### Approving a Requisition in BuyWays

If you are a departmental or special approver, you will receive an email notification when a requisition is awaiting your approval. You will be able to access the requisition from the Home/Shop page. You may approve the requisition or return it to the requisitioner for further attention. The requisitioner will be notified by email when you have acted on the requisition.

Note that the instructions below will show you how to approve a requisition in BuyWays. You may also set up a password that will allow you to approve requisitions in your email without logging into BuyWays. You may also download and set up a smartphone app in which to approve requisitions. Refer to related job aids on the BuyWays Help page.

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<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | **Log in to BuyWays**  
Navigate to UMass BuyWays and log in with your **campus email user ID** *(firstname.lastname only)* and **password**. Remember to select the **Boston campus**.  
Click on **Login**.  
The BuyWays **Home/Shop** page will open. |
| 2.   | Click **(Action Items)** on the top right side of the page.  
Under **Unassigned Approvals**, click the **Requisitions** link.  
The **My Approvals** page will be displayed.  
A folder or a list of folders containing requisitions awaiting your attention will be displayed. Each folder is identified by either a department number, a fund code or a commodity code.  
You may click on the **Sort by** dropdown menu to change the sort order of the requisitions.  
Click on a folder to expand it. |
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<tr>
<td>3.</td>
<td><strong>Assign the Requisition to Yourself</strong></td>
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</table>

Locate the requisition you wish to review.
Click on Assign at the far right of the requisition row to prevent any other approver from acting on this requisition.

Click on (Action Items) at the top right of the page.
Under My Assigned Approvals, click on Requisitions to Approve.

You will be returned to the My Approvals page.

The requisition you just assigned (and any others previously assigned and still awaiting action) will be displayed. You may need to expand a folder to see the requisitions.

Click on the requisition number to display the requisition.
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<td>4.</td>
<td>Approve or Return the Requisition</td>
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After you have reviewed the requisition, you may take one of the following actions:
- Send a comment to the requisitioner.
- Approve the requisition.
- Return the requisition to the approver for further action.
- Return the requisition to the shared folder for action by another approver.

Important: Do not select Reject Requisition as this will cancel the requisition.

**Send a Comment**

If, after reviewing the requisition, you have a question or comment for the requisitioner, click on the gray **Comments** tab at the top left.

Click **Add Comment**

Click the checkbox to send your comment in an email to the requisitioner. You may also click to send a copy of the message to yourself.

If you wish to send the message to anyone else in the BuyWays system, click **add email recipient**.

Enter search criteria and click **Search**.

Locate the desired recipient and click **Select**.

Enter your comment in the text box.

Click **Add Comment**

The requisitioner will receive an email containing your comments. If the requisitioner replies to your email in BuyWays, the requisitioner’s comments will be attached, with yours, to the requisition.

To view all comments associated with a requisition assigned to you::
- Select the requisition by going to the **Home/Shop** tab
- Under **Action Items** on the top right side of the page, click the **Requisitions** link under **My Assigned Approvals**.
- Any requisitions currently assigned to you will appear on the Approvals tab in the **My PR Approvals** folder.
- Click on the requisition number to display the requisition.
- Click on the gray **Comments** tab at the top left to view the comments.
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| **Approve the Requisition** | Click on the **Available Actions** dropdown menu on the top right of the Approvals tab.  
Click **Approve/Complete Step**.  
Click **Go**.  

![Available Actions dropdown menu]

- Approve/Complete & Show Next
- Approve/Complete & Show Next
- Approve/Complete Step
- Return to Shared Folder
- Place PR on Hold
- Return to Requisitioner
- Forward to ...
- Add Comment
- Add Notes to History
- Copy to New Cart
- Reject Requisition

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**Return the Requisition to the Requisitioner**  
Click on the **Available Actions** dropdown menu on the top right of the Approvals tab.  
Click **Return to Requisitioner**.  
Important: Do not select **Reject Requisition**, as this will cancel the requisition.  
Click **Go**.  

The **Return to Requisitioner** box will appear.  
Enter your reasons for returning the requisition.  
Click **Return to Requisitioner**.  
A message containing your comment will be sent to the requisitioner.  
You will be returned to the **Comments** tab.

![Return to Requisitioner dialog box]
### Approving a Requisition in BuyWays

**Step** | **Action**
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| **Return the Requisition to the Shared Folder** | If, after assigning the requisition to yourself, you decide not to take action on it, you should return the requisition to the shared folder so that another approver can act on it.

If you are viewing the requisition in the **Approvals** tab:
- Click the **Available Actions** dropdown menu in the top right.
- Click on **Return to Shared Folder**
- Click Go.

<table>
<thead>
<tr>
<th>Available Actions:</th>
<th><strong>Go</strong></th>
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<tbody>
<tr>
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<td></td>
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</tr>
<tr>
<td>Copy to New Cart</td>
<td></td>
</tr>
<tr>
<td>Reject Requisition</td>
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If you are not currently viewing the requisition:
- Click on the **Home/Shop** tab.
  - Click on the (Action Items) on the top right side of the page, then click the **Requisitions** link under **My Assigned Approvals**.
  - Any requisitions currently assigned to you will appear on the Approvals tab in the **My PR Approvals** folder.
  - Locate the requisition and click in the checkbox to the far right to select it.
  - Click on the **Assign** dropdown menu at the top right and select **Return to Shared Folder**.
  - Click Go.
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<td>The requisition will now be returned to the <strong>Unassigned Approvals</strong> folder for another approver to access.</td>
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