hoc Approver

Approve a Requisition as a Requisition Ad-Hoc Approver

If you have been assigned to approve a requisition as an ad-hoc approver, you can find the requisition assigned to you for approval in your My Approvals folder, or by clicking the email link in the notification you have received, which will take you directly to the invoice to be approved.

You need the **Perform Requisition Ad-Hoc Approvals** permission (Permission Settings > Approvals > Requisition Approvals) to perform this task.

1. Open the **requisition** that has been assigned to you for approval from your **My Approvals** folder (Orders > Approvals > Requisitions to Approve), or click the email link in the notification you have received.
2. Review the information.
3. Click the **Available Actions** menu and **Approve/Complete Step** to approve the requisition and send it to the next workflow step.