eReq Quick Guide
RF Approver Steps

Where do I begin?

eReq is a web-based application used for processing requisitions and viewing their current status.

1. **Go to eReq your favorite way:**

   1. From your **Internet Browser** go to:

      buffalo.edu/procurement

   2. Click on the **eReq Login** button on the left side

      Or

   1. Go to MyUB https://myub.buffalo.edu

   2. From the Administrative Menu, **click** Business then **eReq- purchase requisition** from the list of Business Systems

2. **Enter your UBITName and password.**

Remember to:

 ➤ Read all **NOTES** from the Creator for any possible special notations.
 ➤ View any **ATTACHMENTS** for possible justifications or other relevant information.
 ➤ Use the **NOTES** Tab to relay any instructions to the Supplier, Purchasing, Accounts Payable, Sponsored Projects Services or Inventory Services.
 ➤ Be sure to identify who your **NOTE** is to being addressed to for clarity.

Questions? – If you need additional help, contact:

Ali Meadows, alisonma@buffalo.edu 645-4521

How to Approve an eReq at the RF Approver Step:

Open the eReq process from either the link below or from the link in the email notification that you have work to do. https://myub.buffalo.edu/ereq/pw/scripts/ereq_client.cgi

1. Sign into the UB Workflow client with your UBITName and password.
2. Go to the **Inbox** Tab
3. Open the **Incident** by clicking on the Incident Number. eReq will open to the **Summary** of the Incident selected.
4. Review the **Summary** to see what is being ordered.
5. If you agree with what is being purchased, open the **Funding** tab.
6. Click on the button that reads **Approve** located in the *Current Funding* section next to the suggested account number that was entered by the creator. If there are multiple accounts on this Incident that require your approval, repeat this process for each account.
7. Go to the **My Actions** tab and select **Approve and Submit** from the dropdown list of actions.
8. Click **Save and Finish** (located at the bottom right section of the screen) to complete the process.
9. Click **Close Window** which returns you to your **Inbox** Tab.
10. If there are additional incidents that require your approval - repeat the above process.

If **Notes** or **Attachments** are indicated in the requisition details area, be sure to click on the relevant tab(s) to view any pertinent information prior to approving the eReq.

Note: As an Approver, you have the ability to change any item, quantity, supplier or account that was entered by the creator.

Note: If there are any additional RF accounts funding this purchase that need approval by another PI, select **submit for approval** and the PI's name from the Approver dropdown list. **Save and Finish** will send the requisition on to them for their approval.