How to Approve a requisition as an Account Reviewer A or B

1. Go to [http://www.ebuy.psu.edu/](http://www.ebuy.psu.edu/)

2. Click on the “Go Shopping” icon

3. Select the eBuy Account Reviewers Tab

4. From the home page, select the “approvals” tab.

5. Look for the “not assigned” under status. Once you find one, click the “assign” button, which will place the requisition in your “My PR Approvals” folder.

6. Once assigned it will go to your “My PR Approvals” folder.

   Note: If you click on the word “view” or the requisition number, it will expand so you can see its contents. Also you can see that the order was assigned under the status column.

7. Now look over the requisition for mistakes. Don’t forget to scroll to the bottom to examine the “Suppliers/Line Item Details” Add details to sections where needed, including Internal and External Notes and Attachments.

8. Once you have made sure that everything is correct, go to the dropdown box and select the “Complete Action” option. Then click “Go” to send the requisition to the next person in the approval path.

   Note: Line Item additions and/or deletions are only permitted at the Account Reviewer step. Approver’s (e.g. Budget Assistants through Financial Officers) are only permitted to “Complete” or “Reject” requisitions. “NO CHANGES” can be made!