

## 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, the text 'UIT - DVLP', and a 'Requisitions' dropdown menu. To the right of the dropdown is a search bar containing the number '3746026'. A green box highlights the 'Requisitions' dropdown, and a green arrow points from it to the search bar. Further right are icons for currency (0.00 USD), a shopping cart, a heart, and a notification bell with a '12' badge. Below the header is a secondary navigation bar with links for 'Simple', 'Advanced', 'Go to: Non-catalog Item', 'Favorites', 'Forms', 'Shop', 'Quick Order', 'Browse: Suppliers', 'Categories', 'Contracts', and 'Chemicals'. A search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a magnifying glass icon is positioned below this. The main content area is divided into two columns. The left column contains a section titled 'Va Tech UIT 2 Site' with a sub-header 'PPE and Critical Supply Planning' and a paragraph of text about procurement. The right column contains a section titled 'University Forms & SWaM Vendor Search' with a grid of six boxes: 'Interdepartmental Service Reque...', 'Direct Pay (HokieMart will not d...', 'Printing/ Copying Order Form' (with subtext 'HokieMart will deliver PO'), 'Travel Agency Authorization (Hok...', 'VT SWaM Vendor Search' (with subtext 'Diversified Vendor Search'), and 'Reimbursement Request (HokieMart...'. Below this is a section titled '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 displays the HokieMart website interface. At the top, the header includes the VT logo, 'HOKIE MART' text, and navigation links. A search bar is present with the text 'Search (Alt+Q)'. The top right corner features a shopping cart icon with '0.00 USD', a heart icon, and a bell icon with a '49' badge, which 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

Notification Text	Date
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

**ANNOUNCEMENTS** updated 4/5/23

**System Issue with Approving**  
We are currently experiencing a system issue where HokieMart Approvers are unable to view and approve requisitions awaiting their approval. We are actively working on a resolution and we will send out a notification when the problem is resolved. Any questions can be directed to hokiemarkart@vt.edu.

**University Forms & SW**

**Direct Pay (HokieMart will not d...**

**Procurement Related F**

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 web application interface. On the left is a vertical navigation menu with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, and Administer. The top header includes the Virginia Tech logo, the text 'UIT - DVL P', a 'Requisitions' dropdown, a search bar with 'Search (Alt+Q)', a currency display '0.00 USD', and a notification bell icon with a red badge showing '62'. A green box highlights the user profile silhouette icon in the top right corner. A dropdown menu is open from this icon, showing the user's name 'Erin Griffin' and a list of options: 'View My Profile', 'Dashboards', 'Manage Searches', 'Manage Search Exports', 'Set My Home Page', 'Search Help For A Solution', 'My Pending Requisitions' (with a red badge '67'), 'My Recently Completed Requisitions' (with a red badge '27'), 'My Pending Purchase Orders' (with a red badge '38'), and 'My Recently Completed Purchase Orders' (with a red badge '24'). A 'Logout' button is at the bottom of the menu. A green arrow points from the search bar area to the 'View My Profile' option. The main content area features a 'Va Tech UIT 2 Site' announcement about PPE and Critical Supply Planning, and sections for 'University Forms & SWaM Vendor Search' and 'Procurement Related Forms'.

Home Shop Orders Contracts Accounts Payable Suppliers Sourcing Reporting Administer

VIRGINIA TECH UIT - DVL P

Requisitions Search (Alt+Q) 0.00 USD

62

Erin Griffin

- View My Profile
- Dashboards
- Manage Searches
- Manage Search Exports
- Set My Home Page
- Search Help For A Solution
- My Pending Requisitions 67
- My Recently Completed Requisitions 27
- My Pending Purchase Orders 38
- My Recently Completed Purchase Orders 24

Logout

Go to: Non-catalog Item | Favorites | Forms | Shop

Search for products, suppliers, forms, part number, etc.

**Va Tech UIT 2 Site**  
**PPE and Critical Supply Planning**

Procurement is acquiring bulk quantities of PPE and Critical Supplies including disposable and cloth masks, hand sanitizer (2 oz/12 oz), disinfectant wipes and spray, and latex/nitrile gloves that will be stocked and distributed from Surplus Property. These PPE items will be available to order through a new ISR form in Hokiemarkart in the coming weeks. Please help with the planning of these items and other critical supplies needed by completing this two-page survey for each department or unit: [https://virginiatech.qualtrics.com/jfe/form/SV\\_cLOkuN02Zm9ZDFP](https://virginiatech.qualtrics.com/jfe/form/SV_cLOkuN02Zm9ZDFP)

**University Forms & SWaM Vendor Search**

Interdepartmental Service Request Form Direct Pay (HokieMart will not deliver) Printing Order Form

**Procurement Related Forms**

Contract Modification Request Form Ship To Address Request Form Solicitation Request Form

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 the user profile interface for Erin Griffin. The left sidebar contains a menu with the following items: User Profile and Preferences, Default User Settings, User Roles and Access, Ordering and Approval Settings, Permission Settings, Notification Preferences (highlighted with a green arrow), Administration & Integration, Shopping, Carts & Requisitions (highlighted with a green arrow), Purchase Orders, Catalog Management, Accounts Payable, Receipts, Contracts, Sourcing Director, Supplier Management, Form Requests, User History, and Administrative Tasks. The main content area is titled 'Notification Preferences: Shopping, Carts & Requisitions' and includes an 'Edit Section' link (highlighted with a green arrow). Below the title is a blue banner stating 'The in-application notifications are not yet available for all Email Notifications.' The main content area displays a table of notification preferences.

