Basics of Approving in Bishopbuy

When you have an approval pending in Bishopbuy, you will receive an email from the system. You can log into Bishopbuy from myOWU. Then, you can click on the flag icon in the right hand corner to see your approvals.

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Within the Action Items screen, click on Requisitions. Then, you will see folders of all of the requisitions pending your approval. These folders are organized by account number.



Click on the arrow icon to expand the folder and see the list of requisitions.

REQUISITION NO.
173932249
Requisition Name No. of line items
173775278
Requisition Name No. of line items
173775268
Requisition Name
No. of line items
173774931
Requisition Name
No. of line items

Click on the requisition number to look at the requisition. You should review the vendor, items being purchased, and account number.

If everything is fine and you are ready to approve, click on the red button in the top right corner. You can assign the requisition to yourself, approve it from this screen, or click Approve & Next to bring up the next pending requisition.

Assign To Myself	▼ 1 of 5 Results ▼	< >
	Assign to myself	
	Approve & Next	
	Approve	

If something needs to be modified, you can click on "Assign to myself" and return the requisition to the person who submitted it.

Approve/Complete & Show Next		▼ 1 of 5 Results ▼ <	>
Approve/Complete & Show Next:		Approve & Next	
		Approve	
~		Return to Shared Folder	
	Total (16,000.00 USD) Shipping, Handling, and Tay	Place on Hold	✓ rged by
	each supplier. The values s	Deturn to Deguiaitioner	poses,
	budget checking, and work	Forward to	
	Subtotal	Cancel Requisition	5,000.00

If you want to make any comments, on the requisition, you can click on Comments, then click on the Plus button. Any comments made will stay tied to the requisition.

Requisition	n•173932249							=	8	• •		A
Summary	PO Preview	Comments	Attachments	History								
Records	found: 0						Show comments for	Requisit	ion	•	+	
No comme	ents have been added											