

# Approve or Reject Requisition

**STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.

**STEP 2:** Select **AM Release** task to process. You will see the requisition number and line in the Subject line.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a blue box and the number '1'), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. A 'History' link is also visible. The main content area shows a list of tasks. A blue box with the number '2' points to the first row of the table, which is an 'AM Release' task. The table has columns for Subject, From, Sent, Status, and Substituted For. The first row is: Subject: [AM Release](#) [eg. 14013056 / 00020](#), From: Allbright, Jacque, Sent: Oct 28, 2013, Status: 1 New. Below the table, there are navigation controls for rows (Row: 11 of 20) and a 'Refresh' button (highlighted with a blue box and the number '4'). The bottom section shows details for a 'PO Release - req. 10058370 / 00110', including 'Sent: Yesterday by Salinas, Crystal', 'Status: New', and 'Priority: Normal'. There is also an 'Attachments' section with a link to 'Requisition item: 001005837000110'. On the right side, there is a 'You can also:' section with links for 'Add Memo', 'Manage Attachments', and 'View History'.

Subject	From	Sent	Status	Substituted For
<a href="#">AM Release</a> <a href="#">eg. 14013056 / 00020</a>	Allbright, Jacque	Oct 28, 2013	1 New	
<a href="#">AM Release</a> <a href="#">eg. 14012756 / 00040</a>	Allbright, Jacque	Oct 28, 2013	1 New	
<a href="#">AM Release</a> <a href="#">eg. 14012756 / 00030</a>	Allbright, Jacque	Oct 28, 2013	1 New	

**STEP 3:** Follow **Approve** or **Reject** steps (pages 9.02 - 9.03).

**STEP 4:** Following task completion, click **Refresh** to see the task removed from your worklist.

# Approve or Reject Requisition

APPROVE

The screenshot shows the SAP Release Purchase Requisition (Req.) 14024402 interface. The document title is "Release Purchase Req. 14024402". The document overview shows "Framework requis." and "14024402". The "Texts" section shows a "Header note" with a green checkmark. The main table displays requisition lines with columns for Item, Short Text, Quantity, Unit, Val. Pri., Total Value, GR, Matl Group, PC, PGr, Des. Vendor, Mi, Deliv. Date, POrg, and Stor. Loc. The table contains two lines: Line 10 (Catering - FOOD - Deans, C) and Line 20 (Catering - ALCOHOL - Dear). Below the table, the "Limits" tab is selected, showing "Release group" (ZZ) and "Release Strategy" (01). The "Account Assignment" tab is also visible, showing a table with columns for Code, Description, Sta, and Rel. The table contains two rows: "AM" (Account Manager) and "PO" (Purchasing Dept). The "Release strategy" tab is also visible. A green checkmark with a pencil icon is shown in the "Rel." column for the "AM" row. Numbered callouts 1-5 are placed on the interface: 1 points to the table, 2 points to the "Limits" and "Account Assignment" tabs, 3 points to the "Release strategy" tab, 4 points to the green checkmark with pencil icon, and 5 points to the save icon in the top toolbar.

Item	I	A	Short Text	Quantity	Unit	Val. Pri.	Total Value	GR	Matl Group	PC	PGr	Des. Vendor	Mi	Deliv. Date	POrg	Stor. Loc.
10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.7	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

Code	Description	Sta	Rel
AM	Account Manager		✓✎
PO	Purchasing Dept		

**STEP 1:** Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.

**STEP 2:** Click **Account Assignment** or **Limits** (if Limit Framework requisition) tab to review accuracy of account information.

**STEP 3:** Select **Release Strategy** tab to continue with the release.

**STEP 4:** Click **green check with pencil** to release. Repeat **STEPS 1-4** for each line.

**STEP 5:** Click **Save**.

# Approve or Reject Requisition

REJECT

The screenshot shows the SAP Release Purchase Req. 14024402 interface. Callout 1 points to the 'Release strategy' tab. Callout 2 points to the 'Req Release Strategy' field. Callout 3 points to the 'Header note' text area. Callout 4 points to the 'Save' button in the top toolbar.

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Val. Pri...	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
	N	X		10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.71	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
	N	X		20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

Code	Description	Sta...	Rel...
AM	Account Manager	⚠	✓
PO	Purchasing Dept		

**STEP 1:** Select **Release Strategy** tab.

**STEP 2:** Click **Reject** button.

**STEP 3:** Enter appropriate comments to requisitioner in the **Header note** section. The requisitioner will use these comments when correcting the requisition.

**STEP 4:** Click **Save**.

**Tip**

Upon rejection, the requisitioner will receive an e-mail notification as well as an immediate **Requisition Rejected** task in their worklist to resolve the rejection.