

TopShop Approver Instructions

1. You receive an email that looks similar to this. Click on this link.

WKU

Approval Required

Western Kentucky University

Requisition R046879 (University of Evansville) for Diana Howard

Description	Supplier	Account Code	Qty	Distribution	Percentage	Unit Price	Subtotal
Gatton to Harlaxton FLP Summer 2022	University of Evansville	W-170161-850440-74320	1	\$142,580.00	(100.00%)	\$142,580.00	\$142,580.00
Subtotal							\$142,580.00
Shipping							\$0.00
TOTAL							\$142,580.00

[Please login to approve or decline this requisition.](#)

2. Use your WKU NetID and password to log in on the screen that looks like this.

Single Sign-On

NetID Password Sign In

Remember me on this computer

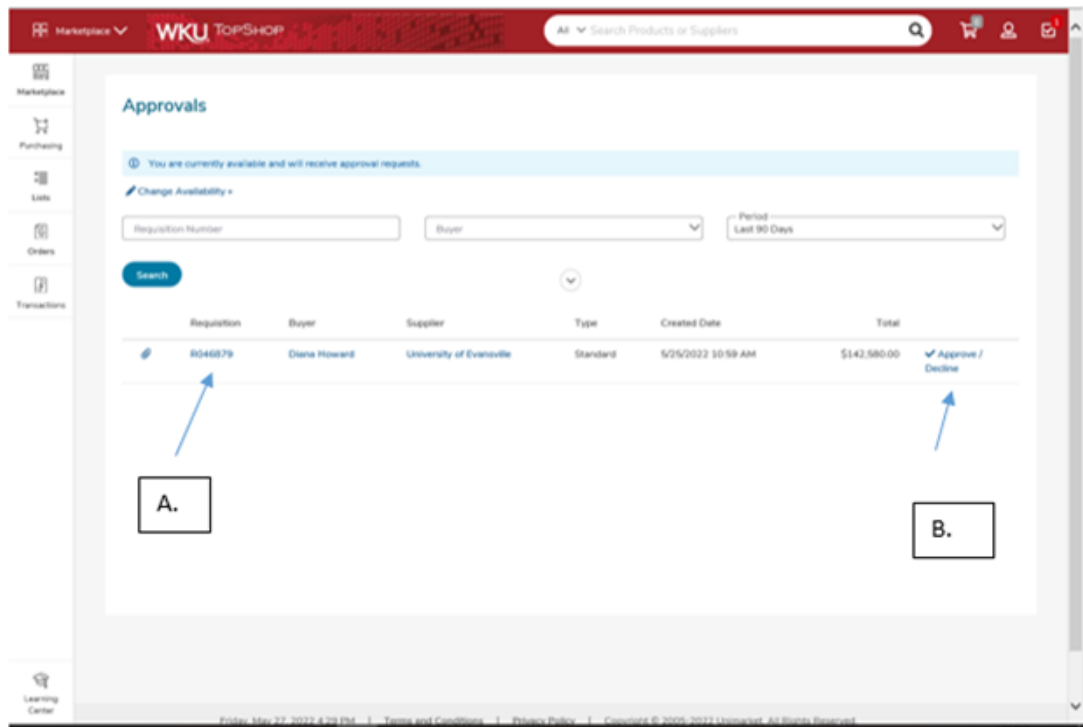
[Forgot NetID or Password?](#)

WKU

Need Help? Contact the ITS Service Desk
After a successful sign in, we use a cookie in your browser to track your session. You can refer to our [Cookie Policy](#) for more details.
By signing in, you agree to our [Privacy Policy](#). WIS02 Identity Server | © 2022 inc. All rights reserved.

