

Approving an Order

Upon submission of a request, an e-mail is sent to the first approver, if applicable, indicating a request was submitted and is ready for approval. A link is provided in the e-mail. The link takes the approver directly to the request once they login. The approver may also select Go To dropdown and select eMail/eForms - the To Do window to begin approving orders.

From: PROD Ariba [mailto:noreturn.email@dgs.virginia.gov]
Sent: Monday, June 17, 2019 1:13 PM
To: Huss, Neil <nhus@radford.edu>
Subject: ACTION REQUIRED: PR8673567 - GovSchool-Best Western (Approval Request)

PR8673567 - GovSchool-Best Western requires your approval because "Account Code Approver Must ApproveSigner Rule - AccountLineApprover 2(22)"

To view this request in the eVA EMail on your computer, click here: [Open](#)

To view this request on a mobile device, click here: [Open](#)

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Click on the PR# or the word "Approve" under the "To Do" window.

Approve the requisition by clicking on the Approve button.

An email is sent to the requisition preparer to alert them when it has been approved

****If you click on this link and a message appears advising "PO is deleted" the integration to Banner did not occur and the PR has returned to eVA and will be in the preparer's composing window. This will allow the user to access the PR, select the history tab, and click the word "denied" to determine the error and to proceed with adjustments needed to re-submit.**