



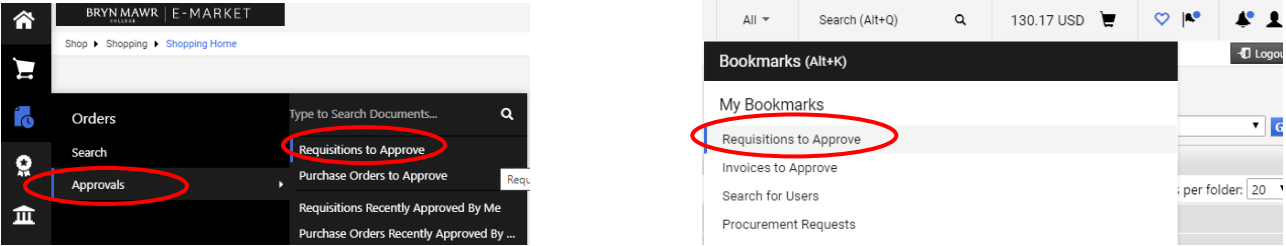
# Approve Orders

## Contents

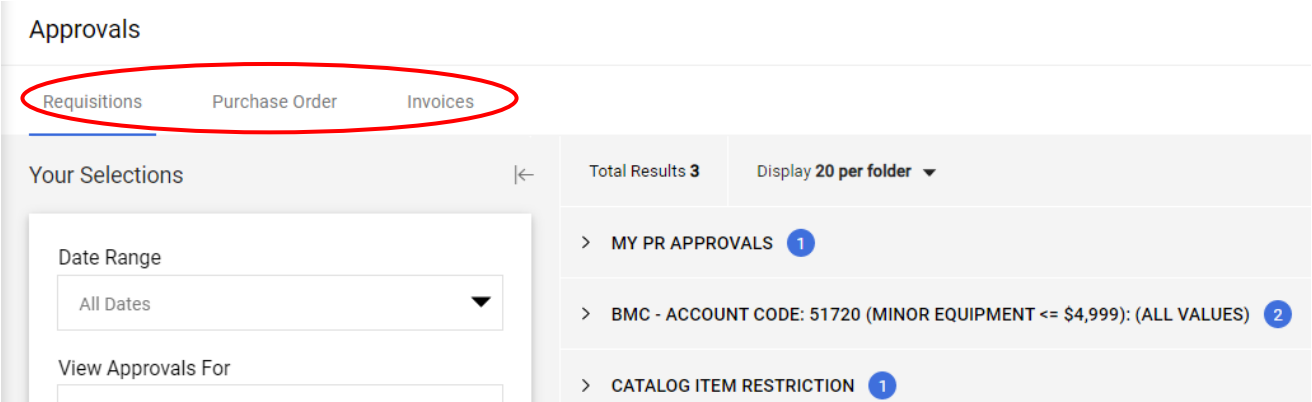
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## Locate and Open

1. Approvers will receive an e-mail with a subject of *New Pending Approval for Requisition# XXXXXXXX* 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*.



## Approve Orders

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

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

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<a href="#">3389182</a>	Office Depot	Not Assigned	11/4/2021 10:52 AM	Donna MacIntosh Req/Inv LOCAL	25.07 USD
<b>Requisition Name</b> 2021-11-04 dmacintosh.reqinv 03 <b>No. of line items</b> 2		<b>Folders</b> 0 Days in folder [BMC - Account Code: 51720 (Minor Equipment <= \$4,999): (All Values)]			
<a href="#">3389181</a>	WB Mason	Not Assigned	11/4/2021 10:50 AM	Donna MacIntosh Req/Inv LOCAL	73.90 USD
<b>Requisition Name</b> 2021-11-04 dmacintosh.reqinv 02 <b>No. of line items</b> 2		<b>Folders</b> 0 Days in folder [BMC - Account Code: 51720 (Minor Equipment <= \$4,999): (All Values)]			

