

## Email Approval Enhancements:

As a part of the 15.3 Release to uShop the email approvals have been enhanced to give approvers more access to information on the requisition.

### The new enhancements include:

- Ability to make comments
- Ability to view attachments
- Click open Accounting codes

From the approval email: Click **“TAKE ACTION”**

Reply Reply All Forward  
Fri 10/16/2015 3:10 PM  
support@sciquest.com  
New Pending Approval for Requisition# 137000

To: Matthew Boge  
Retention Policy: 18 Months Delete Inbox 2 year, 6 mon. Expires: 4/15/2017

**FORM TOTAL: 129.00 USD**

**Boise Office Solutions**

**Item 3 (Non-Catalog Item)**  
Description: Wrong Price Item  
Catalog Number: ABC123  
Quantity: 1  
Unit Price: 15.00 USD  
Ext. Price: 15.00 USD  
Contract: 6153402 (Office Supplies and Toner)  
Size/Packaging: 1EA  
Taxable: No  
Capital Expense: No  
Commodity Code:  
**TOTAL: 378.35 USD**

**Accounting Codes**

Project Code (PR):  
Project Code (PR):  
Child:  
Project Code (PO):  
Invoice Code:

Ready to approve, reject or assign this document to yourself? [Take Action](#)

**Additional Information**

**Summary Details**  
AutoReturn: No  
Comments: (0)

**Shipping Address**  
Contact Line 1: Matt Boge  
6501 Weston Pkwy  
Cary, NC 27513  
United States

A new screen will open in your browser and will have the new enhanced view:

Previous Look

**Storm Test Org**

Requisition: 1372796  
Status: Pending  
Shopper: Jared Chelko  
Approver: Tom Approver\_STO

Select an action:  
 Approve  
 Assign to myself  
 Reject/Cancel  
 Return to Requisitioner

Comment (Optional):

Enter your approval code to submit:

New Look

**Perfect Storm INTERNATIONAL**

Folder: Non-Catalog

**Requisition: 137000**

Owner: Matt Boge  
Total: 378.35 USD  
Tax: 0.00 USD  
Tax2: 0.00 USD  
Shipping: 20.85 USD  
Handling: 10.00 USD  
Priority: Normal  
No. of line items: 3  
Suppliers: Boise Office Solutions, Arbee Furniture, Applied Biosystems  
Assigned To: Not Assigned

**Shipping Address**

**Line Items (3)**

**Codes**

**Actions**  
Approval Code \*  
  
Required  
Comment

If the requisition needs to be Reject/Canceled or Returned, first assign the requisition to yourself and the other options will be activated.