



## How to View (Approval/Denial) Comments on a Requisition

- ❖ Visit the [Procurement landing page](#) on the VSU Website. Enter the eProcurement portal under Purchasing Resources
- ❖ Once you are in the eProcurement portal, select **Manage Requisitions**
- ❖ In the Search box, enter your Requisition number in the **Requisition ID** box and select **Search** (\*\*Helpful Hint: Be sure your requisition number begins with "0000"\*\*)
- ❖ Once the requisition has been generated at the bottom of the screen, go to the drop-down menu at the right side of the screen.

### Manage Requisitions

- ❖ Select **Approvals** from the drop-down menu and select, **Go**

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000526808	0000526808	51000	02/28/2022	Pending	Not Chk'd	1,460.00 USD	[Select Action] <b>Go</b>

[Create New Requisition](#)   
 [Review Change Request](#)   
 [Review Change Tracking](#)   
 [Manage Receipts](#)

- ❖ After selecting **Approvals**, the Approval Status window will open. At the top of each approval box, you will have the ability to **View/Hide Comments** if comments are available for each section. Select **View/Hide Comments** to view comments regarding approvals or denials of requisitions

## Buyer Approval - NonCatalog