Financial Managers and Approvers have the responsibility to review and approve TechBuy orders. The only orders a Financial Manager or Approver will not have to approve are punch-out orders submitted by a requester or an Approver.

There are two ways in the approval process to take action on a requisition:

- TechBuy application
- Email Approvals

This document will go through the steps of reviewing, approving and rejecting requisitions in the TechBuy application and the Email Approval.

**Accessing the Requisitions Requiring your Approval**

There are three ways to access a requisition requiring your approval.

1. **Email Approval:** If a document is awaiting your approval, you will be notified by email. Users must have the proper email notifications set up in their profile to receive email notifications for email approval. For additional information, please refer to the Email Approvals section at the end of this document.
2. To access requisitions that need review and approval reference the Action Items Flag located in the upper right hand corner.

3. The final way to access the documents that require your approval is to select Approvals and My Approvals.

The Approvals will open to the My Approvals page.
My Approvals

Approval activity in the TechBuy application is done from the My Approvals page. From this page you can access and approve all documents that require your approval.

Folder View vs. List View:

There are two different view options for the My Approvals page: Folder View and List View. The Folder View is the default view and groups the pending documents by Approval Folder. When documents are grouped by folder, the folders will appear in alphabetical order with your My PR Approvals folder always appearing at the top of the folder list. The exception to this would be if none of the displayed documents exist in your My PR Approvals folder. To view all documents in a folder, click the folder icon or name to expand the list. The List View displays all available documents in a list format allowing the Approver to easily see all pending documents. By default the list will display in order of Submit Date with the newest first. The application will remember the last way you viewed the documents and default to that view each time you access the My Approvals page.

To change the default Folder View to List View, select List from the Group Results By: drop down menu.

Control Your View:

- **Sort by** – You can change the default display for your approval documents by selecting a sort option from the Sort by drop down menu.
- **Show requisition details / Hide requisition details** – Click these buttons to show or hide requisition details.
- **Expand all / collapse all** – Use these buttons to expand or collapse the view of each folder.
Filters:

Filters are available on the left side of the approvals page that will allow you to refine your search and narrow down the approval documents displayed. As you select filter options, the documents displayed will be refined and the Filtered By area will be updated. You can refine the documents displayed by document Type and Date Range.

You can filter the approval documents by Folders, Current Workflow Step, Supplier, Assigned Approver, Custom Fields, Business Unit, Department, Priority, Form Type, Prepared By, Prepared For, and Supplier Class.

To select a specific filtering criteria, click the item in the filter section. The numbers in parentheses to the right of the filters indicate how many documents fit that criteria.

Aging Information:

Aging information pertaining to each document allows you to see how long a document has been in a folder. The aging information is the specific number of days the document has been sitting in the approval folder followed by the name of the specific folder.

Available Actions:

There are several actions you can take from the My Approvals page.

- **Action Button** – There is a button available in the Action column for each document. Generally, if the document is in your My PR Approvals folder, the button will default to Approve. You can click the button to approve the document. If the document is in another folder, but is eligible to be assigned to you, the button will default to Assign. You can click the button to assign the document to yourself for approval.
• **Action Menu** – The action drop down menu allows you to perform an action on one or more documents. Select the checkbox to the right of the Action column and select the desired action from the action drop down menu. Click Go when you have completed your selection.

---

### Assigning a Requisition to Yourself to Approve

If an approval step can be approved by more than one person, you should assign the requisition to yourself prior to approving. Assigning the document to yourself signifies that you are responsible for the review and approval of the requisition. The document should state Not Assigned in the Assigned Approver column. If the document has been assigned, the name of the Approver will appear in the Assigned Approver column and that individual has taken the responsibility to approve the requisition.

To assign the document to yourself, locate the requisition you wish to assign for your approval and click the **Assign** button located in the Action column.
Once you assign the requisition to yourself, it will populate in your My PR Approvals folder and cannot be approved by anyone but you. You are now listed as the Assigned Approver. If you are the only person with authority to approve the requisition, the document will automatically populate in your My PR Approvals folder and it will not be necessary to assign it to you. The My PR Approvals folder will populate first.

To move multiple requisitions to your My PR Approvals folder, select the checkbox for the individual documents that you would like to assign to your approvals folder or select the checkbox in the folder header to select all available requisitions.
After you have selected the requisitions to assign, select the **Assign** option from the Action drop down menu and click **Go**.

The selected requisitions will now be marked as assigned and moved to your My PR Approvals folder.

