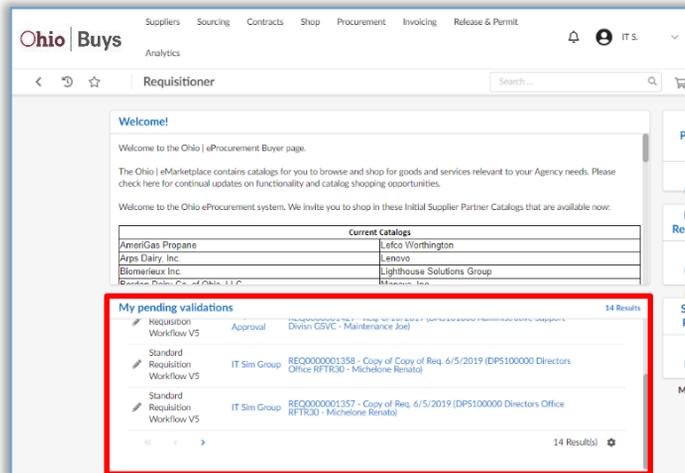


Step-by-Step Instructions for Approving a Purchase Requisition

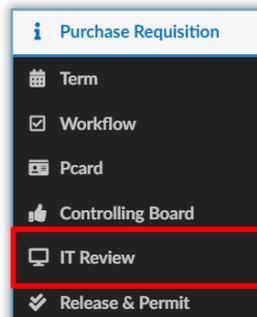
Log in to Ohio|Buys. The My Pending Validations window on the Ohio|Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of IT SME to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click on the **Object** name.

1



Review the contents of the IT purchase requisition.

1. After reviewing the contents of the IT purchase requisition, navigate to the **IT Review** tab.



2

2. Add comments in the IT Review Blog and then click the **Save** button. If your colleagues have already reviewed the purchase requisition, their comments will appear here.

IT Review Blog

Comments ⓘ

Comment

Step-by-Step Instructions for Approving a Purchase Requisition

3. If desired, navigate to the **Purchase Requisition tab** and add any applicable attachments to the purchase requisition by clicking the **Add Attachment** button. Attachments are either internal-facing (i.e., Internal Attachment), Supplier-facing (i.e., Supplier Document), or are an internal justification document for the purchase (i.e., Justification Document).

A screenshot of a software interface showing a dropdown menu with the text "Attachments - Internal, Supplier, and Justification" and an information icon. Below the dropdown is a button labeled "Add Attachment".

Add Attachment

4. Click **Submit**.

- 2 ▲ If you would like to forward the purchase requisition, users can click the **Forward** button at the top of the page instead of clicking **Submit**. Note that forwarding a purchase requisition is additive. The requisition is removed from the Pending Validations section of the original user that forwarded the request; however, that user still has the ability to take action on it from the Browse Requisitions page. If either person takes action (i.e., the person who was originally assigned this requisition or the person you forward it to), the requisition will move on.

A yellow button with the text "Forward" in black.A green button with the text "Submit" in white.

- ▲ If you would like to see all of the purchase requisitions that are assigned to IT SMEs, follow the below steps:
1. From the Main Menu Navigation Bar, select **Browse Requisitions** from the **Procurement** drop-down menu.
 2. Click the **More filters** icon (▾) located on the left side of the page.
 3. Select *IT SME* from the **Status** drop-down menu. Please note, you are able to select multiple statuses as needed.
 4. Click **Search**.
 5. To save this search as a favorite, click the **Star** icon (☆) underneath the Ohio|Buys logo, enter a name for the favorite, and then click **Add page**.