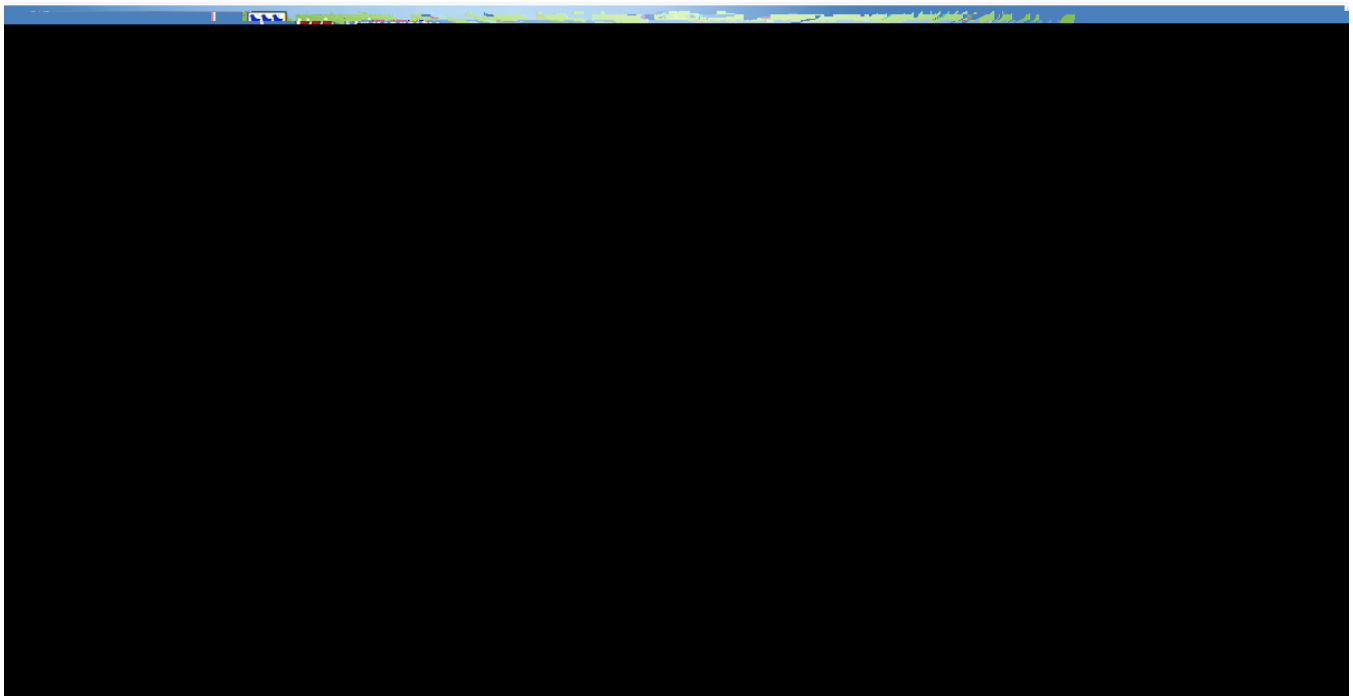


### Accessing the Requisition

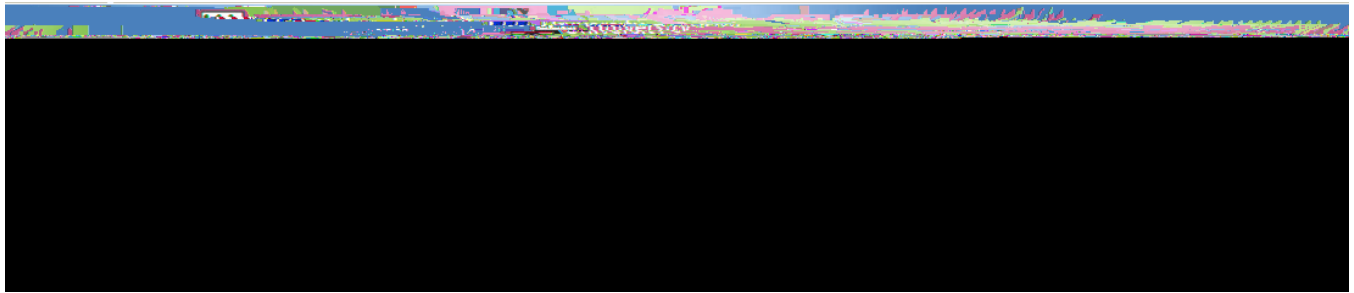
You will receive an email indicating that you have a Purchase Requisition waiting for your approval. You can click on the link provided in your email; it will take you to the log in page for UVic. Once logged into UVic you can access FAST by clicking on the down arrow beside "My online tools" in the status bar at the top of the page, and selecting FAST.

