

How to Edit a Requisition that has been returned

1 Navigate to Jaggaer

2 If a requisition has been returned to you, it can be located by clicking on the Action Item flag in the top right corner of the screen. The Action Item window will open.

PO Owner	Shipment Status	Matching Status	Total Amount	Cost Center	Object Code	Receipt Status	Invoice Status	Invoice Pay Status	AP Status
Jessica Waddington	Sent To Supplier	No Matches	50.00 USD	905101	55720	No Receipts	No Invoices	No Pay Status	Open
Jessica Waddington	Sent To Supplier	No Matches	94.72 USD	905101	55720	No Receipts	No Invoices	No Pay Status	Open
Jessica Waddington	Sent To Supplier	No Matches	199.99 USD	905101	55720	No Receipts	No Invoices	No Pay Status	Open
Diana	Sent To	No Matches	10.01 USD	905101	55720	No Receipts	No Invoices	No Pay	Open

3 Click "My Returned Requisitions"

			Requisitions							14	
Jessica Waddington	Sent To Supplier	No Matches	Invoices							4	Open
Jessica Waddington	Sent To Supplier	No Matches	Contracts Approvals							10	
Jessica Waddington	Sent To Supplier	No Matches	Change Request							2	Open
Jessica Waddington	Sent To Supplier	No Matches	Procurement Request Approvals							1	
Jessica Waddington	Sent To Supplier	No Matches	Administrative Items								
Jessica Waddington	Sent To Supplier	No Matches	Import/Exports - Completed							4	Open
Jessica Waddington	Sent To Supplier	No Matches	Orders								
Jessica Waddington	Sent To Supplier	No Matches	My Returned Requisitions							18	Open
Jessica Waddington	Sent To Supplier	No Matches	Contract								
Jessica Waddington	Sent To Supplier	No Matches	Contracts to Review (Internal Review)							1	Open
Jessica Waddington	Sent To Supplier	No Matches	Overdue Obligations							1	Open
Diana Higgins	Sent To Supplier	No Matches	Status								
Diana Higgins	Sent To Supplier	No Matches	22.49 USD	905101	55720	No Receipts	No Invoices	No Pay Status		Open	
Diana Higgins	No Shipments	No Matches	50.00 USD	905101	55720	No Receipts	No Invoices	No Pay Status		Open	

4 Select the requisition that was returned to edit.

Normal	2023-04-17 0322254 02
Normal - Returned	2023-04-25 0322254 01
Normal - Returned	2023-05-01 0322254 01
Normal - Returned	2023-05-02 0322254 01
Normal	2023-05-03 0322254 03
Normal	2023-05-03 0322254 04
Normal	2023-05-03 0322254 05
Normal - Returned	2023-05-10 0322254 01
Normal	2023-06-14 0322254 02
Normal	2023-07-26 0322254 01
Normal - Returned	2023-07-27 0322254 02

2023-07-27 0322254 02

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Alternatively, you can search for requisition by requisition number.

5 Use the universal search field.

The screenshot shows a web application interface. At the top, there is a search bar with the text "Search (Alt+Q)" and a magnifying glass icon. To the right of the search bar, there is a shopping cart icon with "1,222.00 USD" next to it, a heart icon, and a notification bell icon with "86" and "71" next to it. Below the search bar, there is a navigation bar with icons for eye, printer, help, and a menu. There are buttons for "Assign Cart" and "Place Order". A dropdown menu shows "1 of 1 Results". On the left, there is a form with a "Billing" section. On the right, there is a "Summary" panel with a purple header "Draft (returned)" and a "Total (1,222.00 USD)" section. Below the total, there is a note: "Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes,".

6 Enter the requisition number to search, then click on the requisition in the search results to open.

The screenshot shows a web application interface. At the top, there is a search bar with the text "Quick Search (Alt+Q)" and a magnifying glass icon. To the right of the search bar, there is a dropdown menu with "All" and a search input field containing "3831885". Below the search bar, there is a "Requisitions" section with a list of results. The first result is "3831885", which is highlighted with an orange circle. Below the search bar, there is a "Billing" section with a "Bill To" section containing the following information: "Lewis-Clark State College", "Controller's Office", "500 8th Avenue", "Lewiston, ID 83501", "United States". Below the "Bill To" section, there is a "Billing Options" section with "Accounting Date" set to "7/27/2023". On the right, there is a "Summary" panel with a purple header and a "Total (1,222.00 USD)" section. Below the total, there is a note: "Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes,". Below the note, there is a "Subtotal" section. At the bottom right, there is a "What's next for my requisition" section.

7

Click on the pencil icon to edit information, such as the Accounting Codes section.

The screenshot shows a requisition summary for requisition 3831885. The interface includes sections for General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. A callout box with a pencil icon points to the Accounting Codes section. The Accounting Codes table is as follows:

Cost Center	Object Code
905101 Purchasing	55720 Supplies

Below the Accounting Codes section, there are sections for Internal Notes and Attachments, and a 1 Line section showing a line item for Vikki J. Swift-Raymond with a value of 1,222.00 USD.

8

Edit the necessary information, such as the cost center or object code.

The screenshot shows the 'Edit Accounting Codes' form. The form has two input fields: 'Cost Center' and 'Object Code'. The 'Cost Center' field contains the value '905101' and the 'Object Code' field contains the value '55720'. Both fields have a red pencil icon to the right, indicating they can be edited. Below the input fields, there is a section for 'Required fields' and a '★ Required fields' label. The form is part of a larger interface with a sidebar on the left containing navigation icons for Home, Shopping Cart, and various system functions.

9

Once the information has been edited, click "Place Order" to place the requisition back in the approval workflow.

The screenshot shows a web interface for managing requisitions. At the top, there is a navigation bar with a search field (Search (Alt+Q)), a cart icon showing 1,222.00 USD, and notification icons for 86 items and 70 messages. Below the navigation bar, there are icons for eye, printer, help, and a menu, followed by 'Assign Cart' and 'Place Order' buttons. The 'Place Order' button is circled in orange. The main content area is split into two columns. The left column shows the requisition details for Clark State College, including the Purchasing Office address and an effective date of 7/27/2023. The right column shows a 'Summary' section with a purple header 'Draft (returned)'. It lists a total of 1,222.00 USD and a subtotal of 1,222.00. A note explains that shipping, handling, and tax charges are calculated and charged by each supplier for estimation purposes. At the bottom of the summary, there is a section titled 'What's next for my order?'.

Summary →

Draft (returned)

Total (1,222.00 USD) ↓

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,222.00
	<hr/>
	1,222.00

What's next for my order? ↓