8. You will be in the requisition document.

Requisition • 1802665

Summary Taxes/SH Comments Attachments History

General	Shipping	Billing								
<b>Status</b> Pending BMC Purchasing Approval (Donna MacIntosh)	<b>Ship To</b> Bryn Mawr College Attn: Annemarie Thompson Requestor/Invoice Dept: Controller's Office Bldg: Cartref 101 N Merion Ave Bryn Mawr, PA 19010-2899 United States	<b>Bill To</b> Bryn Mawr College 101 N Merion Ave ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899 United States								
<b>Submitted</b> 3/20/2017 1:45 PM <b>Cart Name</b> 2017-03-20 bmc.atompson 01 <b>Description</b> no value <b>Prepared by</b> Annemarie Thompson Req/Inv LOCAL <b>Prepared for</b> Annemarie Thompson Req/Inv LOCAL (Inactive) User is Inactive	<b>Delivery Options</b> <b>Ship Via</b> Best Carrier-Best Way <b>Requested Delivery Date</b> no value	<b>Credit Card Info</b> No credit card has been assigned.								
<b>Accounting Codes</b> <table border="1"> <thead> <tr> <th>BMC - Fund</th> <th>BMC - Account Code</th> <th>BMC - Dept</th> <th>BMC - Project</th> </tr> </thead> <tbody> <tr> <td>1 Unrestricted</td> <td>51701 Office Supplies</td> <td>01310 Controller's Office</td> <td>99999 Project Default</td> </tr> </tbody> </table>			BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project	1 Unrestricted	51701 Office Supplies	01310 Controller's Office	99999 Project Default
BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project							
1 Unrestricted	51701 Office Supplies	01310 Controller's Office	99999 Project Default							
<b>Internal Notes and Attachments</b> <b>Internal Notes</b> no value <b>Internal Attachments</b> Add	<b>External Notes and Attachments</b> <b>Note to all Suppliers</b> no value <b>Attachments for all suppliers</b> Add									

110 Items

**Pending**

**Correct these issues.** You are unable to proceed until addressed.  
Supplier is no longer available (Graybar Electric Company)

**Be aware of these issues.** You may review and proceed.  
User is inactive: Prepared for

**Total (8,843.60 USD)**

**What's next?**

Workflow

- Submitted 3/20/2017 1:45 PM  
Annemarie Thompson Req/Inv LOCAL
- BMC - Dept Approval Approved  
Annemarie Thompson Admin LOCAL
- BMC Purchasing Approval Active  
Donna MacIntosh
- Create PO Future
- Finish Future

## Review and Approve

- Accounting Codes section (mid-screen) – Review 16-digit account number is appropriate for what is being purchased. Example of section above.
- Supplier/Line-Item Details section (bottom screen) – Review description(s), quantity (ies) and amount(s) for what is being purchased.

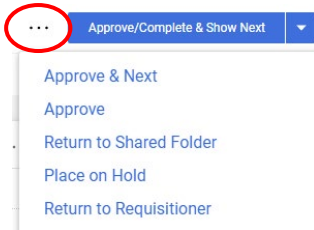
## Approve Orders

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 **Approve/Complete & Show Next** 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

