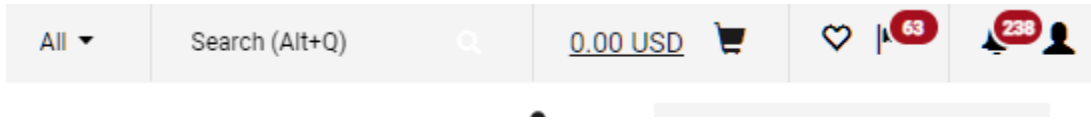


Basics of Approving in Bishopbuy

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.



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.

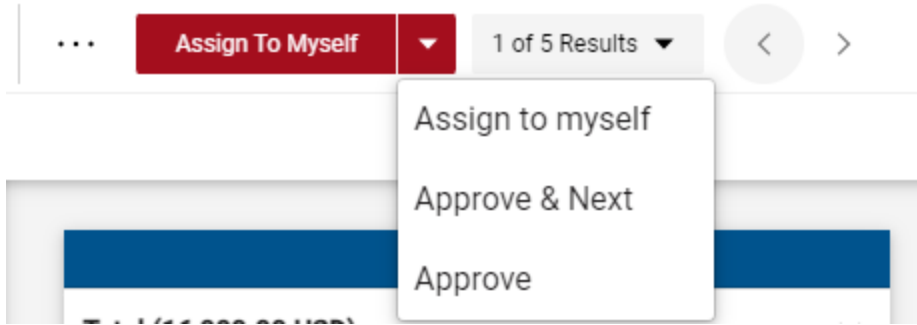


Click on the arrow icon to expand the folder and see the list of requisitions.

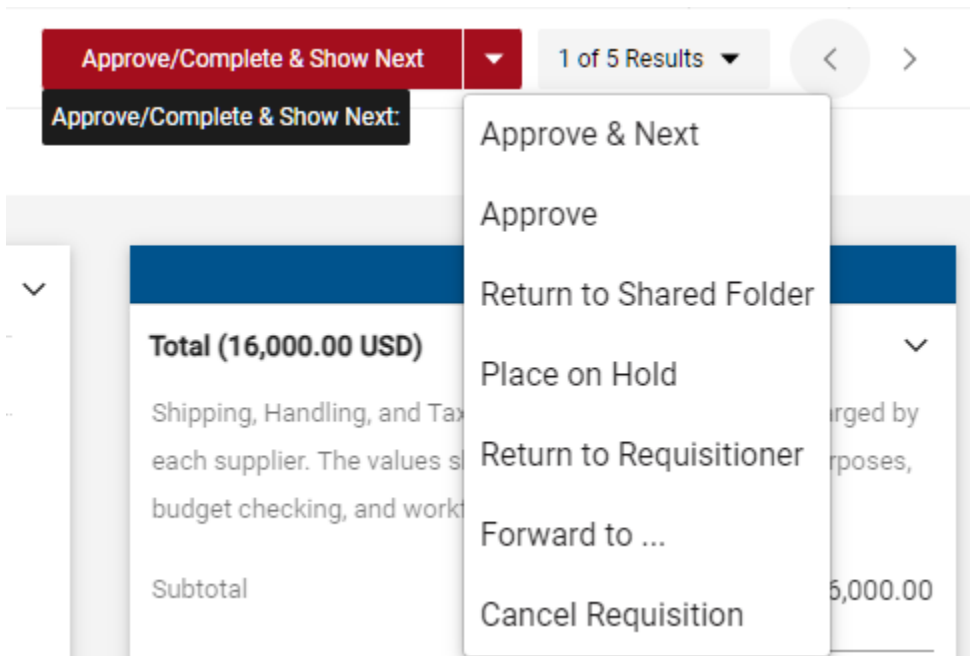
<input type="checkbox"/>	REQUISITION NO.
<input type="checkbox"/>	173932249
	Requisition Name
	No. of line items
<input type="checkbox"/>	173775278
	Requisition Name
	No. of line items
<input type="checkbox"/>	173775268
	Requisition Name
	No. of line items
<input type="checkbox"/>	173774931
	Requisition Name
	No. of line items
<input type="checkbox"/>	173772889

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.



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



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.

