Approve Orders

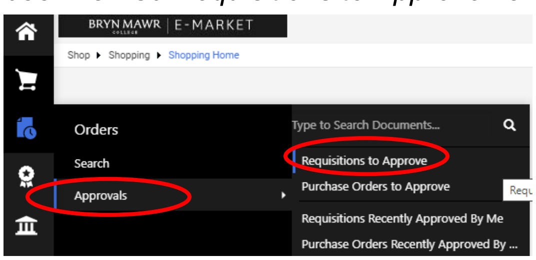
Contents

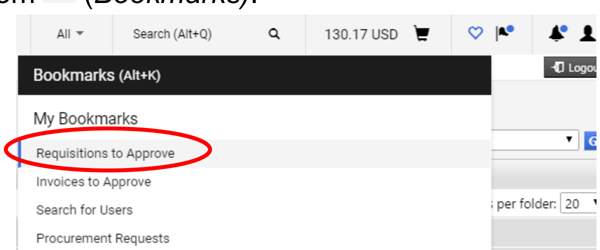
Locate and Open

1. Approvers will receive an e-mail with a subject of *New Pending Approval for Requisition# XXXXXXX* for each requisition they need to approve.

2. Login to E-Market.

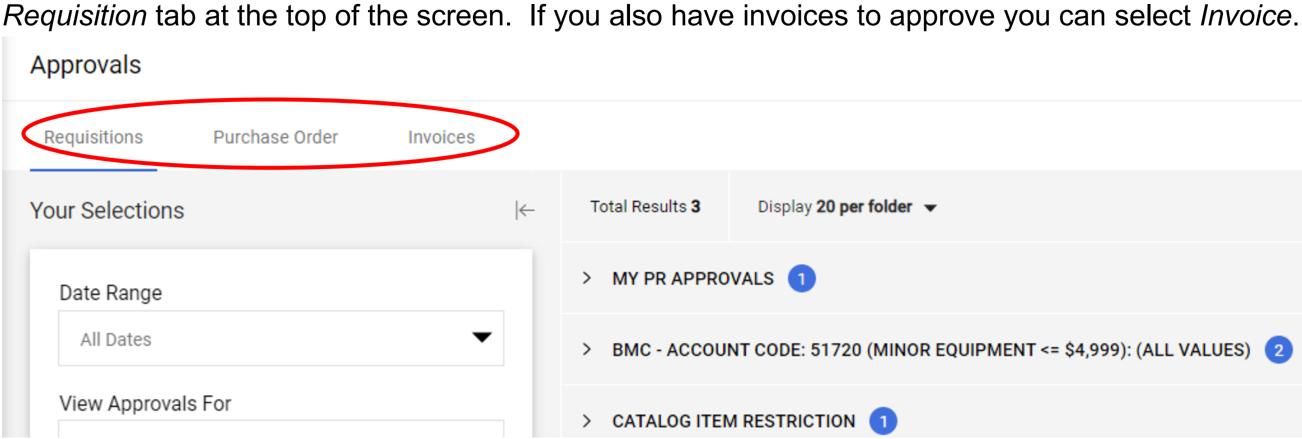
3. From the menu icon, hover over *Approvals* then click *Requisitions to Approve* or if you previously bookmarked *Requisitions to Approve* navigate to it from (*Bookmarks*).





4. You will be on the *Requisitions to Approve* page.

5. The approval *Type* may need to be changed if it is not already on *Requisition*. If necessary, select the *Requisition* tab at the top of the screen. If you also have invoices to approve you can select *Invoice*.



