Approve Orders

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.

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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 the ▼ in the Pending box 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 next in the Pending box on the right of the screen.

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.

4. When finished, to approve the requisition click the in the Pending box 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.

Return/Reject

5. Click on next in the Pending box and choose Assign to Myself.
6. Click on ☑️ in the Pending box 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 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. 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.