

Workaround 1: Manually Search for the Requisition

If you know the individual requisition number you need to approve, you can utilize the search bar at the top right-hand side of HokieMart to search for the requisition number.

Type the requisition number in to the search bar and be sure to have the filter next to the search bar set to either “Requisitions” or “All.” Hit Enter on your keyboard or click the magnifying glass to bring up that requisition.

Once the requisition comes up, click to Assign to Myself and continue through normal approval procedures.

The screenshot displays the HokieMart website interface. On the left is a vertical navigation menu with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, and Setup. The top header features the Virginia Tech logo and 'UIT - DVLP'. A search bar is located at the top right, with a dropdown menu currently set to 'Requisitions' (highlighted with a green box). The number '3746026' is entered into the search bar, and a green arrow points from the dropdown to the search bar. To the right of the search bar are icons for currency (0.00 USD), a shopping cart, a heart, and a notification bell with '12' items. Below the search bar, there are tabs for 'Simple' and 'Advanced' search, and a 'Go to:' section with links for 'Non-catalog Item', 'Favorites', 'Forms', 'Shop', and 'Quick Order'. Further right are links for 'Browse: Suppliers', 'Categories', 'Contracts', and 'Chemicals'. The main content area is divided into two columns. The left column features a section titled 'Va Tech UIT 2 Site' with a sub-heading 'PPE and Critical Supply Planning' and a paragraph of text about procurement. The right column features a section titled 'University Forms & SWaM Vendor Search' with a grid of six cards: 'Interdepartmental Service Reque...', 'Direct Pay (HokieMart will not d...', 'Printing/ Copying Order Form' (with sub-text 'HokieMart will deliver PO'), 'Travel Agency Authorization (Hok...', 'VT SWaM Vendor Search' (with sub-text 'Diversified Vendor Search'), and 'Reimbursement Request (HokieMart...'. Below this is a section for 'Procurement Related Forms'.

Workaround 2: Notification Flags

If you have the “PR pending Workflow approval” notification turned on in your user profile to notify you within HokieMart of a requisition awaiting your approval, you can access the requisition and approve it through that notification. (See steps below to turn that notification on).

Click on the bell icon at the top right-hand corner of HokieMart. Then click on the specific requisition notification for the requisition that you want to approve. From there, you can assign the requisition to yourself and continue through normal approval procedures.

The screenshot shows the HokieMart website interface. At the top right, the bell icon is highlighted with a green box. A dropdown menu titled "Notifications" is open, showing a list of requisitions. A green arrow points from the search bar to the first notification item.

Notifications	
Shopping, Carts & Requisitions	
A Requisition Has Been Submitted For Your Ap... 170310273 - 881.76 USD Submitted By Logan Quesenberg	Apr 5 ✕
A Requisition Has Been Submitted For Your Ap... 169953451 - 59,800.00 USD Submitted By David Lugar	Apr 5 ✕
A Requisition Has Been Submitted For Your Ap... 170306113 - 3,450.00 USD Submitted By Cynthia Ellis	Apr 5 ✕
A Requisition Has Been Submitted For Your Ap... 170307078 - 2,000.00 USD Submitted By Brandon Dove	Apr 5 ✕

To turn on the “PR pending Workflow approval” notification, navigate to your user profile by clicking on the silhouette icon on the top right hand corner of HokieMart and click on View my Profile.

The screenshot displays the HokieMart user interface. At the top right, a user profile icon (silhouette) is highlighted with a green box. A dropdown menu is open, showing the user's name "Erin Griffin" and a list of navigation options. A green arrow points to the "View My Profile" option. The main content area features a search bar with the text "Search for products, suppliers, forms, part number, etc." and a "Go to: Non-catalog Item | Favorites | Forms | Shop" link. Below the search bar, there are several sections: "Va Tech UIT 2 Site PPE and Critical Supply Planning" with a detailed description of procurement needs; "University Forms & SWaM Vendor Search" with buttons for "Interdepartmental Service Request Form", "Direct Pay (HokieMart will not d...)", and "Printing Order (HokieMart will not d..."; and "Procurement Related Forms" with buttons for "Contract Modification Request Form", "Ship To Address Request Form", and "Solicitation Request Form". The top navigation bar includes "Home", "Shop", "Orders", "Contracts", "Accounts Payable", "Suppliers", "Sourcing", "Reporting", and "Administer". The top right corner also shows "Requisitions", "Search (Alt+Q)", "0.00 USD", and notification counts for "62" and "67".

