Placing a Requisition on Approval Hold
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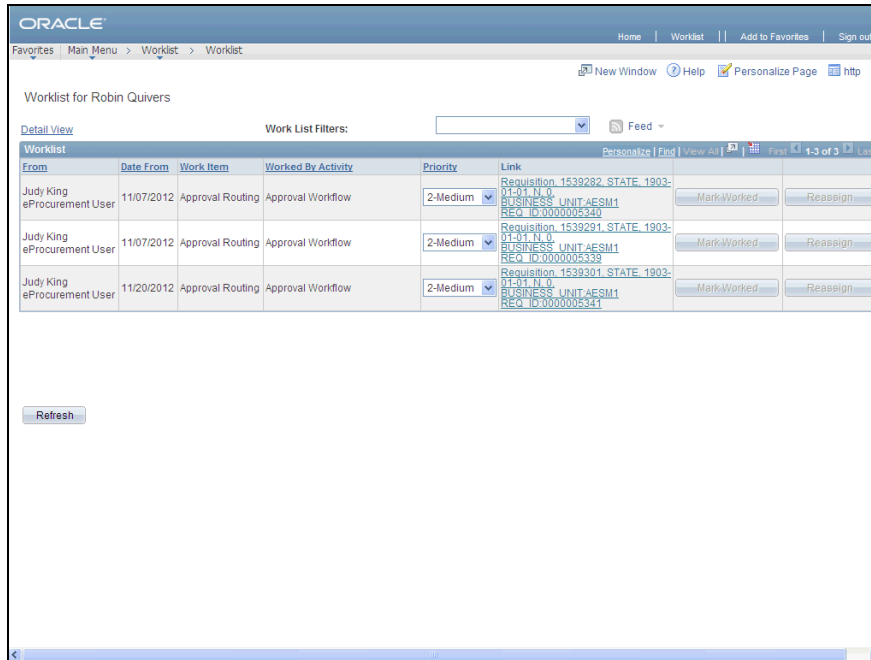
Placing a Requisition on Approval Hold

After reviewing a requisition on the worklist, an approver can now **Hold** a requisition in addition to approving and denying. Hold can be used if more time is needed to get additional information before making a final decision on approval.
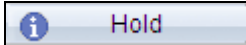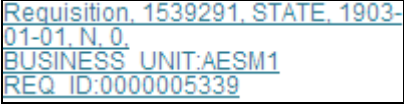
Putting a requisition on Hold:

- Marks the requisition as Hold preventing it from sourcing. It remains on Hold until the approver approves or denies.
- Removes it from the worklists of other approvers when there are multiple approvers at an approval level.
- Puts the requisition link back into the requester's Worklist.
- Creates an audit trail that can be seen in Approvals History.

Procedure

Navigation: Worklist

Step	Action
1.	An approver navigates to the **Worklist** and selects the requisition to review. Click the **Requisition, 1539282, STATE, 1903-01-01, N, 0, BUSINESS_UNIT:AESM REQ ID:0000005339** link. Requisition, 1539291, STATE, 1903-01-01, N, 0, BUSINESS_UNIT:AESM1 REQ_ID:0000005339
2.	The **Requisition Approval** page displays. The approver decides to put this requisition on hold until the state catalog pricing is updated for this item. The requisition will then be updated, submitted, and approved.
3.	Click the scrollbar.
4.	Comments are required for the hold option. Enter **Holding for a price update in the State catalog** in the **Enter Approver Comments** field.
5.	Click the **Hold** button. Hold
6.	The **Amount Approval** group box displays the **On Hold** status, **Information Request** and **Comments.** Click the **Return to Worklist** link. Return to Worklist

Step	Action
7.	The requisition on hold remains on the approver's worklist pending approval or denial.
8.	The requisition on Hold displays on the requester's **Worklist**. The requester will not receive an email notification that the requisition is on Hold.
9.	Click the **Requisition, 1539282, STATE, 1903-01-01, N, 0, BUSINESS_UNIT:AESM REQ ID:0000005339** link. Requisition, 1539291, STATE, 1903-01-01, N, 0, BUSINESS_UNIT:AESM1 REQ_ID:0000005339
10.	Click the **Expand Comments** button.
11.	The approver's comments are displayed.
12.	**End of Procedure.**