

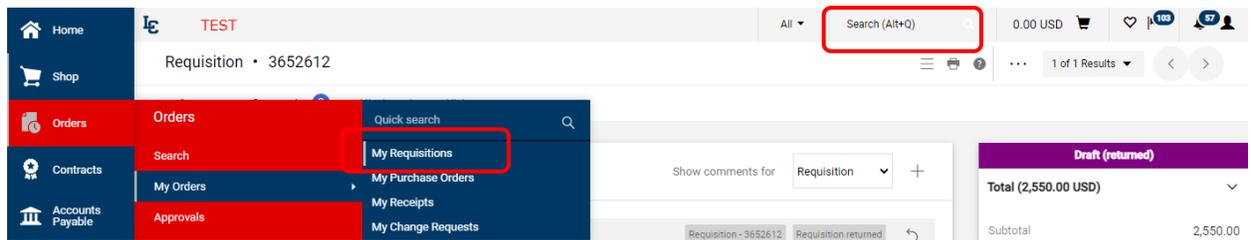
Jaggaer eProcurement System: Process Guides

How to Edit a Requisition or PO

Overview: Requesters may need to edit a requisition that has been submitted. If the requisition has not been fully approved and a PO created, the Requester can ask the Approver to send it back to them. If a Requisition has been fully approved and a PO created, a Change Order can be used to make and request certain changes on the PO .

Editing Requisitions

1. Navigate to the Jaggaer site.
2. Access the requisition that needs to be edited.
 - a. Type the requisition number in the search bar at the top left of the screen.
 - b. Or access the Orders menu, My Orders, then My Requisitions. Select the requisition by clicking on the Requisition Number link.



My Requisitions

Submitted Date: Last 90 days | Quick search | Add Filter

Prepared For: Requester, Roger | X

1-56 of 56 Results

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status
<input type="checkbox"/>	3650016	NW Engraving Services LLC 4imprint Inc.	2022-11-11 Requester 02	Completed



- 3. In the requisition screen, click on the **Comments** tab. Click the **+ button** to add a comment.
- 4. The comments section will open, and Requesters can add a message. By clicking on the Add Recipient link, the Requester can search for and select the Approver to send the message to.

ADD COMMENT ✓ ✕

Please send this requisition back to me so I can update the cost center. |

927 characters remaining expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | **Add recipient**

Roger Requester (Prepared by, Approved) <jlwaddington@lcsc.edu>

Attach file (optional)

Attachment Type File

User Search User Search ✕

Last Name

First Name

User Name

Email

Role

Results Per Page

1-8 of 8 Results 10 Per Page ▼

Name ↑	User Name	Email	Phone	Action
Approver, Carolina	CarolinaApprover	jlwaddington@lcsc.edu		<input checked="" style="border: 2px solid red;" type="button" value="+"/>
Approver, Contract	ContractApprover	jcevetello@hcg.com		<input style="border: 1px solid gray;" type="button" value="+"/>



- Once the message has been entered and the Approver selected, click the checkmark icon to submit the comment. The comment is now saved in the Comments tab of the Requisition and a notification email is sent to the Approver to alert them of the comment.

ADD COMMENT ✓ X

Please send this requisition back to me so I can update the cost center.

927 characters remaining expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

Roger Requester (Prepared by, Approved) <jlwaddington@lcsc.edu>

✓ Waddington, Jessica <jlwaddington@lcsc.edu>

Attach file (optional)

- The notification email sent to the Approver includes the comments that the Requester added, and a link to quickly access the requisition.

