

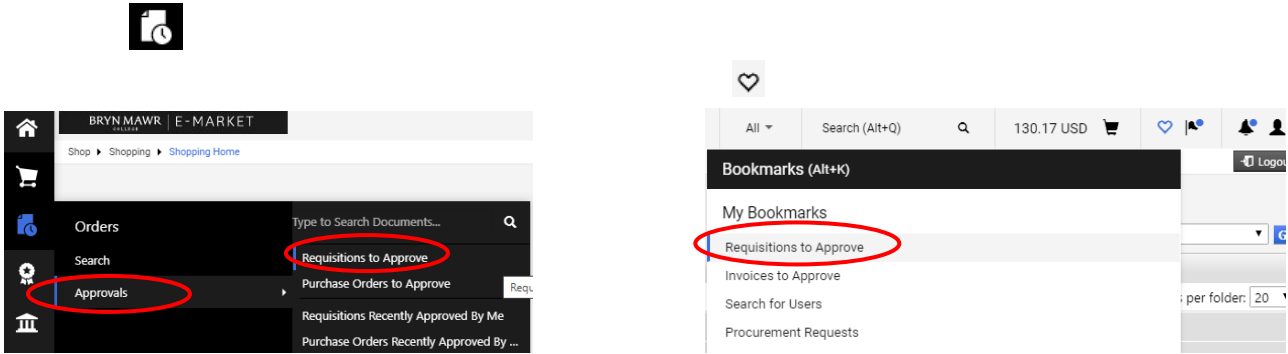
Approve Orders

Contents

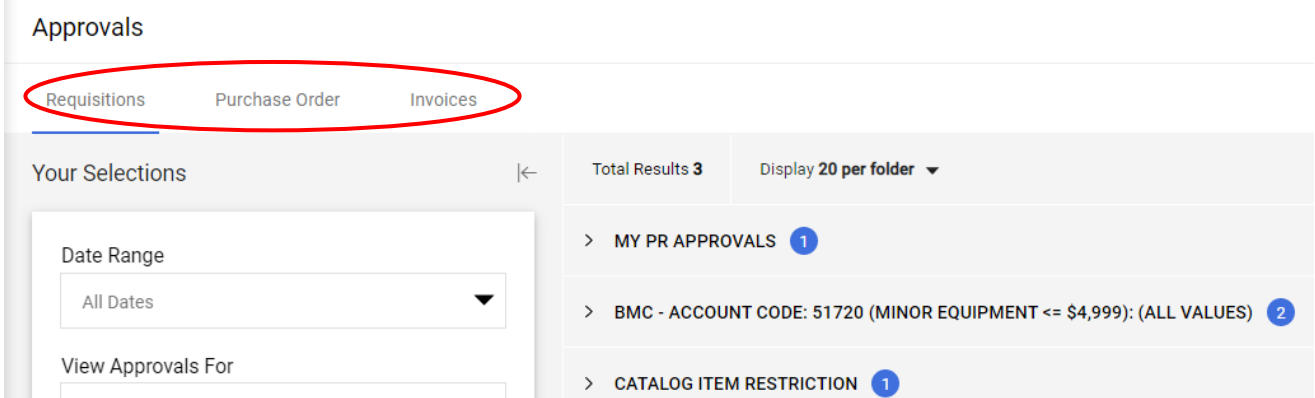
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Locate and Open

1. Approvers will receive an e-mail with a subject of *New Pending Approval for Requisition# XXXXXXXX* for each requisition they need to approve.
2. Login to E-Market.



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, select the *Requisition* tab at the top of the screen. If you also have invoices to approve you can select *Invoice*.



Approve Orders



7. Click on the *Requisition No.* in blue to open requisition.

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
3389182	Office Depot	Not Assigned	11/4/2021 10:52 AM	Donna MacIntosh Req/Inv LOCAL	25.07 USD
Requisition Name 2021-11-04 dmacintosh.reqinv 03 No. of line items 2		Folders 0 Days in folder [BMC - Account Code: 51720 (Minor Equipment <= \$4,999): (All Values)]			
3389181	WB Mason	Not Assigned	11/4/2021 10:50 AM	Donna MacIntosh Req/Inv LOCAL	73.90 USD
Requisition Name 2021-11-04 dmacintosh.reqinv 02 No. of line items 2		Folders 0 Days in folder [BMC - Account Code: 51720 (Minor Equipment <= \$4,999): (All Values)]			

