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?** 

[Take Action]

### 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
- **Fiscal Approver Merced**

#### Shipping Address
- **Attn. Training**
- **Room/Ste/Floor DCC 2nd floor 256-3A**
- **Dept. Procurement**
- **5200 NORTH LAKE RD**
- **MERCE, CA 95343-5001**
- **United States**
2. **Select “Take Action”**

Select “Take Action” to approve or return the requisition.
3. **Review requisition details**

![Requisition Details](image-url)
4. **Approve requisition**

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

![Diagram showing the approval process with highlighted steps: Enter your 8-digit code and select “Approve”]