



## View Approver/Buyers

### Approvers –

A requestor is able to see who the approver of the FOAPAL is before placing the order by going to the “Cart Tab” and the sub tab “PR Approvals (Purchase Requisition)” tab. In the PR Workflow, “Step 2 - Org Approval”, there are the words “view approver”.

**Step 2: Org Approval – “View Approvers”**

**PR (Purchase Requisition) Approvals**

Using the example below, when the “view approver” is clicked, the system indicates that the “Step 2 - Org Approval” has one “Approver Group” and the name of the approver in that group is Charles (Garry) Crider. Garry Crider must approve this requisition in order to place the order to the supplier.

**The requisition will go to Charles Crider for approval.**

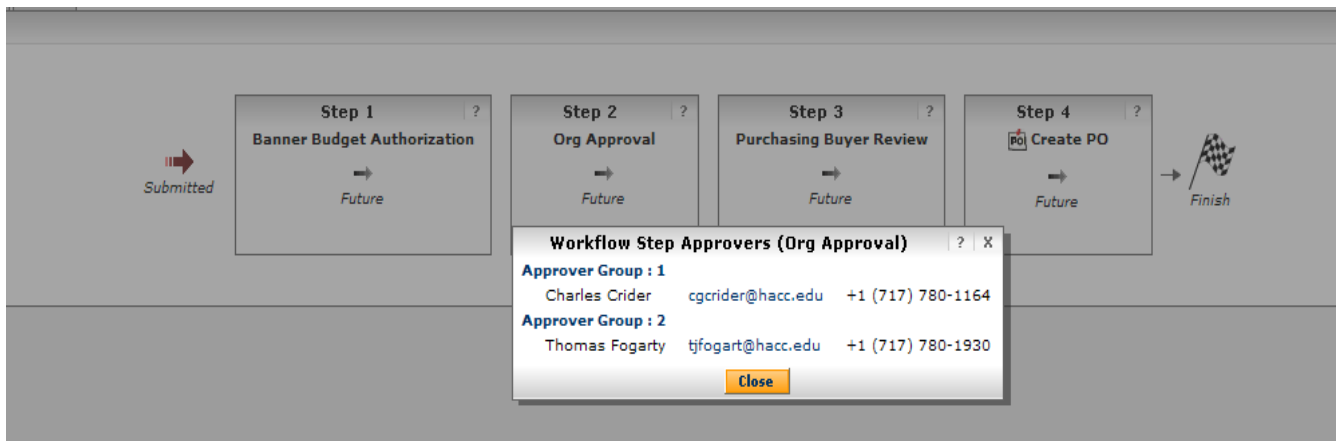
**Workflow Step Approvers (Org Approval)**  
 Approver Group : 1  
 Charles Crider cgcrider@hacc.edu +1 (717) 780-1164

## Approval scenarios:

Depending on the “org”, there may be two other types of approvals. Often times there is just one person, as is the case above, however, there could be other scenarios. When you see two (or more) “**Approval Groups**”, this means that there are two (or more) approvers that must review and approve.

- Approver Group 1: One Person (or there could be a proxy and two names will appear)
- Approver Group 1: A first approval required
- Approver Group 2: A second approval required determined by dollar amount
- Approver Group 3: A third approval required determined by dollar amount

Below is an example of two “**Approval Groups**”. Charles (Garry) Crider must approve in “**Approver Group 1**” and Tom Fogarty must approve in “**Approver Group 2**”



## Buyer Approvals-

“Buyer Approvals” are required if a single item costs “greater than \$750.00”. I have created an **example (A)** where one of the items will exceed \$750.00. The workflow process, **example (B)** “Step 2 – Org Approval” must first be approved by the org manager, in this case Charles Crider.

### Example A –

The screenshot shows the 'Cart - Draft Requisition' page in the HACC Supplier Connect EProcurement System. The cart name is '2010-02-18 JECOOKER 01' and the total value is 918.84 USD. The cart contains two items:

Product Description	Catalog No	Size / Packaging	Unit Price	Quant	Ext. Price
SanDisk Cruzer Micro USB flash drive 2 GB	1395553	EA	9.72	1 EA	9.72 USD
HP 6730b Notebook	1897691	EA	909.12	1 EA	909.12 USD
Supplier subtotal					918.84 USD

A callout box points to the HP 6730b Notebook item with the text: "Single item costs >\$750.00."

### Example B -

The screenshot shows the 'Approvals - Draft Requisition' page in the HACC Supplier Connect EProcurement System. The workflow process is displayed as follows:

```
graph LR
    Submitted --> Step1[Step 1: Banner Budget Authorization]
    Step1 --> Step2[Step 2: Org Approval]
    Step2 --> Step3[Step 3: Purchasing Buyer Review]
    Step3 --> Step4[Step 4: Create PO]
    Step4 --> Finish
```

A callout box points to Step 2 with the text: "Step 2 requires a specific person to approve."

A pop-up window titled "Workflow Step Approvers (Org Approval)" shows the following information:

Approver Group : 1  
Charles Crider cgrider@hacc.edu +1 (717) 780-1164

## Buyer Approvals cont'd.

However, at the \$750.00 level, following the org-approval, the workflow goes to a “buyer” for their review and approval.

**Step 3: Purchasing Buyer Review - Indicates who additionally will receive this requisition for review and approval.**

**Workflow Step Approvers (Purchasing Buyer Review)**

**Approver Group : 1**

Charles Crider	cgcrider@hacc.edu	+1 (717) 780-1164
Kathleen Jones	kfjones@hacc.edu	+1 (717) 780-2334

Close

For this particular purchase there is one approval group with two names; Charles Crider and Kathleen Jones. Because there is only “one” approver group, either of the two individuals may approve. Both Charles Crider and Kathleen Jones will receive e-mail notifications to approve, however, whichever approver first fulfills the requirement of the system, and then the process moves forward to create a purchase order.