E-Mail Approvals

Questions: e-market@emory.edu

Website: https://www.finance.emory.edu

Customer Care: 727-5400
Email Approvals Overview

1. Allows approvers to take action on a requisition directly from an email notification containing a link to a simple webpage where action is taken on entire document

2. Authenticates authorized approvers with Approval Codes (established in your profile).

3. Emails accessible from a laptop with internet capability or many mobile devices

4. Format options: Email is available in HTML or plain text

Purchase Requisition Actions

1. Approve

2. Reject

3. Assign to self
Establishing an authentication code

Email approvals require a unique approval code that must be set up by the approver prior to acting on your first email approval.

1. Profile

2. User Settings: User Identification

3. Enter your preferred Email Approval Code (minimum 4 characters long)

4. Save
Sample Approver Email Contents

When a requisition is pending your approval, Emory Express will send you an email notification allowing you to take action directly from your email:

```
Approval Request for Requisition# 605744
Dear Amy DeMore,
The requisition listed below has been submitted for your approval.

Summary
Folder: Initial/WaitForPRApprovals
Prepared by: Amy DeMore
Cart Name: 2011-07-18 ademore 01
Requisition No.: 605744
No. of line items: 1
TOTAL: 5,000.00 USD

Details
STAPLES BUSINESS ADVANTAGE
Item 1 (Non Catalog Item)
Description: test
Catalog Number: 123123
Quantity: 1
Unit Price: 6,000.00 USD
Ext. Price: 5,000.00 USD
Size/Packaging: VEA
Capital Expense: No
TOTAL: 5,000.00 USD

Accounting Codes
GL Business Unit: EMUNV - Emory University
Smart Key: 00000001348 - Financial Operations: FT1P1002A
Account Code: 532200 - Supplies - Office Exp
Department ID: 143129 - UTS Messaging Trunk Radio Renew
Project:
Activity:
Dept # 1: 143129 - Trunked Radio Equipment/Renewal
Dept # 2:

Additional Accounting Code
Program:
Event:
Work Order Number:

Ready to approve, reject or assign this document to yourself. Take Action
```
Email Approvals Action Page

From the action page you may approve, assign, or reject the requisition. You may also add comments before you enter your approval code and submit.