Quick Reference Guide

Previewing Requisition Workflow

In This Guide

✓ Previewing requisition workflow

This guide shows how to preview the requisition that will be created after a cart is submitted. The ability to locate workflow approvers is also covered. This is useful when advance notification of a requisition requiring approval is necessary.

Procedure

1. On the active cart page, click the Proceed to Checkout button.

2. Click the PR Approvals tab to preview the workflow approval path.

Note: After you finalize and submit your requisition, you can return to the PR Approvals tab to preview the workflow status.
3. Click on the **view approvers** link to display a list of approvers for that step of the workflow. After reviewing the approvers, click the **Close** button to exit.

You have successfully previewed the requisition workflow.