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.
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

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**.
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.
2. Click on \( \square \) 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 \( \square \) 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.