

Reviewing Requisitions

As a DeptID/ProjID holder, the EIS system stores your name in the Approver table. Coordinators and other approvers have the capability of adding approvers and/or reviewers to the routing. When an additional approver is added, this is known as an “ad hoc.” The ad hoc’d approver must take action before the requisition can continue in the purchasing process. Reviewers are not required to take any action. When PPS requires an ad hoc, they require that the person be added as an Approver. Below is a screen shot of what it looks like when a reviewer has been added to the routing.

Review/Edit Approvers
NT752 Requisition Approvals

Training Requisition 4/15/09: Pending

NT752 Requisition Routing

Pending

Nichols, Deena Lee
DEPARTMENT MANAGER

Curllett, Jason M
Reviewer

Not Routed

Multiple Approvers
ePro Purchasing Approval-NT/SY

Enter Approver Comments

Comments:

Approve Deny

Return to Worklist

Bid Tab Report

The requisition will not appear on the reviewer’s worklist until it has passed through prior routing. So in the example above, Jason will not be able to review the requisition until Deena approves it. Once Deena approves it, the requisition will move forward. Since Jason is only a reviewer, the requisition moves both to Jason’s worklist and to the worklist of the Multiple Approvers (Purchasing.)

Review/Edit Approvers
NT752 Requisition Approvals

Test: Pending

NT752 Requisition Routing

Approved

Nichols, Deena Lee
DEPARTMENT MANAGER
5/12/2009 - 11:54 AM

Curllett, Jason M
Reviewer

Pending

Multiple Approvers
ePro Purchasing Approval-NT/SY

Enter Approver Comments

Comments:

Save Comments

Bid Tab Report

[Return to Worklist](#)

As you can see above, the reviewer is provided a comment box to record their comments. These comments are able to be seen by anyone who can access the requisition via “manage requisitions.” However, they are not presented with an “approve” or “deny” button since no action is required by a reviewer.

The Reviewer Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link	
Nichols, Deena Lee	05/12/2009	Approval Review Routing	Approval Workflow	2-Medium	BUSINESS_UNIT:NT752 REQ_ID:000072975	Mark Worked Reassign
DEPT OF PHYSICS	04/02/2009	Approval Routing	Approval Workflow	2-Medium	BUSINESS_UNIT:NT752 REQ_ID:000072966	Mark Worked Reassign

A requisition for review on an approver’s worklist will not drop from the worklist until the reviewer marks the item as worked.