

Approving a Requisition

When a Requisition is submitted and requires your approval, you will receive an email notification. The email will contain a link to open the Requisition in **MACBUY**

Accounting Codes

Chartfields

Business Unit: MAC01 : McMaster University
Fund: 20 : Operating Fund
Account: 600005 : Office Supplies
Department: 10376 : eProcurement
Program: 30015 : Special Projects
PCBU: -
Project: -
Project Activity: -
Analysis Type: -
Resource Type: -

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

[Action](#)

Additional Information

Summary Details

Blanket/Service Order: No
Purchasing BU: MAC01 - MAC01
Comments: (0)

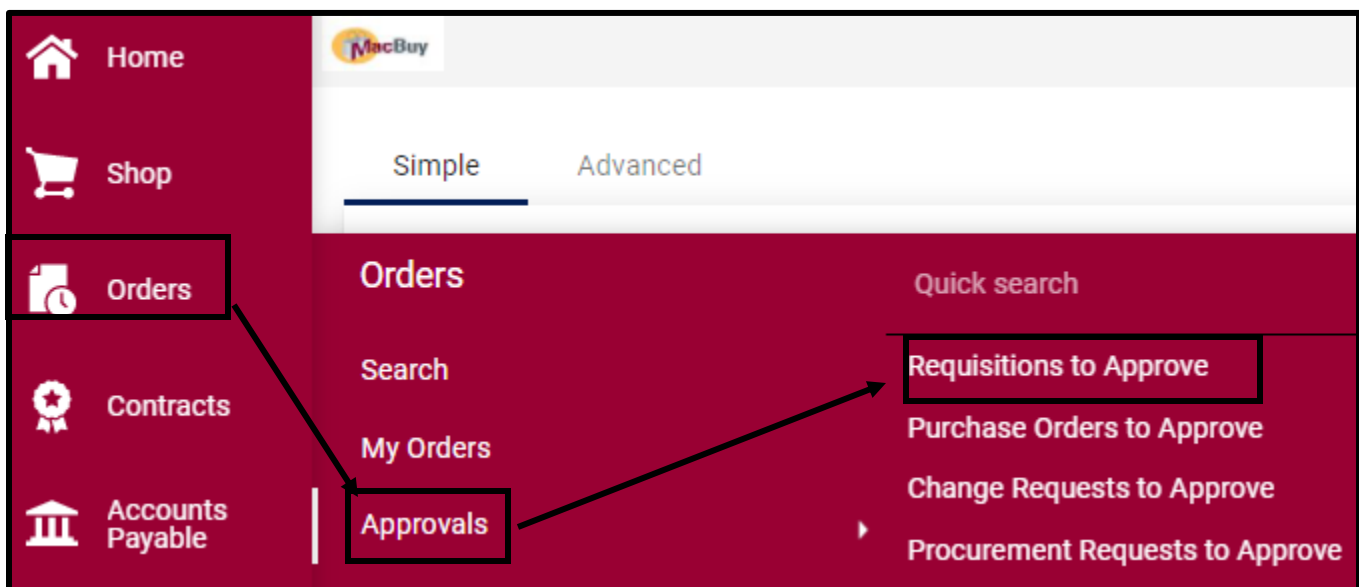
Other Possible Approvers

Teresa Carmel Wetton

Shipping Address

ATTN: Sally Shopper
BLDG/ROOM: 101
237 Barton St. East
MCMASTER-HAMILTON GENERAL HOSP RECV
Hamilton, ON L8S 2X2
Canada

You can also access your pending approvals by going to **Orders > Approvals > Requisitions to Approve**.



Quick Approval Process

If you do not need to review the Requisition details before approving, click the CHECK BOX

If you need see more detail of the Requisition details before approving, click the SQUARE w/ ARROW box

Requisitions

Purchase Order

Change Requests

Invoices

Procurement Requests

AP Requests

Supplier Reviews

Supplier Registrations

Supplier Requests

Showing Results 1 - 20 of 240

20 Per Page

1 2 3 4 5 ... 12 →

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
<input type="checkbox"/>	3201172	SUPREME TROPHIES	Not Assigned	3/15/2021 3:40 PM	Requester	135,600.00 CAD	<div><div></div><div></div></div>

Requisition Name

2021-03-15 Requester 04

Folders

244 Days in folder [Department: 10376 (eProcurement): (All Values)]

No. of line items

1

Standard Approval Process

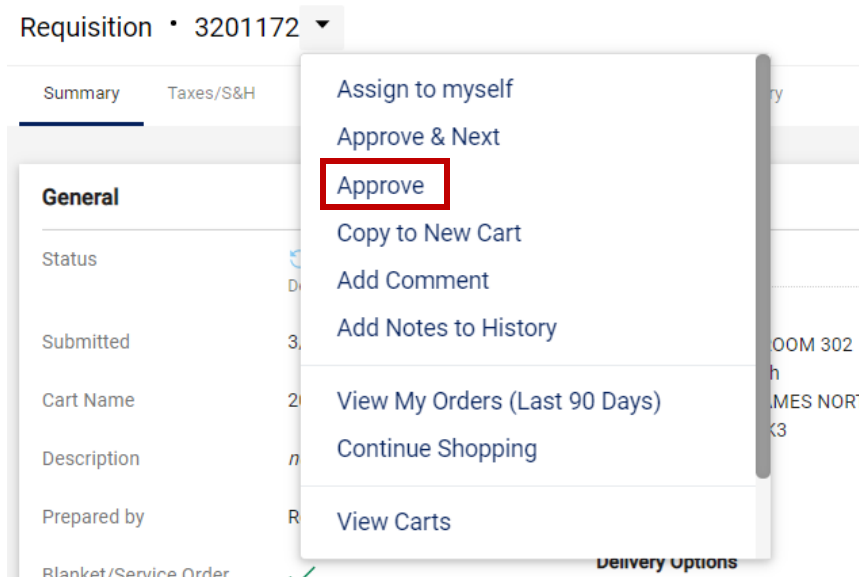
For standard approvals, the Approver opens the Requisition, reviews the details, and then approves the order.

** to make adjustments to the Requisition (ie. Chartfield, ship to) you will need to follow this step:

1.Open the Requisition by clicking on the **Requisition No.** link on the left side of the page.

Showing Results 1 - 20 of 240		20 Per Page		1 2 3 4 5 ... 12 →		
<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<input type="checkbox"/>	3201172	SUPREME TROPHIES	Not Assigned	3/15/2021 3:40 PM	Requester	135,600.00 CAD
Requisition Name		2021-03-15 Requester 04		Folders 244 Days in folder [Department: 10376 (eProcurement): (All Values)]		
No. of line items		1				

2.After you've reviewed the order and are ready to approve, click on the Requisition link, and from the drop-down menu, select **Approve**



Requisition • 3201172

Summary Taxes/S&H

General

Status

Submitted 3/15/2021 3:40 PM

Cart Name 2021-03-15 Requester 04

Description n/a

Prepared by R...

Blanket/Service Order

Delivery Options

Assign to myself

Approve & Next

Approve

Copy to New Cart

Add Comment

Add Notes to History

View My Orders (Last 90 Days)

Continue Shopping

View Carts