

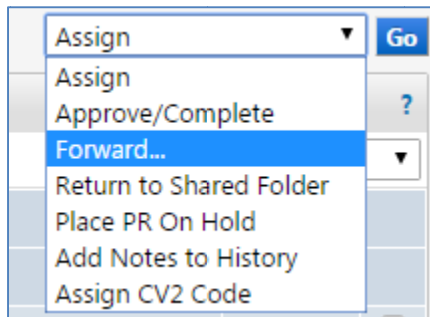


## Forward a Requisition


1. Access your approval queue and select the checkbox next to the requisition(s) you wish to forward.

Amount	Action	<input checked="" type="checkbox"/>
37,500.00 USD	<b>Approve</b>	<input checked="" type="checkbox"/>

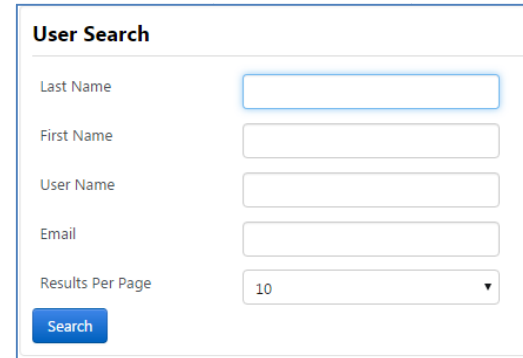
2. From the dropdown box at the top, select **Forward** and then press **Go**.




The dropdown menu contains the following options: Assign, Assign, Approve/Complete, **Forward...**, Return to Shared Folder, Place PR On Hold, Add Notes to History, and Assign CV2 Code. A 'Go' button is visible to the right of the dropdown.

 You can only forward a requisition if you have taken ownership of the transaction by assigning it to yourself. Once it is assigned to you, the **Forward** option is available from the **Available Options** drop down box.

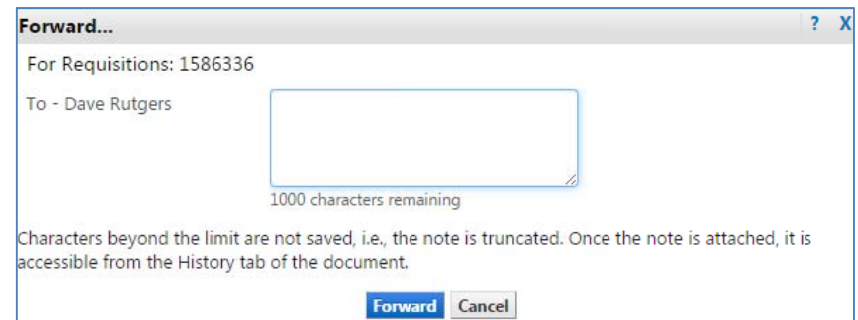
3. Search for the individual you wish to forward to by entering **User Search** criteria and selecting the **Search** icon.



The 'User Search' form includes the following fields: Last Name, First Name, User Name, and Email. There is a 'Results Per Page' dropdown menu set to 10 and a 'Search' button.

 In order to forward a requisition to another user, they must have a role that provides them the ability to approve documents in the RU MarketPlace. An individual will not be shown in the search results if they are lacking this role.

4. Select the appropriate individual to forward your requisition.
5. Enter a comment if necessary and click **Forward**.



The 'Forward...' dialog box shows 'For Requisitions: 1586336' and 'To - Dave Rutgers'. It features a text input field with a '1000 characters remaining' indicator. Below the field, a note states: '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.' At the bottom, there are 'Forward' and 'Cancel' buttons.