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.

3. From the ** menu icon, hover over *Approvals* then click *Invoices to Approve* or if you previously bookmarked *Invoices to Approve* navigate to it from 🔶 (Bookmarks).

4. You will be on the *Invoices to Approve* page.

5. If not already on the Invoices tab, click on the *Invoices* tab. If you also have requisitions to approve you can choose *Requisition*.
6. Click to expand the approval folder you wish to review.

7. Click on the **Invoice No.** in blue to open invoice/credit memo.

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

### 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

Edit

1. On the right side of the screen next to the three dots click **Assign**.

2. To edit a section, click **edit** in that section, make changes then click **Save Values**.

3. To change **Accounting Codes** manually enter 1 or more parts or click on the **edit** and then choose from dropdown lists. When finished, click **Save Changes**.

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

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.

2. On the right side of the screen next to the three dots click *Assign*.

3. Once Assigned click the ▼ next to *Approve/Complete & Show Next* for all options. From here, you can choose one of the following options.
   - **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.

5. In top right hand corner of screen, click ▼ and select *Back to Results* or select the next invoice.
Approve Invoices/Credit Memos

Approve

1. On the right side of the screen next to the three dots click Assign.

2. To approve, on the right side of the screen next to the three dots click Approve & Next or click the Approve.

3. The invoice/credit memo will be approved, and you will automatically be on the next invoice/credit memo if there are more than 1 in the folder otherwise you will be brought back to My Approvals.

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