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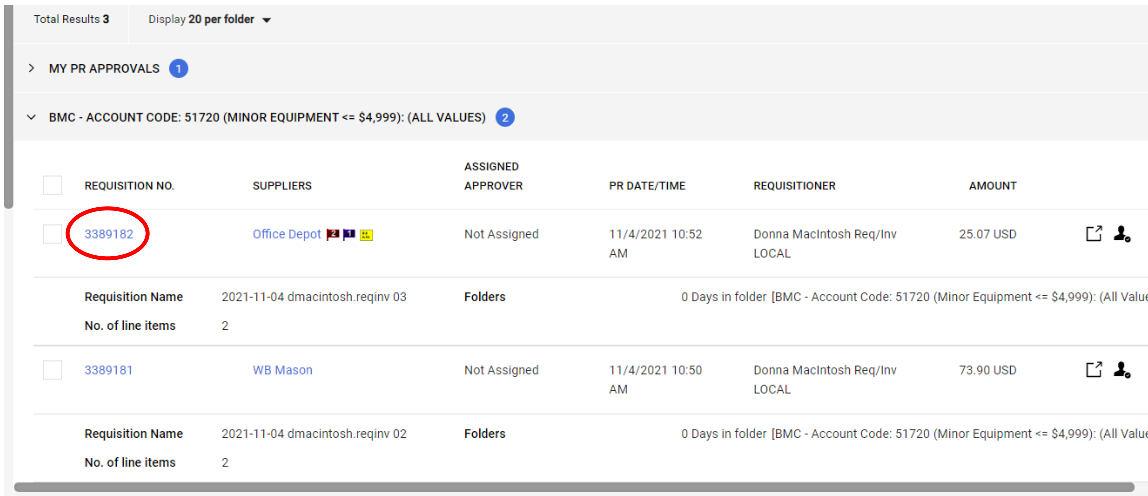
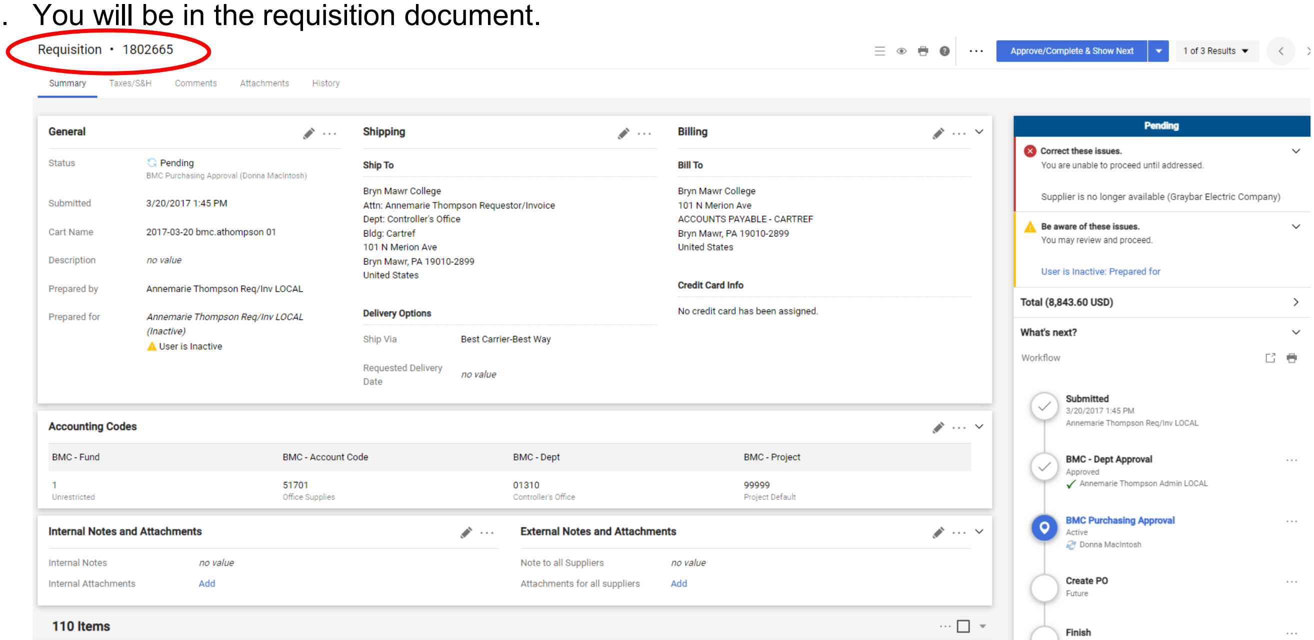
6. Click > to expand the approval folder you wish to review.

7. Click on the *Requisition No.* in blue to open requisition.



8. You will be in the requisition document.



Review and Approve

1. Accounting Codes section (mid-screen) – Review 16-digit account number is appropriate for what is being purchased. Example of section above.

2. Supplier/Line-Item Details section (bottom screen) – Review description(s), quantity (ies) and amount(s) for what is being purchased.

