eProcurement Approval Quick Guide

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

The University of Texas at Dallas

Cost Center: 44139001 (Vendor Rebates & Misc): (All Values)
Approval Request for Requisition# 3299082

Dear Mike Requestor,

The requisition listed below has been submitted for your approval.

**Summary**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center:</td>
<td>44139001 (Vendor Rebates &amp; Misc): (All Values)</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Mike Requestor</td>
</tr>
<tr>
<td>Cart Name:</td>
<td>2021-07-21 jmm069100 01</td>
</tr>
<tr>
<td>Requisition No.:</td>
<td>3299082</td>
</tr>
<tr>
<td>No. of line items:</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>1.00 USD</td>
</tr>
</tbody>
</table>

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.

**Ready to approve, reject or assign this document to yourself?**

**Take**

Action

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.

Shipping Address

Attn: Mike Requestor

Pam/Bldg SPN 12 502

2111 N Floyd Road

CENTRAL RECEIVING

RICHARDSON, TX 75080

United States

View Requisition Approvals

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

   a. You may choose to you the green arrow for additional approval options.
### eProcurement Approval Quick Guide

**Purchasing**

purchasing@utdallas.edu

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#### Pending

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>1.00</td>
</tr>
<tr>
<td>Tax1</td>
<td>0.00</td>
</tr>
<tr>
<td>Tax2</td>
<td>0.00</td>
</tr>
<tr>
<td>Shipping</td>
<td>0.00</td>
</tr>
<tr>
<td>Handling</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total (1.00 USD)**: 1.00

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**Actions**

- **Assign To Myself**
- **Reject**
- **Approve & Next**

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**October 17, 2023**