8. You will be in the requisition document.

Requisition: [3389182](#)

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
Status Pending Submitted: 11/4/2021 10:52 AM Cart Name: 2021-11-04 dmacintosh.reqinv 03 Description: no value Prepared by: Donna MacIntosh Req/Inv LOCAL	Ship To Bryn Mawr College Attn: Donna MacIntosh Requestor/Invoice Dept: Controller Bldg: Cartref 3rd Fl 101 N Merion Ave Bryn Mawr, PA 19010-2899 United States Delivery Options Ship Via: Best Carrier-Best Way Requested Delivery Date: no value	Bill To Bryn Mawr College 101 N Merion Ave ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899 United States Credit Card Info No credit card has been assigned.

Accounting Codes			
BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1 Unrestricted	51720 Minor Equipment <= \$4,999	01310 Controller's Office	99999 Project Default

Internal Notes and Attachments	External Notes and Attachments
Internal Notes: no value Internal Attachments: Add	Note to all Suppliers: no value Attachments for all: Add

Total (25.07 USD)

Subtotal

Shipping

Handling

What's next?

Workflow

- Submitte**
11/4/2021
Donna Mac
- BMC - Ac**
Active
- Create PC**
Future
- Finish**
Future

Review and Approve

- Accounting Codes section (mid-screen) – Review 16-digit account number is appropriate for what is being purchased. Example of section above.
- Supplier/Line Item Details section (bottom screen) – Review description(s), quantity (ies) and amount(s) for what is being purchased.

Approve Orders

Assign To Myself

Approve

Approve

Assign To Myself

Approve & Next

- Repeat process for each requisition in each folder.

Requisition • 2145866

Summary

Taxes/S&H

Approve

Approve & Next

Edit and Approve

Assign To Myself

Assign To Myself

Requisition • 3214552

Summary

Taxes/S&H

Assign to myself

Save Changes

Summary Taxes/S&H PO Preview Comments Attachments History

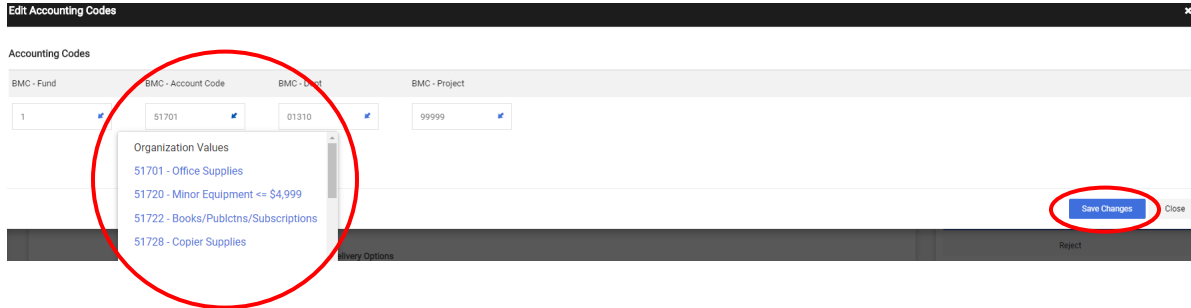
General	Shipping	Billing
<p>Status: Pending Catalog Item Restriction</p> <p>Submitted: 2/13/2018 11:28 AM</p> <p>Cart Name: 2018-02-13 bmc.mgardner 01</p> <p>Description: no value</p> <p>Prepared by: Mary Ellen Gardner Req/inv LOCAL</p>	<p>Ship To</p> <p>Bryn Mawr College Attn: Mary Ellen Gardner Req/inv Dept: Controller's Office Bldg: Cartref 101 N Merion Ave Bryn Mawr, PA 19010-2899 United States</p> <p>Delivery Options</p> <p>Ship Via: Best Carrier-Best Way</p> <p>Requested Delivery Date: no value</p>	<p>Bill To</p> <p>Bryn Mawr College 101 N Merion Ave ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899 United States</p>



Accounting Codes

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1 Unrestricted	51701 Office Supplies	01310 Controller's Office	99999 Project Default