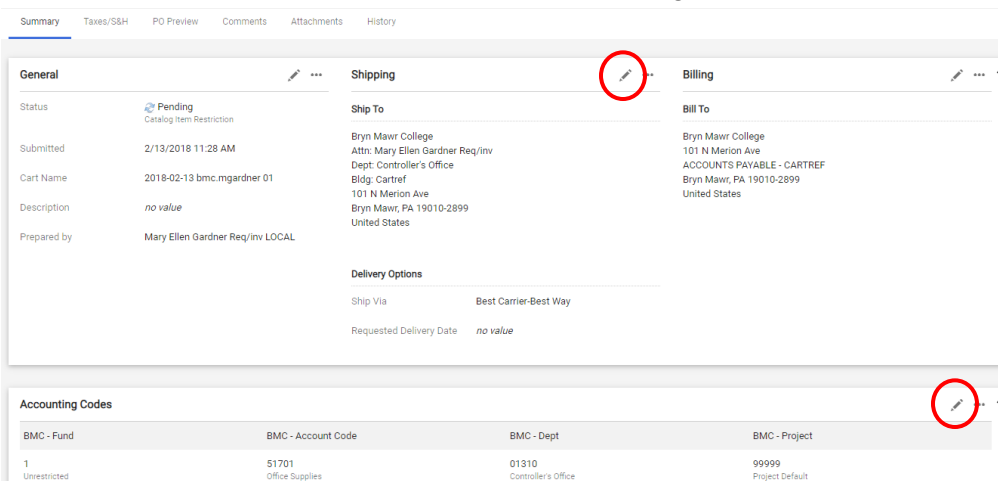


## Edit and Approve


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**.

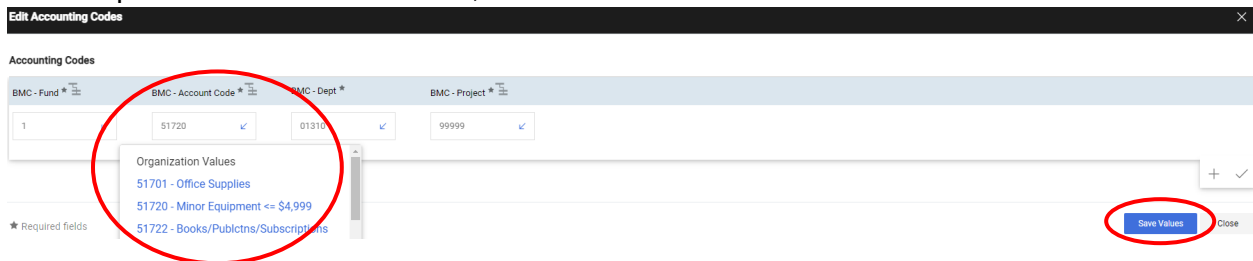



2. To edit a section click  in that section, make changes then click **Save**.

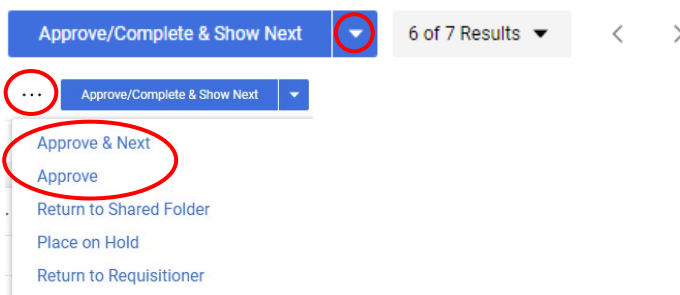


## Approve Orders


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**.

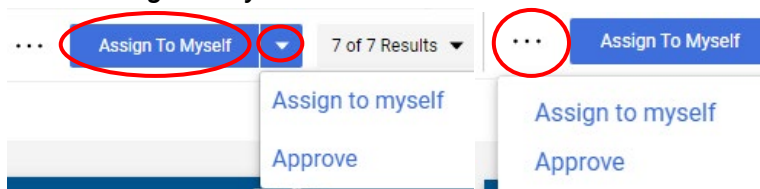



4. When finished, and ready to approve the requisition click the  next to **Approve/Complete & Show Next** at the top right of the screen, and click *Approve*, or click on the **Approve/Complete & Show Next** button or the **...** and select *Approve*. All options are at the top right of the screen.
- 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.

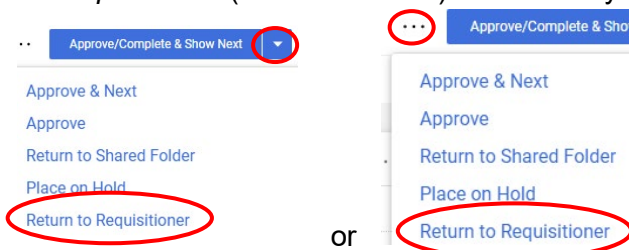


## Return/Reject

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.



## Approve Orders

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

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

Draft (returned)	
Total (106.93 USD)	▼
Subtotal	106.93
Shipping	0.00

- 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**.