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.

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:

4. You can view the Smartsheet online to check on the status of orders.
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!

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