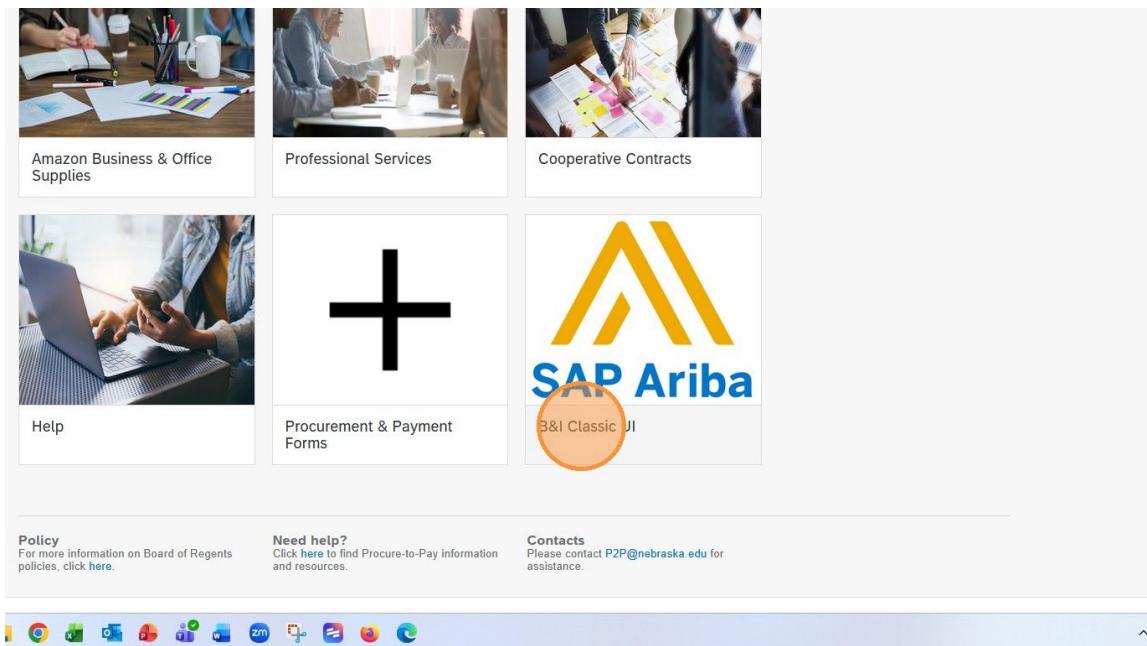
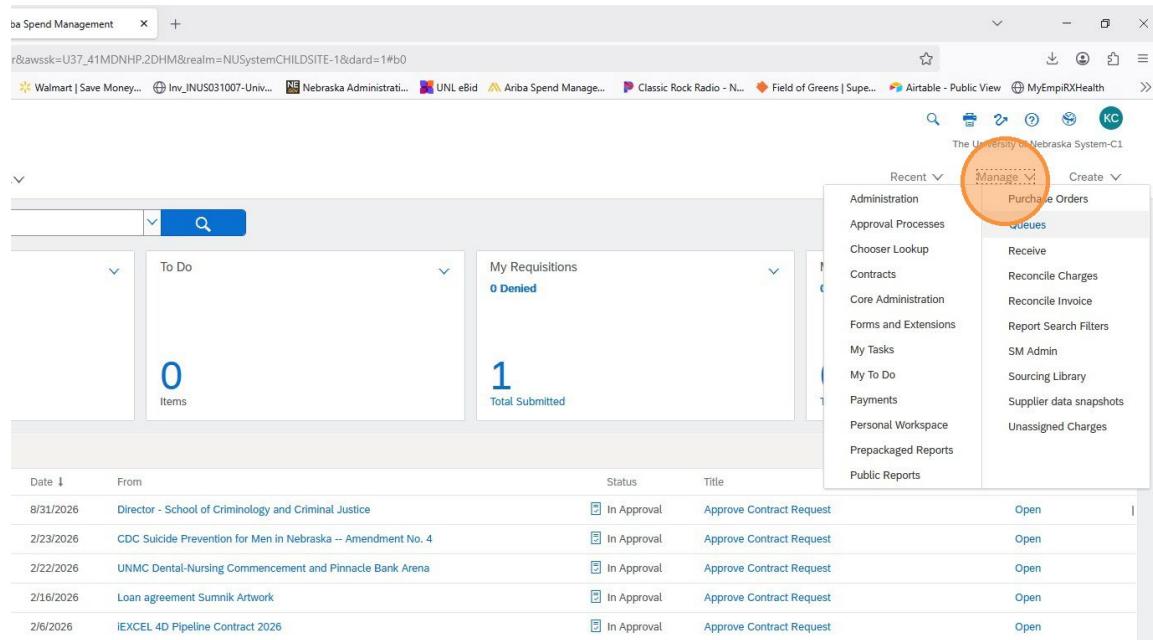


