How to Approve a requisition as an Approver

1. Go to http://www.ebuy.psu.edu/

2. Click on the “Go Shopping” icon

3. Select the eBuy Approvers Tab

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

5. Locate the requisition you wish to approve.
   - It can be in “My PR Approvals” or in your shared folders.

6. Approving requisitions can be performed from the Shared folder or from the My PR Approvals folder. Review each requisition and then select “Complete Action” from the dropdown and then hit “Go”. The requisition will now move on to the next person in the approval process.