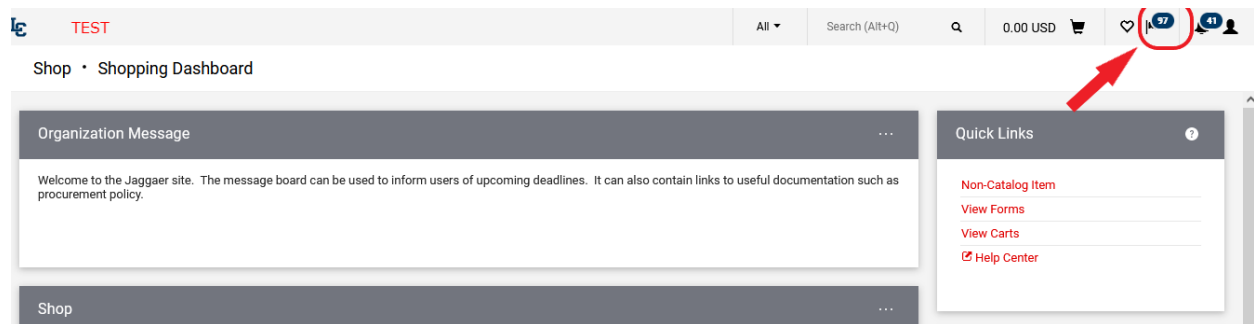


## Jaggaer eProcurement System: Process Guides

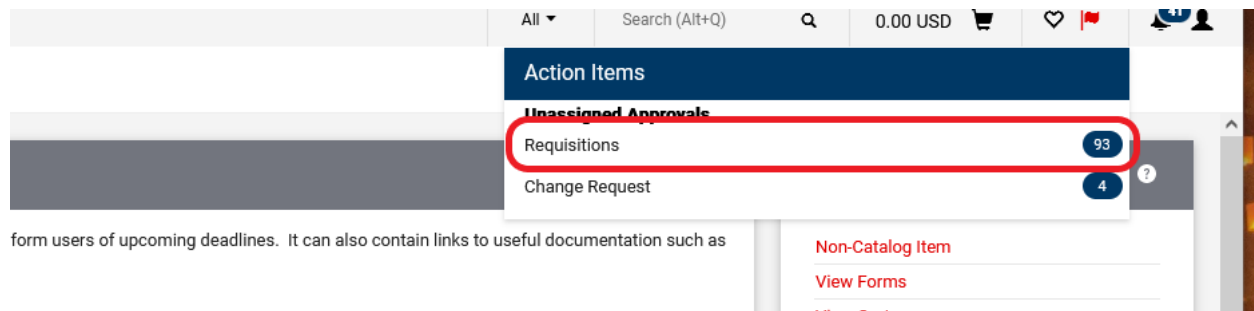
### How to approve a requisition

Overview: Purchase Requisitions (PR's or Requisitions) are entered by Requesters and routed to Approvers for review and approval. Approvers can access and approve Requisitions in the Jaggaer system, or by clicking on the link in the approval email received. Requisitions can also be sent back to the Requester, for updates or corrections.

1. Navigate to the Jaggaer site.
2. Click on the **Action Item flag** in the top right corner of the screen.



3. The **Action Items** window will open. Click on the type of item to approve, most commonly **Requisitions**.



4. The Approvals section will now load, displaying all of the requisitions that need approval.
5. From this Approvals view, the following details are present for each Requisition.



- a. The Requisition No, Supplier, Assigned Approver, Purchase Requisition (PR) date and time of creation, the Requisitioner (the user who entered the Requisition) and the amount.

Approvals Submit Date Newest First

Requisitions **94** Purchase Order Change Requests **4** Invoices Procurement Requests Contract Requests AP Requests

Total Results 93 Display 20 per folder

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
3643096	NW Engraving Services LLC	Not Assigned	11/8/2022 1:28 PM	Roger Requester	252.00 USD

Requisition Name: 2022-11-03 Requester 06  
 Folders: 0 Days in folder [Level 1 - JLWADDINGTON]  
 No. of line items: 1

- 6. Click on the **Requisition number** or the **Quick View icon** to view the requisition details.

Approvals Submit Date Newest First

Requisitions **94** Purchase Order Change Requests **4** Invoices Procurement Requests Contract Requests AP Requests

Total Results 93 Display 20 per folder

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
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 No. of line items: 1

- 7. Click on the Requisition number to open the full requisition. This action allows an Approver to select **Approve** (approves the Req and returns to the Approvals queue) or **Approve & Next** (approves the Req and loads the next). **Assign to myself** can also be selected to edit or return the Req.

