Approving an Order Request Using LSA’s Online Purchasing System

Overview

LSA’s Online Purchasing System is a web based system that allows departments to submit order requests, route through appropriate people for approval, and receive goods in one centralized system. Any staff person has the ability to request an order, however orders do not get processed by LSA Procurement until appropriate approvals have been received.

Process Overview

1. When an order has been placed that requires approval, you will receive an email indicating an Order Request requires your approval.
2. Within the email, the approver can view the order (and any attachments) and approve it right in the email, or click on a link to view the order within the Purchasing System.
3. The approver can also change the shortcode assigned to the order, or make any other necessary changes before approving.
4. If changes are made to an order, there is an option to reset the workflow approval. This would be for the 2nd approver to reroute the changes to the initial approver (if necessary).
5. Once the approval link is clicked in the email, or the Approve order button has been clicked, the order has been approved.
When an order requires approval, the Approver will receive an email from “LSA Procurement Group” with the heading “Purchase Request: Approval Required”.

1. The approver can click on this link to view the order in the Purchasing System.
2. The approver can click this link to approve the order. Once this link is clicked, no further action is needed.
3. If the approver has multiple orders that need to be reviewed and approved, they can click this link to view all.
1. The next section of the email shows all information related to the order request.

**ORDER #54**

ORDER INFORMATION

Order Submitted By: Christine (chobbs)  
Submitter Phone: 764-3601  
Submitter Email: chobbs@umich.edu  

**Shortcode: 100056**  
Owner of Shortcode: andersos

SHIPPING INFORMATION

Janet  
519 S. State Street  
G353 Mason Hall  
Ann Arbor MI 48109-____

VENDOR INFORMATION

Name: Marketsite  
Address:  
500 S. State Street  
Ann Arbor MI 48109-____  
Phone: 7347643601  
Fax Number: chobbs@umich.edu

ITEMS ORDERED

ITEM 1  
Quantity: 1  
Unit: EA  
Item #: 12345  
Item Description: Pens  
Unit Price: $25.00  
Total Price: $25.00

ORDER TOTAL

Expedited Shipping: Yes  
Shipping Fees: $0.00  
Order Total: $25.00

Approve this order:  
https://ma-web1-dev.engin.umich.edu/order/index/approve?dept=171200&id=54

The approver can review all relevant information about the Order, including any attachments that may have been included. Towards the bottom of the email, there is another link for the approver to Approve the order.
2. If the approver would like to review the order request in the system, they can click on the first link.

The approver can review the entire order, and click the “Approve Order” button.

They can also add and email comments to the Requestor:

The Approver can also change the shortcode being used in the order request:
Your Information

Order Nickname: Test
Your Uniname: chobbs
  Your Name: Christine
  Your Phone: 764-3601
  Your Email: chobbs@umich.edu
  * Shortcode: 100056 (LSA IT - CUSTOMER SERVICES)
Manager Uniname: andersos (owner of shortcode)
  Manager Name: Svon Anderson
Expected Shipping: Yes
  Special Handling
  Reference #:
  Group Name:

Note: Expedited shipping requires faculty approval.