

# 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**

These elements must be in place before you can send a requisition to an ad-hoc approver:

- The feature must be enabled for your organization.
  - You must have the **Add Ad-Hoc Approver for Purchase Requisitions Approvals** permission (Permission Settings > Approvals > Requisition Approvals).
  - You must be an approver on a requisition approval workflow step.
  - The requisition must be assigned to you.
1. Open the **requisition** that you want to send to an ad-hoc approver.
  2. Click the **Select** link next to the **Ad-Hoc Approver** field on the requisition. The Ad-Hoc Approver window opens.
  3. In the Ad-Hoc Approver window, select a user in the **Ad-Hoc Approver** field using the type-ahead or search options.

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**Note:** The users who are available for selection as ad-hoc approvers are defined by user permissions and organization settings.

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4. Enter notes in the **Comments** field. These will be displayed in the Comments section of the requisition and in the text of the email notification.
5. Click **Save**. The name of the person selected as an ad-hoc approver is displayed next to the Ad Hoc Approver field. Comments are displayed in the Comments section of the requisition.

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**Note:** The ad-hoc approver can be changed or deleted as long as the PR has not been approved and is still assigned to the person who added the ad-hoc approver.

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6. Approve the requisition. Once the original approver approves the step, the requisition is automatically assigned to the ad-hoc approver.

The requisition ad-hoc approver can review the requisition and perform regular approval tasks. Once they select **Approve/Complete Step** from the Available Actions menu, they have approved the requisition and it continues to the next requisition approval workflow step.

### **Approve a Requisition as a Requisition Ad-Hoc Approver**