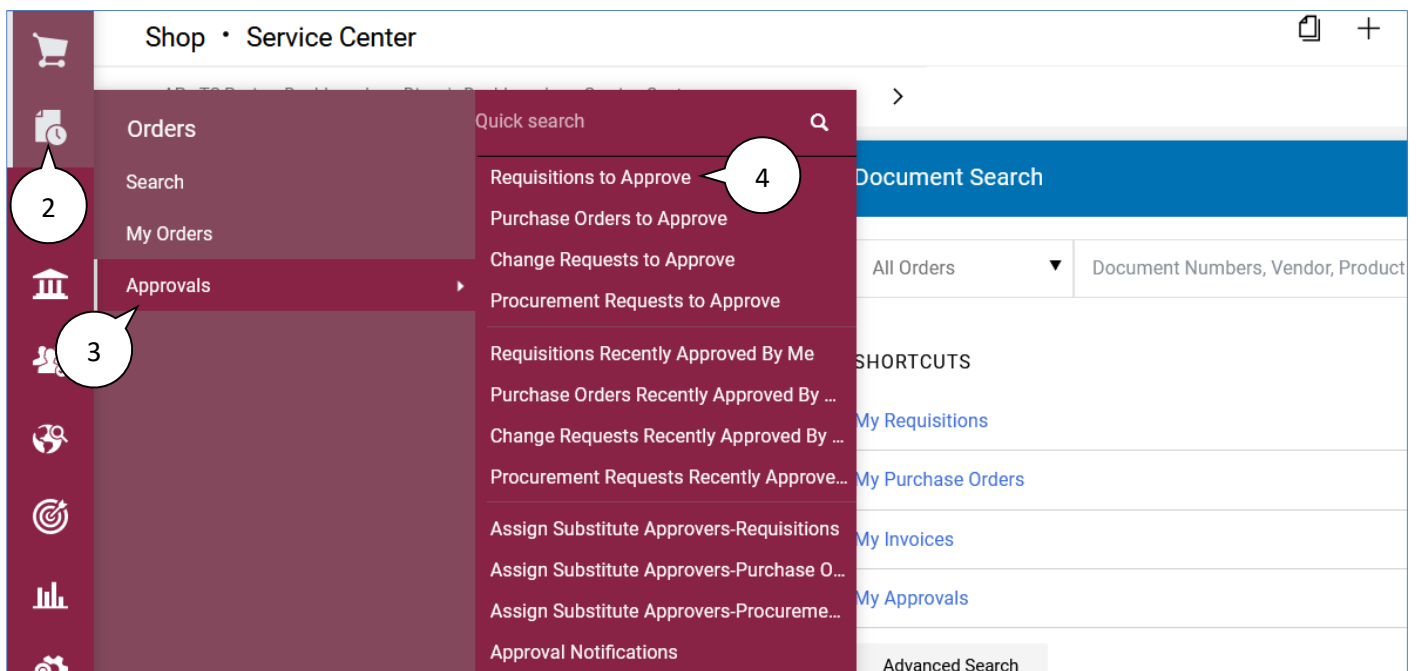


Approving a Requisition

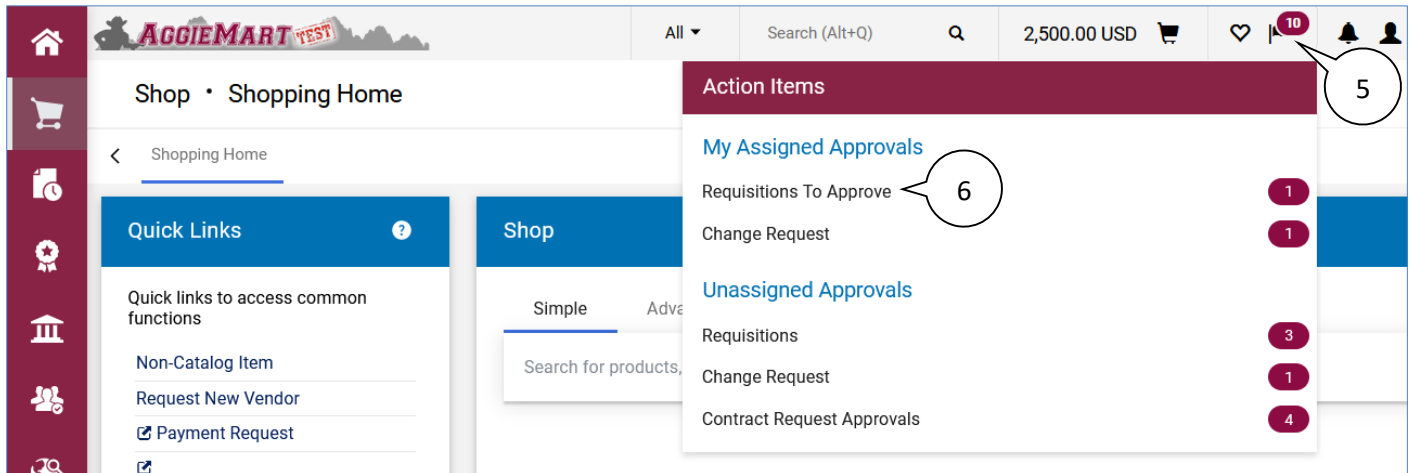
Approving Requisitions

- ❖ Approving a requisition will convert a requisition into a purchase order, which is sent to the vendor via their preferred method of communication.
- ❖ Approval queues can be accessed within AggieMart via the following navigation paths:
 - Orders > Approvals > Requisitions to Approve
 - Action Items > My Assigned Approvals > Requisitions to Approve
 - Notifications > Shopping, Carts & Requisitions

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.



2. From the AggieMart home page → Click on the **Orders** icon.
3. Click on **Approvals**.
4. Click on **Requisitions to Approve**.



5. Alternatively, you can click the **flag** icon. The **Action Items** drop-down is displayed.
6. Click **Requisitions to Approve**.

A list of requisitions requiring your approval will appear:

Filter My Approvals	Requisition Name	Description	Vendor	Assigned To	Date	Amount	Action
Type: Requisitions	3ft USB cables	3ft USB cables	Smith, Julio	Chris Stamm	4/9/2021 1:39 PM	2,345.00 USD	Assign
