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

- Setting or Changing your Email Approval Code
- Email Approvals

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.
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.

2. After reviewing the email, you can take action against the document by clicking Take Action located at the bottom of the email.
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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.
4. 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.

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