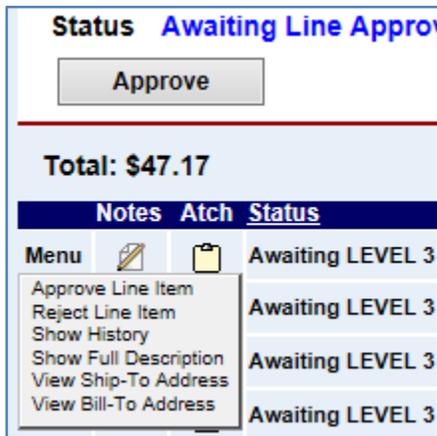


PURCHASING USER MANUAL 1
APPROVE A REQUISITION: USING THE LINE ITEM MENU 1

PURCHASING USER MANUAL

APPROVE A REQUISITION: USING THE LINE ITEM MENU

On the **Requisitions** screen, click **Menu** next to a line item. The actions available on the menu will apply only to that line item.



Approve Line Item. Use to approve only certain line items. Otherwise use the Approve All button.

Reject Line Item. Use to reject only certain line items. Otherwise use the Reject All button. Rejected line items can be edited/updated and 'resubmitted' for approval.

Show History. Shows the approval history for the requisition item.

Show Full Description. Shows the full text of the description field.

Edit Ship-To Address. Select a shipping address (addresses are set up by the Purchasing administrator).

Edit Bill-To Address. Select a billing address (addresses are set up by the Purchasing administrator).