

APPROVALS – PLACE ON HOLD

Last Updated on: 8/1/2008

East Carolina UNIVERSITY Approvals - Requisitions

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requisition Requisition outbox

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Show requisition details

Assign Substitute Apply Action to Selected PR(s) Approve/Complete [Go]

- My PR Approvals

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
227201 view	Active	Normal	8/3/2008 10:41 PM	Barbara Ellis	4,499.00 USD	Approve	<input type="checkbox"/>

Assign Substitute Apply Action to Selected PR(s) Assign [Go]

- Organization: 230601 (AF Purchasing): (All Values)

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Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
227201 view	Bridget Brown	Assigned	Normal	8/3/2008 10:41 PM	Barbara Ellis	4,499.00 USD		
227082 view		Not Assigned	Normal	8/1/2008 3:03 PM	Chuck Boulineau	3,575.79 USD	Assign	<input type="checkbox"/>
227081 view		Not Assigned	Normal	8/1/2008 3:02 PM	Chuck Boulineau	558.35 USD	Assign	<input type="checkbox"/>
227074 view		Not Assigned	Normal	8/1/2008 2:58 PM	Chuck Boulineau	565.76 USD	Assign	<input type="checkbox"/>
226111 view	Chuck Boulineau	Assigned	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD		

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1. The following steps will show how to place a requisition on hold in order to indicate that you are waiting for additional information. Click on the requisition # in **My PR Approvals** folder.

East Carolina UNIVERSITY Summary - Requisition 227201

Search for PO No. []

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requisition Requisition outbox

Available Actions: Approve/Complete Step [Go]

Approve/Complete Step
Return to Shared Folder
Place PR on Hold
Forward to ...
Add Notes to History
Copy to New Cart

Requisition PR Approvals PO Preview History

Summary FOAPAL / Ship Codes Supplier Info Taxes/S&H

Hide header Hide value descriptions

General	Internal Note	Order Info
Priority: Normal Department: AF Materials Management Prepared by: Barbara Ellis Cart Name: 2008-08-03 ellisb 01 Accounting Date: no value	Internal Info Business Purpose: no note Note to Approver: Internal attachments: add attachment...	Order Info Backup Required: X Backup Type: Mail to MM mailed only Pricing Ref #: no value Special Instructions: Direct Payment Notes to Suppliers: no note Attachments for all suppliers: add attachment... PO Clauses: 001 Tax Exempt 002 NC T&C ref 003 ECU PO conditions view all clauses - (3)

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location
E East Carolina University	111170 AA General Institutional Support	230601 AF Purchasing	72110 Office Supplies	0000 Default Program Code	no value	no value

Ship To
Contact Name Barbara Ellis
Phone +1 (252) 328-6434

2. Select **Place PR on Hold** as the **Available Actions**.
3. Click on the **Go** button.

APPROVALS – PLACE ON HOLD

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East Carolina UNIVERSITY Summary - Requisition 227201

Available Actions:

Add Note

Hold Reason
Waiting on original invoice before approval can be completed.

939 characters remaining
Maximum allowed characters are 1000
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Place PR on Hold Cancel

Requisition: 227201
 Department: AF Materials Management
 Prepared by: Barbara Ellis
 Cart Name: 2008-08-03 ellisb 01
 Accounting Date: no value

Bill To:
 East Carolina University
 Accounts Payable
 120 Reade St.
 Fin. Srv. Bldg.
 Greenville, NC 27858-4353
 United States

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies	Default Program Code		

Ship To:
 Contact Name Barbara Ellis
 Phone +1 (252) 328-6434

4. Enter the **Hold Reason** in the **Add Note** pop-up.
5. Click the **Place PR on Hold** button.

East Carolina UNIVERSITY Approvals - Requisitions

requisition Requisition outlook

+ Click to filter requisitions

Show requisition details

Assign Substitute Apply Action to Selected PR(s) Approve/Complete

- My PR Approvals

Results per page 10

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Assign Substitute Apply Action to Selected PR(s) Assign

- Organization: 230601 (AF Purchasing): (All Values)

Results per page 10

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Results per page 10

6. Notice that the requisition has been placed on **Hold** in the **My PR Approvals** folder.
7. Once the additional information has been received, click on the **Approve** link to complete the requisition.
8. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.