3 Step Quick Guide for FAST WebReq Review / Approval

Step 1 Receive e-mail request	You will receive an e-mail with the subject line: "Web Requisition WRxxxyyy has been submitted for processing" • Click on the FAST link in the e-mail • Log into Uvic network • You will be taken to the WebReq # awaiting your review or approval
Step 2 Review the requisition & attachments	Review the details of the WebReq: • Commodity items: description & cost • Accounting items: verify if FAST account is correct • Attachments: review details provided
Step 3 Approve and/or comment	Click on "Submit" • NOTE: with this step the system adds GST & PST to the order and the amount will increase by 12% Choose from the following options: • <u>Search for an employee to approve this Requisition</u>: use this if you need to send to another person for review or approval (NOTE: Purchasing staff will not be listed here) • <u>Send to a department</u>: see options in drop down menu that may apply (i.e. TSC for computer purchase) • <u>Send directly to Purchasing</u>: use this if you are submitting to Purchasing with your approval or comments Enter additional comments here: • In all cases please add comments or express your approval • If you return to the originator or previous approver: enter the reason for return, indicating changes needed for acceptance or approval Click on "Submit"