Comment added to requisition 3652612

 support@sciquest.com
To Jessica L. Waddington

↩ Reply ↩ Repl



Re: COMMENT ADDED TO REQUISITION #: 3652612
Cart Name: 2022-11-15 0322254 04
Prepared for: Jessica Waddington
Prepared by: Roger Requester

Dear Jessica Waddington,

Roger Requester has commented on Requisition 3652612

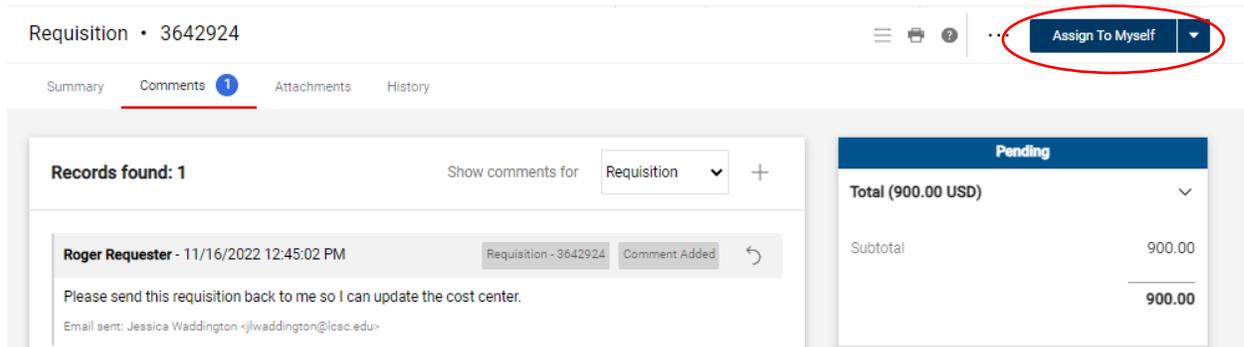
Comment: Please send the requisition back so I can update the cost center.

To reply to this comment click on the following link

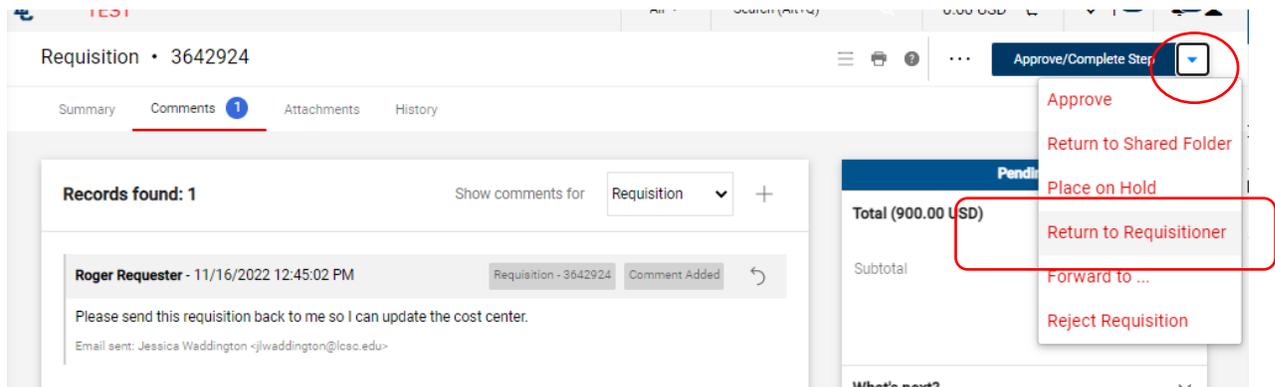
[View Comment](#)

Support Team Contact Information:

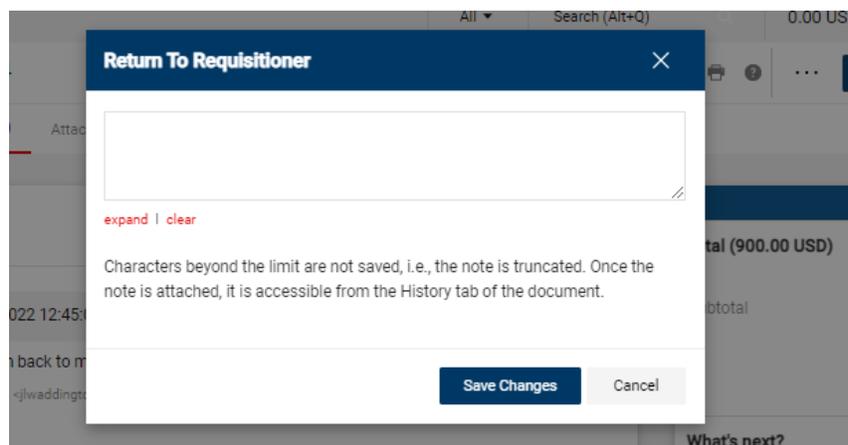
- Once the Approver clicks on the View Comment link in the email, they will be routed directly to the requisition in Jaggaer. To return the requisition to the Requester, the Approver will click on the Assign to Myself button.