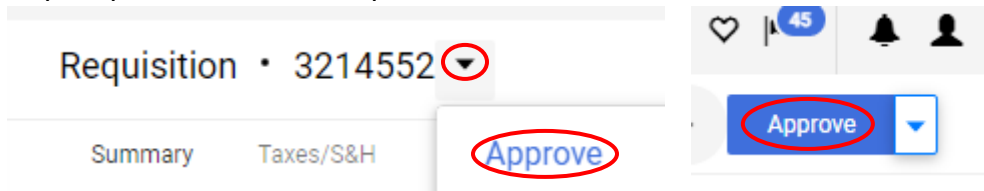
Save Changes

Approve Orders

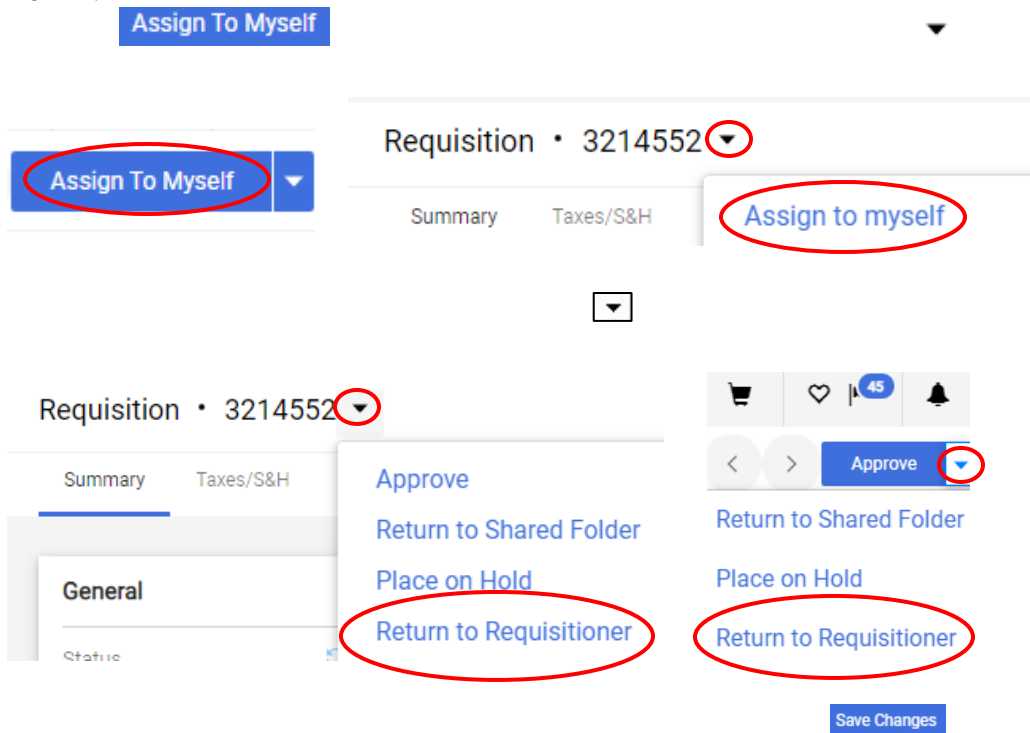


4. When finished, and ready to approve the requisition click the  next to the Requisition number on the top left of the screen, and click *Approve*, or click on the  button on the top right of the screen.

- Repeat process for each requisition in each folder.



Return/Reject



Approve Orders

Return To Requisitioner ✕

Enter the reason you are returning the PR so the requisitioner knows what you would like changed before they re-submit.

881 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Save Changes
Cancel

- The *Pending* box will change to display *Draft (returned)*. Shopper will receive an email that their requisition has been returned.

Draft (returned)	
Total (106.93 USD)	▼
Subtotal	106.93
Shipping	0.00

Reject

Requisition • 2156184 ▼

Summary Taxes/S&H

⚠ You are reviewing a requisition

General

Status

Assign to myself

Approve

Return to Requisitioner

Forward to ...

Copy to New Cart

Add Comment

Add Notes to History

Reject Requisition

Reject Requisition

Assign To Myself ▼

Approve

Return to Requisitioner

Forward to ...

Reject Requisition

Reject Requisition ✕

⚠ WARNING: You are about to reject ALL lines on this requisition. Once a PR is rejected, it cannot be reinstated. Click Reject Requisition or Cancel to leave the PR unchanged.

PR Reject Reason

Enter reason for rejection.

973 characters remaining expand | clear

Reject Requisition
Close