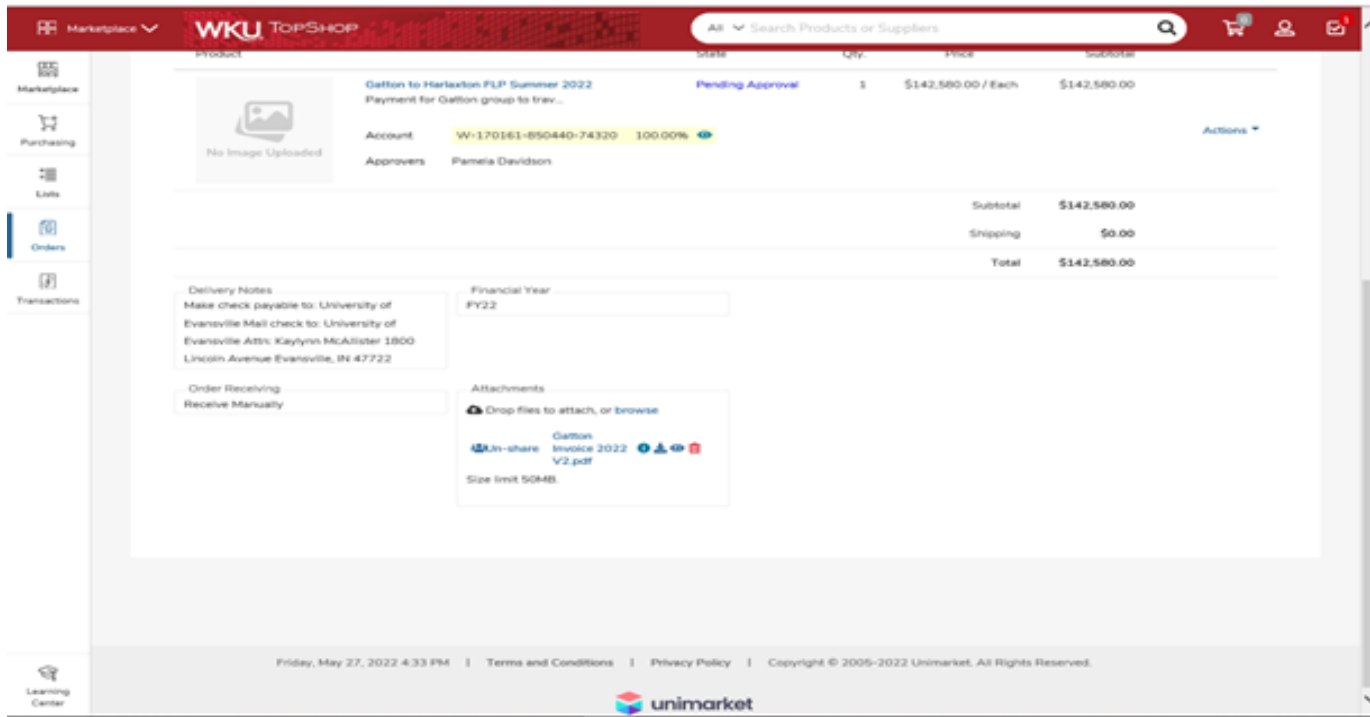
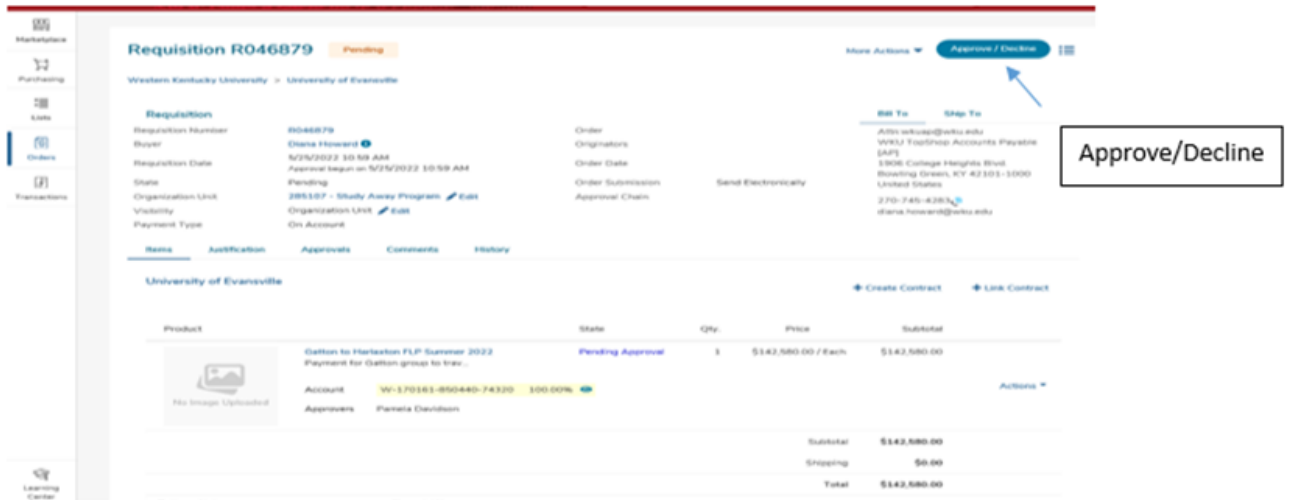
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3. Your screen should look like this. There are two ways to approve: A) click on the Requisition number to go into the requisition and review all items, or B) click the Approve/Decline link on the right side of the screen.

