#### BRYNMAWR | E-MARKET

#### **Approve Orders**

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### 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 common menu icon, hover over *Approvals* then click *Requisitions to Approve* or if you previously bookmarked *Requisitions to Approve* navigate to it from (*Bookmarks*).

合	BRYNMAWR   E-MARKET			All 👻	Search (Alt+Q)	Q	130.17 USD	Ē	$\heartsuit$	<b>A</b> •	¥ 1	
	Shop      Shopping      Shopping Home			Bookmarks	s (Alt+K)						-🗊 Logou	
-				DOOKINGIKS	(Altri)							
i d	Orders	Type to Search Documents Q		My Bookma							▼ G	
0	Search	Requisitions to Approve	4	Requisitions								
8	Approvals •	Purchase Orders to Approve Requ		Invoices to Ap Search for Us						per fold	der: 20	
血		Requisitions Recently Approved By Me		Procurement								
		Purchase Orders Recently Approved By		Floculement	Requests							

- 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*.

approvals	
Requisitions Purchase Order Invoices	
Your Selections ⊣←	Total Results 3 Display 20 per folder ▼
Date Range	> MY PR APPROVALS 1
All Dates 🗸 🗸	> BMC - ACCOUNT CODE: 51720 (MINOR EQUIPMENT <= \$4,999): (ALL VALUES) 2
View Approvals For	> CATALOG ITEM RESTRICTION 1

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#### **Approve Orders**

- 6. Click > to expand the approval folder you wish to review.
- 7. Click on the *Requisition No.* in blue to open requisition.

Total Results 3 Disp	lay 20 per folder 🔻					
> MY PR APPROVALS	0					
✓ BMC - ACCOUNT COE	E: 51720 (MINOR EQUIPMENT <= \$4,999): (.	ALL VALUES) 2				
REQUISITION NO	). SUPPLIERS	ASSIGNED	PR DATE/TIME	REQUISITIONER	AMOUNT	
3389182	Office Depot 🏴 🏴 📇	Not Assigned	11/4/2021 10:52 AM	Donna MacIntosh Req/Inv LOCAL	25.07 USD	C² 🕹
Requisition Nai No. of line item		Folders	0 Days i	n folder [BMC - Account Code: 5172	0 (Minor Equipment <=	\$4,999): (All Valu
3389181	WB Mason	Not Assigned	11/4/2021 10:50 AM	Donna MacIntosh Req/Inv LOCAL	73.90 USD	C² 🕹
Requisition Nai No. of line item		Folders	0 Days i	n folder [BMC - Account Code: 5172	0 (Minor Equipment <=	\$4,999): (All Valu

8. You will be in the requisition document.

Summary Taxes	s/S&H Comments Attachments Histo	iry							
General	ø	. Shipping		d	ø	Billing	ø v	Pending	
Status	S Pending BMC Purchasing Approval (Donna Macintosh)	Ship To				BIII To		Correct these issues. You are unable to proceed until addresse	d.
Submitted	3/20/2017 1:45 PM	Bryn Mawr Co Attn: Appemar	lege ie Thompson Req	uestor/Invoice		Bryn Mawr College 101 N Merion Ave		Supplier is no longer available (Grayb	ar Electric Company)
Cart Name	2017-03-20 bmc.athompson 01	Dept: Controlle Bldg: Cartref				ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899		A Be aware of these issues. You may review and proceed.	
Description	no value	101 N Merion Bryn Mawr, PA				United States		User is Inactive: Prepared for	
Prepared by	Annemarie Thompson Req/Inv LOCAL	United States				Credit Card Info		· · · · · · · · · · · · · · · · · · ·	
Prepared for	Annemarie Thompson Req/Inv LOCAL	Delivery Optio	ns			No credit card has been assigned.		Total (8,843.60 USD)	
	(Inactive) A User is Inactive	Ship Via	Best Car	rier-Best Way				What's next?	ΓĨ
		Requested Del Date	ivery no value					WORLIOW	L
								Submitted 3/20/2017 1:45 PM	
Accounting Code	8						ø v	Annemarie Thompson Reg/Inv LOCA	
BMC - Fund	BMC - Acco	unt Code		BMC - Dept		BMC - Project		BMC - Dept Approval	
1 Unrestricted	51701 Office Supplie	5		01310 Controller's Office		99999 Project Default		Annemarie Thompson Admin LOV	AL
Internal Notes ar	d Attachments		<i>"</i>	External Notes and A	ttachmen	ts	ø v	BMC Purchasing Approval Active	
Internal Notes	no value			Note to all Suppliers		no value		Contra monitori	
Internal Attachment	ts Add			Attachments for all supp	liers	Add		Create PO Future	

