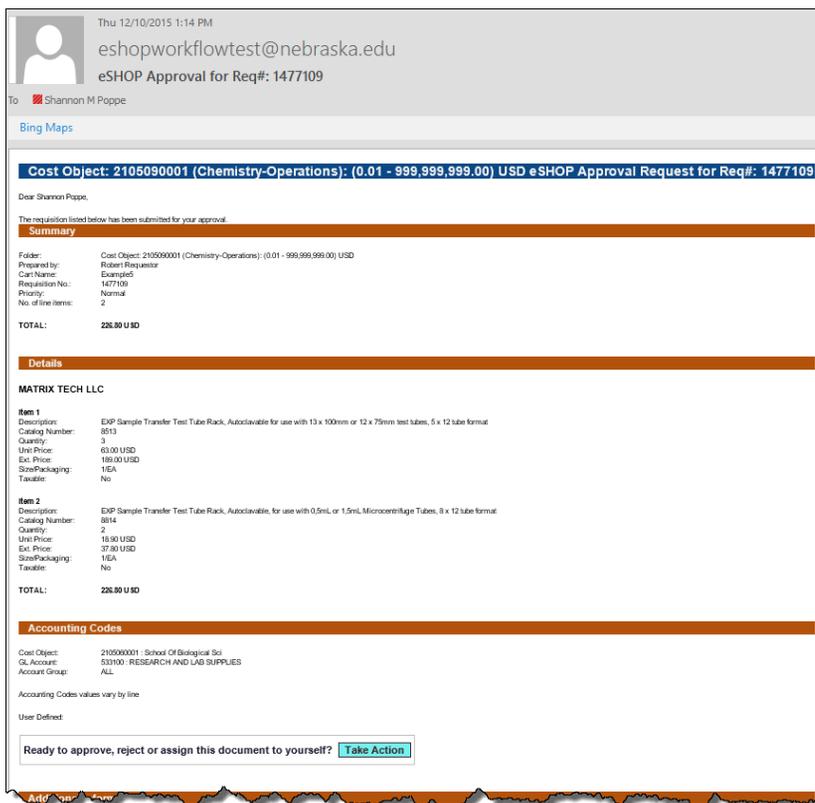


APPROVAL OVERVIEW

The first approval step for a requisition before it generates a purchase order is the financial approval step. Each cost object (cost center or WBS element) has one or more financial approvers assigned to it. Each approver will be notified via email when a requisition has been submitted for their approval.

You can approve or reject the requisition directly from your email. If you need to return or reject part of the requisition, you need to log into eSHOP to view and process the requisition.



Thu 12/10/2015 1:14 PM
eshopworkflowtest@nebraska.edu
eSHOP Approval for Req#: 1477109

To: Shannon M Poppe

Cost Object: 2105090001 (Chemistry-Operations): (0.01 - 999,999,999.00) USD eSHOP Approval Request for Req#: 1477109

Dear Shannon Poppe,

The requisition listed below has been submitted for your approval.

Summary

Folder:	Cost Object: 2105090001 (Chemistry-Operations): (0.01 - 999,999,999.00) USD
Prepared by:	Robert Requistor
Can Name:	Example6
Requisition No.:	1477109
Priority:	Normal
No. of Line Items:	2
TOTAL:	226.90 USD

Details

MATRIX TECH LLC

Item 1

Description:	EXP Sample Transfer Test Tube Rack, Autoclavable, for use with 13 x 100mm or 12 x 75mm test tubes, 5 x 12 tube format
Catalog Number:	8103
Quantity:	3
Unit Price:	60.00 USD
Ext. Price:	180.00 USD
Size/Packaging:	1EA
Taxable:	No

Item 2

Description:	EXP Sample Transfer Test Tube Rack, Autoclavable, for use with 0.5ml, or 1.5ml, Microcentrifuge Tubes, 8 x 12 tube format
Catalog Number:	8814
Quantity:	2
Unit Price:	18.90 USD
Ext. Price:	37.80 USD
Size/Packaging:	1EA
Taxable:	No

TOTAL: 226.90 USD

Accounting Codes

Cost Object:	2105090001 : School Of Biological Sci
CL Account:	530100 : RESEARCH AND LAB SUPPLIES
Account Group:	ALL

Accounting Codes values vary by line

User Default

Ready to approve, reject or assign this document to yourself? [Take Action](#)

The email you receive includes Details of the Requisition such as the lines included and the cost information.

After reviewing the details of the requisition, click the [Take Action](#) button to view the approval options.

Approving – Requisitions via E-mail

Note: If you receive multiple email approval requests for the same requisition, most likely the requisition has been split funded and you are assigned as an approver to two or more of the cost objects that have been used. **Do not delete the additional emails.** Since each email is specific to the portion of the requisition assigned to each cost object, you will need to process each emailed approval in order for the Requisition to proceed.

APPROVAL OPTIONS

The Requisition Approval page appears with two options shown: 'Approve' and 'Assign to myself.' Click on **Assign to myself** to view additional approval options and to assign the document to yourself for future action such as to place invoice on hold.

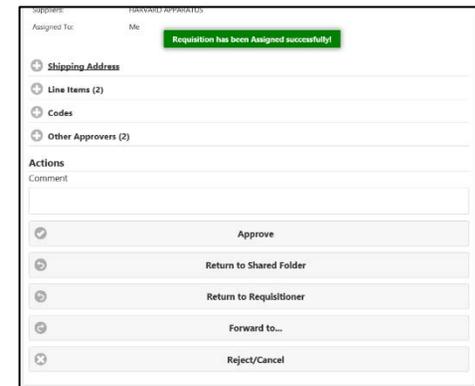
Approve – You approve of the item(s) being purchased and the amount that is being charged to the cost object you are responsible for.

Return to Shared Folder – Choose this option to return the requisition to allow other approvers to take action.

Return to Requisitioner – Choose this option to return the invoice for changes. You should add a Comment before returning to indicate what needs to be changed.

Forward to... – Forward the requisition to another approver.

Reject/Cancel – Rejecting the document will completely cancel it. So if you want a change made, it is better to choose the Return to Owner option instead.



If you select Approve, a confirmation message will appear:

Requisition has been Approved successfully!