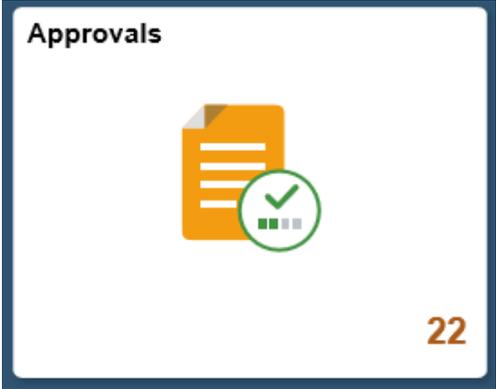


9.2 eProcurement: Ad-hoc Between Agencies

Use this process when you want to add in additional approvers for ePro requisitions that require SPD Approval:

Step #	Do This:
1	<p>Sign in to PeopleSoft</p> 
2	<p>Click the Approvals tile on the PeopleSoft Homepage</p> 
3	<p>Locate the requisition to be approved and click on the requisition</p> 
4	<p>You should be at the Requisition Approval Page</p>
5	<p>Click on the Approval Chain box</p> 

6 Click the plus sign to insert the additional approver

The screenshot shows an 'Approval Chain' interface. At the top, there is a header 'Approval Chain'. Below it, there is a list of approvers. The first two are 'Skipped' with the message 'No approvers found' and 'BU Origin - A' and 'BU Origin - B'. The third is 'Approved' with the name 'Temeka Blackwell' and the date '12/27/17 - 10:45 AM'. Below this list, there is a section for 'APO - no contract id' with a 'Requisition 0000015205' and a 'Pending' status. There is a 'Start New Path' button. Below that, there is another 'APO - no contract id' section with a 'Skipped' status and the message 'No approvers found' and 'BU APO Amt - no contract id'. At the bottom, there is a 'Pending' status with a yellow plus sign next to it.

7 You should receive the following screen: **Insert additional approver or reviewer**

The screenshot shows a form titled 'Insert additional approver or reviewer'. It has a 'User ID' field with a search icon. Below the field are two radio buttons: 'Approver' (selected) and 'Reviewer'. At the bottom is an 'Insert' button.

8 Make sure Approver is the selected radio button

9 Click the look-up glass next to the *User I.D.* field to find the approver you want to insert.

10 Click on the person's name that you want to add

Click **Insert**

11 Repeat steps 5-10 to add more approvers

12 Enter any comments that you would like to add in the **Enter Approver Comments Box.**

- *For SPD, please be sure to add comments here if you are granting the agency approval to handle their own Event.*

The screenshot shows a text area labeled 'Approver Comments' with a scroll bar on the right side.

13 Click **Approve**