In your user profile, navigate to Notification Preferences and then Shopping, Carts, & Requisitions. Click on “Edit Section” in the top right of the Notification preferences box to make the page editable.

The screenshot shows a user profile page for Erin Griffin. The navigation menu on the left includes 'Notification Preferences' and 'Shopping, Carts & Requisitions'. The main content area displays 'Notification Preferences: Shopping, Carts & Requisitions' with an 'Edit Section' link in the top right. A blue banner indicates that in-application notifications are not yet available for all email notifications. Below this is a table of notification preferences.

Notification Type	Notification Preference
Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	None
Prepared By - PR rejected/returned	None
Cart Assigned Notice	None
Receive PR and PO notifications for Carts Assigned to Me	None
PR submitted into Workflow	None
PR pending Workflow approval	Email & Notification
PR pending Ad-Hoc Workflow approval	None
PR Workflow Notification available	None
PR Workflow complete / PO created	None
PR line item(s) rejected	None
Cart/PR rejected/returned	Email & Notification
Sourcing Event created from Requisition	Notification
PR created from an awarded Sourcing Event	Notification
Cart created from an awarded Sourcing Event	Notification

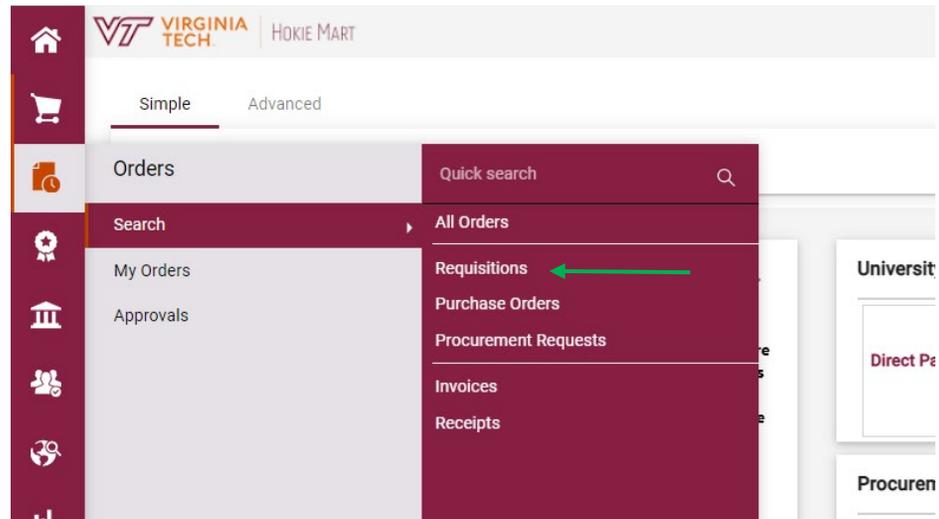
Change the radio button next to “PR pending Workflow approval” to Override and then select Email & Notification. This will send you an email and notify you through the bell icon in HokieMart when you have a requisition to approve. Click Save Changes to update your preferences. **Please note, to use this workaround you will need to use the bell icon in HokieMart to access the requisition for approval.*

The screenshot shows the user profile for Erin Griffin (User Name: erinc93) in the HokieMart system. The page is titled "Notification Preferences: Shopping, Carts & Requisitions". A blue banner at the top of the main content area states: "The in-application notifications are not yet available for all Email Notifications." Below this, there is a table of notification settings. The row for "PR pending Workflow approval" is highlighted with a green border. In this row, the "Override" radio button is selected, and the notification method is set to "Email & Notification" via a dropdown menu. At the bottom right of the page, there are two buttons: "Save Changes" (highlighted with a green arrow) and "Cancel".