Date Range: All Dates	2021-04-09 monicrod 01	2021-04-09 monicrod 01	Riverside Technologies Inc	Not Assigned	2/14/2020 2:36 PM	17,110.00 USD	Assign
View Approvals For: My Approvals	2020-02-14 sharnels 01	2020-02-14 sharnels 01	Sodexo	Sharon Nelson-Hammersmith	8/14/2019 10:39 AM	1,200.00 USD	Assign
Vendor: Staples Contract & Commercial Inc (11)	2019-08-14 jmercado 02	2019-08-14 jmercado 02	Argyle Welding Supply Inc	Not Assigned	6/10/2019 4:23 PM	119.88 USD	Assign
Vendor: Riverside Technologies Inc (3)	2019-04-25 suaguila 01	2019-04-25 suaguila 01	Global Spectrum Technologies	Bernie Maestas	11/21/2018 10:28 AM	5,350.00 USD	Assign
Vendor: Industrial Water Engineering Inc (3)	2018-11-21 kagnew 01	2018-11-21 kagnew 01					
Vendor: Las Cruces Winlectric Co (3)							
Department: PROCUREMENT SERVICES (530430) (12)							
Department: FINANCIAL SYSTEMS ADMINISTRATION (530340) (11)							
Department: No Department (7)							
Department: ACCOUNTING AND FINANCE (530465) (2)							
Current Workflow Step: Service Center Approval (32)							
Current Workflow Step: Central Purchasing (1)							
Prepared For							

