

# UNIVERSITY OF DELAWARE<sup>®</sup> EXCHANGE

Approving Requisitions in UD Exchange

Revised 6/1/2023

# Approving Requisitions in UD Exchange

- After a Requester submits a requisition, UDX will route the requisition for financial approval.
- Financial approval is given by an employee who has been assigned the UDX COA Approver role on the SpeedType by his or her department (through [coa-finance@udel.edu](mailto:coa-finance@udel.edu)).
- In order to approve the requisition's line(s) using their SpeedType, the Approver will need to give approval for the entire requisition. The Approvers for any other SpeedTypes on the requisition will receive the requisition for their own SpeedType review.
- Financial approval is required for all requisitions regardless of dollar amount.
- While the COA is the most common type of Approver in UDX, an employee may have the Approver role to perform commodity approval, DPS approval, or a specialized departmental approval step.
- Approvers will receive an email notification from UDX when a requisition is pending their approval.



UD EXCHANGE

TEST SITE

All

Search (Alt+Q)

211.20 USD

31

16

Shop • Shopping Home Page

Orders

Search

My Orders

Approvals

Quick search

Requisitions to Approve

Purchase Orders to Approve

Change Requests to Approve

Procurement Requests to Approve

Requisitions Recently Approved By Me

Purchase Orders Recently Approved By ...

Change Requests Recently Approved By ...

Procurement Requests Recently Approv...

Assign Substitute Approvers-Requisitions

Assign Substitute Approvers-Purchase O...

Assign Substitute Approvers-Procureme...

Approval Notifications

MY ASSIGNED APPROVALS

Requisitions To Approve

Vouchers

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UD Exchange How To Guides

How Do I Buy \_\_\_\_\_ ???

Commodity Code-Account Crosswalk

Non-PO Payment Matrix

Non-Catalog Item

NEW Waiver of Bid Form

Request Contract

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

RFX Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

My Draft Carts

Showing Results 1 - 16 of 16

20 Per Page

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3703294	Keen June 2023	My Drafts	2/7/2023	211.20USD

To approve a requisition, navigate to:

Orders > Approvals > Requisitions to Approve.

https://usertest.sciquest.com/apps/Router/ReqMyApprovals?tmstmp=1685668531093

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# Approvals

Submit Date Newest First ▾

- Requisitions 9
Purchase Order
Change Requests
Vouchers 10
Procurement Requests
Contract Requests
AP Requests
Sourcing Event Requests
Supplier Requests

Your Selections |<-

Date Range

All Dates ▾

View Approvals For

My Approvals ▾

Filters

^ SUPPLIER

LOWE'S HOME CENTERS INC 2
DIGITAL OFFICE SOLUTIONS 1
NCURA 1
TRIDIM FILTER CORPORATION 1
FASTENAL COMPANY 1

[See all Supplier](#) | [Select Multiple](#)

^ DEPARTMENT

PROCUREMENT SERVICES (04750) 6
No Department 2
FACILITIES-BLDG MAINT & OPER (05848) 1

[Select Multiple](#)

Showing Results 1 - 9 of 9    Display 20 ▾

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
<input type="checkbox"/>	3523210	TRI-STATE CARPET INC	Margot Martin	5/19/2022 2:54 PM	Jennifer Simms	9,880.00 USD	
Requisition Name		Non Catalog Test	Folders	372 Days in folder [My PR Approvals]			
No. of line items		<div>You will see requisitions displayed that are awaiting your approval.</div>					
This PR has notes							
<input type="checkbox"/>	3515800						
Requisition Name		<div>If you are an Approver for multiple approval responsibilities, you can filter the requisitions to approve them by similar type.</div>					
No. of line items							
This PR has notes							
<input type="checkbox"/>	3100253	NCURA	Margot Martin	10/30/2020 3:07 PM	Rachel Requester	190.00 USD	
Requisition Name		NCURA Membership Dues	Folders	904 Days in folder [My PR Approvals]			
No. of line items		1					
This PR has notes		✓					
<input type="checkbox"/>	3089544	PHILIP ROSENAU COMPANY INC	Margot Martin	10/23/2020 9:57 AM	Kristen Pickering	406.07 USD	
Requisition Name		test hosted	Folders	875 Days in folder [My PR Approvals]			
No. of line items		3					
<input type="checkbox"/>	3087701	3DFORTIFY INC	Margot Martin	10/22/2020 11:38 AM	Kristen Pickering	5,330.00 USD	

You will see requisitions displayed that are awaiting your approval.

