Denying an eRequisition

Once an eRequisition is submitted for approval, the approvers have the option to either approve the item or to deny it. A user may deny an eRequisition only if the approver is listed as the active required approver in the approval flow of the request. After an eRequisition is denied, the status will change from ‘Submitted’ to ‘Denied’. The original requestor will receive an email notification indicating the eRequisition has been denied. The requestor must withdraw the request to make the necessary changes.

The items that appear in the ‘To Do’ portlet on the Ariba Dashboard are approvables that require the action of the user that is currently logged in. The required action is displayed on the right side of the portlet (e.g., ‘Approve.’)

1. Click the eRequisition ‘ID’ or the ‘Approve’ link from the ‘To Do’ portlet on the Ariba Dashboard. Users can also search the system for the requisition number to approve awaiting requests.

   **Note:** If ‘Approve’ is clicked instead of the eRequisition ID, only basic requisition details, such as Line Item Description, Quantity, Price, and Total Amount, will be visible. The approval flow for the item will also be visible. To view additional details on the requisition before approving, click the eRequisition ‘ID’ from the ‘To Do’ portlet.

   **Note:** The ‘View List’ link will display the number of eRequisitions awaiting approval.

Users can perform a system search for specific items that require their approval.

The list of approval requests appears in the ‘To Do’ Portlet of the Ariba Dashboard.
2. Review the eRequisition to determine if it should be approved or denied.

Note: For information on approving requisitions, see the ‘Approving an eRequisition’ process guide.

To view more details on the line item, click ‘Detail.’
3. If the approver determines that the eRequisition should be denied, click the ‘Deny’ button to deny the request and return it to the original requestor.

**Note:** A user who is designated as a ‘Watcher’ in the approval flow will not have the option to either approve or deny the eRequisition.
4. Once the user clicks ‘Deny,’ the ‘Deny- Comments’ page will appear. Add any necessary comments and click ‘OK.’

**Note:** eRequisitions are automatically moved to the Archive label after being either approved or denied unless another label is selected. To change the label to which the item is assigned, use the dropdown box beside 'Archive item(s) to label' and choose the appropriate label. For more information about Labels, reference the ‘Personal Labels’ process guide.