



Requisition Approval Guide

Approvals are Easy in ePro!

Approvers can review, approve, forward or return purchase requisitions. There are two different types of approvers, Department Approvers and Special Approvers.

Department Approvers: Department approvers approve on the behalf of the funding department. The department approver cannot be the Requestor who submitted the requisition.

Special Approvers: Requisitions route for approval based on rules that comply with UNT policies. These approvers may include Budget, CFO, Asset Management, IT Compliance, Risk Management, Grants, Project and others depending on the workflow.

Your Approval page will be customized based on your approval role. While the layout may be different, you will have many options for quickly approving Action Items!

Quick Search is also available should you need to find a specific requisition.

Action Items

Approvals

Showing Results 1 - 29 of 29 200 Per Page

NUMBER	SUPPLIER NAME	FOLDER NAME	DAYS IN FOLDER ↑
JT001179	Ben E Keith Company	225020	0
JT001167	Henry Schein Inc	960000	9
JT001168	Henry Schein Inc	152070	9
JT001157	308 Construction, LLC	500400	22
JT001108	Cavallo Energy Texas LLC	517000	90
JT001102	BSN Sports, LLC	225020	99
J0000876	John L Bass OD PC	225020	255
J0000826	Single	Department Catch-All	276
J0000817	Intelli	Department Catch-All	276
J0000820	360 T	925000	279
J0000676	Summus Industries, Inc	Department Catch-All	344

You can click the hyperlink to access the requisition requiring your approval.

Month End Close Reminder
 Month Close begins on 6/28. Please remem

Action Items

APPROVALS

- Requisitions To Approve 2
- Invoices 2
- Change Request 1

ADDITIONAL APPROVALS

- Requisitions 91
- Invoices 28
- Change Request 7

Approvals

- Requisitions To Approve 2
- Invoices 2
- Change Request 1

Additional Approvals

- Requisitions 91
- Invoices 28
- Change Request 7

ePro provides convenient access to Action Items.

- 1) In the top, right corner, the number of approvals waiting for your review is displayed on the Action Items (flag icon).
- 2) The Action Items are also on display on your approvals page.

Managing requisitions assigned for your review and approval is simple. Click the arrow button next to the “Assign to Myself.” Then select “Approve” or “Approve & Next.”

Requisition • 3740488

Summary Taxes/S&H PO Preview Comments 1 Attachments History

Warning: You are reviewing a requisition that has been resubmitted

General	Shipping	Billing
Status Pending Department Approval	Ship To Deliver to: HS Requestor Bldg/Rm: 'Deliver to:' 3420 Darcy St. Fort Worth, TX 76107 United States	Bill To Email to: im UNT System 1112 Dallas Denton, TX United States
Submitted 3/28/2023 8:55 AM	Delivery Options Delivery Location 0211 103	
Cart Name 2023-03-28 hsrequestor01 01		
Description no value		
Business Unit UNT Health Science Center (HS763)		
Accounting Date 3/28/2023		

Summary

Total (160,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

160,000.00
0.00
0.00
160,000.00

Requisitions can be approved without assigning them to yourself. However, should you need to make edits, you will need to assign the requisition to yourself.

If you assign the requisition to yourself, you will notice other actions can be taken. By clicking the ellipses, a list of options will be available.

Requisition • 3740488

Summary Taxes/S&H PO Preview Comments 1 Attachments History

⚠ You are reviewing a requisition that has been resubmitted

General ✎ ...

Status Pending
Department Approval (Dept Approver)

Submitted 3/28/2023 8:55 AM

Cart Name 2023-03-28 hsrequestor01 01

Description *no value*

Business Unit UNT Health Science Center (HS763)

Accounting Date 3/28/2023

PR Override
Budget Date

Priority Normal

Prepared by ePro HS Requestor
Coordinator

Prepared for HS Requestor

Ad-Hoc Approver [Select](#)

Shipping ✎ ...

Ship To

Deliver to: HS Requestor
Bldg/Rm: 'Deliver to:'
3420 Darcy St.
Fort Worth, TX 76107
United States

Delivery Options

Delivery Location 0211 103
CENTER SILO

Requested Delivery Date *no value*

Expedite

Ship Via Best Carrier-Best Way

You can approve the requisition or "Approve & Next." By selecting approve & next, the next requisition pending your approval will be displayed.

