Georgia State PantherMart
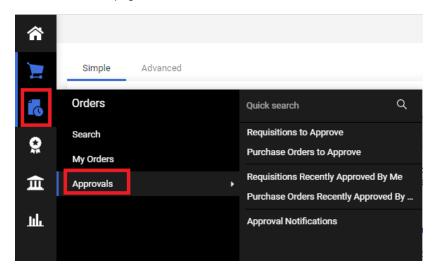# Approvals Guide

APPROVAL OVERVIEW

In PantherMart, requisitions are moved to workflow queues or folders and approvers are assigned to those folders. Multiple approvers may be assigned to the same folder.

EMAILS

If you are an approver, you will by default receive an email notification to your Georgia State email account notifying you when a new requisition is pending your approval. You can approve or reject the requisition directly from your email (setting up an approval code in your profile is required), or you can click a link in the email to view the requisition on Panther Mart.

APPROVAL FOLDERS

A summary of all approval folders to which you are assigned can be found on your PantherMart homepage
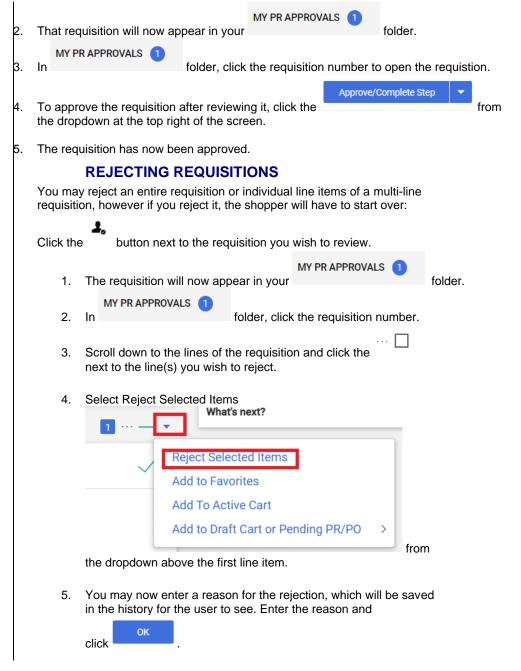
To review the requisitions awaiting approval, click the Approvals as shown above in the Orders box.

Click on any of the options to open your approval folder. You will have a folder for each of the approval permissions you have and one folder called **My PR Approvals** .

APPROVING REQUISITIONS

Because multiple users may be assigned to the same approval folder and to avoid duplication of effort, follow these steps for reviewing and approving requisitions:

1. Click the ￼ button next to the requisition you wish to review.

2. That requisition will now appear in your MY PR APPROVALS 1 folder.

3. In MY PR APPROVALS 1 folder, click the requisition number to open the requistion.

4. To approve the requisition after reviewing it, click the Approve/Complete Step from the dropdown at the top right of the screen.

5. The requisition has now been approved.

REJECTING REQUISITIONS

You may reject an entire requisition or individual line items of a multi-line requisition, however if you reject it, the shopper will have to start over:

Click the ￼ button next to the requisition you wish to review.

1. The requisition will now appear in your MY PR APPROVALS 1 folder.

2. In MY PR APPROVALS 1 folder, click the requisition number.

3. Scroll down to the lines of the requisition and click the ￼ next to the line(s) you wish to reject.

4. Select Reject Selected Items

   What's next?

   Reject Selected Items

   Add to Favorites

   Add To Active Cart

   Add to Draft Cart or Pending PR/PO

   from the dropdown above the first line item.

5. You may now enter a reason for the rejection, which will be saved in the history for the user to see. Enter the reason and click OK .

6. Select the [Approve/Complete Step ▼] from the dropdown at the top right of the screen.

Note that while Rejecting Requisitions is an option, we don't recommend it as the cart will then be unusable and the Requestor will have to start over with a new cart.

RETURNING REQUISITIONS

If you are reviewing a requisition and determine it requires changes before approval, you can return it to the requisitioner so they can make changes and then resubmit. To return the requisition:

1. Click the 👤 link next to the requisition you wish to review.

2. That requisition will now appear in your [MY PR APPROVALS 1] folder.

3. In [MY PR APPROVALS 1] folder, click the requisition number.

[Approve/Complete & Show Next ▼]

- Approve & Next
- Approve
- Return to Shared Folder
- Place on Hold
- **Return to Requisitioner**
- Reject Requisition

Pending

4. Select the [Return to Requisitioner] option from the Available Actions drop-down menu at the top right of the screen.

5. Enter a reason for returning the requisition, which will be saved in the History for the user to see. Enter the reason and click [OK].

REJECTING REQUISITIONS