Approval Job Aid

1. You will receive an email from purchasing@utdallas.edu with the Subject: New Pending Approval for Requisition# xxxxxxx.

Dear [Requestor],

The requisition listed below has been submitted for your approval.

**Summary**

- **Folder:** Cost Center: 44139001 (Vendor Rebates & Misc): (All Values)
- **Prepared by:** Mike Requestor
- **Cart Name:** 2020-09-01 jmm069100 02
- **Requisition No.:** 3045236
- **No. of line items:** 1

**TOTAL:** 1.00 USD

a. A “Take Action” link will be included in the email. This link will take you to a web page where you can approve or reject with a code you set in the application. Logging into Galaxy not required.

b. A “View Requisition Approvals” link will also be included at the bottom of the email. If you are logged into Galaxy, this will take you directly to your “Action Items” menu. If you are not logged into Galaxy it will take you to the Galaxy login page.

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.
2. In eProcurement/Jaggaer, use the Action Item list to view your pending requisitions.

3. Select Requisitions.

3. Select Requisitions.

4. Click on the Requisition number to open.

5. Review Requisitions information.
   a. Comments and Attachments can be reviewed and added using links at the top of the document.
b. Accounting Codes can be reviewed on the Summary Tab at the header and at the line level.
   i. Header
   ii. Line level

6. Choose Assign to Myself, and then Approve or Reject