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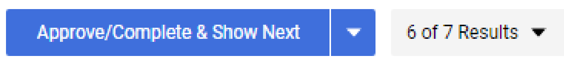
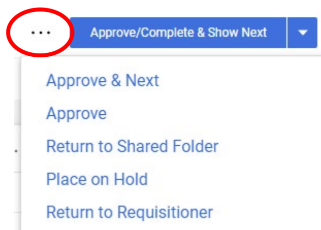
3. To approve the requisition, click on **Assign To Myself** on the top right of the screen, then select **Approve/Complete Step** or click the ▾ click *Approve*.
   - If you select **Approve** the requisition will be approved, and you will stay on that requisition.
   - If you select **Assign To Myself** and then **Approve/Complete & Show Next** ▾ you will automatically be on the next requisition if there are more than 1 in the folder to be approved.
   - You can also click the ··· that is next to the *Approve/Complete & Show Next* and select your action from there.
   - Repeat process for each requisition in each folder.

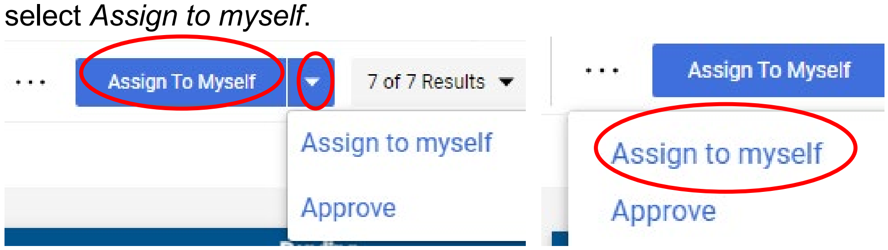


or

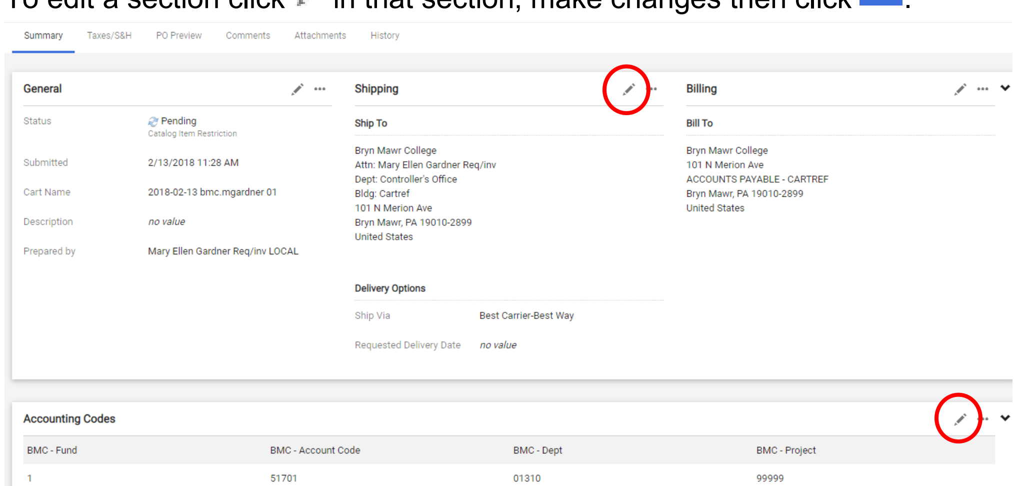


Edit and Approve

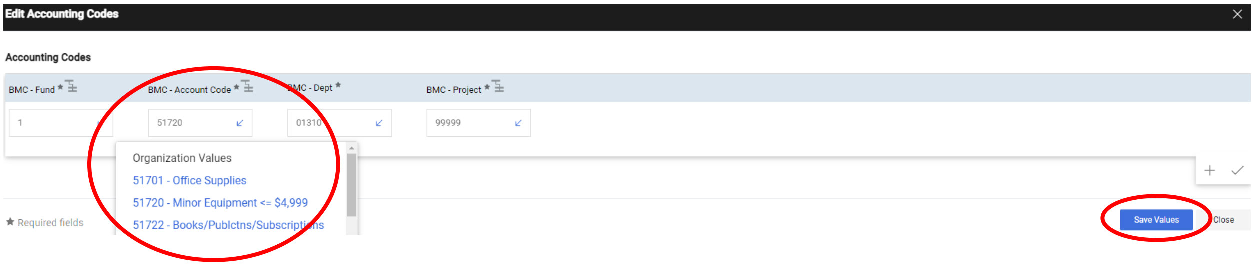
1. Click on **Assign To Myself** the top right of the screen, click on the ▾ or click the next to the ··· to select *Assign to myself*.