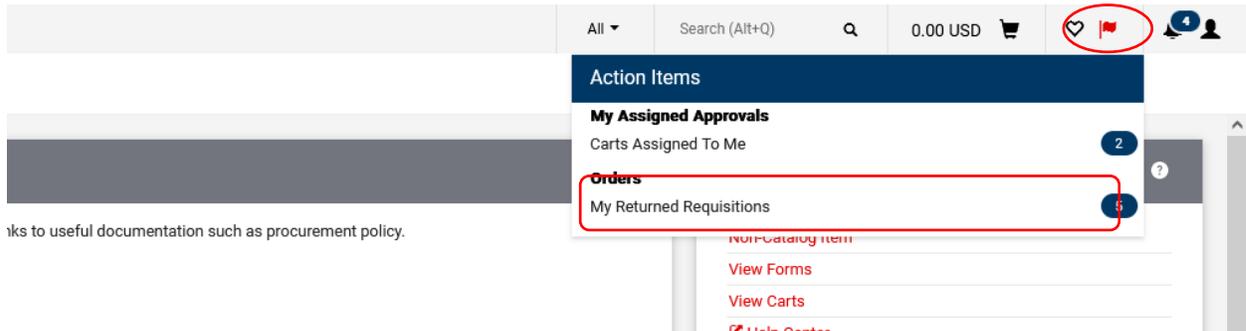
- Then, the Approver will click on the down arrow button to the right of the Approve/Complete Step button and select the Return to Requisitioner option.



- The Approver can add comments if desired, then click the Save Changes button to complete the return.



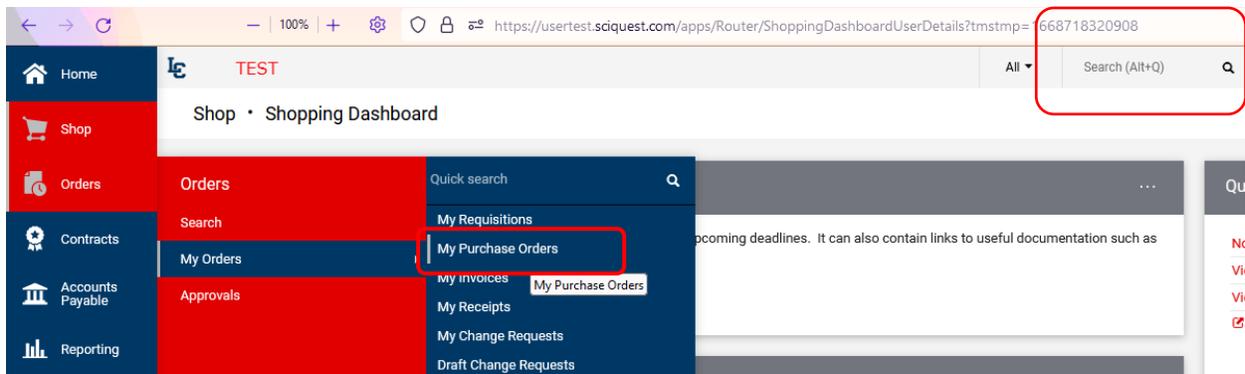
- The Requester can access the requisition by clicking on the **Action Item** flag in the top right corner of the screen. The Action Item window will open. Click on the **My Returned Requisitions** link



- The Requester can make edits to the requisition then click the Place Order button to submit the requisition back into the approval workflow.

