

## Appendix - To add one level up approver in Purchase Requisition

(\*\*To seek one level up approver to approve the requisition, perform below steps)

1. Click “Manage Approvals” button
2. Click the “Search” icon of “Approver” field in the pop-up window
3. Enter the search keyword and then click “Go” button
4. Click the “Quick Select” icon for the desired approver
5. Click the “Submit” button to confirm the selection

Select Lines: Update Copy Delete

Quantity	Unit	Price	Amount (HKD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Delete
2	SET	1900 HKD	3,800.00	07-Sep-2017 00:00:00	AAB 1001 Enter one-time address				
Total			3,800.00						

Your requisition will be sent to the following list of approvers.

**Approvals**

ITO, Reviewer → ITO, Budget Controller

**Notes And Attachments**

**Search and Select: Approver**

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name ITO% Go

**Results**

Quick Select	Last Name	First Name	Name	Email	Location
<input type="radio"/>	ITO	Budget Controller	ITO, Budget Controller	vinliu@deloitte.com.hk	
<input type="radio"/>	ITO	Preparer	ITO, Preparer	jassiu@deloitte.com.hk	
<input type="radio"/>	ITO	Proj Budget Controller	ITO, Proj Budget Controller		
<input type="radio"/>	ITO	Reviewer	ITO, Reviewer	jassiu@deloitte.com.hk	

**Approvers**

Actions

- ☒ Insert Approver
- ☐ Insert Viewer
- ☐ Change Managerial Approver
- ☐ Delete Approver/Viewer
- ☐ Reset Approval List

Approver

Add to Location Before ITO, Reviewer

Cancel Submit