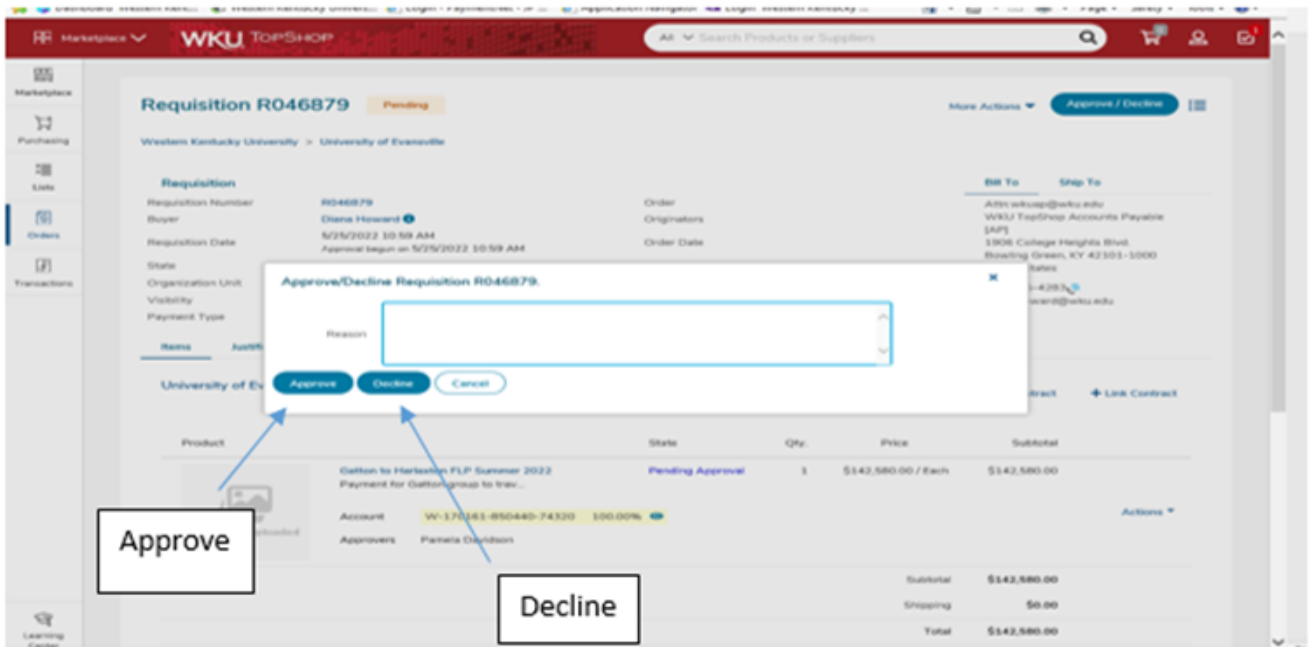


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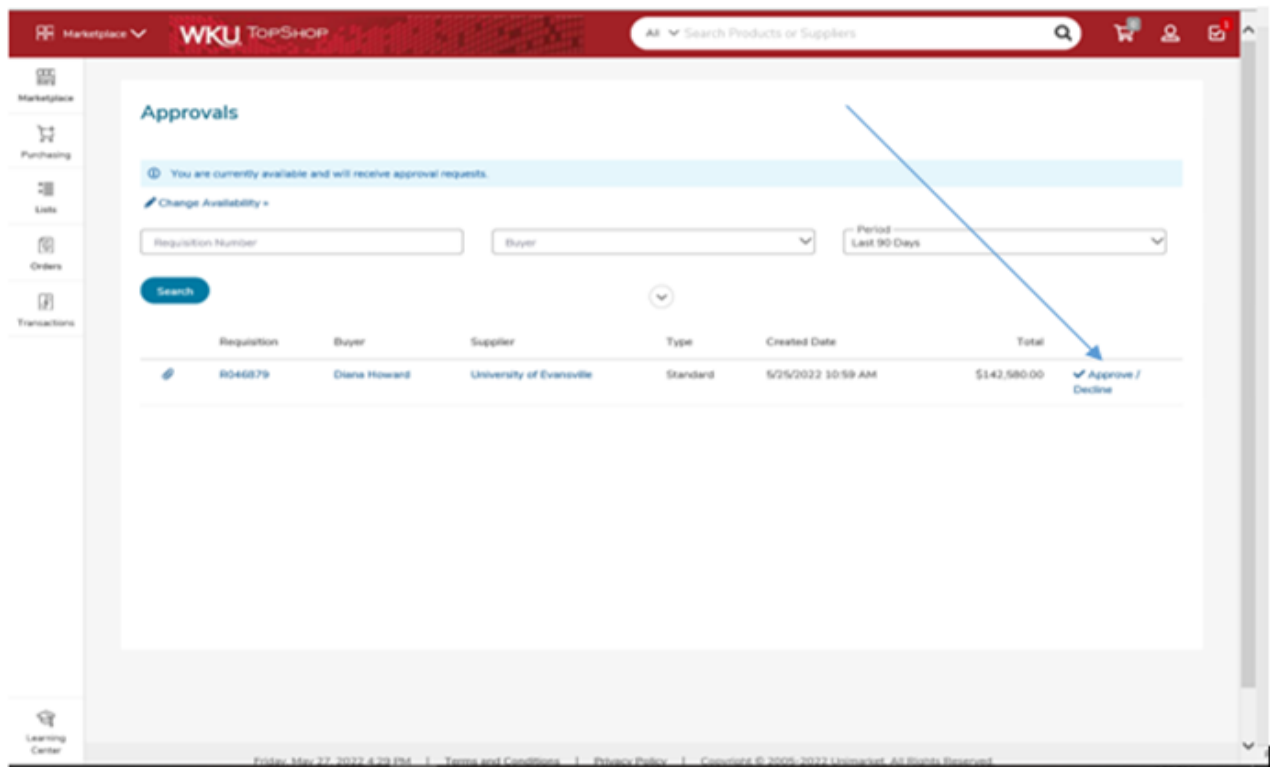
If you choose A, you will see the requisition information and any attached documentation. To approve or decline, you click the Approve/Decline link, add a note in the pop-up reason box, and click the approve icon. To decline, you add the decline reason and click the decline icon.



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If you choose B, you will click the Approve/Decline link on the right side of the screen, add a reason for approval in the pop-up box and click the approve icon. To decline, you add the decline reason and click the decline icon.



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The screenshot displays the WKU TopShop 'Approvals' page. At the top, there is a navigation bar with the WKU TopShop logo and a search bar. A sidebar on the left contains navigation icons for Marketplace, Purchasing, Lists, Orders, Transactions, and Learning Center. The main content area is titled 'Approvals' and includes a status message: 'You are currently available and will receive approval requests.' Below this is a 'Change Availability' link and search filters for 'Requisition Number', 'Buyer', and 'Period' (set to 'This Month'). A table lists requisitions with columns for Requisition, Buyer, Supplier, Type, Created Date, and Total. A modal window titled 'Approve / Decline Requisition R046879' is open, featuring a 'Reason' text area and three buttons: 'Approve', 'Decline', and 'Cancel'. Blue arrows point from the 'Approve' and 'Decline' buttons in the modal to corresponding labels at the bottom of the page.

Requisition	Buyer	Supplier	Type	Created Date	Total	
R046879					580.00	✓ Approve / Decline

Approve

Decline