Editing PO's

- Navigate to the Jaggaer site.
- Access the PO that needs to be edited.
 - Type the PO number in the search bar at the top left of the screen.
 - Or access the Orders menu, My Orders, then My Purchase Orders. Select the PO by clicking on the PO Number link.



My Purchase Orders

Quick Filters My Searches

Created Date: Last 90 days Quick search

PO Owner: Requester, Roger X

1-26 of 26 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PC
... PJ000361	WW Grainger Inc	11/16/2022 1:41:22 PM	Pending	3652860	Ro Re
... PJ000360	Home Depot	11/16/2022 1:41:22 PM	Pending	3652860	Ro Re

Supplier list on the left includes: WW Grainger Inc (4), NW Engraving Services LLC (4), ODP Business Solutions LLC (2), Applied Surfaces Technology Inc (2), Amazon Capital Services Inc (1).

3. In the PO screen, click on the **3 dots** to open the menu, then select **Create Change Request**.

... PJ000323 Revision 0

0.00 USD

6 of 26 Results

Document Status: A/P status Open, Workflow Completed

- Add Comment
- Create Change Request
- Add Notes to History
- Create Quantity Receipt
- Print Fax Version

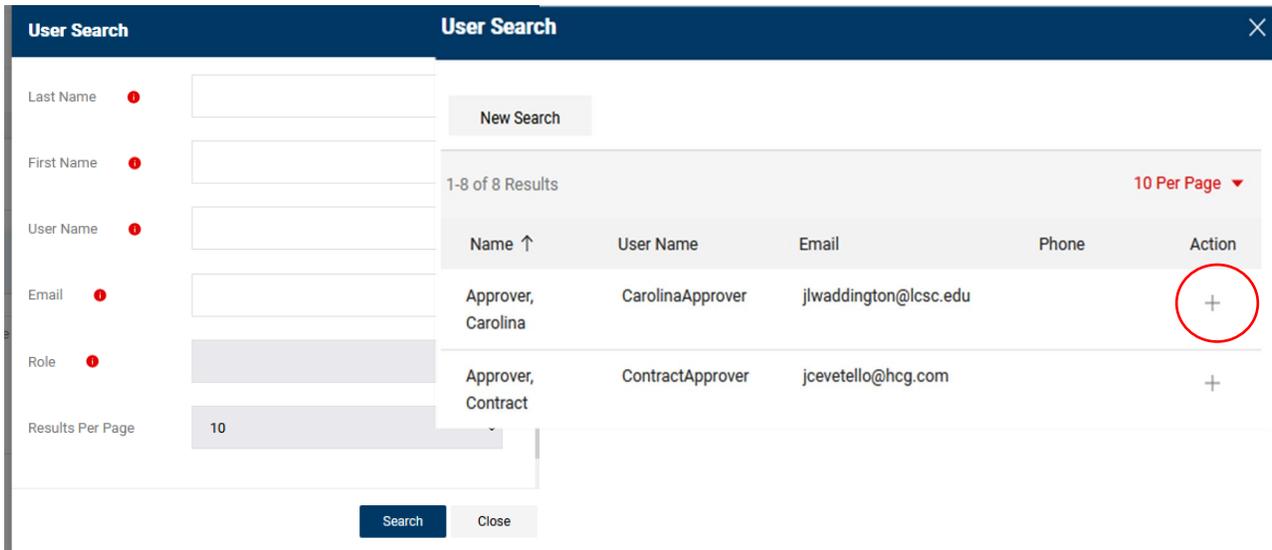
4. From the Create Change Request window, click the Add Recipient link. The Requester can search for and select the Approver to send the message to.

Create Change Request

This will create a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been created for this purchase order.

