

Quick Reference Guide

How to Approve By Email



Once you have set up an 8 digit email approval code, you will be able to approve requisitions directly from your email. Refer to "How To Setup Email Approval Code" Guide number **QRG-Pro-0319-010 Rev1**

1. Receive email notification

Accounting Codes

Location:: 0 : UCM
Dept.: M565 : PROCUREMENT SERVICES
Account: 660575 : 660575
Cost Center: 660575-2A : 2A
Fund: 660575-2A-19900 : 19900
Project: -
Source: -

General

Object:: N/A - line only : N/A - line only
Sub: N/A - line only : N/A - line only

Order Information values vary by line

Ready to approve, reject or assign this document to yourself?

Additional Information

Summary Details
Service Now Ticket
No. (Admin Use Only):
Work Order # (if applicable):
Additional Approval:
Object: N/A - line only - N/A - line only
Sub: N/A - line only - N/A - line only
Business Purpose: Test
Research Equipment? No
:
Comments: (0)

Other Possible Approvers
Fiscalapprover Merced

Shipping Address
Attn: Training
Room/Ste/Floor DCC 2nd floor 256-3A
Dept. Procurement
5200 NORTH LAKE RD
MERCED, CA 95343-5001
United States

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2. Select "Take Action"

Accounting Codes

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Select "Take Action" to approve or return the requisition

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3. Review requisition details

The logo for BobcatBuy Test, featuring the same wave and shopping cart icon as the main logo, with the word "Test" in red to the right.

Fund: 660575-2A-19900 (19900): (0.00 - 9,999.99) USD
Approval Request for Requisition# 2570342

Dear Joshua Dubroff,

The requisition listed below has been submitted for your approval.

Summary

Folder: Fund: 660575-2A-19900 (19900): (0.00 - 9,999.99) USD
Prepared by: Shopper Merced
Cart Name: 2019-03-01 mercedshopper 19
Requisition No.: 2570342
No. of line items: 2

TOTAL: 364.20 USD

Details

VWR International

Item 1
Description: DOSIMETER DIRECT READING PEN Direct Reading DosimetersTo collect users' dose.
Comes in several scale ranges 200mR 500mR 2R 5R 20R 2mSv 5mSv
Catalog Number: 89068-906 (EA)
Quantity: 1
Unit Price: 169.00 USD
Ext. Price: 169.00 USD
Contract: UCOP-460 (Test VWR Edit 2)
Size/Packaging: 1 Item EA
Taxable: Yes
Commodity Code: 41100000
Object: 4635 - LAB/SPECIALIZED EQUIPMENT
Sub: 03

Item 2
Description: DOSIMETER DIRECT READING PEN Direct Reading DosimetersTo collect users' dose.
Comes in several scale ranges 200mR 500mR 2R 5R 20R 2mSv 5mSv
Catalog Number: 89068-906 (EA)
Quantity: 1
Unit Price: 169.00 USD
Ext. Price: 169.00 USD
Contract: UCOP-460 (Test VWR Edit 2)
Size/Packaging: 1 Item EA
Taxable: Yes
Commodity Code: 41100000
Object: 4635 - LAB/SPECIALIZED EQUIPMENT
Sub: 03

TOTAL: 364.20 USD

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4. Approve requisition

Scroll to bottom of page, Enter your 8 digit code, and select approve


Enter your 8-digit code


Actions

Approval Code *

Required

Comment

 Assign to myself

 Approve

Select "Approve"