Basic ProcureSU Approval Process

1. Receive email Notice Requesting Approval of a Requisition
2. Choose Response Option
   - ProcureSU Action Items/My Assigned Approvals
   - Open in Jaggaer Mobile Application
3. Respond Using Email
   - Take Actions
4. Approve?
   - Yes → Approve/Complete Step
   - No → Select Requisition to Review and Open
5. Assign to Yourself
6. Select Return to Requisitioner
7. Enter Comment on the Reason for Rejecting/Action to be Taken
8. Look for Other Requisitions
   - No
   - Yes