If you are an Approver for multiple approval responsibilities, you can filter the requisitions to approve them by similar type.

Approvals

Submit Date Newest First

- Requisitions 9
- Purchase Order
- Change Requests
- Vouchers 10
- Procurement Requests
- Contract Requests
- AP Requests
- Sourcing Event Requests
- Supplier Requests

Your Selections

|<

Showing Results 1 - 9 of 9

Display 20

Date Range

All Dates

View Approvals For

My Approvals

Filters

SUPPLIER

LOWE'S HOME CENTERS INC 2

DIGITAL OFFICE SOLUTIONS 1

NCURA 1

TRIDIM FILTER CORPORATION 1

FASTENAL COMPANY 1

See all Supplier | Select Multiple













DEPARTMENT

PROCUREMENT SERVICES (04750) 6

No Department 2

FACILITIES-BLDG MAINT & OPER (05848) 1

Select Multiple

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
<input type="checkbox"/>	3523210	TRI-STATE CARPET INC	Margot Martin	5/19/2022 2:54 PM	Jennifer Simms	9,880.00 USD	  
Requisition Name		Non Catalog Test	Folders	372 Days in folder [My PR Approvals]			
No. of line items		2					
Click a requisition number to begin your review.							
					Kristen Pickering	600.00 USD	 
Requisition Name		attempt 4 combo edit	Folders	392 Days in folder [My PR Approvals]			
No. of line items		3					
This PR has notes		✓					
<input type="checkbox"/>	3100253	NCURA	Margot Martin	10/30/2020 3:07 PM	Rachel Requester	190.00 USD	  
Requisition Name		NCURA Membership Dues	Folders	904 Days in folder [My PR Approvals]			
No. of line items		1					
This PR has notes		✓					
<input type="checkbox"/>	3089544	PHILIP ROSENAU COMPANY INC	Margot Martin	10/23/2020 9:57 AM	Kristen Pickering	406.07 USD	 
Requisition Name		test hosted	Folders	875 Days in folder [My PR Approvals]			
No. of line items		3					
<input type="checkbox"/>	3087701	3DFORTIFY INC	Margot Martin	10/22/2020 11:38 AM	Kristen Pickering	5,330.00 USD	 



General

⋮

Status

Pending

Procurement Approval (Margot Martin)

Submitted

5/19/2022 2:54 PM

Cart Name

Non Catalog Test

Description

Carpet Installation

Priority

Normal

Prepared by

Jennifer Simms

Prepared for

Jennifer Simms

Purchasing Business Unit

UOD01  
UNIVERSITY OF DELAWARE

Payment Term Override

×

eBuilder Process Instance

no value

Ad-Hoc Approver

Select

Multi-Invoice/Payment

✓

After-The-Fact Purchase

×

Technology Request

no value

#

Shipping

⋮

Ship To

University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENTER  
Newark, DE 19716  
United States

Billing

⋮

Bill To

Accounts Payable  
accounts payable@udel.edu  
222 South Chapel Street  
Newark, DE 19716  
United States

Billing Options

Pending

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

3,900.00

3,900.00

steps

PM

PR Validation

Completed

COA Approver

Approved

✓ Margot Martin

Dept Purchasing Specialist

Approved

✓ Margot Martin

Commodity Approval

Approved

Once you have reviewed the requisition, you can click **Approve**.

If you have multiple requisitions to approve, you will be offered the option to **Approve/Complete & Show Next** to open the next requisition for you.



Requisition • 3523210

Summary PO Preview Comments Attachments 1 History

### General

Status Pending  
Procurement Approval (Margot Martin)

Submitted 5/19/2022 2:54 PM

Cart Name Non Catalog Test

Description Carpet Installation

Priority Normal

Prepared by Jennifer Simms

Prepared for Jennifer Simms

Purchasing Business UOD01

### Shipping

Ship To

University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENTER  
Newark, DE 19716  
United States

### Delivery Options

Expedite

Ship Via

Requested Delivery Date

### Billing

Bill To

Accounts Payable  
accounts payable@udel.edu  
222 South Chapel Street  
Newark, DE 19716  
United States

### Billing Options

Approve/Complete & Show Next

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

“Forward” means you are **abdicating responsibility** to someone else.

