

# Adding an Ad-Hoc Approver During Approval Process



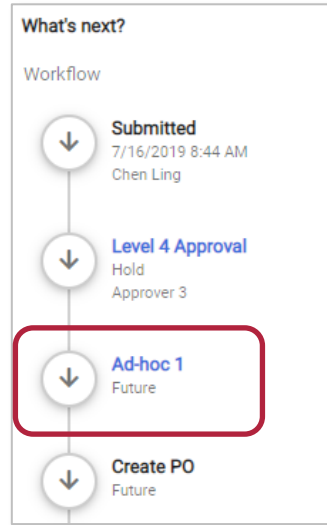
The steps below outline how an **Approver** can add an **Ad-Hoc Approver** while the requisition is moving through the approval workflow.

## The user being added as an Ad-Hoc approver:

- Can be anyone who is a registered B2P user
- Will NOT have the ability to edit a pending requisition
- Possesses the same abilities as an Approver, including forwarding, adding additional Ad-Hoc approvers, etc.

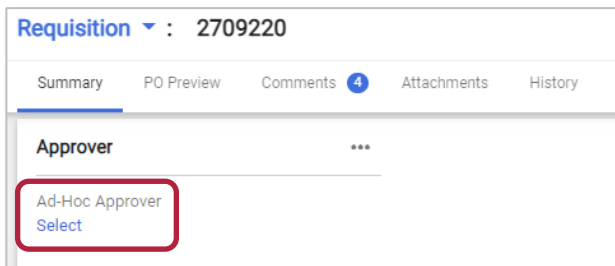
When an Approver adds an Ad-Hoc approver, the Ad-Hoc approval step will appear **next** in the workflow.

The Approver must approve the requisition before it will route to the Ad-Hoc approver.

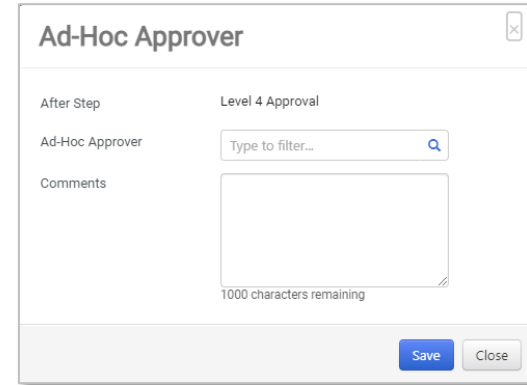


## Steps:

1. Navigate to your **My Requisition Approvals** folder and open the Requisition that you want to add an Ad-Hoc Approver to.
2. On the **Summary** tab, scroll to the **Approver** section and click **Select** under **Ad-Hoc Approver**.



3. Search and select an **Ad-Hoc Approver**, enter Comments (if necessary) and click **Save**.



4. Continue with your approval\* of the requisition.

\*Once approved, the requisition will move to the **My Requisition Approvals** folder of the assigned Ad-Hoc Approver (it does not go to a shared queue). Once that Ad-Hoc approver approves it, the requisition will continue through the subsequent levels of approval as appropriate.