Contents
Locate and Open ..................................................................................................................................................................... 1
Review and Approve ............................................................................................................................................................... 2
Edit and Approve..................................................................................................................................................................... 3
Return/Reject.......................................................................................................................................................................... 4

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. Log into E-Market.

3. You will be on the *Requisitions to Approve* page.

4. 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.

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.
Approve Orders

- Repeat process for each requisition in each folder.

[Images of the BRYN MAWR E-MARKET interface with labeled steps for assigning and approving orders, including a screenshot of a requisition with fields labeled for General, Shipping, and Billing, and Accounting Codes.]

Edit and Approve

[Images of the BRYN MAWR E-MARKET interface with labeled steps for assigning and approving orders, including a screenshot of a requisition with fields labeled for General, Shipping, and Billing, and Accounting Codes.]

Questions? Contact bmcemarket@brynmawr.edu
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 Approve button on the top right of the screen.

- Repeat process for each requisition in each folder.

**Return/Reject**

- Assign To Myself

- Assign to myself

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