How to Approve a Requisition in B&I Classic

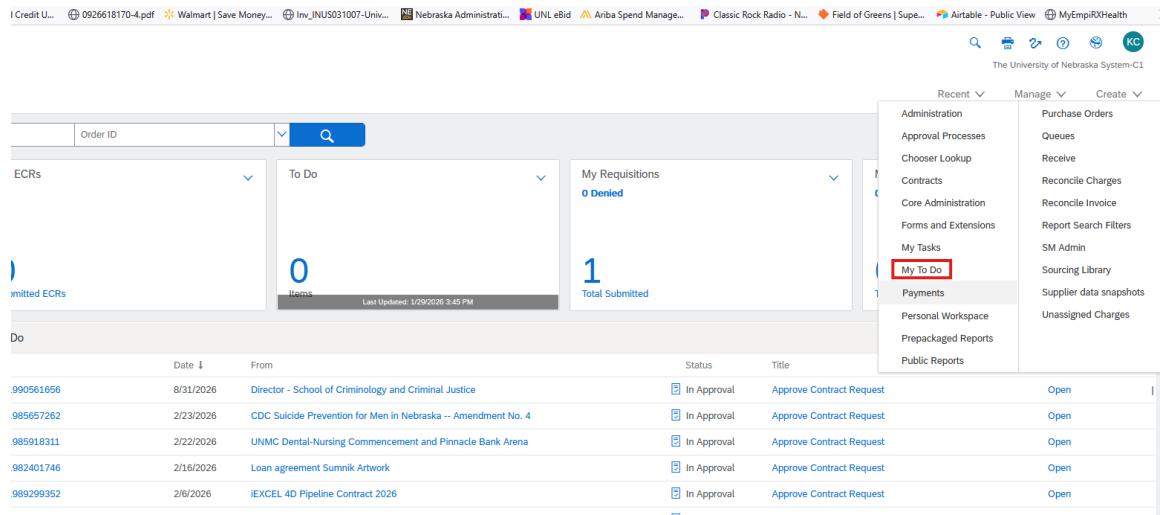
1. Click on the B&I Classic UI icon.



2. Click on the drop down next to "Manage" in the right hand upper corner.



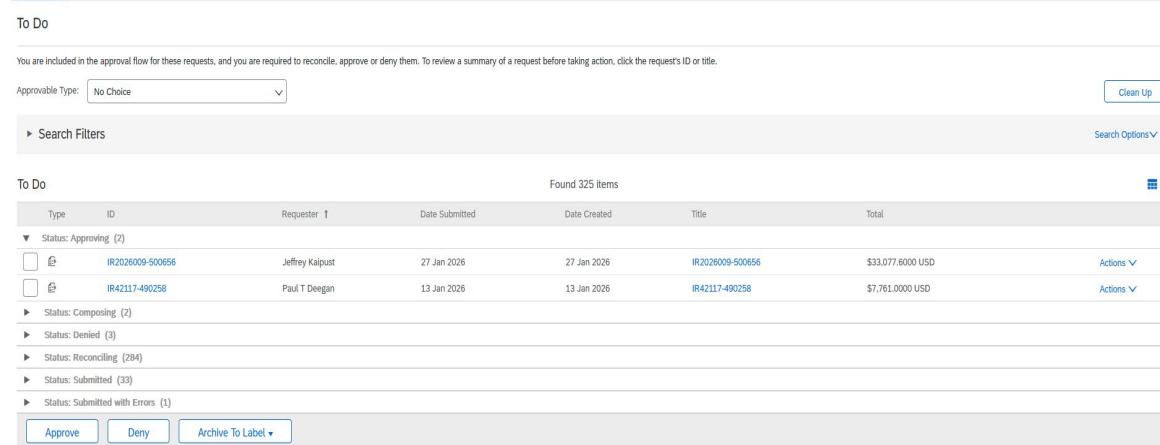
3. Click on "My To Do"



