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.

![document summary image]
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”: 

[Image of a requisition form with highlighted 'Take Action' button]
5. The PO Details will open in a new window. All the lines can be expanded to view more details, view attachments, etc.

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

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”
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.