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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.

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, click ▼ under Type and choose *Requisition*. If you also have invoices to approve you can choose *Invoice*. 
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.

[Image of 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

3. To approve the requisition on the top left of the screen click the ▼ next to the Requisition number and click Approve.
   - 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.

Edit and Approve

1. Click on Assign To Myself on the top right of the screen, or click on the ▼ next to the Requisition number on the top left of the screen, and click Assign to myself.

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

3. To change Accounting Codes manually enter 1 or more account parts or click on ✈️ and then choose from dropdown lists. When finished, click Save Changes.
Approve Orders

4. When finished, 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  button on 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  on the top right of the screen, or click on the  next to the Requisition number on the top left of the screen, and click Assign to myself.

6. Once you Assign the requisition, click on the  at either the top left or top right location and choose Return to Requisitioner (Recommended). Choose if you want shopper to make changes and re-submit.
   - A small window will appear, enter your reason, the click .
   - 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. Neither scenario is likely so this is not recommended. Click [Reject]. In the Reject Requisition window enter the reason for rejection then click [Reject Requisition].