The screenshot shows the 'My Tasks' menu with 'My To Do' selected. The 'To Do' section displays 1 item total submitted. The table below shows the details of the request:

Date	From	Status	Title	Action
8/31/2026	Director - School of Criminology and Criminal Justice	In Approval	Approve Contract Request	Open
2/23/2026	CDC Suicide Prevention for Men in Nebraska -- Amendment No. 4	In Approval	Approve Contract Request	Open
2/22/2026	UNMC Dental-Nursing Commencement and Pinnacle Bank Arena	In Approval	Approve Contract Request	Open
2/16/2026	Loan agreement Sunrik Artwork	In Approval	Approve Contract Request	Open
2/6/2026	iEXCEL 4D Pipeline Contract 2026	In Approval	Approve Contract Request	Open

4. There will be a list of requests that will need to be approved.



The screenshot shows the 'To Do' list interface with the following table:

Type	ID	Requester	Date Submitted	Date Created	Title	Total	Action
Status: Approving (2)	<input type="checkbox"/> IR2026009-500656	Jeffrey Kaipust	27 Jan 2026	27 Jan 2026	IR2026009-500656	\$33,077.6000 USD	Actions
Status: Composing (2)	<input type="checkbox"/> IR42117-490258	Paul T Deegan	13 Jan 2026	13 Jan 2026	IR42117-490258	\$7,761.0000 USD	Actions
Status: Denied (3)							
Status: Reconciling (284)							
Status: Submitted (33)							
Status: Submitted with Errors (1)							

Buttons at the bottom: Approve, Deny, Archive To Label.

5. To Approve Requisitions, Click on the Drop Down for Approvable Type.

Approvable Type: **Invoice** 

Search:

To Do

Invoice #	Status: Sub	Approve
<input type="checkbox"/> Q-41624		
<input type="checkbox"/> 40620585		

Invoice

Found 2 items

Invoice Amount	Supplier	Max Discount	Sch
\$30,362.8000 USD	IMOTIONS INC ***ACH***		
\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

6. Choose "Requisition".

Approvable Type: **Invoice**

Search:

To Do

Invoice #	Status: Sub	Approve
<input type="checkbox"/> Q-41624		
<input type="checkbox"/> 40620585		

Requisition 

Found 2 items

Invoice Amount	Supplier	Max Discount	Sch
\$30,362.8000 USD	IMOTIONS INC ***ACH***		
\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

7. This will give you the list of Requisitions to approve. Click on a PR Number to open the Requisition.

HOME CONTRACTS PROCUREMENT CATALOG MORE...▼

To Do

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type: Requisition ▾ Saved Search: No Choice ▾

► Search:

To Do Found 3 items

Type	ID	Requester	Date Submitted	Status	Title	Total	Co
▼ Status: Denied (3)	PR9050	Eric Carnes	21 Mar 2024	Denied	Binder FD-S 115 Solid-Line Mechanical ...	\$11,279.1700 USD	10
	PR85099	Zachary B Brown	19 Nov 2024	Denied	BROWN, Z-11/19/2024	\$11,175.0400 USD	10
	PR142402	Kelly Cunningham	12 Jun 2025	Denied	MiSeq Reagent Kit v3 (600-cycle)	\$19,360.4800 USD	10

Approve Deny Archive To Label ▾

8. Click on Approve or Deny.

HOME CONTRACTS PROCUREMENT CATALOG MORE...▼ Recent ▾ Manage ▾ Create ▾

Approval Summary - INV40620585-461396

Request INV40620585-461396 ▾ of

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow to display the previous or next request.

Download cXML Approve Deny Edit Print

INV406205... - Buyer Contact : Kim Christensen Total : \$1,039.5000 USD

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No items					

Line Items (1)

No.	Description	Order ID	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Canon C7565i Copier & 2 Canon C5550 Copiers	4900001278	1	each	\$1,039.5000 USD	\$1,039.5000 USD				\$1,039.5000 USD	(1)	Details

Approval Flow

If you have any questions, please contact P2P@nebraska.edu.