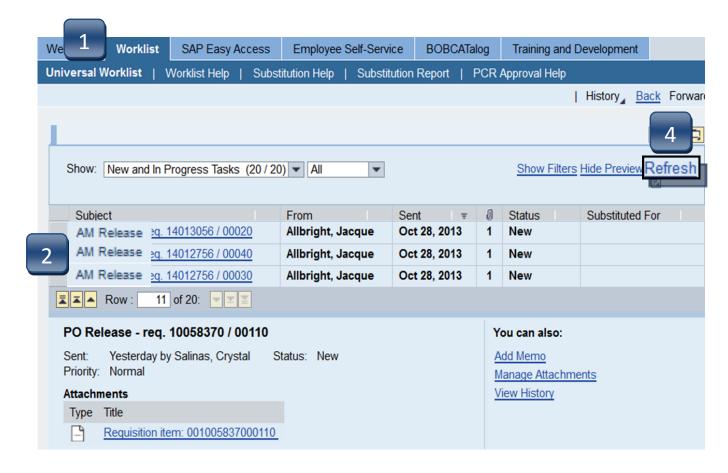
## **Approve or Reject Requisition**

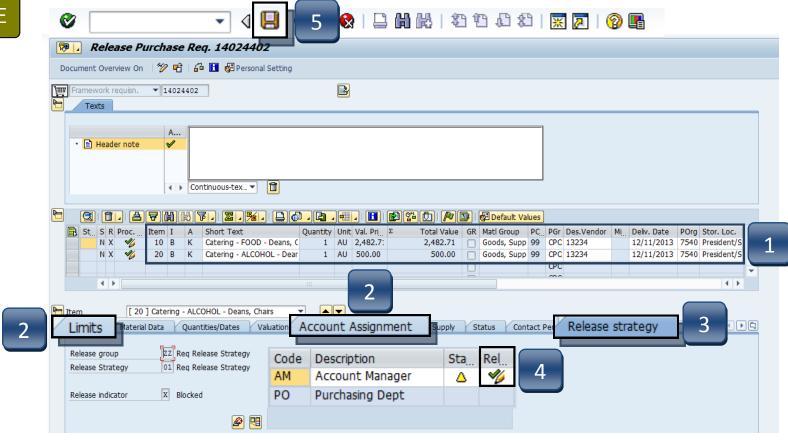
- **STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.
- **STEP 2:** Select **AM Release** task to process. You will see the requisition number and line in the Subject line.



- **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**



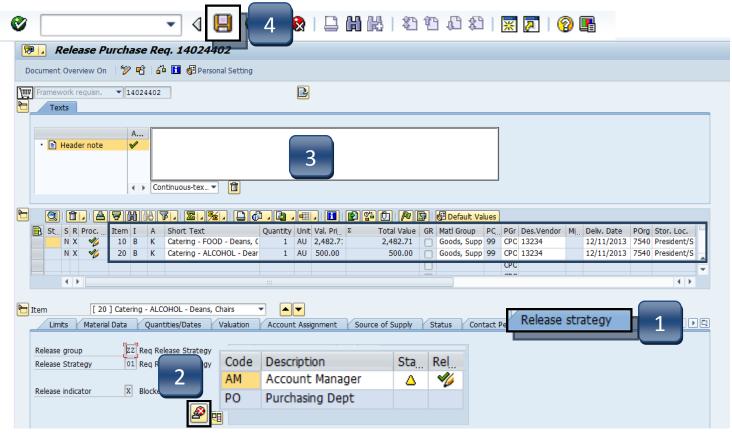


- **STEP 1:** Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.
- STEP 2: Click Account Assignment or Limits (if Limit Framework requisition) tab to review accuracy of account information.
- **STEP 3:** Select **Release Strategy** tab to continue with the 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**





- **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.

