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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.

   ![E-Market screenshot]

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.

   ![Requisitions to Approve page screenshot]
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.
Approve Orders

- Repeat process for each requisition in each folder.

Edit and Approve

Assign To Myself

Assign To Myself
4. When finished, and ready to approve the requisition click the ▼ next to the Requisition number on the top left of the screen, and click Approve, or click on the Approve button on the top right of the screen.

- Repeat process for each requisition in each folder.

### Return/Reject

- **Assign To Myself**

  - Requisition · 3214552

  - Assign to myself

- **Return to Requisitioner**

  - Requisition · 3214552

  - Return to Requisitioner
Approve Orders

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