

## Approving a Spartan Mart Document from Your Email

Documents (requisitions, invoices, contracts) can be approved from a notification email without logging into Spartan Mart. All details can be viewed from the email and comments can be made. Actions taken through email are recorded in the document's history tab.

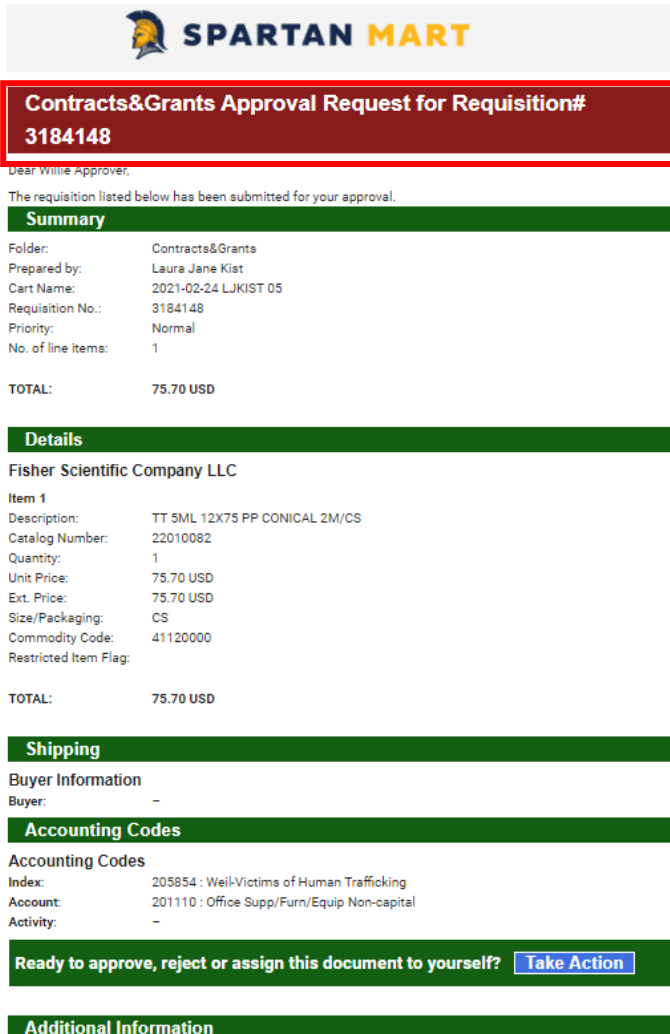
To make *changes* to the document or to email comments, you must be logged into Spartan Mart. The link to the "View (Document) Approvals" is at the bottom of the email notification; clicking on this link will take you to Spartan Mart.

1. Create an approval code in your user profile in Spartan Mart (See separate instructions for **Creating an Approval Code.**)
2. You will receive an email from Spartan Mart with the subject "New Pending Approval for Requisition# (or Invoice or Contract) ...."

The Approval Folder will also be listed so that you know why you are approving it:



3. Open the email to see the document summary.

A screenshot of an email body. At the top is the Spartan Mart logo. Below it is a red-bordered box containing the text "Contracts&Grants Approval Request for Requisition# 3184148". The email content begins with "Dear Willie Approver," followed by "The requisition listed below has been submitted for your approval." A green header "Summary" is followed by a table of requisition details. Another green header "Details" is followed by information for "Fisher Scientific Company LLC" and "Item 1". Further down are sections for "Shipping", "Buyer Information", "Accounting Codes", and a "Take Action" button. The email ends with an "Additional Information" section.

**Contracts&Grants Approval Request for Requisition# 3184148**

Dear Willie Approver,

The requisition listed below has been submitted for your approval.

