SHOPBLUE

Adding an Additional Approver (Ad Hoc)

In ShopBlue, the initial approver of an eReq will have the ability to enter an additional approver known as an Ad-Hoc Approver. Doing so will add a step in the requisition workflow.

1. When approving a requisition, in the **Summary** tab, navigate to the **Additional Approver** section.

2. In the Additional Approver section, next to Ad-Hoc Approver, click **Select**.

3. In the **Ad-Hoc Approver** screen, begin entering the name of the desired approver in the **Ad-Hoc Approver** field. Select the desired approver's name *(Note: select the magnifying glass icon for additional search options. Any campus user, with the ability to approve is available to be an ad-hoc approver.)*

4. If desired, add a note in the **Comments** field.

5. Select **Update**
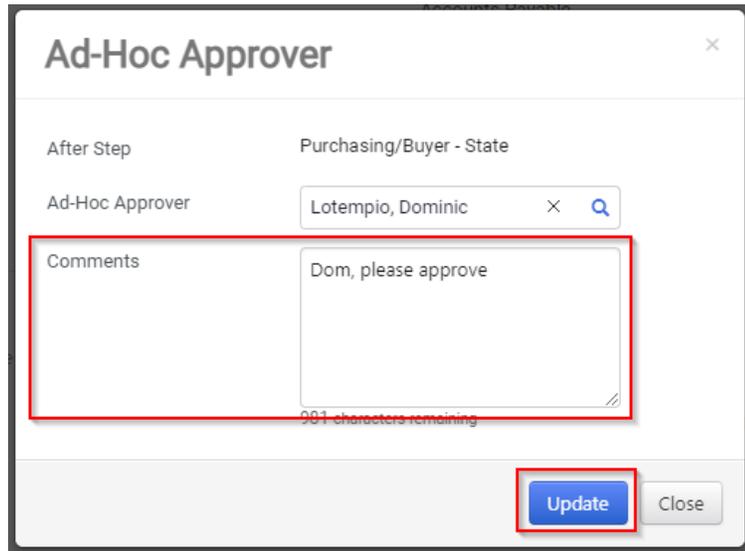
6. The additional approver has now been added. Notice that the Ad-Hoc approver has been added in the **Additional Approver** section and an Ad-Hoc approver step has been added to the workflow.

7. If no other changes need to be made, **Approve** the requisition. The requisition will then be routed to the ad-hoc approver for their review and approval.

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