If you want to approve and add someone else as an additional approver, choose Ad Hoc Approver on slide 10.

You will also see some additional available actions on the **Actions Menu** if you have assigned the requisition to yourself.

For example, there may be items on the requisition that you think should be reviewed by a different Approver.

In this case, you can select **Forward to** from the Document Actions drop down menu.

javascript:void(0);

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User Search

Last Name

pickering

First Name

kristen

User Name

Email

Department

Role

Results Per Page

10

Search

Close

Search for the employee in the **User Search** window using their last name and any additional information.

Click **Search**.



UNIVERSITY OF DELAWARE  
EXCHANGE

TEST SITE

All ▾

Search (Alt+Q)

211.20 USD

🛒

🏠

👤

🔔

🔒

🔧

🔍

➔

User Search

×

New Search

Name ↑	User Name	Email	Phone	Action
Pickering, Kristen	700456604	ud-mart@udel.edu	+1 302-831-2330	+
Pickering, Kristen L	kpickering	kpick@udel.edu		+

Close

Prepared by  
Jennifer Simms

Prepared for  
Jennifer Simms

Purchasing Business Unit  
UOD01  
UNIVERSITY OF DELAWARE

Payment Term Override  
✗

eBuilder Process Instance  
no value

Ad-Hoc Approver  
Select

Multi-Invoice/Payment  
✓

After-The-Fact Purchase  
✗

Technology Request #  
no value

Delivery Options

Accounting Date  
no value

Expedite  
✗

Tax Flag  
✗

Ship Via

Requested Delivery Date  
no value

What's next?

Workflow

Show skipped steps

Submitted  
5/19/2022 2:54 PM  
Jennifer Simms

PR Validation  
Completed

COA Approver  
Approved  
✓ Margot Martin

Dept Purchasing Specialist  
Approved  
✓ Margot Martin

Commodity Approval  
Approved

Forward To ...

⚠ Once a requisition is forward to other user, marked for rejected line item(s) will be permanently rejected from the requisition. Please click OK to forward the document, or Cancel to leave the forward action.

Forward To - Pickering, Kristen

I don't feel comfortable approving this. Can you?

expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Forward Cancel

Requisition • 3523210

Summary PO Preview Comments Attachments 1 History

General Shipping

Status Pending  
Procurement Approval (Margot Martin)

Submitted 5/19/2022 2:54 PM

Cart Name Non Catalog Test

Description Carpet Installation

Priority Normal

Prepared by Jennifer Simms

Prepared for Jennifer Simms

Purchasing Business Unit UOD01  
UNIVERSITY OF DELAWARE

Payment Term Override

eBuilder Process Instance no value

Ad-Hoc Approver Select

Multi-Invoice/Payment

After-The-Fact Purchase

Technology Request #

Ship To

University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENT  
Newark, DE 19716  
United States

Delivery Options

Expedite

Ship Via Best Carrier-Best Way

Requested Delivery Date no value

Pending

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 3,900.00

3,900.00

What's next?

Workflow

Show skipped steps

Submitted  
5/19/2022 2:54 PM  
Jennifer Simms

PR Validation  
Completed

COA Approver  
Approved  
Margot Martin

Dept Purchasing Specialist  
Approved  
Margot Martin

Commodity Approval  
Approved

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Enter a message explaining why you are forwarding the requisition.

Click **Forward**.

Remember: This action *replaces you* as the Approver.

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Requisition • 3523210

Summary PO Preview Comments Attachments 1 History

General Shipping Billing

Status Pending Procurement Approval (Margot Martin) Ship To Bill To

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by

There may be situations where you need to add an add an additional Approver.

For example, a lab manager is making a purchase using a faculty member's start-up funds, and you want the faculty member to approve purchases made against their start-up funds but they are not part of the automatic UDX approval workflow.

In the **General** section of the requisition **Summary**, click **Select** next to **Ad-Hoc Approver**.