7. Use **Filter My Approvals** to refine your search.

Results Per Page 20 Sort by: Submit date newest first Page 1 of 1

Hide requisition details

Requisition No.	Vendors:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
2785760	Dell	Chris Stamm	10/14/2019 3:44 PM	Monica Rodriguez	1,472.11 USD	Assign
Requisition Name: 2019-10-14 monicrod 02		Folders: 0 Days in folder [My PR Approvals]		28 Days in folder [Dept-Financial Systems Administration]		
No. of line items: 2						
2739861	Riverside Technologies Inc	Chris Stamm	8/15/2019 2:24 PM	Javier Mercado	1,200.00 USD	Assign
Requisition Name: 2019-08-15 jmercado 01		Folders: 0 Days in folder [My PR Approvals]		89 Days in folder [Dept-Financial Systems Administration]		
No. of line items: 1						

8. To open a requisition → Click on the **Requisition Number**.

Requisition • 3308089 1 of 35 Results Assign To Myself

Summary PO Preview Comments Attachments History

General Shipping Billing Funding Business Purpose Open Orders Internal Notes and Attachm... External Notes and Attach...

12 Items

Riverside Technologies Inc · 12 Items · 1,119.88 USD

VENDOR DETAILS

Status	Item	
1	27 inch Conference monitors	179.99
	conf-mon-82	4 EA - Each
	EA - Each	719.96

Pending

Total (1,119.88 USD)

Subtotal 1,119.88

1,119.88

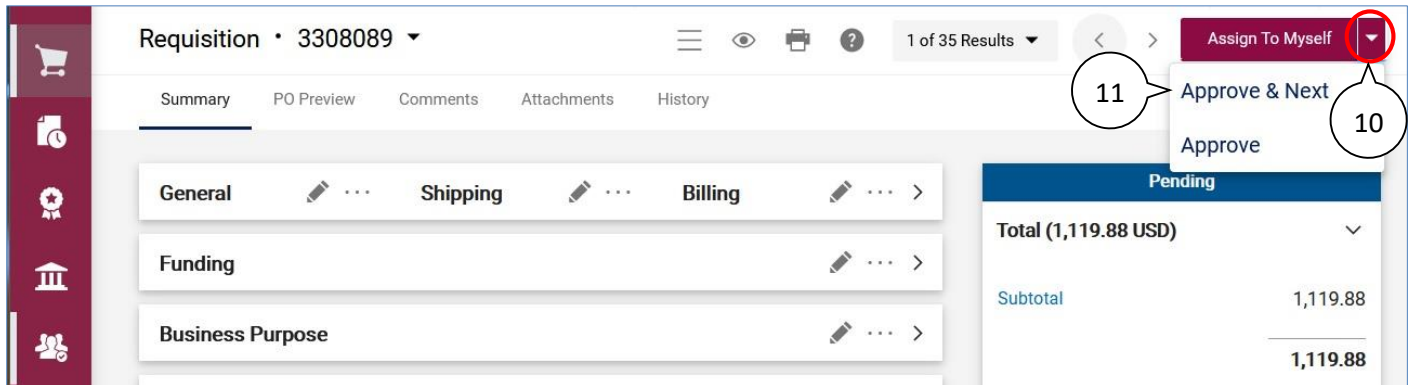
What's next?

Workflow

- Show skipped steps
- Submitted 7/30/2021 4:16 PM Sharon Nelson-Hammersmith
- Banner Budget Authorization Completed System
- Department Approval Active
- Service Center Approval Future

9. On the **Requisition Summary** screen, review all sections of the requisition.

Once reviewed, you are ready to take action on the **Requisition**.



