Returning Requisitions to Shared Approval Folders
What’s different in UD Exchange?

Approval Routing to multiple people

In webforms, a submitter would choose one person to approve the webform from a list of possible approvers.

In UD Exchange, multiple people can share an approval queue. They “check out” an item to work on it and “return” it if they want to allow someone else access instead.
Returning Requisitions to Shared Approval Folders

• As an Approver in UD Exchange, there may be situations where you have assigned a requisition to yourself, but need to return it to the Shared Approval Folder for a different approver to review and process.

• This allows people to work more efficiently and not hold up a requisition because a single person is unavailable.
Use the navigation bar on the left side of your screen and go to **Orders > Approvals > Requisitions to Approve.**
If a Requisition is assigned to you, you will see your name in the Assigned Approver column.
1. Check the box in the column next to the item.

2. Select **Return to Shared Folder** from the dropdown menu.

3. Click **Go**.
You can also return the document from within the requisition when reviewing, by choosing Return to Shared Folder from Document Actions.
Resources

Procurement Services
procurement@udel.edu
See also, “Approving Requisitions in UD Exchange”