Override

eBuilder Process no value

Instance

Ad-Hoc Approver Select

Multi-Invoice/Payment ✓

After-The-Fact Purchase ✗

Technology Request no value

#

PR Validation Completed

COA Approver Approved ✓ Margot Martin

Dept Purchasing Specialist Approved ✓ Margot Martin

Commodity Approval Approved

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UNIVERSITY OF DELAWARE  
EXCHANGE

TEST SITE

Requisition • 3523210

Summary • PO Preview • Comments • Attachments 1 • History

General

Status Pending  
Procurement Approval (Margot Martin)

Submitted 5/19/2022 2:54 PM

Cart Name Non Catalog Test

Description Carpet Installation

Priority Normal

Prepared by Jennifer Simms

Prepared for Jennifer Simms

Purchasing Business Unit UUD01  
UNIVERSITY OF DELAWARE

Payment Term Override

eBuilder Process Instance no value

Ad-Hoc Approver Select

Multi-Invoice/Payment

After-The-Fact Purchase

Technology Request #

Shipping

Ship To University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENT  
Newark, DE 19716  
United States

Delivery Options

Expedite

Ship Via Best

Requested Delivery Date

Billing

Bill To Accounts Payable

Ad-Hoc Approver

After Procurement Approval

Ad-Hoc Approver Type to filter...

Comments

1000 characters remaining

Save Close

Pending

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 3,900.00

3,900.00

What's next?

Workflow

Show skipped steps

Submitted 5/19/2022 2:54 PM  
Jennifer Simms

PR Validation Completed

Click the Magnifying Glass in the **Ad-Hoc Approver** field to search for the employee.

Enter notes for the Ad-Hoc Approver in the **Comments** field.

Click **Save**.

Note: Only employees with the Approver role in their UDX profile will be available in search results.



Requisition • 3523210

Summary PO Preview Comments 1 Attachments 1 History

**General**

Status

Pending  
Procurement Approval (Margot Martin)

Submitted

5/19/2022 2:54 PM

Cart Name

Non Catalog Test

Description

Priority

Prepared by

Prepared for

Purchasing Business Unit

Payment Term Override

eBuilder Process Instance

Ad-Hoc Approver

Kristen Pickering

Multi-Invoice/Payment

✓

After-The-Fact Purchase

✗

Technology Request #

no value

**Shipping**

Ship To

University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENTER

**Billing**

Bill To

Accounts Payable  
accountspayable@udel.edu  
222 South Chapel Street  
Newark, DE 19716  
United States

**Pending**

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

3,900.00

3,900.00

You will now see the selected employee's name next to **Ad-Hoc Approver**.

Because you are not replacing yourself, but simply adding an additional Approver, you will still need to approve the requisition.

Select **Approve**.

✓ PR Validation Completed

✓ COA Approver Approved  
✓ Margot Martin

✓ Dept Purchasing Specialist Approved  
✓ Margot Martin

✓ Commodity Approval Approved



Requisition • 3523210

Summary PO Preview Comments Attachments 1 History

General

Status Pending  
Procurement Approval (Margot Martin)

Submitted 5/19/2022 2:54 PM

Cart Name Non Catalog Test

Description Carpet Installation

Priority Normal

Prepared by Jennifer Simms

Prepared for Jennifer Simms

Purchasing Business Unit UOD01  
UNIVERSITY OF DELAWARE

Payment Term Override X

eBuilder Process Instance no value

Ad-Hoc Approver Select

Multi-Invoice/Payment ✓

After-The-Fact Purchase X

Technology Request no value

Shipping

Ship To

University of Delaware  
Attn: Jennifer Simms  
Room: 115A  
30 NEW LONDON ROAD  
HOUSING OPERATION CENTER  
Newark, DE 19716  
United States

Billing

Bill To

Accounts Payable  
accounts payable@udel.edu  
222 South Chapel Street  
Newark, DE 19716  
United States

Billing Options

Approve/Complete & Show Next 1 of 9 Results

Approve & Next

Approve

Return to Shared Folder

Place on Hold

Return to Requisitioner

Forward to ...

Reject Requisition

Total (3,900.00 USD)

Shipping, Handling, and Tax charges are shown by each supplier. The values shown are for budget checking, and workflow purposes only.