Notification Type	Default	Override	Notification Method
Prepared By - Cart Assigned Notice	<input checked="" type="radio"/>	<input type="radio"/>	None
Prepared By - PR line item(s) rejected	<input checked="" type="radio"/>	<input type="radio"/>	None
Prepared By - PR rejected/returned	<input checked="" type="radio"/>	<input type="radio"/>	None
Cart Assigned Notice	<input checked="" type="radio"/>	<input type="radio"/>	None
Receive PR and PO notifications for Carts Assigned to Me	<input checked="" type="radio"/>	<input type="radio"/>	None
PR submitted into Workflow	<input checked="" type="radio"/>	<input type="radio"/>	None
PR pending Workflow approval	<input type="radio"/>	<input checked="" type="radio"/>	Email & Notification
PR pending Ad-Hoc Workflow approval	<input checked="" type="radio"/>	<input type="radio"/>	None
PR Workflow Notification available	<input checked="" type="radio"/>	<input type="radio"/>	None
PR Workflow complete / PO created	<input checked="" type="radio"/>	<input type="radio"/>	None
PR line item(s) rejected	<input checked="" type="radio"/>	<input type="radio"/>	None
Cart/PR rejected/returned	<input checked="" type="radio"/>	<input type="radio"/>	Email & Notification
Sourcing Event created from Requisition	<input checked="" type="radio"/>	<input type="radio"/>	Notification
PR created from an awarded Sourcing Event	<input checked="" type="radio"/>	<input type="radio"/>	Notification
Cart created from an awarded Sourcing Event	<input checked="" type="radio"/>	<input type="radio"/>	Notification

Workaround 3: Filter Search Results

Search for all requisitions you have access to by clicking on Orders → Search → Requisitions.



Filter those search results by clicking on your Department and then click on the Org Approval 1 (or whichever approval step you need to approve) under the Current Workflow Step filter.

Orders > Search > Requisitions

Search Requisitions

Submitted Date: Last 90 days | Quick search

Page 1 of 500 | 1-20 of 50472 Results

<input type="checkbox"/>	Requisition Number	Supplier
<input type="checkbox"/>	170094208	VT Software Distribution
<input type="checkbox"/>	170354342	Amazon.com
<input type="checkbox"/>	170354657	Guy Brown Products
<input type="checkbox"/>	170354592	AAA Corporate Travel
<input type="checkbox"/>	170354673	Sanico
<input type="checkbox"/>	170354473	VT Rec Sports
<input type="checkbox"/>	170354618	Sigma-Aldrich Inc
<input type="checkbox"/>	170353981	Spex Sample Prep LLC
<input type="checkbox"/>	170354320	America To Go
<input type="checkbox"/>	170352811	Cardinal Health Inc
<input type="checkbox"/>	170353713	Smooth On Inc
<input type="checkbox"/>	170354082	Sanico
<input type="checkbox"/>	170354051	Blackburn Auto Parts Inc

Department

- Facilities (Facilities) 3122
- Veterinary Medicine (Veterinary Medicine) 3063**
- VP Student Affairs (VP Student Affairs) 2710
- Athletics (Athletics) 2551
- Shared Department (Shared Department) 2035
- See More Show More

Current Workflow Step

- Org Approval 1 595**
- Facilities Estimate & Approval 161
- Org Approval 2 154
- PI Approval 108
- Procurement Approval 36
- See More Show More

Workaround 4: Withdraw and Resubmit

**Please note this method will not work for Punchout orders.*

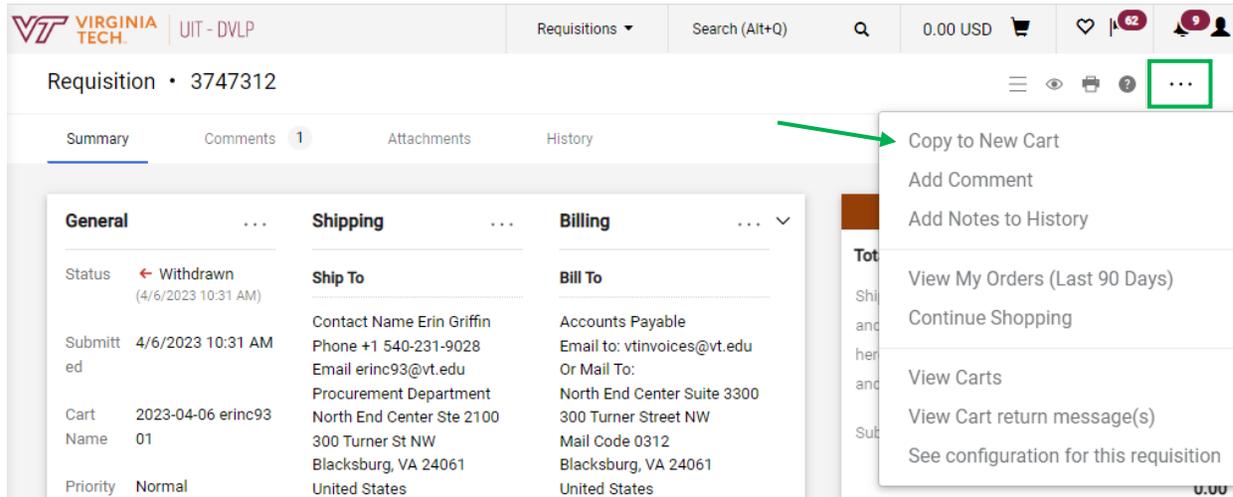
A Requestor can go in and withdraw a requisition submitted yesterday. Navigate to the pending requisition and click Withdraw Entire Requisition.