10. Click the **Approver Actions**  drop-down arrow.

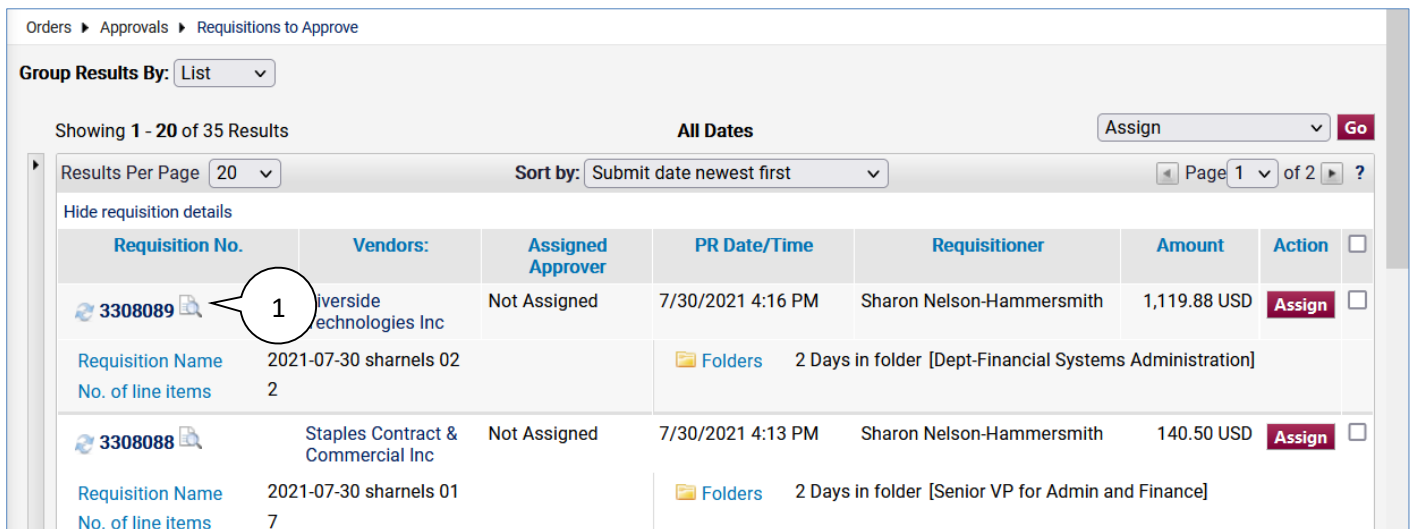
*Note: If you select **Assign To Myself** before approving the document, you will then have additional action items such as **Return to Requisitioner**, and **Reject Requisition**.*

11. Click **Approve & Next**.

The Requisition has now been approved and will be systematically routed to the next approver, if any.

Approving Requisitions in the Preview Window

All requisitions requiring your approval are displayed on the **Requisitions to Approve** screen:



1. To preview a requisition → Click the **Quick View icon**  next to the **Requisition Number**.

Document Navigator Display

Print Close

4

<Previous 0 of 19 Next>

Requisition Summary - **3308089**

Assign Approve

General	Shipping	Billing
<p>Status Pending Department Approval</p> <p>Submitted 7/30/2021 4:16 PM</p> <p>Cart Name 2021-07-30 sharnels 02</p> <p>Description</p> <p>Purchaser Sharon Nelson-Hammersmith</p> <p>Bank Code 74 74</p> <p>AggieID 800011152 Aggie ID</p> <p>Additional Action Property Accounting </p>	<p>Ship To</p> <p>ATTN: Sharon Nelson-Hammersmith Department: FINANCIAL SYSTEMS ADMINISTRATION Central Receiving 1600 Wells St Las Cruces, NM 88003-8001 United States</p> <p>Shipping address code WHSE</p> <p>Requested Delivery</p> <p>3</p>	<p>Bill To</p> <p>Accounts Payable New Mexico State University MSC 3AP PO Box 30001 Las Cruces, NM 88003-4570 United States</p> <p>Accounting Date Accounting Date 7/30/2021</p> <p>2</p>

Close

- You can **Approve** the requisition, or **Assign** it to yourself or another approver for further review. Review all components of the requisition before approving.
- The **Previous** and **Next** links allow quick navigation through the approval queue from one requisition to the next without exiting the preview screen.
- To open a requisition → Click on the **Requisition Number**.