**Summary**

Folder:	Contracts&Grants
Prepared by:	Laura Jane Kist
Cart Name:	2021-02-24 LJKIST 05
Requisition No.:	3184148
Priority:	Normal
No. of line items:	1
<b>TOTAL:</b>	<b>75.70 USD</b>

**Details**

Fisher Scientific Company LLC

**Item 1**

Description:	TT 5ML 12X75 PP CONICAL 2M/CS
Catalog Number:	22010082
Quantity:	1
Unit Price:	75.70 USD
Ext. Price:	75.70 USD
Size/Packaging:	CS
Commodity Code:	41120000
Restricted Item Flag:	
<b>TOTAL:</b>	<b>75.70 USD</b>

**Shipping**

**Buyer Information**

Buyer: -

**Accounting Codes**

**Accounting Codes**

Index:	205854 : Weil-Victims of Human Trafficking
Account:	201110 : Office Supp/Furn/Equip Non-capital
Activity:	-

Ready to approve, reject or assign this document to yourself? [Take Action](#)

**Additional Information**

4. To View the requisition details and Approve, Reject or Assign to yourself, scroll to the middle of the email and click on “Take Action”:

Commodity Code: 41120000  
Restricted Item Flag:

TOTAL: 75.70 USD

#### Shipping

##### Buyer Information

Buyer: -

#### Accounting Codes

##### Accounting Codes

Index: 205854 : Weil-Victims of Human Trafficking

Account: 201110 : Office Supp/Furn/Equip Non-capital

Activity: -

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

[Take Action](#)

#### Additional Information

##### Summary Details

Freight/Handling Pre-approved?:

Standing PO: No

Confirming Order: No

4% Withholding: No

Vendor Type: R - Regular

Bankwire: No

Buyer:

Comments: (0)

##### Other Possible Approvers

William Walters

Laura Jane Kist

Rachel Agner

Rhonda Florence

Amy Coble

Rachel Simon

Thomas Langland

##### Shipping Address

Contact Name Laura Kist, Media

Phone +1 336-334-4673

Email [lj.kist@uncg.edu](mailto:lj.kist@uncg.edu)

UNCG-Purchasing

840 Neal St

Greensboro, NC 27403

United States

5. The PO Details will open in a new window. All the lines can be expanded to view more details, view attachments, etc.

The screenshot shows the Spartan Mart requisition details for requisition 3184148. The header is a dark red bar with the Spartan Mart logo and name. Below the header, the requisition number is displayed. A table lists various details: Owner (Laura Jane Kist), Total (75.70 USD), Discount (0.00 USD), Tax1 (0.00 USD), Tax2 (0.00 USD), Shipping (0.00 USD), Handling (0.00 USD), Priority (Normal), No. of line items (1), Suppliers (Fisher Scientific Company LLC), and Assigned To (Not Assigned). Below the table is a list of expandable sections: Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, Line Items, and Other Approvers (with a '7' icon). At the bottom is an 'Actions' section with an 'Approval Code' field (marked as required), a 'Comment' field, and two buttons: 'Assign to myself' and 'Approve'.

Requisitions: 3184148	
Owner:	Laura Jane Kist
Total:	75.70 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
Priority:	Normal
No. of line items:	1
Suppliers:	Fisher Scientific Company LLC
Assigned To:	Not Assigned

- > Shipping
- > Billing
- > Accounting Codes
- > Internal Notes and Attachments
- > External Notes and Attachments
- > Line Items
- > Other Approvers 7

**Actions**

Approval Code \*  
Required

Comment

Assign to myself

Approve

6. From this screen, you can enter your approval code to approve or assign the document to yourself. You can make comments.

This is a close-up of the 'Actions' section from the previous screenshot. It shows the 'Approval Code' field with a 'Required' label, an empty 'Comment' text area, and two buttons: 'Assign to myself' and 'Approve'.