Subtotal 3,900.00

This guide is focused on requisition **approvals**.  
For details on the other actions available to Approvers in UDX, please see the following guides:  
[Returning and Rejecting Requisitions](#)  
[Returning Requisitions to Shared Folders and Placing Requisitions on Hold](#)

COA Approver  
Approved  
✓ Margot Martin

Dept Purchasing Specialist  
Approved  
✓ Margot Martin

Commodity Approval  
Approved



UD DELAWARE EXCHANGE TEST SITE

Shop • Shopping Home Page

Orders

Search

My Orders

Approvals

Quick search

Requisitions to Approve

Purchase Orders to Approve

Change Requests to Approve

Procurement Requests to Approve

Requisitions Recently Approved By Me

Purchase Orders Recently Approved By ...

Change Requests Recently Approved By ...

Procurement Requests Recently Approv...

Assign Substitute Approvers-Requisitions

Assign Substitute Approvers-Purchase O...

Assign Substitute Approvers-Procureme...

Action Items

MY ASSIGNED APPROVALS

Requisitions To Approve 9

Vouchers 10

ORDERS

My Returned Requisitions 1

CONTRACT

My Resources

My Resources

Product Release Library | procurement@udel.edu

Site Map

Quick Links

UD Exchange How To Guides

How Do I Buy \_\_\_\_\_ ???

Commodity Code-Account Crosswalk

After you have approved a requisition, you may wish to view where the requisition is in the approval process.

Use the navigation bar on the left side of your screen and go to:  
**Orders > Approvals > Requisitions Recently Approved By Me.**

Find and click on the requisition you wish to view.

RFQ Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3703294	Keen June 2023	My Drafts	2/7/2023	211.20USD

https://usertest.sciquest.com/apps/Router/ReqMyApprovals?tmstmp=1685668531093

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Quick Filters My Searches

Supplier

FISHER SCIENTIFIC COMPANY 5

3DFORTIFY INC 4

FASTENAL COMPANY 2

BAYSHORE FORD TRUCK SALES INC 2

CHRISTINA SCHOOL DISTRICT 2

See More Show More

Requisition Status

Completed 10

Pending 6

Rejected 1

Show More

Department

PROCUREMENT SERVICES (04750) 15

No Department 1

FACILITIES-BLDG MAINT & OPER (05848) 1

Show More

Prepared For

Shopper, Sam 8

Requester, Rachel 3

Bristow, Coleen 2

Pickering, Kristen 1

Martin, Margot 1

Submitted Date: All Quick search Add Filter Clear All Filters

Approved Date: All Approved By: Martin, Margot

1-17 of 17 Results 20 Per Page

	Requisition Number	My Action	My Approval Date/Time	My Workflow Steps	Supplier	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	3523210	Requisition approved <a href="#">My Other Actions</a>	5/25/2022 1:21:21 PM	Commodity Approval	TRI-STATE CARPET INC	Pending	Jennifer Simms	5/19/2022 2:54:44 PM	9,880.00 USD
<input type="checkbox"/>	3263413	Requisition approved	5/6/2021 7:23:55 AM	COA Approver	FASTENAL COMPANY	Completed	Margot Martin	5/6/2021 7:02:06 AM	6,000.00 USD
<input type="checkbox"/>	3132934	Requisition approved	12/9/2020 3:57:22 PM	COA Approver	NEW ENGLAND BIOLABS INC	Completed	Alice Approver	12/9/2020 1:39:41 PM	95.00 USD
<input type="checkbox"/>	3129502					Completed	Kristen Pickering	12/3/2020 8:52:27 AM	326.50 USD
<input type="checkbox"/>	3114230					Completed	Rachel Requester	11/11/2020 8:27:52 AM	602.60 USD
<input type="checkbox"/>	3100155	Requisition approved	10/30/2020 2:58:07 PM	COA Approver	3DFORTIFY INC	Pending	Rachel Requester	10/30/2020 1:38:23 PM	160,500.00 USD
<input type="checkbox"/>	3100130	Requisition approved	10/30/2020 2:43:15 PM	COA Approver	FISHER SCIENTIFIC COMPANY	Completed	Rachel Requester	10/30/2020 1:33:05 PM	40.55 USD
<input type="checkbox"/>	3089830	Requisition approved	10/23/2020 2:55:54 PM	COA Approver	3DFORTIFY INC	Pending	Sam Shopper	10/23/2020 2:55:02 PM	160,500.00 USD
<input type="checkbox"/>	3089792	Requisition approved	10/23/2020 2:43:04 PM	COA Approver	FISHER SCIENTIFIC COMPANY	Completed	Sam Shopper	10/23/2020 2:33:30 PM	40.55 USD
<input type="checkbox"/>	3087933	Requisition approved	10/22/2020 4:32:07 PM	COA Approver	3DFORTIFY INC	Pending	Coleen Bristow	10/22/2020 4:26:47 PM	160,500.00 USD
<input type="checkbox"/>	3087930	Requisition approved	10/22/2020 4:05:18 PM	COA Approver	FISHER SCIENTIFIC COMPANY	Completed	Coleen Bristow	10/22/2020 4:01:33 PM	40.55 USD
<input type="checkbox"/>	3070274	Requisition approved	10/8/2020 2:01:20 PM	COA Approver	CHRISTINA SCHOOL DISTRICT	Completed	Sam Shopper	10/8/2020 2:00:46 PM	500.00 USD
<input type="checkbox"/>	3070262	Requisition approved	10/8/2020 1:48:13 PM	COA Approver	BAYSHORE FORD TRUCK SALES INC	Pending	Sam Shopper	10/8/2020 1:47:34 PM	39,525.00 USD
<input type="checkbox"/>	3070244	Requisition approved	10/8/2020 1:35:26 PM	COA Approver	FISHER SCIENTIFIC COMPANY	Completed	Sam Shopper	10/8/2020 1:25:06 PM	40.55 USD
<input type="checkbox"/>	3068708	Requisition rejected <a href="#">My Other Actions</a>	10/8/2020 10:16:48 AM	COA Approver	CHRISTINA SCHOOL DISTRICT	Rejected	Sam Shopper	10/7/2020 2:48:28 PM	0.00 USD