Email notification(s) | [Add recipient](#)

✓ Roger Requester (Prepared by, Prepared for) <jlwaddington@lcsc.edu>



User Search ×

Last Name ●

First Name ●

User Name ●

Email ●

Role ●

Results Per Page: 10

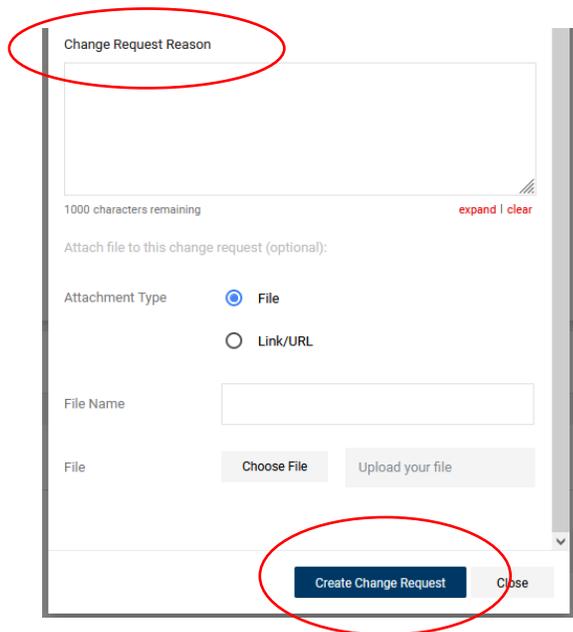
New Search

1-8 of 8 Results 10 Per Page ▼

Name ↑	User Name	Email	Phone	Action
Approver, Carolina	CarolinaApprover	jlwaddington@lcsc.edu		+
Approver, Contract	ContractApprover	jcevettelto@hcg.com		+

Search Close

5. Add comments in the **Change Request Reason** section, add attachments if needed, and click **Create Change Request**.



Change Request Reason

1000 characters remaining expand | clear

Attach file to this change request (optional):

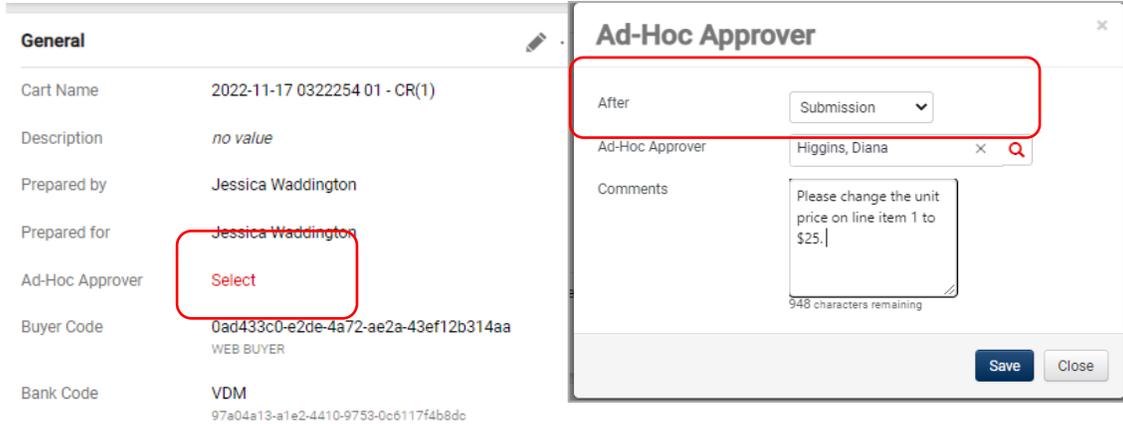
Attachment Type File Link/URL

File Name

File

6. The Requester can make certain edits to the PO then click the Submit Request button to submit the PO back into the approval workflow.
 - a. The Cost Center, Object code, and line item quantity can be edited. **Note: Quantity cannot be revised on a Punchout Catalog PO.**
 - b. If the cost needs to be updated on a line item or the entire PO needs to be closed, route the PO to Purchasing.

