EIAWARE EXCHANGE

Returning Requisitions to Shared Approval Folders and Placing Requisitions on Hold Revised 04/17/23



Returning Requisitions to Shared Approval Folders

- In UD Exchange, multiple Approvers can share an approval folder. This feature allows for greater work efficiency and reduces delays when a single Approver is unavailable.
- As an Approver in UD Exchange, there may be situations where you have assigned a requisition to yourself but need to return it to the Shared Approval Folder for a different Approver to review and process.







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Placing Documents on Hold

- As an Approver in UD Exchange, there may be situations where you are not ready to approve a document because you are waiting for more information.
- In the following example, you don't want to approve the requisition yet, and you also don't want another approver to take action from the shared approval folder.
- Placing the requisition on hold with a comment will let everyone know why you are not taking action yet and will also stop daily reminder emails about the pending approval.





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\checkmark	IT000801	12345-002	MARYLAND UNIV OF EASTERN SHORE	- Kristen Pickering	11/10/2021 7:56 PM	UDRT000049	Matched
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art Name	NCURA Membership Dues	222 SOUTH CHAPEL S GENERAL SERVICES E	STREE BUILDII				Subtotal	1
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Your Approvals Queue, the Requisition Workflow, and the Comments Tab will all indicate that the requisition is **on hold**. Any subsequent action – approval, return to shared folder, return to requisitioner, etc., will remove the hold.

Waiting for Requester to add backup documentation.	
Alice Approver - 11/10/2021 7:26:24 PM Waiting for Requester to add backup documentation.	Requisition - 3229813 Requisition put on hold

Questions:

procurement@udel.edu

Resources:

- <u>Procurement Services Website</u>
- <u>Approving Requisitions in UD Exchange</u>

