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 *My Approvals* or if you previously bookmarked *My Approvals* navigate to it from (Bookmarks).

4. You will be on the *My Approvals* 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*. 

![Image of E-Market interface with My Approvals section highlighted.]

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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.

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Supplier/Line Item Details</th>
<th>Requisitioner</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1097914</td>
<td>Office Depot</td>
<td>Not Assigned</td>
<td>1,379.26 USD</td>
<td>Assign</td>
</tr>
<tr>
<td>1097914</td>
<td>Office Depot</td>
<td>Not Assigned</td>
<td>1,379.26 USD</td>
<td>Assign</td>
</tr>
</tbody>
</table>

8. You will be in the requisition document.

**Review**

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.

3. To approve requisition skip to **Approve**.
**Approve Orders**

**Edit**

1. Click on [✓] next to *Available Actions* and choose *Assign to myself* then click [Go].

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

3. To change *Accounting Codes* manually enter 1 or more parts or click on *Select from...* links and then choose from dropdown lists. When finished, click [Save Values].

4. To approve requisition skip to *Approve*.  

**Return/Reject**

1. Click on [✓] next to *Available Actions* and choose *Assign to myself* then click [Go].

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2. Click on ✅ next to Available Actions and choose one of the following then click Go.
   - **Return to Requisition** *(Recommended)* – Choose if you want shopper to make changes and re-submit.
   - **Reject Requisition** – Choose if shopper should not be purchasing whatever is on the requisition. The requisition will be cancelled so it cannot be re-submitted.

3. One of the small windows below will appear depending on your choice, enter your reason.

4. Click **Return to Requisition** or **Reject Requisition**. Shopper will receive an email that their requisition has been returned or rejected.

**Approve**

1. To approve click ✅ next to Available Actions and choose Approve/complete step & show next then click Go.

2. 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.

3. Repeat process for each requisition in each folder.