Approving a Requisition from an Email
Approve a requisition without having to log into Mountaineer Marketplace.

1. Look for emails from pcps@mail.wvu.edu.

2. The email contains details about the purchase.

   **AS EBO Approval Request for Requisition# 1602380**
   
   Dear David Laffey,
   
   The requisition listed below has been submitted for your approval.

   **Summary**
   
   - **Folder:** AS EBO
   - **Prepared by:** Megan Moore
   - **Cart Name:** 2019-09-23 000001601 04
   - **Requisition No.:** 1602380
   - **Priority:** Normal
   - **No. of line items:** 1
   - **TOTAL:** 76.80 USD

   **Details**
   
   **SIGMA ALDRICH INC**
   
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Catalog Number</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PLASTIBRAND™ beaker, PP, capacity 600 mL, embossed scale</td>
<td>Z322604-SEA</td>
<td>3</td>
<td>25.60 USD</td>
</tr>
</tbody>
</table>

3. Scroll to view all details about the purchase.

4. Click **Take Action**.
5. In the browser window that opens, scroll to the Actions area. Enter the Approval Code you established. (Insert hyperlink here to instructions.)

Optionaly, enter a comment.

6. Click any of the available options.

7. A message verifies that your action was successful.

Note: You will not be able to take action from the email in some situations:

- If the email header contains Account Code Assign; the shopper did not enter any of the funding information.
- If the email contains a warning that you did not set up an approval code.
- If the shopper did not complete all required fields.

To approve these requisitions, log into Mountaineer Marketplace.