

ME Purchasing Instructions – Approver

1. When an order is submitted that requires your approval, you will receive an email from “Smartsheet Automation” with the subject line “Purchase Approval Requested”. The email will include some information regarding the order and a button that says “Open Request” (see example on page 2).
2. When ready, click “Open Request”. You will be taken to a webpage with the complete order information, and you can view additional documentation attached to the order.

Attachments

Upload Files

▼ 1 Attachment



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3. Click “Approve” or “Deny”. If approved, an email will be sent to the purchasing team who will proceed with placing the order. If denied, a notification will be sent to the requester with instructions to follow up with their advisor for more information. You can leave a comment for the “requester” in your lab who submitted the order at the bottom of the approval form:

Upload Files

▶ 1 Attachment

Comments

Add a comment

Send me a copy of my responses

4. You can view the Smartsheet [online](#) to check on the status of orders.

Sujin Kim

From: Smartsheet Automation <automation@app.smartsheet.com>
Sent: Wednesday, August 23, 2023 9:52 AM
To: Sujin Kim
Subject: Purchase Approval Requested




An order has been submitted on chart-string(s) managed by you. Please review the information below and approve or deny the order.

Contact me-purchasing@northwestern.edu with questions.

Thank you!

[Open request](#)

Details

| | |
|-------------------------|--|
| ME Order # | ME000013 |
| Supplier | PetSmart |
| Order Total (\$) | 500 |
| Chart-String(s) | 171-4732000-10020444-01, 50%; 171-4732000-10005444-01, 50% |
| Comments | Thank you! |
| Requester | Sujin Kim |
| Requester Email |  sujin.kim@northwestern.edu |

[Go to the sheet](#)