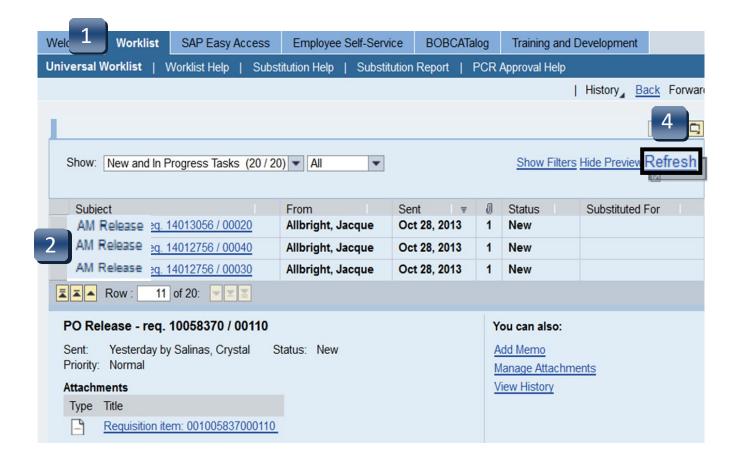
Approve or Reject Requisition

- **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 8.02 8.03).
- **STEP 4:** Following task completion, click **Refresh** to see the task removed from your worklist

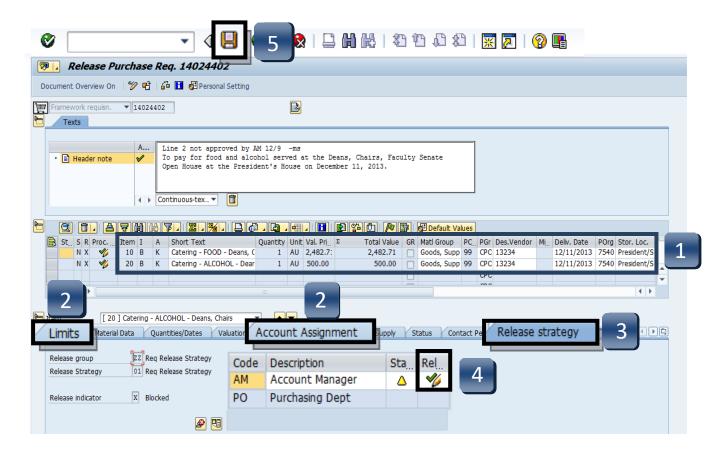


REV 01/2020 7.01

Approve or Reject Requisition

APPROVE

- **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 accountinformation.
- **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.



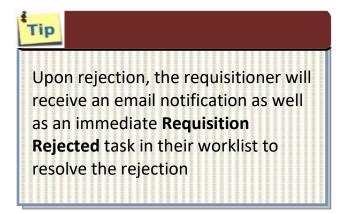
REV 01/2020 7.02

Approve or Reject Requisition

REJECT

- 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**.





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