Approving Requisitions on Behalf of Another User

Requisition • 3308089

Summary PO Preview Comments Attachments History

⚠ You are reviewing a requisition currently assigned to the approver Monica Rodriguez

General Shipping Billing

Funding

Business Purpose

Open Orders

Internal Notes and Attachm... External Notes and Attach...

12 Items

Riverside Technologies Inc · 12 Items · 1,119.88 USD

VENDOR DETAILS

Status	Item
1	27 inch Conference monitors

Pending

Total (1,119.88 USD)

Subtotal 1,119.88

1,119.88

What's next?

Show skipped steps

Submitted
7/30/2021 4:16 PM
Sharon Nelson-Hammersmith

Banner Budget Authorization
Completed System

1. On the **Requisition Summary** screen → Review all sections of the requisition before approving.

Requisition • 3308089

Summary PO Preview

⚠ You are reviewing a requisition currently assigned to the approver Monica Rodriguez

General

Funding

Business Purpose

Open Orders

Internal Notes and Attachm... External Notes and Attach...

Pending

Total (1,119.88 USD)

Subtotal 1,119.88

1,119.88

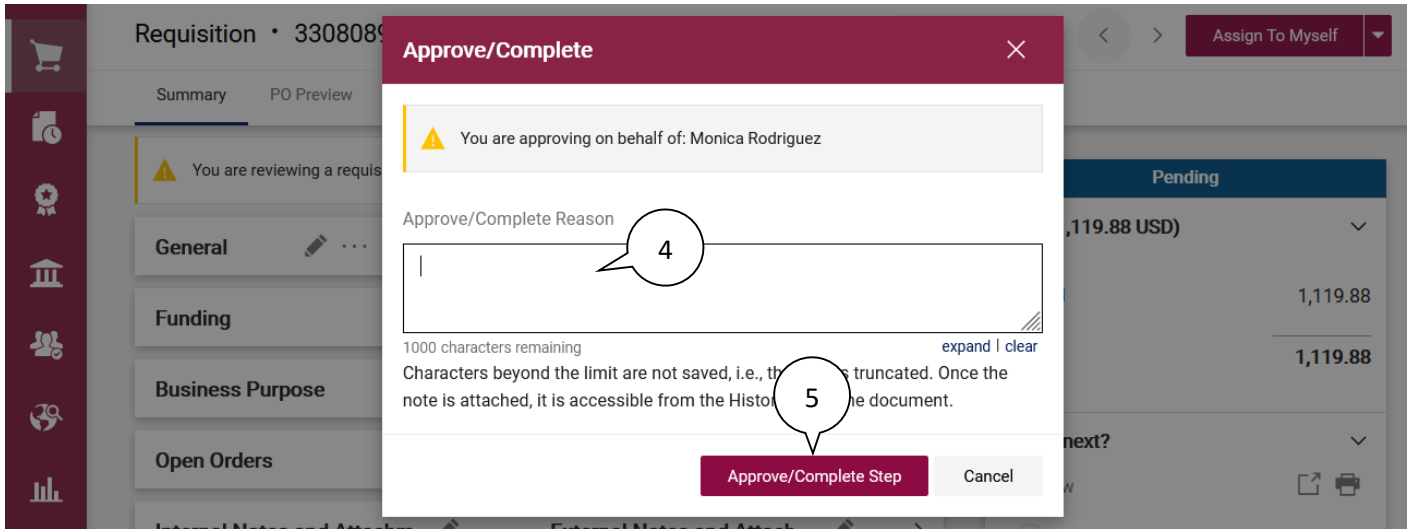
What's next?

Workflow

Show skipped steps

2. Click the **drop-down arrow** next to the **Requisition number**.
3. Click **Approve & Next**.

The **Approve/Complete** pop-up window will appear:



4. Enter a reason in the text box.
5. Click **Approve/Complete Step**.