Accessing the Requisition
You will receive an email indicating that you have a Purchase Requisition waiting for your approval. You can click on the link provided in your email; it will take you to the log in page for UVic. Once logged into UVic you can access FAST by clicking on the down arrow beside “My online tools” in the status bar at the top of the page, and selecting FAST.
Once logged on, click on Web Requisitioning as shown below.

From here click on the Requisition Menu – Open – Approvals as shown below.

**Note:** You cannot click on the secondary menus; you must hold your cursor over the desired choice and scroll over to the next menu shown.
Or, the documents that have been set to you for approval will also appear under the Open Approval Requisitions in the Quick Launch tab.

When you have received an email indicating that you have a Requisition for approval, you will have a requisition showing in your approval queue. Click on the desired Requisition Number. The WR#### should match what is shown in the subject of the email. The chosen vendor’s name may also appear.
**Viewing the Requisition**

An approver can view the details of the requisition and make changes to the header or commodity information.

The date required field must be future dated; the minimum is 3 days in the future to allow purchasing time to process the Requisition. When you view the requisition, after the date in this field, you must change the date to a future date before it can be approved. This field is a courtesy field; future dating a requisition does not mean that Purchasing will not process it before that time. Additionally, if the order is a rush order, future date the field to the minimum and makes notes in the comments field that it is an urgent order.

Review the requisition commodity and accounting information. If the attachment or quote icons have a red asterisks as shown ![attachment_icon] be sure to review the attachments by clicking the icons.
If you are satisfied that the requisition is complete and accurate, click on the ‘Send for Approval’ icon shown below.

**Approving and Submitting the Requisition**

On the requisition approval page shown below, you can send the Requisition on to a higher level approver or another reviewer, back to the originator or on to Purchasing to be processed.

Requisitions for the Computer Store can be sent directly to the Computer Store by choosing “Send to a Department” and then selecting ‘CSTOR-COMPUTER STORE’ from the drop down box.
A requisition may be sent to another approver even if it is not in balance. i.e. The commodity total does not equal the accounting total; however, it must be balanced as shown above Requisition Balance = $0, before it can be sent to purchasing.
To send to another approver or reviewer or to the originator:

- Click on the 🔄 icon and search for the employee by first and/or last name. The % can be used as a wildcard character.
- Hit the Search button.
- A list of all employees within your search criteria will appear, click on the desired user.
- The additional comments box can be used to send a reminder or note to the chosen user. These notes will appear in the text of the email sent to the next approver and in the print preview of the requisition.
- Hit the Submit button at the bottom of the page.
To send to Purchasing:

- Click on “Send directly to Purchasing”
- A drop down menu will populate with ‘Purchasing’

![Send requisition direct to PURCHASING:]

- Search for an Employee to approve this Requisition
- Send to a Department
- Send directly to Purchasing

- The additional comments box can be used to send a reminder or note to the purchasing assistant or buyer. These notes will appear in the text of the email sent to the next approver and in the print preview of the requisition.
- Hit the Submit button at the bottom of the page.

The [Return to Requisition](#) link can be used at any point to review the details of the requisition.