Requisition • 3089830

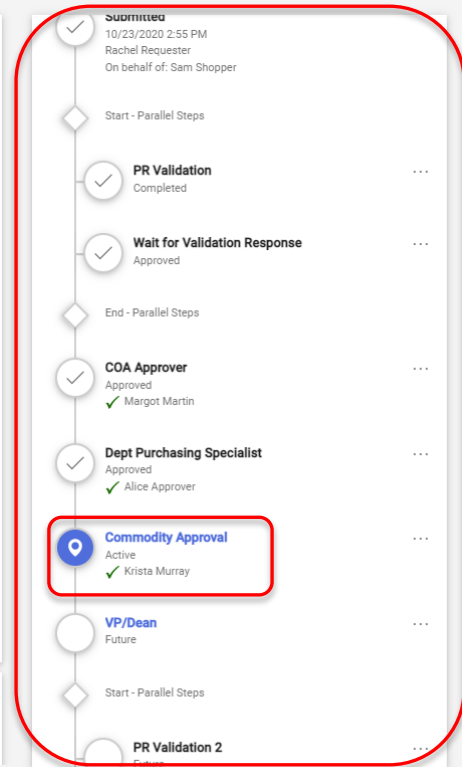
Summary PO Preview Comments Attachments 2 History

General		Shipping		Billing	
Status	Pending Commodity Approval	Ship To		Bill To	
Submitted	10/23/2020 2:55 PM	University of Delaware Attn: Shopper Coleen Room: 104 222 SOUTH CHAPEL STREET GENERAL SERVICES BUILDING		Accounts Payable accountspayable@udel.edu 222 South Chapel Street Newark, DE 19716 United States	
Cart Name	3D Printer for GSB				
Des					
Pric					
Pre					
Pre					
Pur					
Unit					
Pay					
Ove					
eBu					
Inst					
Mul					
Inv					
After-The-Fact Purchase	✗				
Buyer Information					
Buyer Information					

In the sidebar, you can view:

- which approval steps have been **completed/approved**
- which are currently **active**
- which will need to be completed in the **future**

For approval steps that are not automated and must be performed by a UD employee, you can click on the blue link in the approval step to view the name of the Approver.



## Questions:

- [procurement@udel.edu](mailto:procurement@udel.edu)

## Resources:

- [Procurement Services Website](#)
- [Initiating Email Approvals](#)
- [Assigning and Removing Substitute Approvers](#)
- [Returning and Rejecting Requisitions](#)
- [Returning Requisitions to Shared Folders and Placing Requisitions On Hold](#)