**Unassigning a Requisition**

An approver must assign a requisition to themselves prior to approving or rejecting the document. Once you assign the requisition and it appears in your My PR Approvals folder, no other approver will have the ability to approve or complete the order. If you assign a requisition to yourself and you need to unassign the requisition so another approver in your department can process the order, you must unassign the requisition.

Select the **assigned requisition** from your My PR Approvals folder by selecting the checkbox to the right of the Action column.
Once the document is marked, select **Return to Shared Folder** from the Action dropdown menu and click **Go**.

The document will no longer appear in your My PR Approvals folder. It is returned to your shared folder and any departmental approver will have the ability to assign the requisition for approval.

**Reviewing a Requisition**

**As an Approver it is your responsibility to review a requisition before approving or rejecting.** By approving a requisition you are agreeing that the correct departmental and purchasing policies have been followed and that accounting information is correct. To review a pending requisition, locate the My PR Approvals folder from the My Approvals page. To open the requisition, click the **requisition number** in the Requisition No. column.
The requisition Summary page will open. As an approver, you have the ability to change the information on the requisition if necessary by clicking **edit**. You can review the requisition from the Summary page or by selecting the **available sub-tabs** for Shipping, Billing, Line and Header FOAP Summary and Supplier Info.

- **Shipping**
- **Billing**: Address should be TTUHSC Payables.

- **Line and Header FOAP Summary**: valid FOAP combination.

- **Billing Options / Accounting Date**

- **Header Level Notes and Attachments**
### Approving and Rejecting Requisitions

- **Line Level Notes and Attachments**

![Image of Line Level Notes and Attachments]

- **Supplier / Line Item Detail (review the items on the order)**

![Image of Supplier / Line Item Detail]

After all items have been reviewed and edited as necessary, you can approve, reject, return, forward, or unassign the requisition.

### Approving a Requisition

**Standard Approval:** With Standard Approval, you open the requisition, review the information, make any changes if needed, and then approve the requisition.
To approve the requisition, select the **Approve / complete step** option in the Available Actions drop down menu at the top of the requisition form and click **Go**.

**Quick Approval:** If you do not need to review and make any changes to the requisition, you can use the Quick Approval method. Locate the document you want to approve in your My PR Approvals folder. Click the **Approve** Action button.

The requisition will no longer appear in your My PR Approvals folder. You can review the requisition using the Document Search feature. If you need additional information on locating and tracking the requisition, please refer to the **Document Search** training videos and documents.

**Rejecting a Requisition**

TechBuy allows the approver to reject the entire requisition in one single action or to select specific line items to reject. If the entire order is rejected it cannot be resubmitted. If you select only specific line items to reject, the remaining items on the order will continue through the workflow approval process.

Open the requisition from your My PR Approvals folder and review the document. All items on the order will be listed under the Supplier / Line Item Details section.
To reject the entire requisition, select **Reject Requisition** from the Available Actions drop down menu and click **Go**.

The **Reject Requisition** window will appear. Enter the **reason** you are rejecting the order in the PR Reject Reason text box and click **Reject Requisition**.

The requisition will no longer appear in your My PR Approvals folder. You can review the requisition using the Document Search feature. If you need additional information on locating and tracking the requisition, please refer to the Document Search training videos and documents.
Rejecting Lines on a Requisition

Open the requisition from your My PR Approvals folder. Select one or more line items to reject by selecting the checkbox to the right of the price. Select **Reject Selected Items** from the For selected line items drop down menu and click **Go**.

The Add Note window will appear. Enter the **reason** you are rejecting the line(s) in the **Reject Line Reason** text box and click **Reject Line Item**.
The items you marked as rejected will have a small red X in the status icon to the left of the item description.

In order to finalize the order and approve the rejections, select the **Approve / Complete Step** option from the Available Actions drop down menu at the top of the screen and click **Go**.

The requisition will no longer appear in your My PR Approvals folder. You can review the requisition using the Document Search feature. If you need additional information on locating and tracking the requisition, please refer to the Document Search training videos and documents.
When an approver rejects a requisition or specific line items, the submitter will receive an email notification. Please review the TechBuy User Profile chapter for more information. The reason for the rejection is listed at the bottom of the email.

![Email Example]

**Returning a Requisition**

TechBuy allows an approver to return a requisition to the submitter. This will permit the submitter to make corrections to the order and resubmit into the workflow approval process. In order to return a requisition, you must first assign the requisition to yourself and open it for review.
Select **Return to Requisitioner** from the Available Actions: drop down menu and click **Go**.