The screenshot shows a web interface for a requisition. At the top, there is a navigation bar with the Virginia Tech logo, 'UIT - DVLP', and a 'Requisitions' dropdown menu. A search bar contains '(Alt+Q)'. The user's cart shows '0.00 USD'. There are notification icons for '62' and '9'. Below the navigation bar, the page title is 'Requisition • 3747312'. A green arrow points to a red button labeled 'Withdraw Entire Requisition' in the top right corner of the requisition details area. Below the button are tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The main content area is divided into three columns: 'General', 'Shipping', and 'Billing'. The 'General' column shows the status as 'Pending' with a 'Budget Auth' icon, submitted on '4/6/2023 10:31 AM', cart name '2023-04-06 erinc93', and priority 'Normal'. The 'Shipping' column shows contact information for Erin Griffin and delivery options 'Best Carrier-Best Way'. The 'Billing' column shows 'Accounts Payable' information. On the right side, there is a 'Pending' summary box showing a 'Total (1.00 USD)' and a 'What's next?' section with a 'Workflow' icon and a 'Show skipped steps' toggle.

General	Shipping	Billing
Status Pending Budget Auth	Ship To	Bill To
Submitted 4/6/2023 10:31 AM	Contact Name Erin Griffin	Accounts Payable
Cart Name 2023-04-06 erinc93	Phone +1 540-231-9028	Email to: vtinvoices@vt.edu
Cart ID 01	Email erinc93@vt.edu	Or Mail To:
Priority Normal	Procurement Department	North End Center Suite 3300
Accounting Date no value	North End Center Ste 2100	300 Turner Street NW
Prepared by Erin Griffin	300 Turner St NW	Mail Code 0312
	Blacksburg, VA 24061	Blacksburg, VA 24061
	United States	United States
	Delivery Options	
	Ship Via Best Carrier-Best Way	
	Notify <input type="checkbox"/>	

Pending	
Total (1.00 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	1.00
	1.00
What's next?	
Workflow	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Show skipped steps

The Requestor can then click on the 3 dots “...” and select Copy to New Cart and resubmit. This new requisition will now show in the Approver’s queue for approval.



The screenshot shows a web interface for a requisition. At the top, there is a header with the Virginia Tech logo, 'UIT - DVLP', and navigation options like 'Requisitions', 'Search (Alt+Q)', and '0.00 USD'. Below the header, the page title is 'Requisition • 3747312'. A green box highlights a three-dot menu icon in the top right corner of the requisition details area. A green arrow points from this icon to a dropdown menu that is open, listing several actions: 'Copy to New Cart', 'Add Comment', 'Add Notes to History', 'View My Orders (Last 90 Days)', 'Continue Shopping', 'View Carts', 'View Cart return message(s)', and 'See configuration for this requisition'. The main content area shows a table with three columns: 'General', 'Shipping', and 'Billing'. The 'General' column shows the status as 'Withdrawn' (4/6/2023 10:31 AM) and the submit date as '4/6/2023 10:31 AM'. The 'Shipping' column shows contact information for Erin Griffin. The 'Billing' column shows 'Accounts Payable' information.

General	Shipping	Billing
Status ← Withdrawn (4/6/2023 10:31 AM)	Ship To	Bill To
Submitted 4/6/2023 10:31 AM	Contact Name Erin Griffin	Accounts Payable
Cart Name 2023-04-06 erinc93 01	Phone +1 540-231-9028	Email to: vtinvoices@vt.edu
Priority Normal	Email erinc93@vt.edu	Or Mail To:
	Procurement Department	North End Center Suite 3300
	North End Center Ste 2100	300 Turner Street NW
	300 Turner St NW	Mail Code 0312
	Blacksburg, VA 24061	Blacksburg, VA 24061
	United States	United States