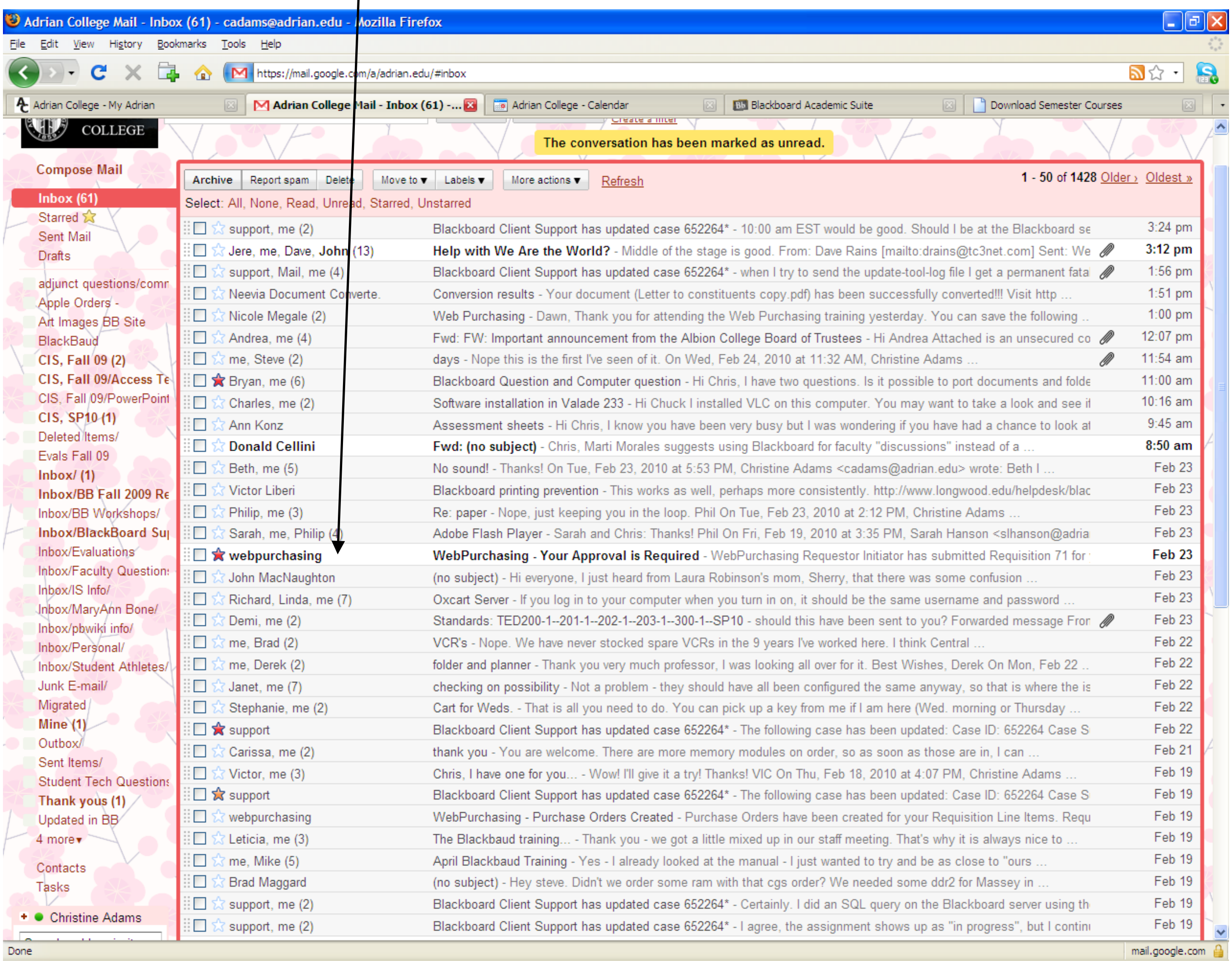
Blackbaud Approvers Process

As <u>Approvers</u> in the Blackbaud Web Purchasing system, your role is to review the P.O.'s that require your approval and choose to <u>Approve or Reject all or part</u> of the PO.