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.*

UIT - DVL

Requisitions

Search (Alt+Q)

0.00 USD

62

12

Logout

My Profile

Notification Preferences

Shopping, Carts & Requisitions

Erin Griffin

User Name erinc93

User Profile and Preferences

Default User Settings

User Roles and Access

Ordering and Approval Settings

Permission Settings

Notification Preferences

Administration & Integration

Shopping, Carts & Requisitions

Purchase Orders

Catalog Management

Accounts Payable

Receipts

Contracts

Sourcing Director

Supplier Management

Form Requests

User History

Administrative Tasks

Notification Preferences:

Shopping, Carts & Requisitions

The in-application notifications are not yet available for all Email Notifications.

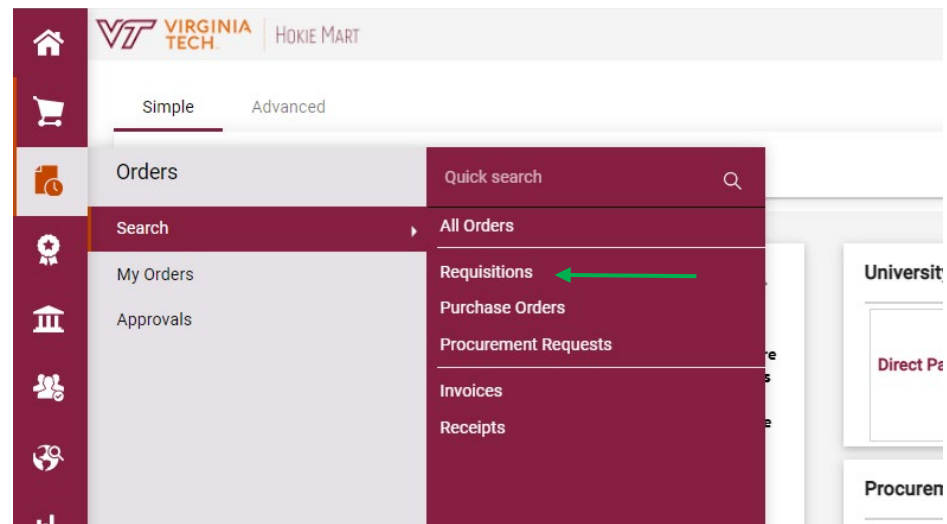
Prepared By - Cart Assigned Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR line item(s) rejected	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR rejected/returned	<input checked="" type="radio"/> Default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

Save Changes

Cancel

### 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.

VT VIRGINIA TECH | HOKIE MART

Orders ▸ Search ▸ Requisitions

### Search Requisitions

Quick Filters My Searches [Show More](#)

**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](#)

**Prepared For** >

**Prepared By** >

**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](#)

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 ⓘ

## 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 displays the Virginia Tech requisition system interface. At the top, the header includes the Virginia Tech logo, 'UIT - DVLP', and navigation links for 'Requisitions', 'Search (Alt+Q)', and a shopping cart icon showing '0.00 USD'. A notification bell icon indicates 62 alerts. The main content area shows the requisition number '3747312' and a 'Withdraw Entire Requisition' button, which is highlighted by a green arrow. Below the button, there are tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is active, showing details for a 'Pending' requisition. The details are organized into three columns: 'General', 'Shipping', and 'Billing'. The 'General' column shows the status as 'Pending' with a 'Budget Auth' icon, the submission date as '4/6/2023 10:31 AM', the cart name as '2023-04-06 erinc93', and the priority as 'Normal'. The 'Shipping' column shows the contact name as 'Erin Griffin', the phone as '+1 540-231-9028', the email as 'erinc93@vt.edu', the procurement department, the address as '300 Turner St NW, Blacksburg, VA 24061, United States', and the delivery options as 'Best Carrier-Best Way'. The 'Billing' column shows the accounts payable email as 'vtinvoices@vt.edu', the address as '300 Turner Street NW, Blacksburg, VA 24061, United States', and the bill to information. A 'Pending' summary box on the right shows a total of '1.00 USD' and a subtotal of '1.00'. Below this, a 'What's next?' section shows a 'Workflow' step with a 'Show skipped steps' toggle.

General	Shipping	Billing
<b>Status</b> Pending Budget Auth	<b>Ship To</b>	<b>Bill To</b>
<b>Submitted</b> 4/6/2023 10:31 AM	Contact Name Erin Griffin	Accounts Payable
<b>Cart Name</b> 2023-04-06 erinc93	Phone +1 540-231-9028	Email to: vtinvoices@vt.edu
<b>Priority</b> Normal	Email erinc93@vt.edu	Or Mail To:
<b>Accounting Date</b> no value	Procurement Department	North End Center Suite 3300
<b>Prepared by</b> Erin Griffin	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
	<b>Delivery Options</b>	
	Ship Via Best Carrier-Best Way	
	Notify <input checked="" 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 ☐ ☐  
☐ 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 displays the Virginia Tech requisition system interface. At the top, the header includes the Virginia Tech logo, the user 'UIT - DVL', and navigation links for 'Requisitions', 'Search (Alt+Q)', and a shopping cart icon showing '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, showing the following options: '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 the requisition details under the 'Summary' tab. It is divided into three columns: 'General', 'Shipping', and 'Billing'. The 'General' column shows the status as 'Withdrawn' (with a red arrow icon) and the submission date as '4/6/2023 10:31 AM'. The 'Shipping' column shows the contact name as 'Erin Griffin' and the shipping address. The 'Billing' column shows the accounts payable information and the billing address. The requisition is associated with cart '2023-04-06 erinc93' and has a priority of 'Normal'.

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