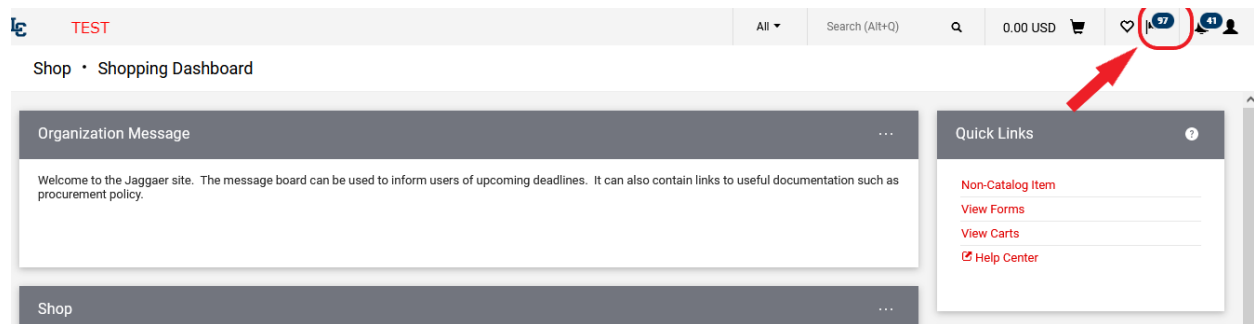


Jaggaer eProcurement System: Process Guides

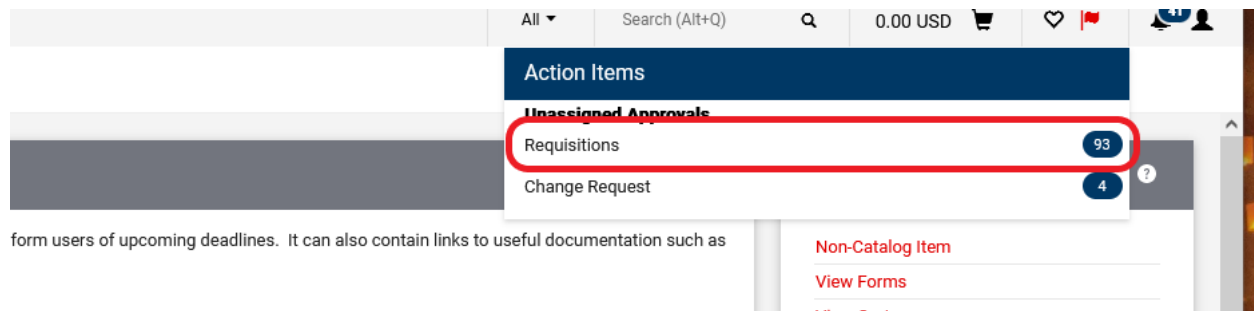
How to approve a requisition

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
No. of line items: 1
Folders: 0 Days in folder [Level 1 - JLWADDINGTON]

- 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

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Requisition Name: 2022-11-03 Requester 06
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Folders: 0 Days in folder [Level 1 - JLWADDINGTON]

- 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 Assign To Myself 1 of 14 Results

Summary Comments Attachments History

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

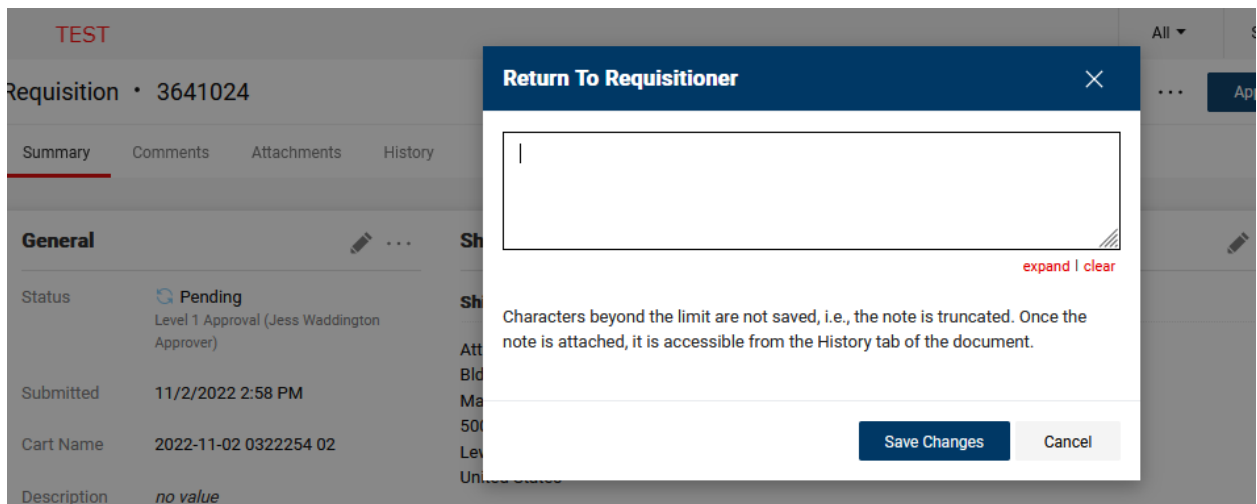
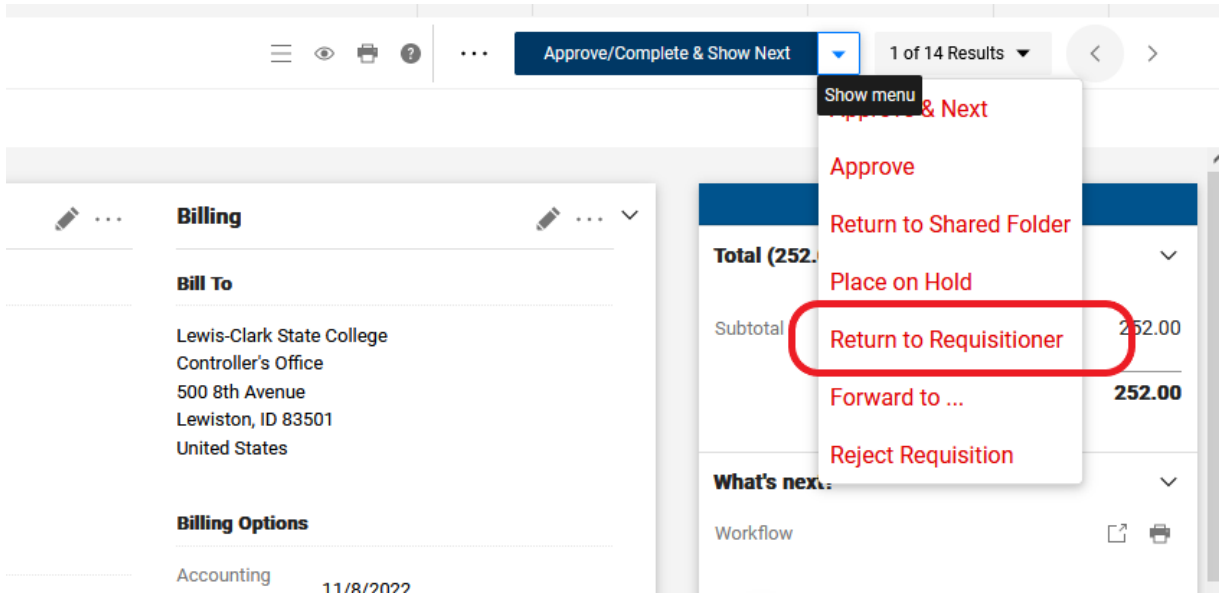
Total (252.00 USD)

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