7. To route to Purchasing, select an Ad-Hoc Approver **before** submitting the PO back into the workflow.
 - a. Click on the Ad-Hoc Approver **Select** link, and the Ad-Hoc Approver window will open. Important: keep the selection for **After** as “**Submission**”. Enter a Purchasing Department user name, and add comments specifying what changes need to be made. Click Save.



General

Cart Name: 2022-11-17 0322254 01 - CR(1)

Description: no value

Prepared by: Jessica Waddington

Prepared for: Jessica Waddington

Ad-Hoc Approver: **Select**

Buyer Code: 0ad433c0-e2de-4a72-ae2a-43ef12b314aa
WEB BUYER

Bank Code: VDM
97a04a13-a1e2-4410-9753-0c6117f4b8dc

Ad-Hoc Approver

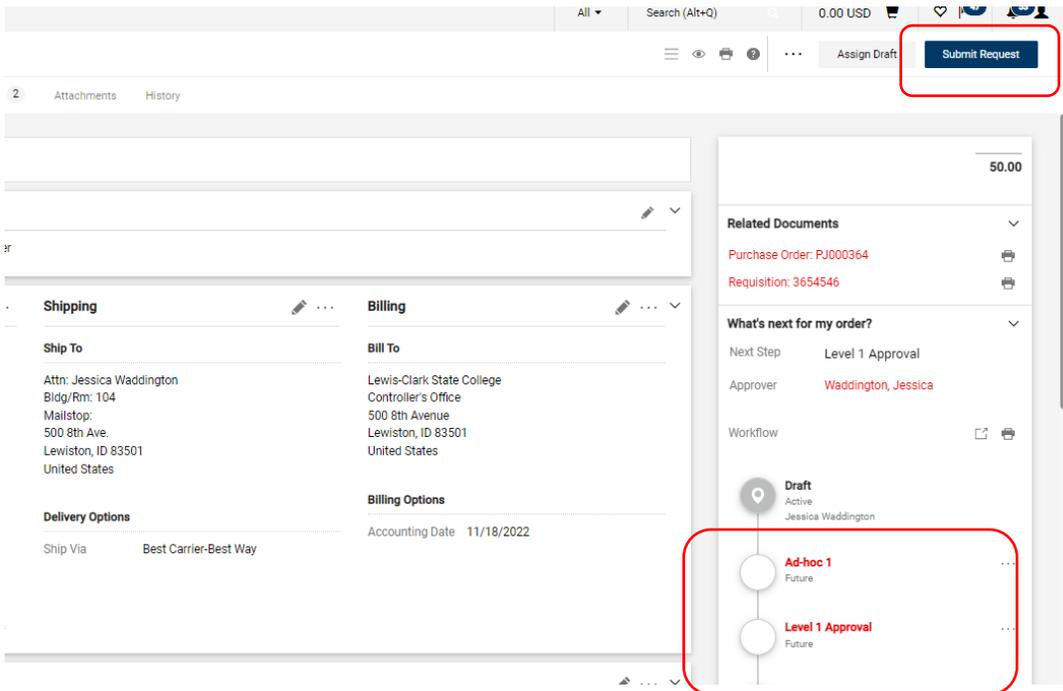
After: Submission

Ad-Hoc Approver: Higgins, Diana

Comments: Please change the unit price on line item 1 to \$25.
948 characters remaining

Save Close

8. The PO will route to the Purchasing Ad-hoc approver that was selected first, allowing the requested edits to be made before the PO routes to the approvers.
9. Click **Submit Request** to submit the PO into the workflow.



All Search (Alt+Q) 0.00 USD

Assign Draft **Submit Request**

2 Attachments History

Shipping

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

Billing

Bill To

Lewis-Clark State College
Controller's Office
500 8th Avenue
Lewiston, ID 83501
United States

Billing Options

Accounting Date: 11/18/2022

Related Documents

Purchase Order: PJ000364
Requisition: 3654546

What's next for my order?

Next Step: Level 1 Approval
Approver: Waddington, Jessica

Workflow

Draft
Active
Jessica Waddington

Ad-hoc 1
Future

Level 1 Approval
Future