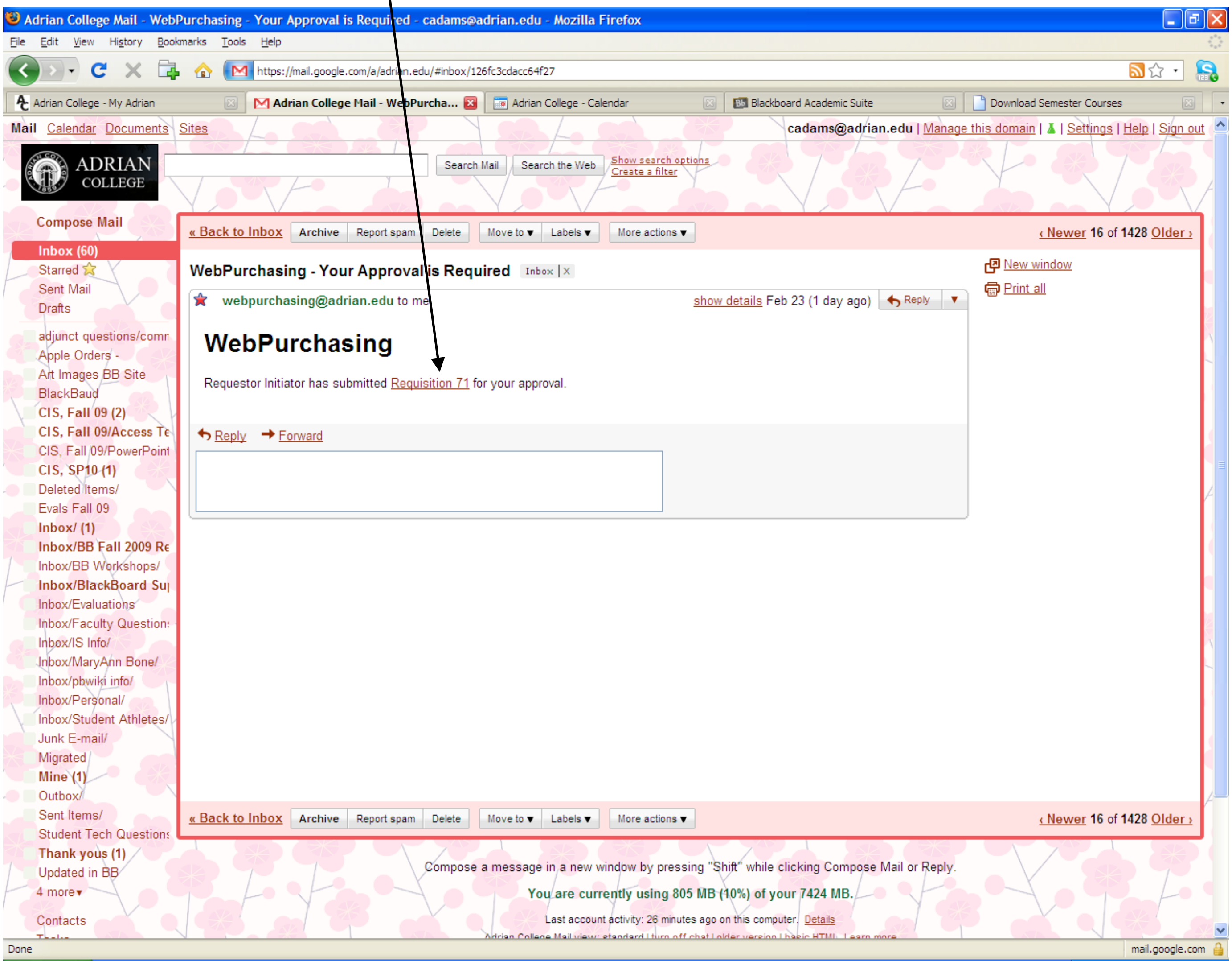
There are 2 ways to get to the list of PO's requiring your approval.

