Log in to MyBGSU. Click the Employees tab and select Purchasing from the dropdown options.

Then click the Falcon’s Purch logo.

You can access My Approvals through the Order and Documents tab or the Action Items (flag) in the upper right corner of the screen.
Approving

You may have multiple requisitions to approve. Click on the **Requisition No.** to view the requisition or click on **Approve** under Action.

After clicking on the requisition number to open it, you can navigate between the different tabs to view information.

In the upper right corner click on the **Available Actions** dropdown. Selecting one of the approval options and then click **Go**.

Returning a Requisition

To return a requisition back to the requestor, go to **Available Actions**. Select **Assign to Myself**, click **Go**.

Click on the dropdown for **Available Actions** again, this time selecting **Return to Requisitioner**.
To enable the ability to approve requisitions via email, click on your name in the upper right corner, select View My Profile.

On the left navigation select Update Security Settings > click on Change Email Approval Code.

Enter an email approval code. The code may be a combination of characters, numbers and letters and with a minimum length of 6 characters.
When you have a requisition to approve you will receive an email as shown below. Click on the Take Action button at the bottom of the email.

You will then proceed to enter your Approval Code and either Approve or Assign to myself to return the requisition back to the requestor.
Hover over the Documents icon and click on Search Documents. Select the documents you would like to search for.

Select your criteria and then click on Search. The example below will locate all open POs that were prepared by Kim Griner.
If you would like a spreadsheet of the search results, click on Export Search.

Enter a File name and select the Request Export Template. Click Submit.

Click Go to Page: Download Export Files.
Click on the Download Exports tab to refresh the page. Click on the File Name when the Export Status is Completed.

Click OK to open the zip folder.

Click on the first Excel workbook.