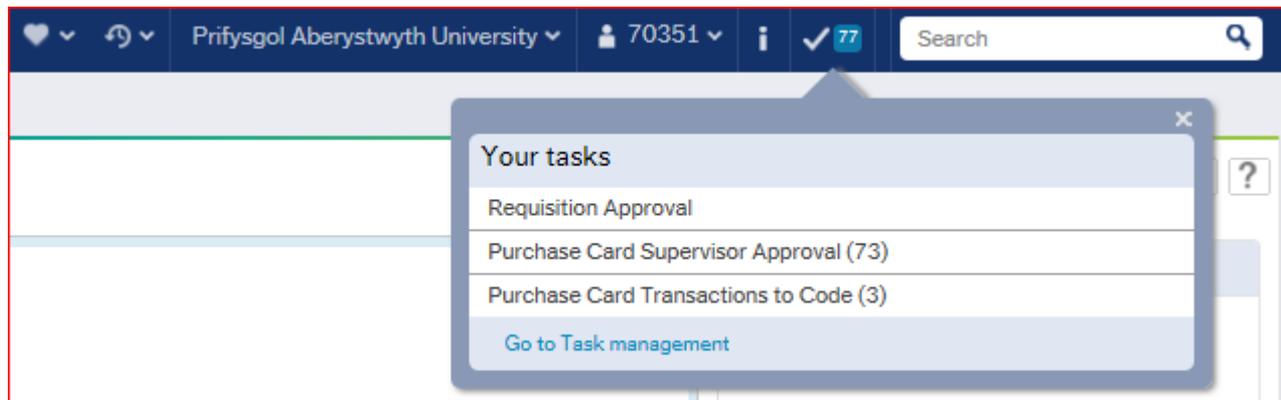# Agresso – Approving Requisitions for Purchase Orders

An email will be sent to you when you have a task to complete on Agresso.

Your task will be available to view towards the top right of the screen:

By clicking on the Requisition approval task this screen will appear

You will need to check the following information:

⨯ Requisition details

	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Unit descripti...	Price	Product	Product description	Supplier	Delivery date	Status
☐				GBP	240.00	4.00	EA	Each	60.00	VF001	4 New Tyres for the...	T10714	20/01/2015	Active
Σ														

Kit components

⨯ Product text

Quote Number 123456

⨯ GL Analysis

Map	Status	Funds check	Account	Costc	Project	Workord	Product	Tax code	Tax system	Percentage	Amount
			4308	121A	G1000	G1000-01	VF001	PE	PR	100.00	240.00
Σ										100.00	240.00

If there is an error with the requisition please indicate what the error is by entering a comment into the Workflow log:
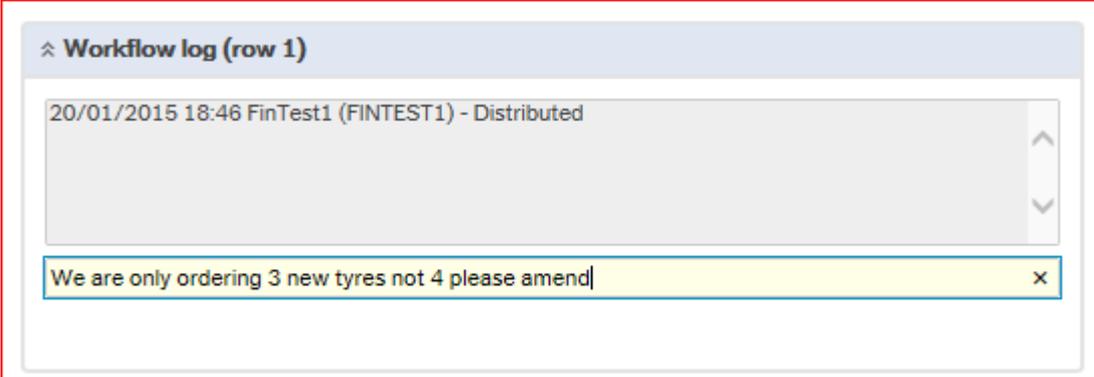
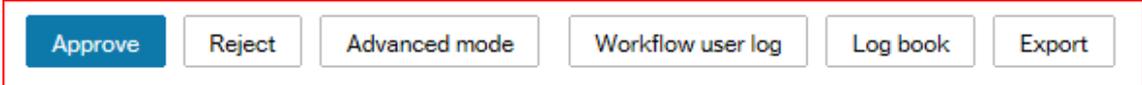Then click Reject:

The rejected requisition will be sent back to the requisitioner as a task in Agresso.

If the requisition is correct you will not need to enter a comment to the Workflow log, but can do if you like.

When either Approving or Rejecting the following confirmation will appear:

✔ The item is successfully processed. There are no more items to process.