Approve from emails

Users can receive the document information via email and can approve the document directly from that email. In order to do so, the user must enter an email approval code. A user's email approval code is set up and managed in the user profile.

1. Access your user profile by clicking on your name in the upper right bar and go to User Profile and Preferences > Update Security Settings > Change Email Approval Code.

Note: If there is not already an associated email approval code, you will still use the change code feature to enter a code for the first time.

2. A pop-up window displays. Enter a code in the Email Approval Code field.
3. Click Save Changes. The email approval code will be saved.

4. When a PR or PO is assigned to you for approval, you will receive an email. Access the email and review the details regarding the document. Click the Take Action button to perform any of the following tasks:
   - For a requisition: approve, reject, assign to myself, and return to requisitioner (if available to your organization).
   - For a purchase order: approve, reject, or assign to myself.

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**Cost Center: 44139001 (Vendor Rebates & Misc): (All Values)**

**Approval Request for Requisition# 2030542**

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  
Cert Name: 2017-10-10 jnnm060100 03  
Requisition No.: 2030542  
No. of line items: 1  
TOTAL: 2.22 USD

**Details**

Mogg, James M

Item 1 (Non Catalog Item)

<table>
<thead>
<tr>
<th>Description</th>
<th>testing mobile app.</th>
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<tbody>
<tr>
<td>Quantity</td>
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</tr>
<tr>
<td>Unit Price</td>
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</tr>
<tr>
<td>Ext. Price</td>
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<td>Size/Package</td>
<td>/EA</td>
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</tr>
<tr>
<td>Capital Expense</td>
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</tr>
<tr>
<td>Commodity Code</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: 2.22 USD

**Accounting Codes**

Speedchart Key: 44139001 : Vendor Rebates & Other  
Business Unit GL: DAL01 : Business Unit GL  
Fund Code: 3810 : External Sales  
Account: 63001 : Consumablesx  
Department: 404100 : Procurement Management  
Function: 705 : Institutional Support  
Program Code: -  
Cost Center: 44139001 : Vendor Rebates & Misc  
PC Business Unit: -  
Project: -  
Activity: -  
AM Unit: -  
Profile ID: -

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

5. From the window that displays, enter a comment (optionally).
6. On this page, you will have access to view all information on the requisition including line items, notes, attachments, et al. Once you’ve completed your review, enter the approval code in the box provided.

7. To finalize, select approve. After approval, a confirmation page will display. All activity will be logged into the history for the PR or PO, as well as comments. **Note:** If action was already taken by another approver in a shared folder, the approver will instead receive a message the action has already been taken on the document.