Emory Express approval limits are designated by the department or division/school and route based on the department number(s) a requisition is charging.

Establishing an Email Approval Code

You may approve, reject or forward a requisition in Emory Express directly from your email using an approval code.

1. To access the profile, select the down arrow next to your name and choose View My Profile.
   - Amy Jones
   - User's Name: Phone Number, Email, etc.

2. Enter your Email Approval Code. Save

Reviewing Requisitions in Emory Express

1. Access requisitions pending your approval through Action Items, Unassigned Requisitions Needing Approval.

2. Select the Requisition Number.

3. Review corresponding tabs if you see a symbol under Shipping Address or Accounting Codes.

Approving Requisitions

1. Change the Available Action to Approve/complete step & show next. Go.

Refer to the Emory Express Approver Manual for additional information, such as taking action through your email notification, forwarding or holding requisitions, and running reports.

Rejecting All Items on a Requisition

Radioactive materials are flagged in Emory Express with the universal radioactive symbol. You may add them to your cart from the Shop catalogs or a PunchOut.

1. Change the Available Action to Assign to myself. Go.

2. Change the Available Action to Reject Requisition. Go.

Partially Rejecting a Requisition

4. Change the Available Action to Assign to myself. Go.

5. Locate and check the item(s) you wish to reject. Items with a symbol indicate they are part of a group order. You must reject all items with the symbol from that supplier.

6. Click Go next to the For Selected Line Items Action Box (above the first item in the order).

7. Enter the reason. Reject Line Item.