

This document describes the steps in approving or rejecting workflow items in your Universal Work List.

Follow the steps below:

1. Log into SAP.
2. Click Universal Work List link to access all Procurement documents in your inbox.
3. The Shopping Cart information will be displayed.
  - Wait until the “Waiting for update” message disappears.
  - If there is more than one Shopping Cart in the list, then you may approve or reject one or all of the Shopping Cart listed.
  - For Example, click “Complete Shopping Cart 1000003079 with Value 4,000.00 USD” link to approve or reject that particular Shopping Cart.
4. After reviewing the Shopping cart information, you have the option to either Approve or Reject the Shopping Cart. For Example, click the Approve button to approve the Shopping Cart.
5. Click Close button to exit out of the Shopping Cart.
6. Click Refresh items button to update the Universal Work List.