# Quick Reference

## Adding Additional Approver

**Responsibility:** ANY end user responsibility beginning with “ECU Purchasing”

**Prerequisite:** Have some items in your iProcurement shopping cart and have taken it through the ‘Checkout: Requisition Information’ screen

1. Ensure that your first Approver is the correct person for requisition, if not please refer to the Quick Reference Guide PO-043 Change First Approver.
2. Click on the button titled Add Approver.
3. Enter in additional approver’s name, all staff are listed as Surname, First Name or use the torch to find staff member using the wildcard % if needed.
4. Using the drop down arrow, decide whether the additional approver receives the requisition before or after the first approver.
5. If you need to add more additional approvers so the requisition will go to more that two people for approval, repeat steps 2-4 until all required approvers are listed. Please note the order is not created until all approvers listed have approved the requisition.
6. Type in any justification to Approvers or Note to Buyer (Strategic Procurement) if needed.
7. Add attachments if required see PO-045 Adding Attachments
8. Once you’re happy with the ‘Checkout: Review Approver List’ screen, click the NEXT button.
9. Review your requisition information, if you are not happy with it, click the back button and make your corrections as needed.
10. If you are completely happy with the requisition, click the SUBMIT button.

The confirmation will show the requisition has been sent to your first approver.

**NOTE!**
If you need to check the approval path of your requisition, click on the hyperlink under the ‘Status’ column from either your Shop or Requisitions page. This will show who currently has the requisition for approval and where it is going next.