## **Review and Approve**

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

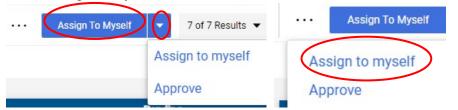
## BRYN MAWR | E-MARKET Approve Orders

- 3. To approve the requisition, click on Assign To Myself on the top right of the screen, then select or click the vice click Approve.
  - If you select Approve the requisition will be approved, and you will stay on that requisition.
  - If you select Assign To Myself and then Approve/Complete & Show Next vou will
  - automatically be on the next requisition if there are more than 1 in the folder to be approved.
  - You can also click the \*\*\* that is next to the *Approve/Complete & Show Next* and select your action from there.
  - Repeat process for each requisition in each folder.

	Approve/Complete & Show Next	•	6 of 7 Results	•	<	>
c	or					
(	••• Approve/Complete & Show Next 🔫					
ĺ	Approve & Next					
1	Approve					
	Return to Shared Folder					
ł	Place on Hold					
	Return to Requisitioner					

### **Edit and Approve**

1. Click on Assign To Myself the top right of the screen, click on the ror click the next to the ror to select Assign to myself.



2. To edit a section click in that section, make changes then click see

General	1.	Shipping		Billing	× ··· •
Status	2 Pending Catalog Item Restriction	Ship To		Bill To	
Submitted Cart Name	2/13/2018 11:28 AM 2018-02-13 bmc.mgardner 01	Bryn Mawr College Attn: Mary Ellen Gardner Dept: Controller's Office Bldg: Cartref	Req/inv	Bryn Mawr College 101 N Merion Ave ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899	
Description	no value	101 N Merion Ave Bryn Mawr, PA 19010-28 United States	99	United States	
Prepared by	Mary Ellen Gardner Req/inv LOCAL				
		Delivery Options			
		Ship Via	Best Carrier-Best Way		
		Requested Delivery Date	no value		
Accounting Codes					() () ()
BMC - Fund	BMC - Acco	ount Code	BMC - Dept	BMC - Project	
	51701		01310	99999	

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#### **Approve Orders**

3. To change *Accounting Codes* manually enter one or more account parts or click on <sup>I</sup> and then choose from dropdown lists. When finished, click Save Values \_\_\_\_\_.

Edit Accounting Cod	les		×
Accounting Codes			
BMC - Fund * =	BMC - Account Code * 🚡 🛛 MC - Dept *	BMC - Project * 🗄	
1	51720 🖌 01310 🖌	99999 🖌	
* Required fields	Organization Values 51701 - Office Supplies 51720 - Minor Equipment <= \$4,999 51722 - Books/Publictns/Subscriptions		+ 🗸

- 4. When finished, and ready to approve the requisition click the reaction of the screen, and click *Approve*, or click on the <u>Approve/Complete & Show Next</u> button or the
  - \*\*\* and select Approve. All options are at the top right of the screen.
    - 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.

Approve/Complete & Show Next	$\odot$	6 of 7 Results	•	<	>
Approve/Complete & Show Next 🔹					
Approve & Next Approve					
. Return to Shared Folder					
Place on Hold					
Return to Requisitioner					

# **Return/Reject**

5. Click on Assign To Myself the top right of the screen, click on the **\*** or click the next to the **\*\*\*** to select Assign to myself.



6. Once you Assign the requisition, click on the 🔽 or the \*\*\* at the top of the screen and choose *Return to Requisitioner* (Recommended). Choose if you want shopper to make changes and re-submit.

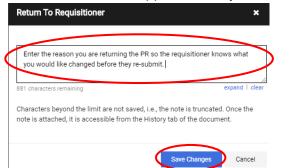
opprove Approve Approve eturn to Shared Folder . Return to Shared Fol	ove & Next	Approve & Next
eturn to Shared Folder . Return to Shared Fol	ove	Approve
	n to Shared Folder	. Return to Shared Folder
ace on Hold Place on Hold	on Hold	Place on Hold

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#### **Approve Orders**

• 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.

Draft (returned)	
Total (106.93 USD)	*
Subtotal	106.93
Shinning	0.00

7. Choose to reject the requisition if none of the items should be purchased or if the vendor is incorrect.

Click Reject Requisition window enter the reason for rejection then click Reject Requisition.

	Approve
	Return to Shared Folder
	Place on Hold
	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.
$\langle$	PR Reject Reason Enter reason for rejection.
	973 characters remaining expand   clear
	Reject Requisition