Requisition • 3643096 1 of 14 Results

Summary Comments Attachments History

General	Shipping	Billing
<b>Status</b> Pending Submitted 11/8/2022 1:28 PM Cart Name 2022-11-03 Requester 06 Description no value Prepared by Roger Requester Prepared for Roger Requester Buyer Code 0ad433c0-e2de-4a72-	<b>Ship To</b> Attn: Roger Requester Bldg/Rm: Admin Building/Rm 505 Mailstop: 500 8th Ave. Lewiston, ID 83501 United States <b>Delivery Options</b> Ship Via Best Carrier-Best Way	<b>Bill To</b> Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States <b>Billing Options</b> Accounting Date 11/8/2022

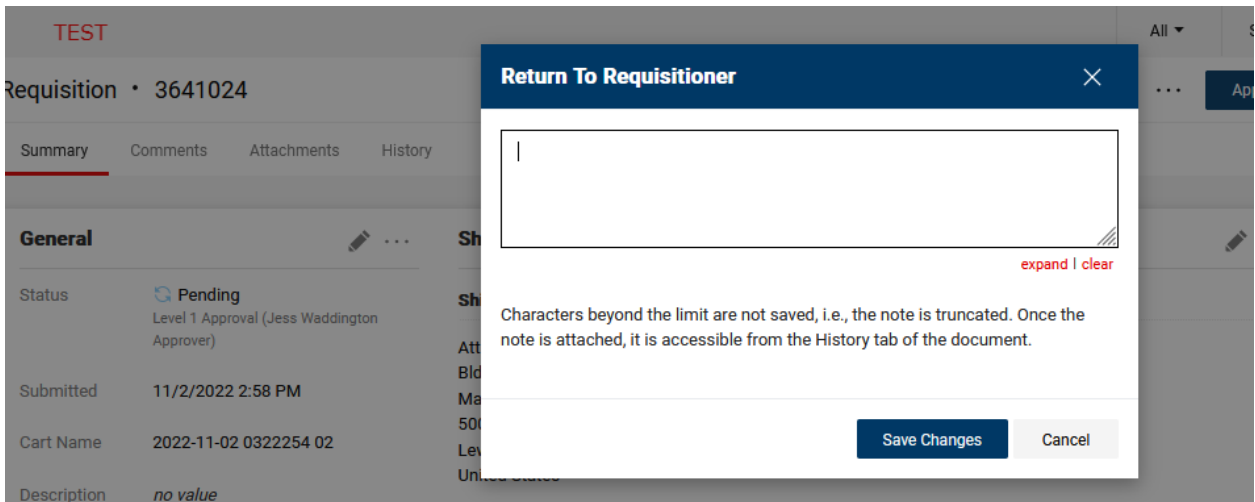
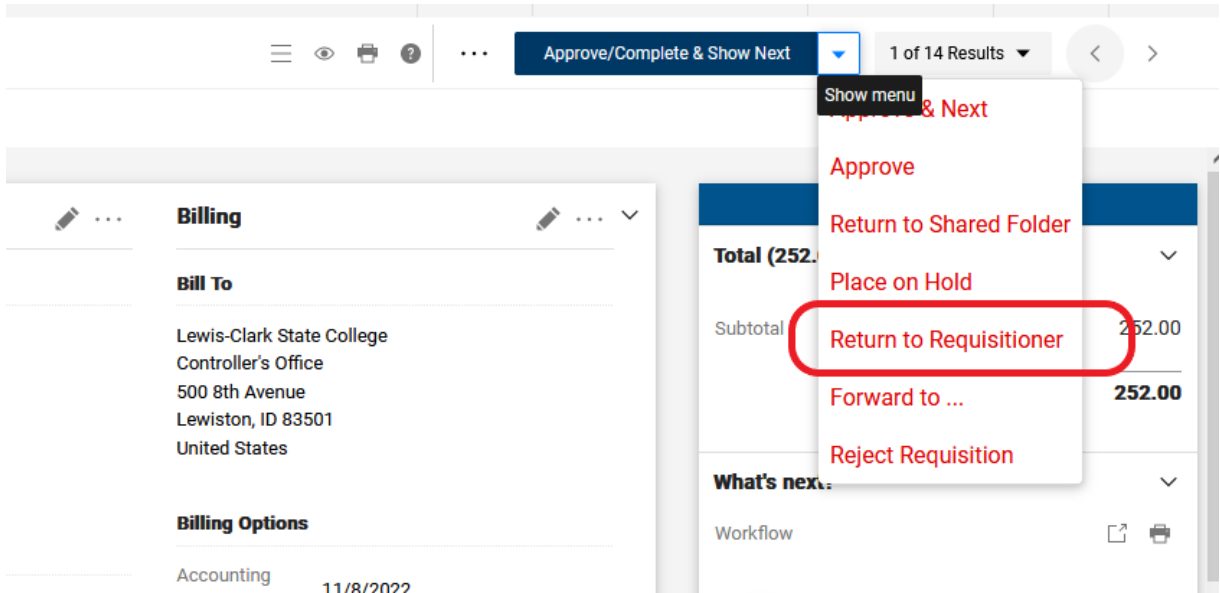
**Total (252.00 USD)**

