

Approval via Email



Approval via Email

When a PR is generated and requires approval, approvers will receive an email notification from **Guided BUYing**.

1 Requisition

Requires your action

This requisition that MARY BACCI submitted requires your approval.
Reason: Department Approvers should approve Requisitions > \$500

Click "View" to go to Requisition in the SAP Arriba solution

On behalf of MARY BACCI
Requisition: PR2709 - test
Created: Tuesday, July 21, 2020 at 1:41 PM, EST
Total Amount: \$600.00 USD

2 View

Line Items

Description	Supplier	City	Unit	Price	Amount
test	1099_Test1	1,00	Each	\$600.00 USD	\$600.00 USD

Account Assignment K(Cost center) Deliver To: Mary Bacci Taxes: \$0.00 USD

GL Account 0000510010(SUPPLIES) Cost Center 1202020000(BIOLOGY) Type Percentage Proportion 100.00

Approval Flow (As of Tuesday, July 21, 2020 at 1:43 PM, EST)

Status	Required	Reason
Ready for approval	Yes	Department Approv

3 View

3 Guided Buying

test Request details / PR2709 Total Cost \$600.00 USD Approve Deny

Submitted

Approval Flow Click on the line to add approvers

Request Erika Lonardo... Approved

Comments Write your comment... Share with supplier Add

Attachments Drag and drop file here, or browse to upload Share with supplier Add

Ship to 930 Commonwealth Avenue Boston, MA 02215 United States Charge to GL Account (0000510010 (SUPPLIES)) Total Cost \$600.00 USD Net Amount \$600.00 USD

Show advanced options

- 1** Open the email notification from **Guided BUYing**.
- 2** Click **View** to be brought to the PR in **Guided BUYing**.
- 3** Review details of the PR and follow the steps to approve or deny.

