CUBuyplus^{SM} Approver's Guide

Logging In

1. Open your web browser.
2. In the address field, type:
   https://creighton.unimarket.com/app/login
3. The login page will appear.
4. From the Username field, type your *NetID.*
5. From the Password field, type the *password* you created.
6. Press **Enter** or click **Login**.
7. The CUBuyplus^{SM} home page will appear.

If you experience any issues logging in, please contact the Business Service Center at 280-2920 or by email at cubuyplus@creighton.edu.

Approval Notifications

You will be notified that there are requests for your review either by an email to your Creighton email account or when logging into CUBuyplus^{SM}. A red number next to Tasks indicates an action required by you.

Responding to a request can occur from a computer, smartphone, or iPad by logging into CUBuyplus^{SM}.

Response Options

When responding to an approval request, you can take the following actions:

- Approve/Decline All Items
- Approve/Decline Individual Items
- Edit Requisition Information

Approve/Decline All Items

1. Hover over Tasks in the menu bar and select **Approvals**.
2. The Approvals screen will appear.
3. All approvals that you have to review will be listed.
4. Click **Approve/Decline ALL** for the desired requisition.
5. The Approve/Decline ALL ITEMS screen will appear.
6. If you desire to enter a reason for the action you are taking, type that *justification* into the Reason textbox.

7. To approve the requisition, click **Approve**. To decline the requisition, click **Decline.** If you do not wish to take action at this time, click **Cancel**.
   a. If the requisition is approved, it will go to the next level of approval or if this is the final level, a purchase order will be generated. The requestor will also receive notification that the requisition has been approved.
   b. If the requisition is declined, the requestor will receive notification that the requisition has been declined and can take follow up action.

Approve/Decline Individual Items

1. Hover over Tasks in the menu bar and select **Approvals**.
2. The Approvals screen will appear.
3. All approvals that you have to review will be listed.
4. Click **Approve/Decline** for the individual item.
5. The Approve/Decline Item x screen will appear.
6. If you desire to enter a reason for the action you are taking, type that *justification* into the Reason textbox.
7. To approve the item, click **Approve**. To decline the item, click **Decline.** If you do not wish to take action at this time, click **Cancel**.
8. Repeat steps #4 - 7 for each item in the requisition.

Edit Requisition Information

Prior to taking action on a requisition, you can view the details. You also have the ability to edit the shipping address, accounting (FOAPAL) information, and delivery notes.

1. Hover over Tasks in the menu bar and select **Approvals**.
2. The Approvals screen will appear.
3. All approvals that you have to review will be listed.
4. To view the requisition prior to taking action, click the **Requisition Number**.
5. The Requisition screen will appear. The transaction details will be listed along with each item being ordered. A requisition can be approved or declined from this screen.
6. To review the next level of approval for the requisition, check the Approvers list below each item.

7. To review the history of approvals for this requisition, click **History** in the State column of the individual item.
8. To cancel an individual item, click **Cancel** at the end of the row for the item. Click **OK** at the confirmation message that appears.
9. To approve/decline an individual item, click **App/Dec** at the end of the row for the item.
    a. The Approve/Decline Item x screen will appear.
    b. If you desire to enter a reason for the action you are taking, type that *justification* into the Reason textbox.
    c. To approve the item, click **Approve**. To decline the item, click **Decline.** If you do not wish to take action at this time, click **Cancel**.
10. To approve or decline the entire requisition, click **Approve/Decline** in the upper right corner of the screen in the Actions section.
    a. The Approve/Decline Requisition screen will appear.
    b. If you desire to enter a reason for the action you are taking, type that *justification* into the Reason textbox.
    c. To approve the item, click **Approve**. To decline the item, click **Decline.** If you do not wish to take action at this time, click **Cancel**.
11. To edit the requisition, click **Edit** in the upper right corner of the screen in the Actions section.
    a. To edit the shipping information, click the **Ship To tab** in the upper right corner of the screen. Click on the **Ship To** drop down arrow to select a different ship to address. To change the Attn information, click in the **Attn** field and type a *new name*.
    b. To enter/edit delivery notes, type *information* about the delivery of the order in the Delivery Notes field found in the Requisition section.
    c. To edit the accounting (FOAPAL) information of each item, type or select the *codes* by clicking the **magnifying glass** for each code.
    d. After all changes have been made, click **Save** at the bottom of the screen. To

cancel without saving changes, click **Cancel**.
    e. A warning message or messages may appear. If the message is orange in color, it is a soft edit that can be overridden. However, you may need to take action depending on the message that appears. If the message is red in color, you cannot continue as is. Click **Save** again to override the soft edit.
    f. Complete the approve/decline process as listed in steps #9 or 10.

Out of Office

As an approver, it is important that when you are not available to review approval requests that your out of office is set within CUBuyplus^{SM}. Setting the out of office will skip you in the approval chain and move the review onto the next person in the group.

1. Hover over Tasks in the menu bar and select **Approvals**.
2. The out of office information appears at the top of the screen.
3. Click the **checkbox** to enable the out of office settings.
4. Click on the **From calendar** to select the beginning date.
5. Type the *From time* in the From time field.
6. Click on the **To calendar** to select the ending date.
7. Type the *To time* in the To time field.
8. Click **Update**.
9. A message regarding your availability will appear above the out of office section.

Logging Off

1. Click **Logout** in the header bar section of the screen.