The **Return to Requisitioner** window will open. Enter a **note** to inform the submitter of the reason for returning the document and select **Return to Requisitioner**.
When an approver returns a requisition, the submitter will receive an email notification. Please review the TechBuy User Profile chapter for more information. The reason for return is listed at the bottom of the email.

---Original Message-----
From: support@soquest.com [mailto:support@soquest.com]
Sent: Monday, October 29, 2012 2:09 PM
To: Haynes, John G
Subject: Your requisition has been returned. Requisition#: 865016

Re: REQUISITION RETURNED FOR REQUISITION#: 865016 Cart Name: 2012-10-21 DFO1329.02 Prepared by: John Haynes Returned by: Terry Dalton

Dear John Haynes,

This requisition has been returned. To modify the requisition go to the "Draft Carts" page using the URL below.


****

If you have any questions with regard to this requisition, please contact the approver who returned the requisition or your SelectSite Support Team.

Support Team Contact Information:
+1 (800) 748-7841
purchasing@ttuhsc.edu

Thank you,
Texas Tech

The following notes were attached to this requisition during the workflow process:
Test - Return to Requisitioner

---

When a requisition is returned, the submitter will have access to it in the My Returned Requisitions section of the Shopping Carts – Drafts page. As a draft cart, the submitter will have the ability to make any necessary changes, deletions, or additions and resubmit the order. The history of the order will remain attached but the order will process back to each workflow approval step.
Forwarding a Requisition

You may decide that a different individual with approval authority for your department is a more appropriate approver for a particular order and want to forward a requisition to that person.

To forward a requisition, select the checkbox to the right of the Action column from the My Approvals page.

Select **Forward** from the Action drop down menu and click **Go**.
The User Search window will open. Enter the **Last Name** and **First Name** of the person who will receive the requisition and click **Search**.

The results meeting your search criteria will open. Click **(select)** in the Action column.

The Forward… window will appear. Enter a short **note** to the user with the reason for forwarding the requisition and select **Forward**.
The requisition is now assigned to the selected user to approve.

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Vendor</th>
<th>Approver</th>
<th>Date/Time</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1234567</td>
<td>Acme Corp.</td>
<td>John Doe</td>
<td>1/1/2018</td>
<td>Approved</td>
<td>$1234.56</td>
</tr>
<tr>
<td>#8901234</td>
<td>Beta Inc.</td>
<td>Mary Jane</td>
<td>2/2/2018</td>
<td>Rejected</td>
<td>$2345.67</td>
</tr>
</tbody>
</table>

After you forward a requisition, only the Assigned Approver has the ability to approve the requisition.

**My Recent Approvals**

The My Recent Approvals presents the Approver with a list of everything they have either approved, rejected or returned. This feature allows you to quickly see a snapshot of the requisitions you have processed. To access My Recent Approvals, click the Orders & Documents icon, Approvals, and My Recent Approvals.

By default, the documents in the Outbox will display in ascending order based on Approval Date. You can change the display order by clicking the Sort by dropdown above the list and selecting the appropriate sort criteria.
There are also several filtering options to narrow down the documents that are being displayed. As you select filter options, the documents displayed will be refined and the Filtered By area will be updated. To remove a filter, un-select the checkbox.

Assign Substitute Approvers

In the event that you as an approver are going to be absent or unavailable, you can designate an approver as a substitute. The substitute is able to review and approve documents routed to the original approver. The Assign Substitute Approvers page presents you with all of the folders you have access to and allows you to manage your substitutions separate from where you do your approvals.

Click the Orders & Documents, Approvals, and Assign Substitute Approvers.

From the Assign Substitute Approvers page, you can assign and remove substitutes to and from a single folder, multiple folders, or for all approval folders you are responsible for.
Assign a Substitute to a Single Folder or Multiple Folders

Locate the folder(s) in the folder list and select the folder(s) by selecting the checkbox to the right of the Action button. Select Assign Substitute to Selected Folders from the drop down menu and click Go.

The Assign Substitute window will open. Enter the Last Name and First Name of the person or other search criteria to locate the approver and select Assign.

The substitute approver is assigned to the folder(s) and the name will appear in the Substitute column.
Assign a Substitute to All Folders

To assign a substitute approver to all your folders, click Assign Substitute to All Requisition Folders.

