Changing First Approver

During the checkout process you may need to change the first approver for your requisition so it goes to the correct person for approval.

If the system will not allow you to change first approver to the person you want, please contact the FBSC Systems team on ext 2772 or fbsystems@ecu.edu.au before submitting to find out why.

**To change first 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 below.

1. Ensure that your first approver is the correct person, if not please click on the Change First Approver button.
2. Enter in the new first approver’s name, listed as Surname, First name or use the torch icon to find the staff member using the % wildcard if needed and Quick Select.

3. (B) Apply once you’re happy that you have the correct first approver listed in the field, click on the Apply button.

4. The ‘Checkout: Review Approver List’ screen should now be showing your new first approver’s name.

IMPORTANT!
If the ‘Checkout: Review Approver List’ screen is not showing your new first approver’s name then the system doesn’t recognise their ability to approve your requisition. This is their approval group prevents them approving the dollar value or the project(s) / cost centre(s) used. This is particularly likely if multiple different projects / cost centres have been used. Please contact FBSC Systems on ext 2772 or fbscsystems@ecu.edu.au before proceeding.
5. If you need the requisition to go to more than one approver, please see the reference ‘Adding Additional Approvers PO-042’.

6. Type in any justification to Approvers or Note to Buyers (Strategic Procurement) if required.

7. Add attachments if required, see reference ‘Adding Attachments PO-045’.

8. (B) **Next** once you’re happy with the ‘Checkout: Review Approver List’ screen.

9. (B) **Back** if you are not happy with the requisition details and make your corrections as needed.

10. (B) **Submit** if you’re completely happy with the requisition.

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