Subtotal 252.00  
**252.00**

**What's next?**  
 Workflow


**Submitted**  
 11/8/2022 1:28 PM  
 Roger Requester

- If **Assign to myself** is selected, the Approver can then choose **Return to Requisitioner**. This action allows the Approver to add comments for the Requester, and send the Req back to them.





9. Alternatively, the Approver may click on the **Quick View icon** and open a summary of the Req.

ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
Not Assigned	11/8/2022 1:28 PM	Roger Requester	252.00 USD	
<b>Folders</b>		0 Days in folder [Level 1 - JLWADDINGTON]		

10. The Quick View launches a separate window with a summary of the Requisition details. In this window, an Approver can use the **Previous** and **Next** buttons to move through a quick view of all Requisitions pending approval. The Approve button will approve and close window.

- a. The Assign button can be selected to assign the requisition to the Approver, but it is recommended to follow the process in Step 7 & 8 above for ease of use.

<Previous 78 of 95 Next>

### Requisition Summary - 3599407

General	Shipping	Billing
<b>Status</b> <span style="color: blue;">🔄</span> Pending Level 1 Approval <b>Submitted</b> 9/7/2022 9:34 AM <b>Cart Name</b> 2022-09-07 0322254 04 <b>Description</b> <b>Prepared by</b> Jessica Waddington <b>Prepared for</b> Jessica Waddington <b>Buyer Code</b> 1a25e087-23b7-41ef-a348-00090c144eb4 WEB BUYER <b>Bank Code</b> VDM 97a04a13-a1e2-4410-9753-0c6117f4b8dc	<b>Ship To</b> Attn: Jessica Waddington Bldg/Rm: 104 Mailstop: 500 8th Ave. Lewiston, ID 83501 United States  <b>Delivery Options</b> Ship Via Best Carrier-Best Way	<b>Bill To</b> Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States  <b>Billing Options</b> Accounting Date 9/7/2022

Accounting Codes	
Cost Center	Object Code
904621 Bookstore Revolving	55720 Supplies



11. Approvers can also approve the Requisition via email. When a Requisition requires approval, an email is generated to the Approver.

New Pending Approval for Requisition# 3643096

support@sciquest.com  
To: Jessica L. Waddington

Reply Reply All Forward

Tue 11/8/2022 1:28 PM

**LEWIS CLARK STATE COLLEGE**

**Level 1 - JLWADDINGTON Approval Request for Requisition# 3643096**

Dear Jess Waddington Approver,

The requisition listed below has been submitted for your approval.

**Summary**

Folder:	Level 1 - JLWADDINGTON
Prepared by:	Roger Requester
Cart Name:	2022-11-03 Requester 06
Requisition No.:	3643096
No. of line items:	1

**TOTAL: 252.00 USD**

12. Scroll down in the email and click on the Take Action button.

**Accounting Codes**

**Accounting Codes**  
Cost Center: 905101 : Purchasing  
Object Code: 55720 : Supplies

Ready to approve, reject or assign this document to yourself? **Take Action**

**Additional Information**

**Summary Details**  
Buyer Code:



13. The Requisition Approval will open in a separate browser window, in a summary format. Each **section** can be clicked on to expand the information.

**Requisitions: 3647508**

Owner:	Roger Requester
Total:	100.00 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
Priority:	Normal
No. of line items:	1
Suppliers:	NW Engraving Services LLC
Assigned To:	Not Assigned

- > Shipping
- > Billing
- > Accounting Codes
- > Internal Notes and Attachments
- > External Notes and Attachments
- > Line Items

**Actions**

Comment

14. The Approver can select approve, or assign to myself. If **assign to myself** is selected, the available options will update. The Approver can now enter **comments** and select **Return to Requisitioner**.

**Actions**

Comment