<u>Method 1</u>

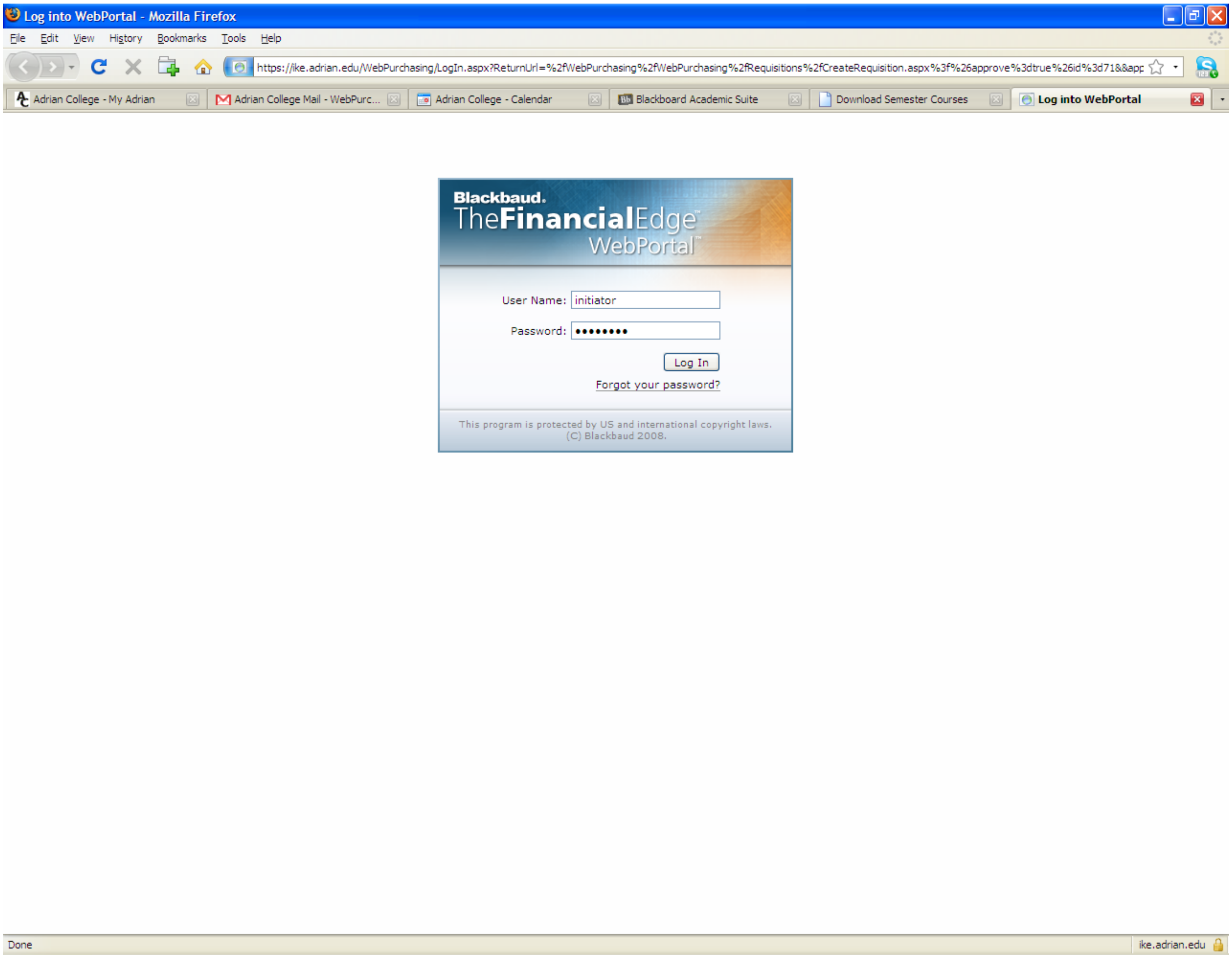
You will receive an email when a PO has been submitted that requires your approval.



