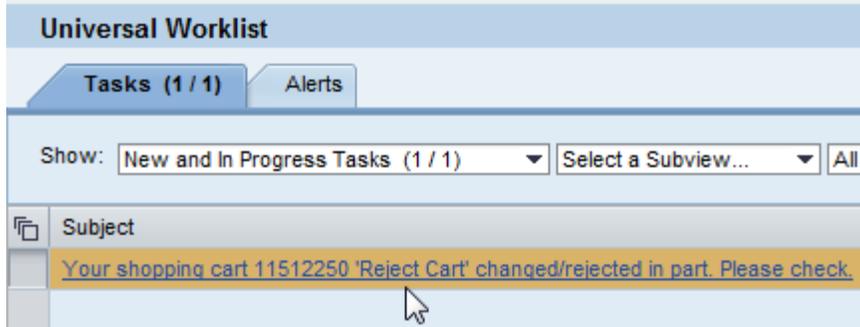


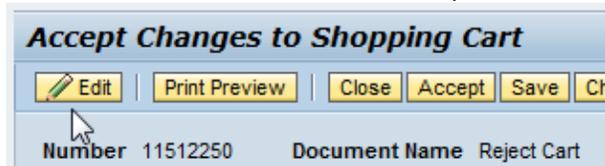
Requisitioners – Adding Ad Hoc Approvers to a Rejected Cart

Once a shopping cart approver has rejected a shopping cart, the cart will workflow back to the requisitioner’s Universal Worklist for action.

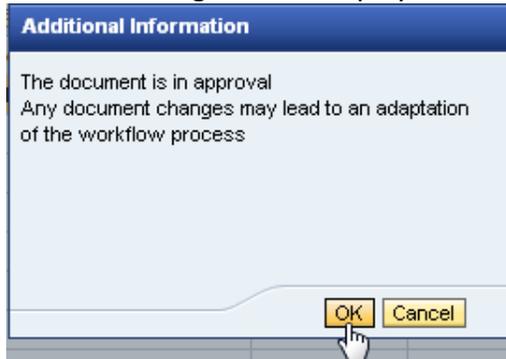
1. To manage ad hoc approvers, the requisitioner should select the Rejected Cart



2. Select the EDIT button to open the cart and make changes

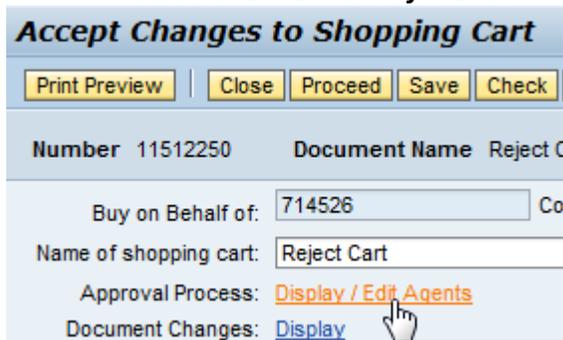


3. A dialog box will display. Select the OK button.

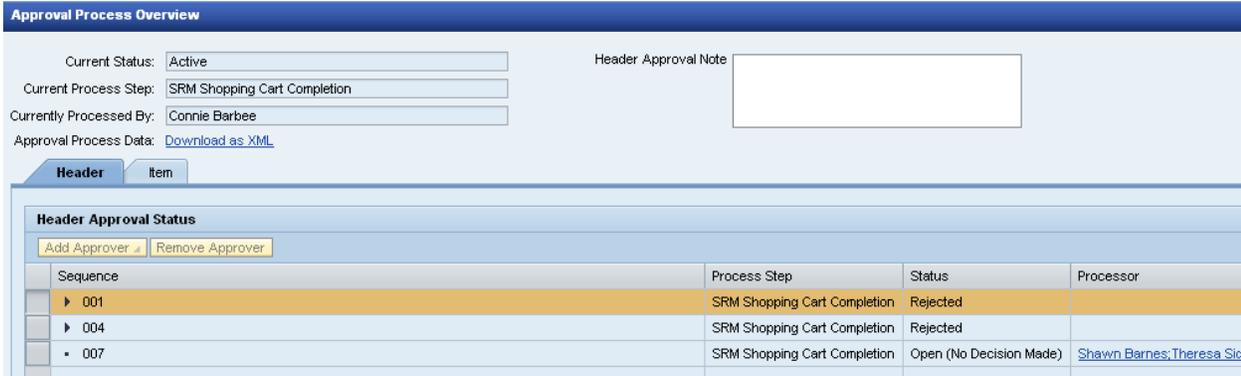


4. Select “Display / Edit Agents” link at the top.

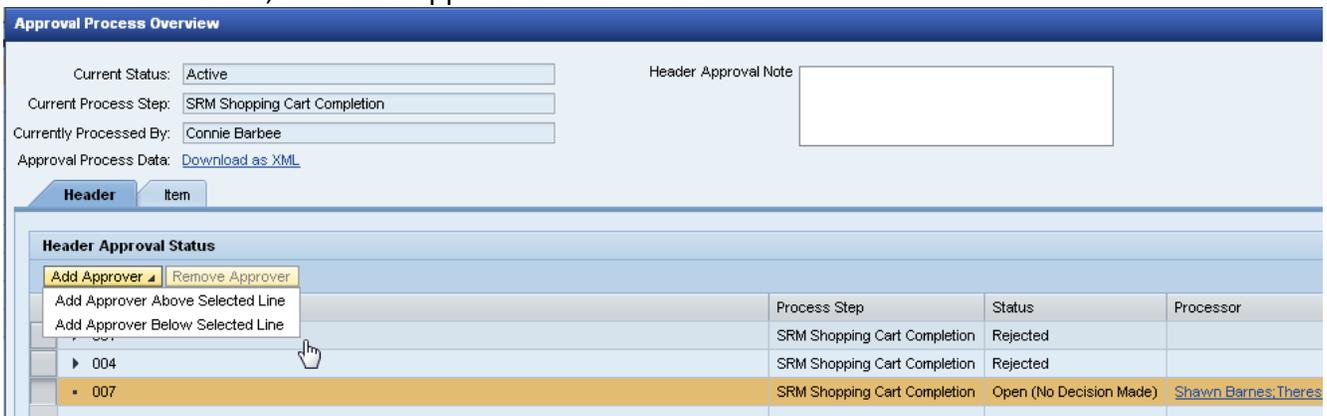
On a rejected/changed cart, ad hoc approvers cannot be managed from the Approval Process Overview tab of the Item Details.



5. Initially the Add Approver button will be grayed out as shown below.



a. However, once the requisitioner selects where they want the entry of the current workflow task to occur, an ad hoc approver can be added.



6. Make desired changes to shopping cart and select Proceed

