Locate and Open

1. Approvers will receive an e-mail with a subject of *New Pending Approval for Invoice# XXXXXX* for each invoice/credit memo they need to approve.

2. Login to E-Market.

4. You will be on the *Invoices to Approve* page.
6. Click on the *Invoice No.* in blue to open invoice/credit memo.

7. You will be in the invoice/credit memo document.

8. If you also have requisitions to approve, from here you can easily switch to your requisitions by choosing the *Requisition* tab.

### Review

1. **Attach Invoice section (mid-screen)** – Click on link in blue to open attachment (if there is one) and review. Example of section above.
2. **Accounting Codes** section (mid-screen) – Review 16-digit account number is appropriate for what is being paid. Example of section above.

3. **Enter Service Description, Quantity and Invoice Amount** section (bottom screen) – Review description of services rendered and invoice amount. Example of section below.

4. To approve invoice/credit memo skip to Approve.
Approve Invoices/Credit Memos

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Return/Reject

1. Reject only if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.

- **Return Invoice (Recommended)** – Choose if you want the user who entered the invoice/credit memo to make changes and re-submit.
- **Reject/Cancel** – Choose if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.
4. One of the small windows below will appear depending on your choice, enter your reason then click **Return** or **Reject/Cancel**. The user who entered invoice/credit memo will receive an email.

2. The invoice/credit memo will be approved and you will automatically be on the next invoice/credit memo if there are more than one in the folder otherwise you will be brought back to *My Approvals*.

3. Repeat process for each invoice/credit memo in each folder.