Upon opening that email, you will see the PO number and a link to the Blackbaud Web Portal. Click on the Requisition number



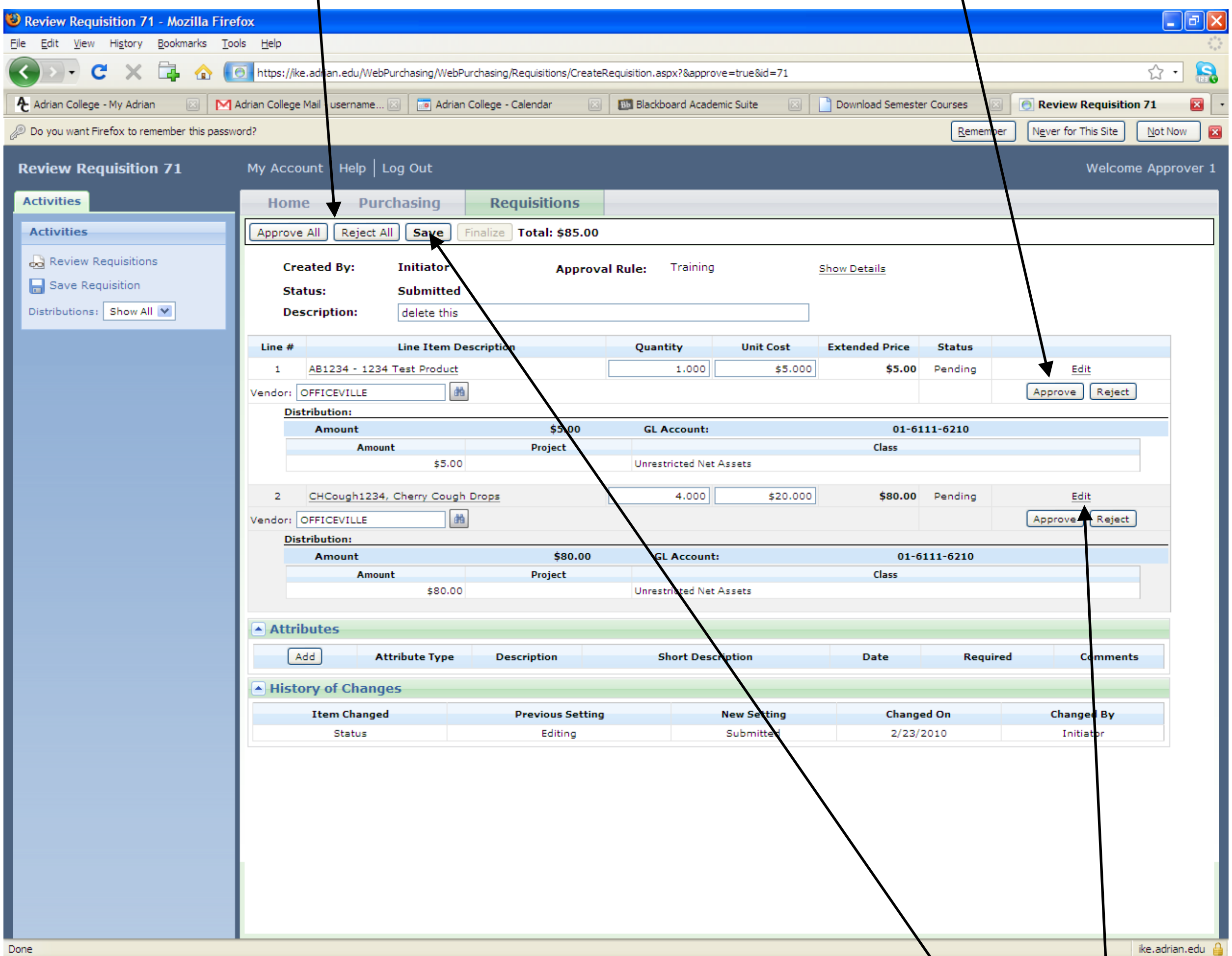
At the Web Portal Login, Type in your User Name and Password (supplied by Nicole)



Upon Login you will see the details of the PO. You can Approve or Reject each item in the PO

OR

You can Approve All or Reject All of the items in the PO



You may also edit the GL account that the item(s) is being charged to using the Edit button

If you are not able to Approve or Reject all of the items at that time, you can SAVE what you have done and come back to the PO at a later date

