

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**.

The screenshot shows the ShopBlue interface for requisition 144292602. The 'Additional Approver' section is highlighted with a red box. It contains the following information:

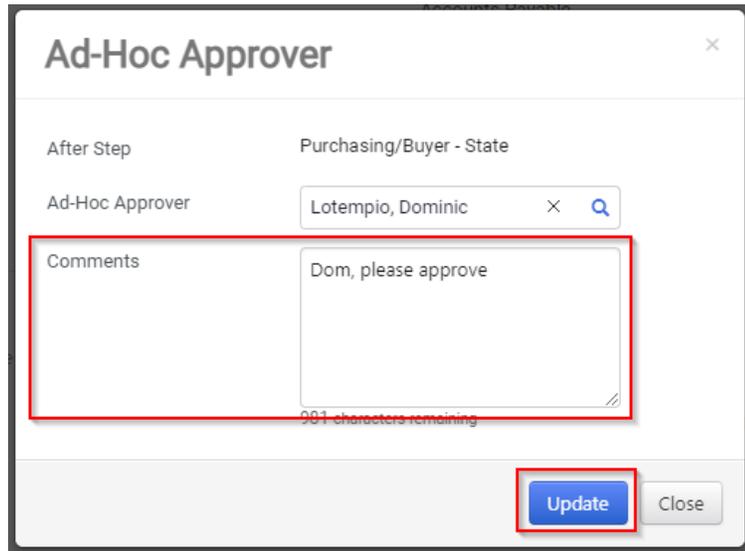
General	Shipping	Billing
Status Pending Purchasing/Buyer - State (Dalton Holler)	Ship To Attn: Nancy Kobielski University at Buffalo Bldg: Spaulding Room: 106 North Campus Buffalo, NY 14260 United States	Bill To University at Buffalo Accounts Payable 716-645-2676 apinvoice@business.buffalo.edu 206 Crofts Hall Buffalo, NY 14260 United States
Submitted 5/20/2021 8:30 AM	Delivery Options Ship Via: Best Carrier-Best Way Requested Delivery Date: no value F.O.B.: DESTINATION Freight Terms: Freight charges NOT allowed Supplier pays freight	Credit Card Info No credit card has been assigned.
Cart Name 2021-05-20 BUF-NM37 01		Billing Options Accounting Date: 5/20/2021
Description no value		
Priority Normal		
Prepared by NANCY KOBIELSKI		
Owner Phone +1 716-645-3943		
Campus University at Buffalo (28030)		
Department Parking and Transportation Services (0806) (0501220000)		
Additional Approver		
Ad-Hoc Approver	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.*)

The screenshot shows the 'Ad-Hoc Approver' modal window. The 'Ad-Hoc Approver' field contains the text 'lotem' and a search icon. A dropdown menu is open, showing 'Lotempio, Dominic' as a search result. The 'After Step' field is set to 'Purchasing/Buyer - State'. The 'Comments' field is empty, and the character count is '1000 characters remaining'. The 'Update' and 'Close' buttons are at the bottom.

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.

Requisition : 144292602

Summary PO Preview Comments 4 Attachments 1 History

General	Shipping	Billing
<p>Status: Pending Purchasing/Buyer - State (Dalton Holler)</p> <p>Submitted: 5/20/2021 8:30 AM</p> <p>Cart Name: 2021-05-20 BUF-NM37 01</p> <p>Description: no value</p> <p>Priority: Normal</p> <p>Prepared by: NANCY KOBIELSKI</p> <p>Owner Phone: +1 716-645-3943</p> <p>Campus: University at Buffalo (28030)</p> <p>Department: Parking and Transportation Services (0806) (0501220000)</p>	<p>Ship To</p> <p>Attn: Nancy Kobielki University at Buffalo Bldg: Spaulding Room: 106 North Campus Buffalo, NY 14260 United States</p> <p>Delivery Options</p> <p>Ship Via: Best Carrier-Best Way</p> <p>Requested Delivery Date: no value</p> <p>F.O.B.: DESTINATION</p> <p>Freight Terms: Freight charges NOT allowed Supplier pays freight</p>	<p>Bill To</p> <p>University at Buffalo Accounts Payable 716-645-2676 apinvoice@business.buffalo.edu 206 Crofts Hall Buffalo, NY 14260 United States</p> <p>Credit Card Info</p> <p>No credit card has been assigned.</p> <p>Billing Options</p> <p>Accounting Date: 5/20/2021</p>

Additional Approver

Ad-Hoc Approver	Dominic Lotempio
	Change

Purchasing Information

UB Document Commodity & Buyer

Buyer Commodity	Buyer Name	Buyer Email	Buyer Phone
Transportation & Parking: Airfare, Bus, Taxi, Parking	Lauren Fenush 52274	lfenush@buffalo.edu	716-645-4526
Transportation & Parking: Airfare, Bus, Taxi, Parking			

Pending

Total (46,263.60 USD)

Subtotal 46,263.60

46,263.60

Approve & Show Next

Approve

Return to Shared Folder

Return to Requisitioner

Show skipped steps

Submitted 5/20/2021 8:30 AM
NANCY KOBIELSKI

SUNY Funds Check Completed

State Account Owner Approval Approved
LINDA VELAZQUEZ

Purchasing/Buyer - State Hold
Dalton Holler

Ad-hoc 1 Future

Personal Folder

Dominic Lotempio
ds4@buffalo.edu