The Assign Substitute window will open. Enter the Last Name and First Name of the person or other search criteria to locate the approver and select Assign.
The substitute approver is assigned to all folders and the name will appear in the Substitute column.

Removing a Substitute Approver From a Single Folder

To remove a substitute approver from a single folder, locate the appropriate folder and click the **Remove** button in the Action column.

Removing a Substitute Approver From Multiple Folders

To remove a substitute approver from multiple folders, locate the appropriate folders and click the **checkbox** to the right of the Action button. Select **Remove Substitute from Selected Folders** and click **Go**
Removing a Substitute Approver From All Folders

To remove a substitute approver from all folders, select the **End Substitute for All Requisition Folders** button located above the folder list.

Email Approvals

You can take action on a requisition directly from an email notification link. The email can be accessed from a desktop email or on many mobile devices and you are not required to be logged into TechBuy to take action. You will have the same actions that are available to you in TechBuy for taking action on a requisition which includes Assign to myself (for later review and action) and Approve.

**Note:** You may configure Preferred email format to receive either HTML or Plain Text (Defaults to HTML) for all approval emails by accessing your **profile > User Profile and Preferences > Language, Time Zone and Display Settings > Save Changes**

With Email Approvals enabled, you will receive an enhanced approval email containing pertinent order information and a quick action webpage link where action can be taken. The email contains detailed order information to allow you to make a decision on what
action to take on the entire requisition. After reviewing the order details in the email, select the **Take Action** button to access the secure approval webpage.

**Note:** In order for you to receive the emails, you must have the PR pending Workflow approval email notification enabled. To enable this, access your profile > Notification Preferences > Shopping, Carts & Requisitions, then click Edit Section, select Override, PR pending Workflow approval, select Email from drop down and click Save Changes.
The webpage allows you to select the specific desired action. Possible actions include: Assign to myself and Approve. A Comment section is also available to enter a comment for the action you have taken. You must enter your email approval code and then select Approve.

Once the action is complete, you will receive a confirmation webpage.

**Note:** You will not be able to approve from email until you have configured an email approval code in your profile. To set up the email approval code, go to profile > Update Security Settings > Change Email Approval Code. Your email approval code must contain four characters and may be a combination of letters, numbers, and characters.

If you do not set up an email approval code, the enhanced email with order information will not contain the Take Action link. Instead, a warning message will display directing you to TechBuy to take action on the Requisition, as well as to configure your email approval code to take action from future emails.
The action is logged in History as having been taken via email.

The action is logged in Comments and the Comments are also logged in Comments.

Enhanced Approval Email Notification

If you are not set up for Email Approvals, you can still receive enhanced email notifications that include detailed information for requisitions. Once configured, you will receive the enhanced email notification containing detailed information without the Take Action link. The enhanced email does include a link; **Click here to view the document in your organization’s site**, allowing you to take action as normal on the requisition in TechBuy.
## Line and Header FOAP Summary

<table>
<thead>
<tr>
<th>Chart</th>
<th>H - TX Tech Univ Hilt Sciences Ctr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>181182-H - Rebatas</td>
</tr>
<tr>
<td>Organization</td>
<td>201181-H - Purchasing Lbk</td>
</tr>
<tr>
<td>Account</td>
<td>726900-H - OC Purchased Contracted Services</td>
</tr>
<tr>
<td>Program</td>
<td>60-H - Institutional Support</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Information

**Summary Details**
- **Purchase Order**
- **Classification**
- **Principal Investigator**
- **LBB Field**
- **Event Title**
- Export to Sourcing
- **Manager**: None
- **Buyer Name**: None
- **Buyer Phone**: None
- **Cardinal Account**: 21024981 - PSYCHIATRY TTUHSC RM 4A161
- **Code**: None
- **Comments**: None

**Other Possible Approvers**
- Alton Taylor
- Terry Dalton

**Shipping Address**
- **Contact Name**: John Haynes
- **Phone**: None
- **Email**: jhnhaynes@ttuhsc.edu
- **Tx Tech Univ HSC**
- **1200 COULTER**
- **Rm/Building 201**
- **AMARILLO, TX 79106**
- **Unified States**

Note: In order for you to receive the emails, you must have the PR pending Workflow approval email notification enabled. To enable this, access your profile > Notification Preferences > Shopping, Carts & Requisitions, then click Edit Section, select Override, PR pending Workflow approval, select Email from drop down and click Save Changes.