Once you have approved or rejected each item – or all the items – you click the Finalize button

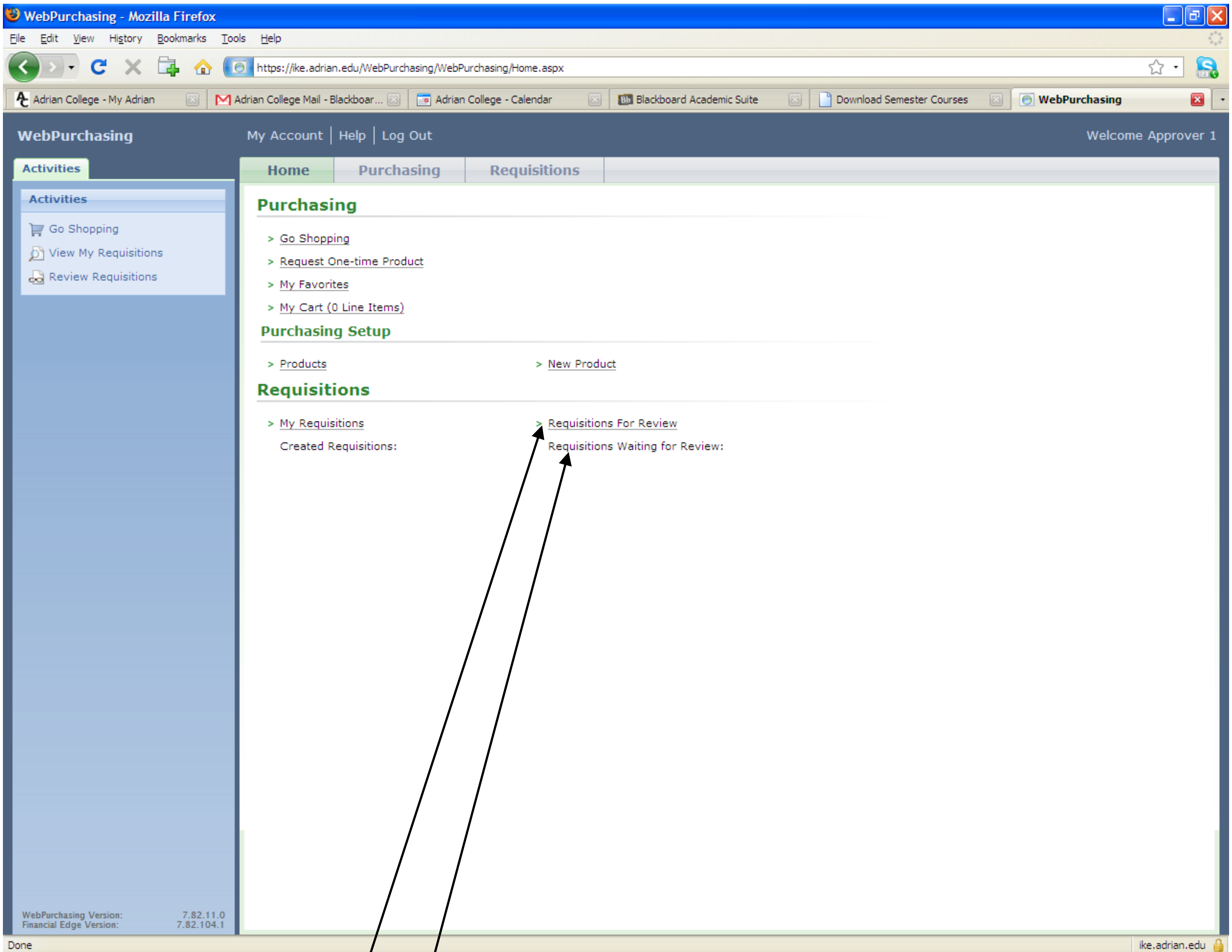
This will return you to the list of PO's waiting for your approval

