

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

Folder:	Cost Center: 44139001 (Vendor Rebates & Misc): (All Values)
Prepared by:	Mike Requestor
Cart Name:	2021-07-21 jmm069100 01
Requisition No.:	3299082
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.

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

Action

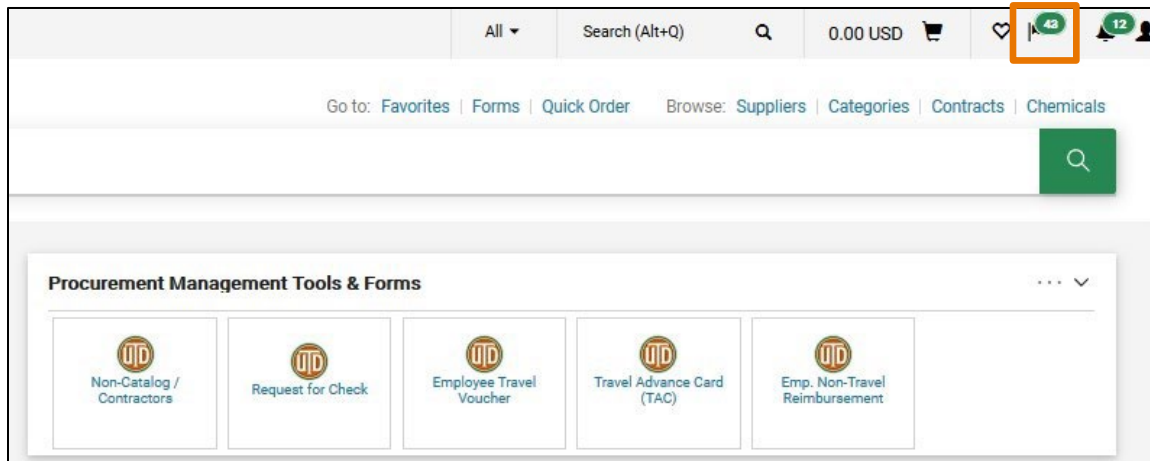
- b. A "View Requisition Approvals" link will also be included at the bottom of the email. If you are logged into Galaxy, this will take you directly to your "Action Items" menu. If you are not logged into Galaxy it will take you to the Galaxy login page.

Shipping Address
Attn Mike Requestor
Rm/Bldg SPN 12.502
2811 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 Support Team.


2. In eProcurement/Jaggaer, use the Action Item list to view your pending requisitions.



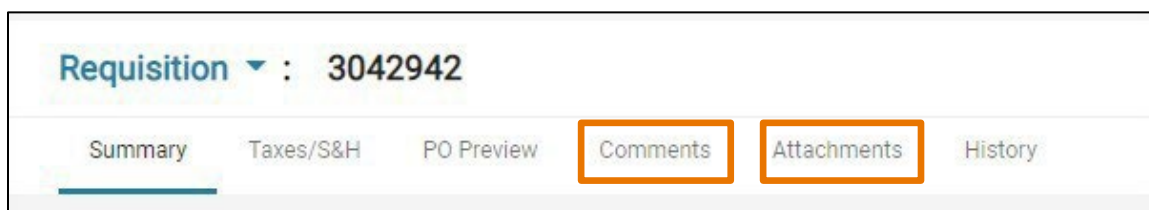
3. Select Requisitions.



4. Click on the Requisition number to open.

Cost Center: 44139001 (Vendor Rebates & Misc): (All Values) [1 result]		
Requisition No.	Suppliers:	Assigned Approver
 3045176 	TEST	Not Assigned
Requisition Name	2020-09-01 jmm069100 01	
No. of line items	1	
This PR has notes		

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

Accounting Codes												
Speedchart Key	Business Unit GL	Fund Code	Account	Department	Function	Program Code	Cost Center	PC Business Unit	Project	Activity	AM Unit	Profile ID
44139001 Vendor Rebates & Misc	DAL01 Business Unit GL	3910 External Sales	63001 Consumables	404100 Procurement Management	705 Institutional Support	no value	44139001 Vendor Rebates & Misc	no value	no value	no value	no value	no value

ii. Line level

TEST · 1 Item · 1.00 USD

SUPPLIER DETAILS

Contractno valuePO NumberTo Be Assigned

Account Codeno valueGroup Contract No.no value

Quote numberno valuePO ClausesAdd

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	test		1.00	1 1/EA	1.00

ITEM DETAILS

TaxableNoBusiness Justificationno value

Capital ExpenseNoInternal AttachmentsAdd

Commodity Codeno valueExternal Noteno value

PO ClausesAddAttachments for supplierAdd

Item Restrictionno value

ACCOUNTING CODES

Values have been overridden for this line

Speedchart Key	Business Unit GL	Fund Code	Account	Department	Function	Program Code	Cost Center	PC Business Unit	Project	Activity	AM Unit	Profile ID	% of Price
44139001 Vendor Rebates & Misc	DAL01 Business Unit GL	3910 External Sales	63001 Consumables	404100 Procurement Management	705 Institutional Support	no value	44139001 Vendor Rebates & Misc	no value	no value	no value	no value	no value	50%
44139001 Vendor Rebates & Misc	DAL01 Business Unit GL	3910 External Sales	63002 General Office Supplies	404100 Procurement Management	705 Institutional Support	no value	44139001 Vendor Rebates & Misc	no value	no value	no value	no value	no value	50%

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

- a. You may choose to you the green arrow for additional approval options.

1 of 376 Results

<

>

Assign To Myself

results

<

>

Reject

Approve & Next

Pending

Total (1.00 USD)

▼

Subtotal

1.00

Tax1

0.00

Tax2

0.00

Shipping

0.00

Handling

0.00

1.00

Pending

Total (1.00 USD)

▼

Subtotal

1.00

Tax1

0.00

Tax2

0.00

Shipping

0.00

Handling

0.00

1.00