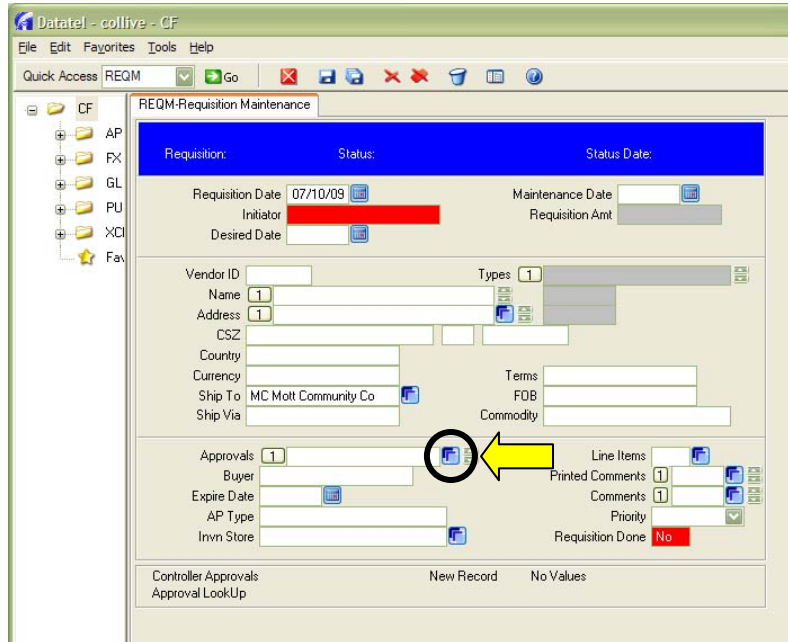


ADDING ONLINE APPROVERS

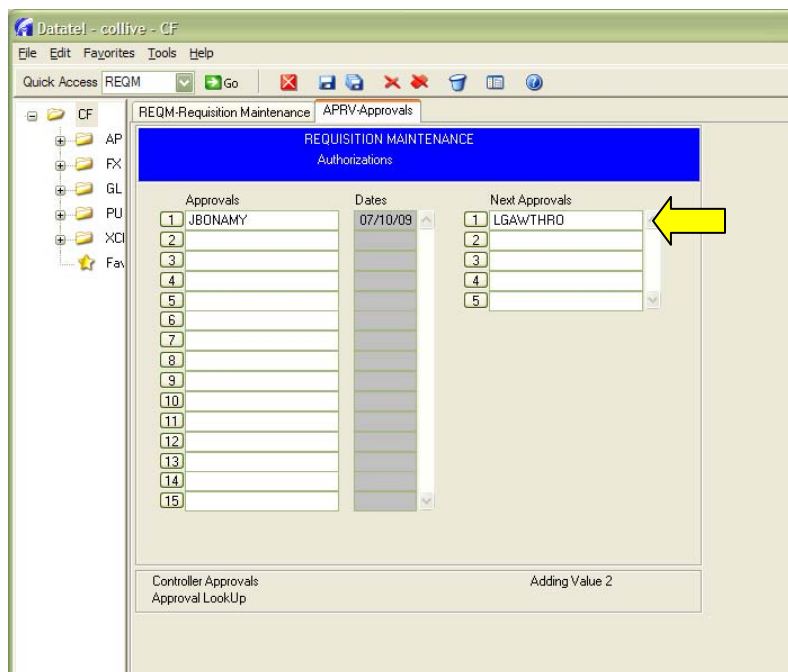
Issue Date: 03/24/2010 Revision: 12/14/2011 (1)

In the following screen shown below, click on the blue *file* icon next to the **Approvals** field.



The screenshot shows the 'REQM-Reqquisition Maintenance' window. The 'Approvals' field is highlighted with a yellow circle, and a yellow arrow points to a blue file icon next to it. The window contains various fields for requisition details, including Requisition Date (07/10/09), Initiator, Maintenance Date, Requisition Amt, Vendor ID, Name, Address, CSZ, Country, Currency, Ship To (MC Mott Community Co), Ship Via, Types, Terms, FOB, Commodity, Line Items, Printed Comments, Comments, Priority, and Requisition Done (No).

In the APRV screen, click in the **Next Approvals** field. Type the first initial and last name (up to seven characters) of the person who should be the next level approver. Press **F9** and click **Update**. Then press **F9** and **Update** again to exit the requisition.



The screenshot shows the 'APRV-Approvals' window. The 'Next Approvals' field is highlighted with a yellow arrow. The window displays a table with columns for Approvals, Dates, and Next Approvals. The 'Approvals' column contains a list of names (1 JBONAMY, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15). The 'Dates' column contains a date (07/10/09). The 'Next Approvals' column contains a name (1 LGAWTHRO, 2, 3, 4, 5).

Unsure of who the next level approver should be? Go to the [webpage](#) and click on Spend Authorization Table.