**Actions**

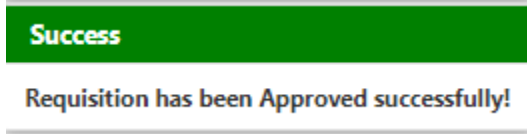
Approval Code \*  
Required

Comment

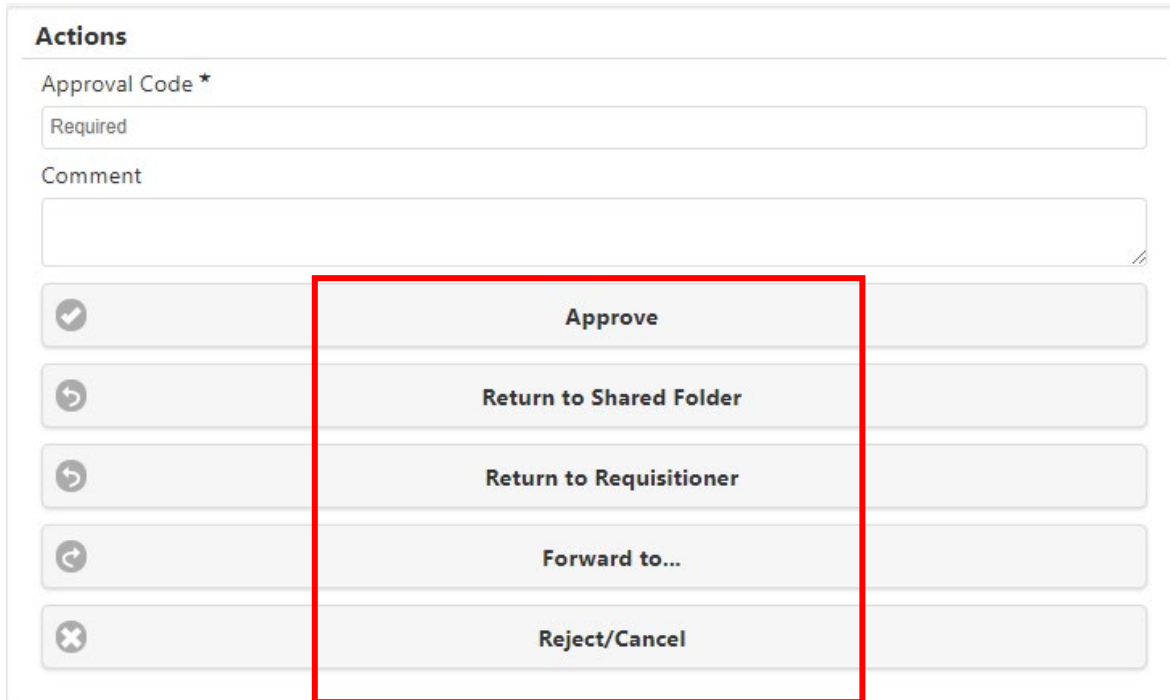
Assign to myself

Approve

7. If you click “Approve” you will get a confirmation message:



8. If you click “Assign to Myself”, other approvers in your queue cannot assign/modify the document at the same time you are viewing it. Once assigned, you have additional options available.

A screenshot of a software interface titled "Actions". It contains a form with an "Approval Code" field (marked as required) and a "Comment" text area. Below the form is a list of five buttons: "Approve", "Return to Shared Folder", "Return to Requisitioner", "Forward to...", and "Reject/Cancel". A red rectangular box highlights the "Approve" button.

9. To view in Spartan Mart do one of the following:

- Return to the email; scroll to the bottom of the email and click “View Requisition Approvals”

Anthony Reid  
**Shipping Address**  
Contact Name Laura Kist, Media  
Phone +1 336-334-4673  
Email [lkist@uncg.edu](mailto:lkist@uncg.edu)  
UNCG-Purchasing  
840 Neal St  
Greensboro, NC 27403  
United States

[View Requisition Approvals](#)

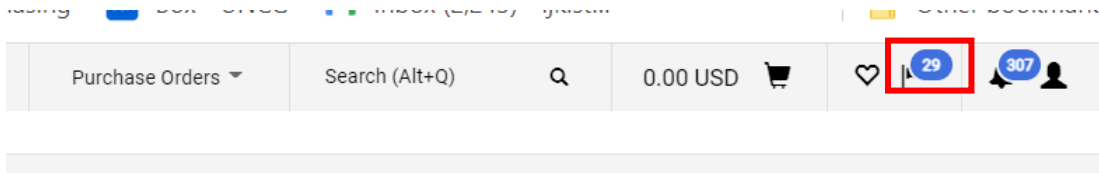
If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

Support Team Contact Information:  
+1 336-334-4673  
[TESTeMarket@uncg.edu](mailto:TESTeMarket@uncg.edu)


Thank you,  
UNC Greensboro

OR

- Log into Spartan Mart and view your action items



10. If the requisition has already been approved by another approver, clicking on "Take Action" will show the details, but there will be no option to enter an approval code.



### Requisitions: 3184148

Owner:	Laura Jane Kist
Total:	75.70 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
Priority:	Normal
No. of line items:	1
Suppliers:	Fisher Scientific Company LLC
Assigned To:	Not Assigned

- > Shipping
- > Billing
- > Accounting Codes
- > Internal Notes and Attachments
- > External Notes and Attachments
- > Line Items
- > Other Approvers 3