Method 2

Log on to the Blackboard Web Portal at this address:

https://ike.adrian.edu/WebPurchasing

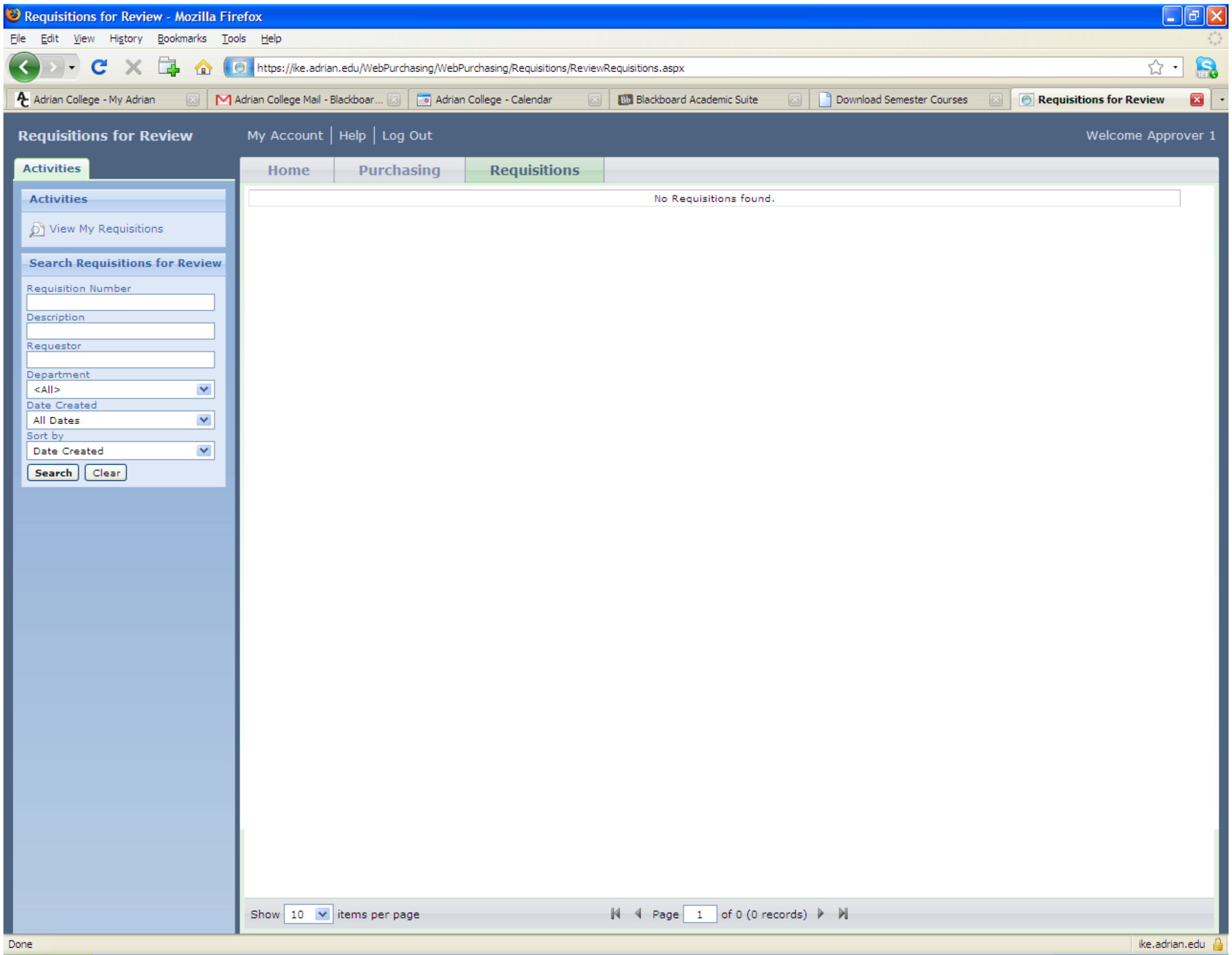
Upon entering a valid username and password (from Nicole) you will see this screen:



From here you can

- see a list of all PO's awaiting your approval
- click on a specific PO awaiting your approval
- Create a new PO

Click on Requisitions for Review to see the screen below – shows all PO's awaiting your approval



Click on the PO you would like to work with, follow instructions as on page 4