

Email Configuration & Approvals

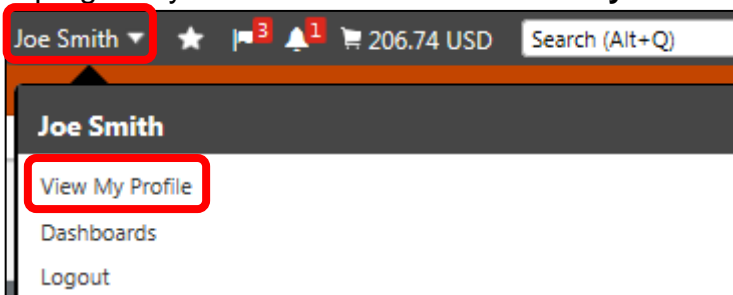
Email Configuration and Approvals

End users have the option to take action on one or more document types via email through the email approval code registration within BennyBuy. These notifications can be enabled at the role level by a user administrator, or for individual users. When this functionality is enabled, Approvers are notified of a requisition or purchase order requiring attention via email

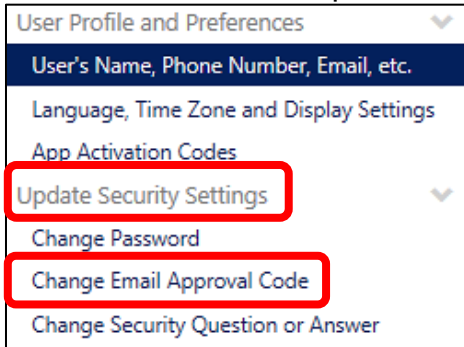
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Setting or Changing your Email Approval Code

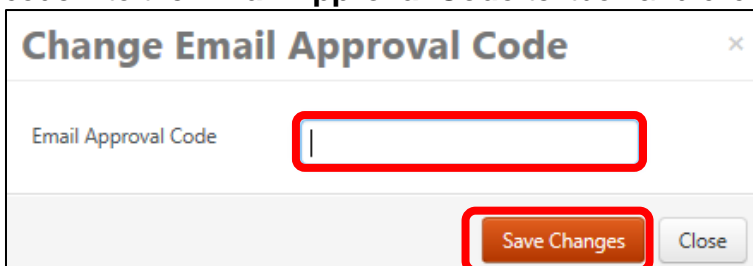
1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click your name on the dashboard located in the top right of your screen and select **View My Profile**.



3. Once you are directed to the **My Profile** page, click **Update Security Settings** located on the left side panel. Select **Change Email Approval Code**.




4. The **Change Email Approval Code** dialogue box will appear. Enter any email code into the **Email Approval Code** textbox and click **Save Changes**.



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Email Approvals

1. Once you have registered for an email approval code, you will be notified of any document types requiring your attention via email. Open the notification and review the document information in the body of the email, including the summary, line item detail, Index and FOAPAL elements, ship-to address, and additional information.

**Oregon State University**

Budget Authority Level 1 - ORG 212421 Approval Request for Requisition# 1912451

Dear Joe Smith,

The requisition listed below has been submitted for your approval.

Summary

Folder: Budget Authority Level 1 - ORG 212421
Prepared by: Test User
Prepared for: Michael Gleason
Cart Name: 2017-06-30 gleasmic 02
Requisition No.: 1912451
No. of line items: 2

TOTAL: 6,215.00 USD

Details

Amazon.com

Item 1
Description: Nikon D4 16.2 MP CMOS FX Digital SLR with Full 1080p HD Video "With English Instruction manual"(Body Only) - International Version (No Warranty)
Catalog Number: B006U8X9XQ
Quantity: 1
Unit Price: 5,018.00 USD
Ext. Price: 5,018.00 USD
Size/Packaging: EA

Item 2
Description: GoPro HERO5 Black
Catalog Number: B01M14AT00
Quantity: 3
Unit Price: 399.00 USD
Ext. Price: 1,197.00 USD
Size/Packaging: EA

TOTAL: 6,215.00 USD


2. After reviewing the email, you can take action against the document by clicking **Take Action** located at the bottom of the email.

Ready to approve, reject or assign this document to yourself? **Take**

Action

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3. A new window will open for you to view the document in its entirety, including the Ship-To Address, Bill-To Address, Accounting Codes, Internal Notes and Attachments, Notes and Attachments to be sent to Supplier, Line Items, and Other Approvers.

**Oregon State University**

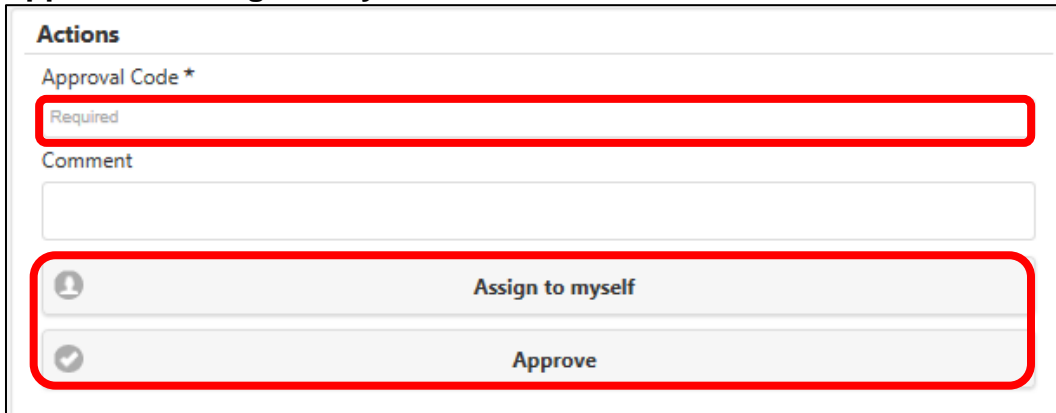
Requisition: 1912451

Owner:	Michael Gleason
Total:	6,215.00 USD
Discount:	0.00 USD
Tax:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
Priority:	Normal
No. of line items:	2
Suppliers:	Amazon.com
Assigned To:	Not Assigned

- > **Shipping**
- > **Billing**
- > **Accounting Codes**
- > **Internal Notes and Attachments (will not be sent to supplier)**
- > **Notes and Attachments to be sent to Supplier**
- > **Line Items**
- > **Other Approvers** 2

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- Once you have thoroughly reviewed the document information, scroll down to the bottom of the page and enter your email approval code in the **Approval Code** text box. Add any additional commentary in the **Comment** field and click **Approve** or **Assign to Myself**.



The screenshot shows a form titled "Actions". It contains two text input fields: "Approval Code *" with a "Required" label below it, and "Comment". Below the fields are two buttons: "Assign to myself" with a person icon and "Approve" with a checkmark icon. Red boxes highlight the "Approval Code" field and the two buttons.

- A confirmation message will appear and you will return back to the document summary window.