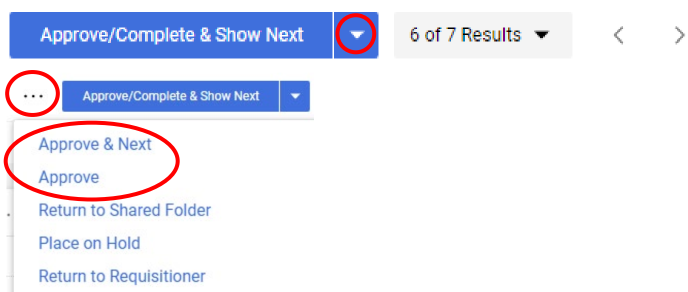
2. To edit a section click ✎ in that section, make changes then click **Save**.



3. To change *Accounting Codes* manually enter one or more account parts or click on and then choose from dropdown lists. When finished, click Save Values.

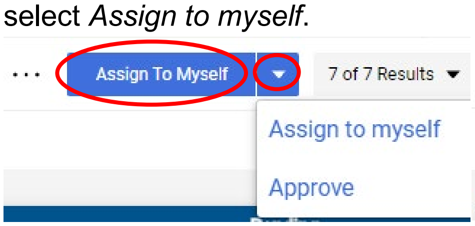


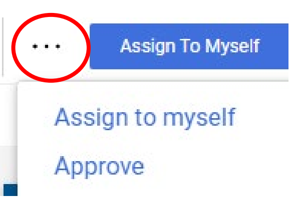
4. When finished, and ready to approve the requisition click the next to Approve/Complete & Show Next at the top right of the screen, and click *Approve,* or click on the Approve/Complete & Show Next button or the ••• and select *Approve*. All options are at the top right of the screen.
   - The requisition will be approved, and you will automatically be on the next requisition if there are more than 1 in the folder otherwise you will be brought back to *My Approvals*.
   - Repeat process for each requisition in each folder.



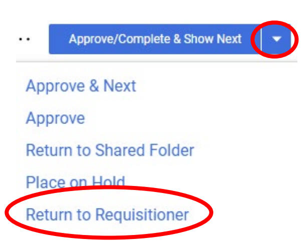
Return/Reject

5. Click on Assign To Myself the top right of the screen, click on the or click the next to the ••• to select *Assign to myself*.

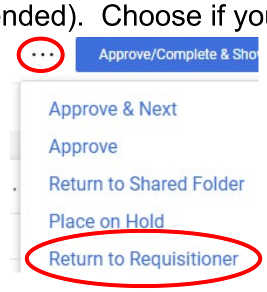




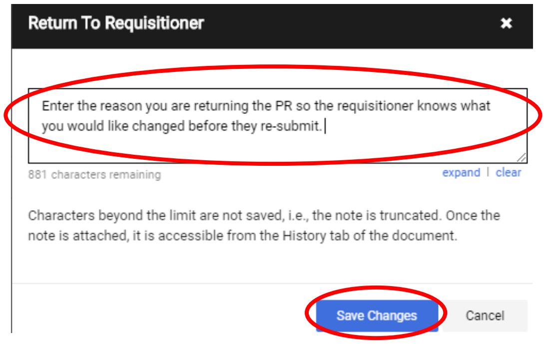
6. Once you Assign the requisition, click on the or the ••• at the top of the screen and choose *Return to Requisitioner* (Recommended). Choose if you want shopper to make changes and re-submit.



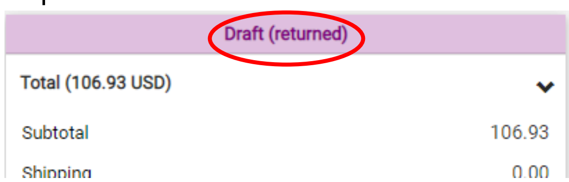
or



- A small window will appear, enter your reason, the click Save Changes.



- The *Pending* box will change to display *Draft (returned)*. Shopper will receive an email that their requisition has been returned.



7. Choose to reject the requisition if none of the items should be purchased or if the vendor is incorrect. Click Reject. In the *Reject Requisition* window enter the reason for rejection then click Reject Requisition.