



Buy A&M Approvals Training

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Approval in Buy A&M is the means identified approvers use to approve or disapprove a procurement document.

► Login to Buy A&M through Single Sign On

The screenshot displays two panels from a Single Sign On (SSO) interface. The left panel, titled "SSO Menu", lists several applications: Buy A&M, eTravel / Concur, HRConnect, iBenefits, LeaveTraq, Maestro, Time & Effort, and TrainTraq. The "Buy A&M" option is highlighted with a red circle. Below the list is a "Manage Menu" button. The right panel, titled "Recent Logon Activity" with a "Help" link, shows a table of logon events. The table has two columns: "Date/Time" and "Activity". It lists five successful logon events from Tarleton, with dates ranging from 01/14/2016 to 01/15/2016. Below the table are three buttons: "View Security Log", "What should I report?", and "Report Problem".

Date/Time	Activity
01/15/2016	Successful Logon from Tarleton
01/15/2016	Successful Logon from Tarleton
01/14/2016	Successful Logon from Tarleton
01/14/2016	Successful Logon from Tarleton
01/14/2016	Successful Logon from Tarleton

Home Screen

Upon Logging in you will be directed to the Buy A&M Home Screen

Click on Documents ready for approval

THE TEXAS A&M UNIVERSITY SYSTEM

Search... Catalog

Advanced

5 Document(s) Ready for Approval

0 Requisition(s) Returned

1 Requisition(s) Ready for Purchasing

0 PO(s) Ready to Send

0 PO(s) Pending Receipt

1 Receipt(s) In Progress

News

Date	Category	Title
No news items.		

Recent Documents

Document #	Type	Description	Status	Last Viewed
AM04-15-R001248	Requisition	office Supplies	In Progress	01/12/2017
AM04-15-R001920	Requisition	Catering	In Progress	01/12/2017
0000760	Receipt	supplies	In Progress	01/12/2017
AM04-15-R001695	Requisition	training	In Progress	01/12/2017
AM04-15-R001654	Requisition	testing	In Progress	01/10/2017

[View More](#)

On the next screen there will be a list of "Documents Pending My Approval"

The screenshot shows the user interface of the Texas A&M University System procurement system. The user is logged in as "Training User 02". The main navigation bar includes a search bar, a "Catalog" dropdown, and a "Advanced" link. The left sidebar contains various document icons. The main content area is titled "Home - Welcome Back Training User 02" and features a navigation menu with "Approval(5)" selected. Below this, a section titled "My Documents Pending Approval" displays a table of pending documents. A red circle highlights the "Documents Pending My Approval" section header. Another red circle highlights the document ID "AM04-15-R00Z178" in the table below, with a red arrow pointing to it. The footer of the page contains the copyright notice: "Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved."

Requisition #	Requisition Date	Description	Type	Approval Requested	Approver	Approval Status	Date Approved
AM04-14-R000407	05/22/2014	computer for new employee	Open Market	05/22/2014 11:49:36 AM 05/22/2014 11:50:03 AM 12/16/2014 01:59:13 PM	Approver User 07 Approver User 08 Elaine Chew	Waiting... Waiting... Waiting...	
AM04-14-R000406	05/22/2014	office furniture - desk & chair	Open Market	05/22/2014 11:48:04 AM	Approver User 07	Waiting...	
AM04-14-R000405	05/22/2014	printing of newsletter	Open Market	05/22/2014 11:31:19 AM	Approver User 09	Waiting...	
1400360	10/14/2013	Training In October	Open Market	10/14/2013 03:33:03 PM 10/14/2013 03:33:03 PM	Lisa Stroebel Approver User 02	Waiting... Waiting...	

Requisition #	Requisition Date	Description	Account Fiscal Year	Type	Requestor	Dept/Loc	Total
AM04-15-R00Z178	05/14/2015	test	15	Open Market	Training User 09	04PURCH / PURCH	\$150.00

Click on the document
you would like to
approve

By clicking on the document link a summary of the request purchase will be shown on the screen
- Scroll down to the bottom of the document (verifying the information is correct as you go)

Approval Paths

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Training User 02		1	05/14/2015 09:25 AM			
	2	Training User 05		2				

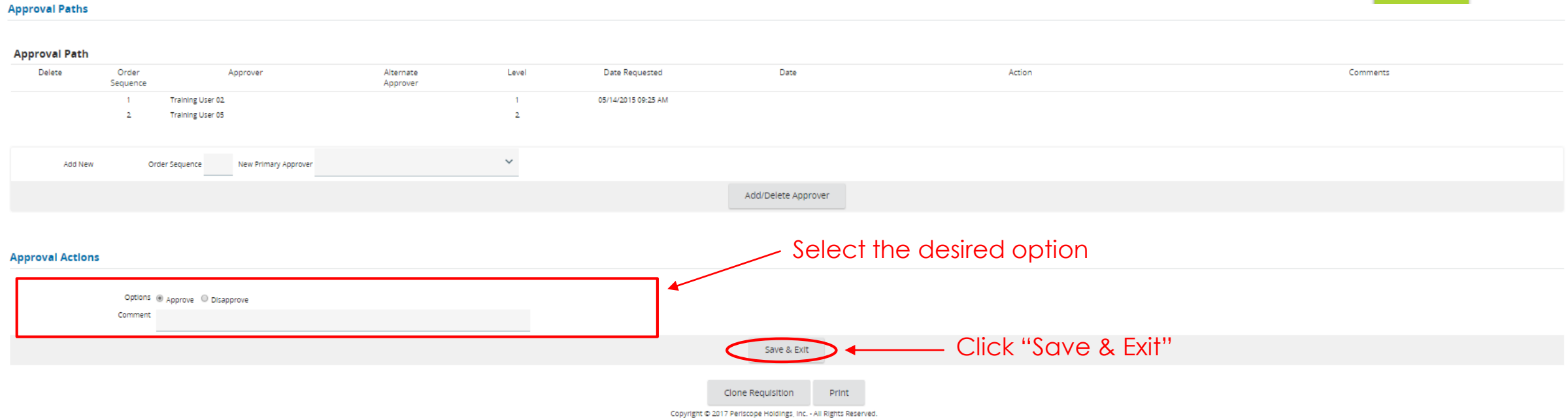
Add New Order Sequence New Primary Approver Add/Delete Approver

Approval Actions

Options Approve Disapprove
Comment

Save & Exit Clone Requisition Print

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There are two options available:

Approve – approves the document and sends it to the next approver

Disapprove – sends the document back to the requestor so they can make corrections and re-submit

Upon clicking "Save & Exit" you will receive the following message:
After you click "OK" the approval process is complete

buy-train.tamus.edu says:
Are you sure you want to approve this requisition?

OK Cancel

Click "OK"

THE TEXAS A&M UNIVERSITY SYSTEM

NAICS - <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007> :

REF A :

REF B :

Notes:

Vendors:

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Recommended
00000003	TAMUS:0013978	ABC Supply Company	Email	Yes

Attachments

Agency Files:

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information

Approval Paths

Approval Path

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Training User 02		1	05/14/2015 09:25 AM			
	2	Training User 05		2				

Add New Order Sequence New Primary Approver

Add/Delete Approver

Approval Actions

OPTIONS @ 2 Items @ 1:30:00 PM