Appendix 3: CUNYBuy Screen printout with detailed steps for approvers

Click on the link or copy the CUNYBuy login address below to log into CUNYBuy

https://login.cuny.edu/idp/profile/SAML2/POST/SSO?execution=e3s1

Enter your CUNYfirst Id and password to login (Example John.smith73@login.cuny.edu) then click login
CUNYBuy webpage appears. Click on “Action Items”
The Action Items will display how many are pending your review.

Click on “Requisitions”.

CUNYBuy will display requisitions pending approval and what level of approval is required. Click on above for dropdown to review requisition(s).

Approval Levels are based on the dollar value of the requisition.
- A requisition with value of less than $2,500 requires one level of approval (Department 1 approval).
- A requisition with value of $2,500 - $10,000 requires two levels of approval (Departments 1 and 2).
- All requisitions with value of $10,000 or greater requires three levels of approval (Departments 1, 2, and 3).
When you click on selection CUNYBuy will display requisition(s). Then click on Requisition number to review requisition.
Requisition information will be displayed along with the summary on the right hand side that will show the approval levels.

**IMPORTANT – DO NOT JUST CLICK APPROVE. REVIEW THE APPROVAL LEVEL REQUIRED AND SKIP TO THE APPROPRIATE APPROVAL LEVEL**
You can skip to approval Level 3 by clicking on the three dots next to the approval level and then click on “EXPEDITE”. By doing this you can approve any requisition regardless of the dollar value. Then you can approve the requisition by clicking on the tab above.
There are CUNYBuy training courses available in Blackboard from the link below

https://ssologin.cuny.edu/cuny.html?bmctx=D59E04882DF4F80F0E4A64DD59167034&password=secure_string&contextType=external&OverrideRetryLimit=1&ChallengeRedirectMethod=GET&username=string&challenge_url=https%3A%2F%2Fssologin.cuny.edu%2Fcuny.html&request_id=1332326859866882570&authn_try_count=0&locale=en_US&resource_url=https%253A%252F%252Fbhosted.cuny.edu%252F

Log into Blackboard with your CUNYfirst credentials

Log into Blackboard with your CUNYfirst credentials
Click on the CUNYBuy Training Course link
Select the training from the available courses listed above. “Requisition Approver Training Module”
If you scroll to the bottom of the page there are “Job Aids
These are PDF’s for the various approval rights. If you click on CUNYBuy Guide - Departmental Approval the PDF will explain the approval process in CUNYBuy.