You can return the req to the Requisitioner with notes about why it's being returned

Add comments or notes to the req

The req can be rejected, if needed. Rejected reqs cannot be resubmitted

Print ? **...** Approve/Complete & Show Next 1 of 2 Results < >

- Approve & Next
- Approve
- Return to Shared Folder
- Return to Requisitioner
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition

View My Orders (Last 90 Days)

Returning to Shared Folder will unassign the req from yourself

The requisition can be forwarded to another user for action

Initial Validation Request Completed

Exception Approval Approved
 Exception Approver

Purchasing Review Approved
 Buyer one

Department Approval Active
 Dept Approver

Requisition • 3740488

Approve/Complete & Show Next | 1 of 2 Results

Summary | Taxes/S&H | PO Preview | Comments 1 | Attachments | History

General

Status: Pending
Department Approval (Dept Approver)

Submitted: 3/28/2023 8:55 AM

Cart Name: 2023-03-28 hsrequestor01 01

Description: no value

Business Unit: UNT Health Science Center (HS763)

Accounting Date: 3/28/2023

PR Override Budget Date:

Priority: Normal

Prepared by ePro Coordinator: HS Requestor

Prepared for: HS Requestor

Ad-Hoc Approver: Select

Shipping

Ship To: Deliver to: HS Requestor
Bldg/Rm: 'Deliver to:'
3420 Darcy St.
Fort Worth, TX 76107
United States

Delivery Options: Delivery Location: 0211 103
CENTER SILO

Requested Delivery Date: no value

Expedite:

Ship Via: Best Carrier-Best Way

Billing

Bill To: Email to: invoices@untsystem.edu
UNT System Business Service Center
1112 Dallas Dr. Ste. 4200
Denton, TX 76205
United States

Summary

Pending

Total (160,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	160,000.00
Shipping	0.00
Handling	0.00
Total	160,000.00

What's next?

Workflow

- Submitted: 3/28/2023 8:55 AM, HS Requestor
- OFAC Check: Completed
- Initial Validation Request: Completed
- Exception Approval: Approved

Once the necessary edits have been made, select the approve/complete button.

Edit General

General

Status: Pending
Department Approval (Dept Approver)

Submitted: 3/28/2023 8:55 AM

Cart Name: 2023-03-28 hsrequestor01 01

Description:

Business Unit: UNT Health Science Center (HS763)

Accounting Date: 3/28/2023
mm/dd/yyyy

PR Override Budget Date:

Priority: Normal

Prepared by ePro Coordinator: HS Requestor

Prepared for: HS Requestor

Required fields | Save | Close

As stated before, department approvers can click the green button to Assign to Myself. This allows the department approver to edit the form. For example, if you click the pencil icon in the General section, a popup allows you to make edits to those fields.

Return To Requisitioner ✕

|

1000 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Save Changes Cancel

When selecting “Return to Requisitioner,” a window will pop up with a comment box. Here you will type the reason for the return.

If “Forward to...” is selected, a window will popup and you will be able to search by first name, last name, email address or other options for ePro users.

User Search ✕

Last Name • |

First Name • |

User Name • |

Email • |

Business Unit • Business Unit Name 🔍

Department • | ▼

Role • | ▼

Results Per Page 10 ▼

Search Close

Reject Requisition ✕

⚠️ WARNING: You are about to reject ALL lines on this requisition. Once a PR is rejected, it cannot be reinstated. Click Reject Requisition or Cancel to leave the PR unchanged.

PR Reject Reason

|

1000 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Reject Requisition Close

If you select “Reject Requisition,” you will need to provide a reason for rejecting it. Warning: rejecting makes the requisition unusable.

Related Documents

Purchase Order: DLT0000176



What's next?



Workflow



✓ Submitted
2/15/2024 3:16 PM
DL Requestor

✓ OFAC Check
Completed



✓ Initial Validation Request
Completed



✓ Exception Approval
Approved
✓ AM Approver



✓ Purchasing Review
Approved
✓ Buyer one



✓ Department Approval
Approved
✓ Buyer one



✓ Final Validation Request
Completed



✓ 2nd OFAC Check
Completed



✓ Create PO
Completed



✓ Completed
2/15/2024 3:19 PM

Once the requisition has acquired all necessary approvals and the workflow is complete, a Purchase Order number will be assigned.