



Buy A&M Approvals Training

TEXAS A&M UNIVERSITY SYSTEM

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 the SSO interface with two main panels. 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', features a 'Help' link and a table of logon events. The table has columns for 'Date/Time' and 'Activity'. It lists five successful logons from Tarleton, with the first two on 01/15/2016 and the last three on 01/14/2016. Below the table are buttons for '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 TEXAS A&M UNIVERSITY SYSTEM

Search... Catalog Advanced

Home - Welcome Back Training User 02

News(0) Reqs(15) PO(0) **Approval(5)** Receiving(6) My Reminders(1) System Messages

My Documents Pending Approval

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 11:49:04 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...	

Documents Pending My Approval

Requisition #	Requisition Date	Description	Account Fiscal Year	Type	Requestor	Dept/Loc	Total
AM04-15-R002178	05/14/2015	test	15	Open Market	Training User 09	04PURCH / PURCH	\$150.00

[List & Approve](#)

Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved.

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

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

Select the desired option

Click "Save & Exit"

Select the desired option

Click "Save & Exit"

Approval Actions

Options ☒ Approve ☐ Disapprove

Comment

Save & Exit

Clone Requisition

Print

Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved.

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

Secure | https://buy-train.tamus.edu/bsr/requisition/reqSummary.sdo?mode=initial&docId=AM04-15-R002178

Apps Information Technolo System for Award Ma Buy A&M MSN.com - Hotmail, C Dayton Superior 1324

THE TEXAS A&M UNIVERSITY SYSTEM

Search...

Source Requisition: NAICS - http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007 :
REF A :
REF B :
Notes:
Vendors:

this is a test

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Recommended
00000003	TAMUS:0013970	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 Anonymous Anonymous

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

OK Cancel

Click "OK"