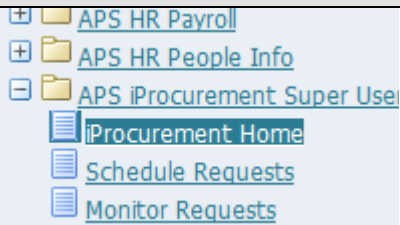


## Approving a Requisition in R12

### Step 1



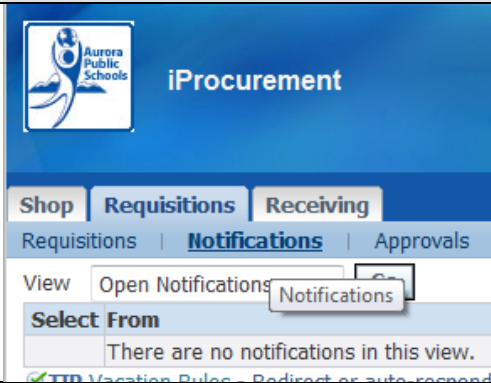
Click the **APS iProcurement Super User** link.  
Click the **iProcurement Home** link.

### Step 2



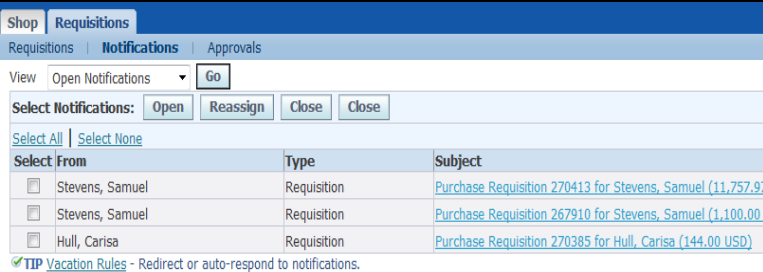
Click the **Requisitions** tab on the left side of the screen.

### Step 3



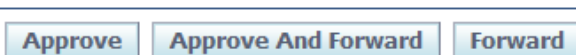
Click the **Notifications** tab.

### Step 4



Click the **Subject** link of the Notification.

### Step 5



Click the **Approve** button.