



## How to View (Approval/Denial) Comments on a Requisition

- ™ Visit the [Procurement landing page](#) on the VSU Website. Enter the eProcurement portal under Purchasing Resources
- ™ Once you are in the eProcurement portal, select [Manage Requisitions](#)
- ™ In the Search box, enter your Requisition number in the [Requisition ID](#) box and select [Search](#) (\*\*Helpful Hint: Be sure your requisition number begins with "0000"\*\*)
- ™ Once the requisition has been generated at the bottom of the screen, go to the drop down menu at the right side of the screen.

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- ™ Select Approvals from the drop down menu