Once logged on, click on Web Requisitioning as shown below.

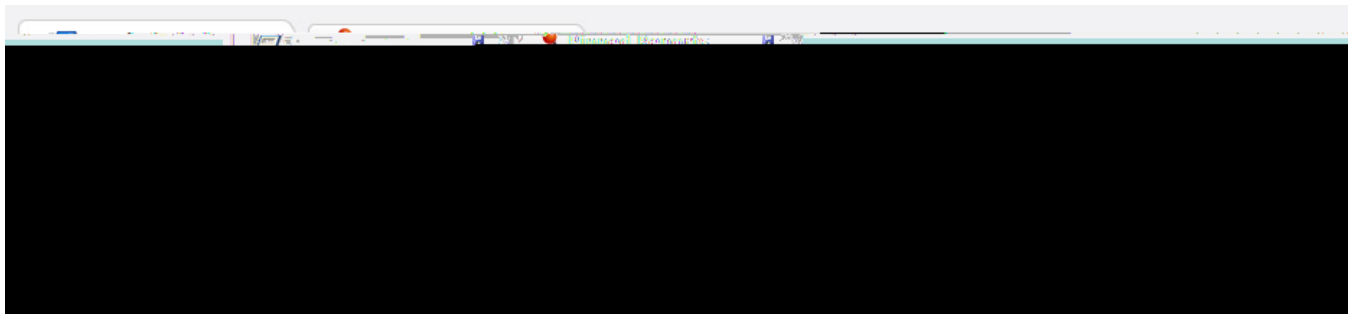


From here click on the Requisition Menu – Open – Approvals as shown below.

Note : You cannot click on the secondary menus; you must hold your cursor over the desired choice and scroll over to the next menu



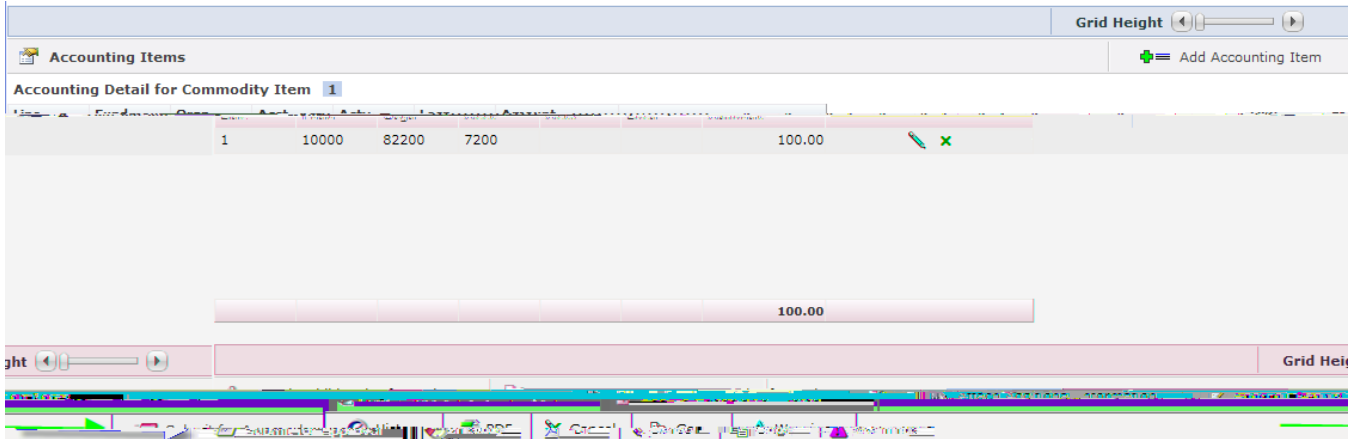
Or, the documents that have been set to you for approval will also appear under the Open Approval Requisitions in the Quick Launch tab.



When you have received an email indicating that you have a Requisition for approval, you will have a requisition showing in your approval queue. Click on the desired Requisition Number. The WR##### should match what is shown in the subject of the email. The chosen vendor's name may also appear.



If you are satisfied that the requisition is complete and accurate, click on the ' Send for Approval ' icon shown below .



## Approving and Submitting the Requisition

On the requisition approval page shown below, you can send the Requisition on to a higher level approver or another reviewer, back to the originator or on to Purchasing to be processed.

Requisitions for the Computer Store can be sent directly to the Computer Store by choosing "Send to a Department" and then selecting 'CSTOR - COMPUTER STORE' form the drop down box.



## Approving a Requisition in WeReq

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