How to Edit a Requisition that has been returned



1 Navigate to Jaggaer

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.

All

Search (All+Q)

Q

0.00 USD

Action Items

Logout

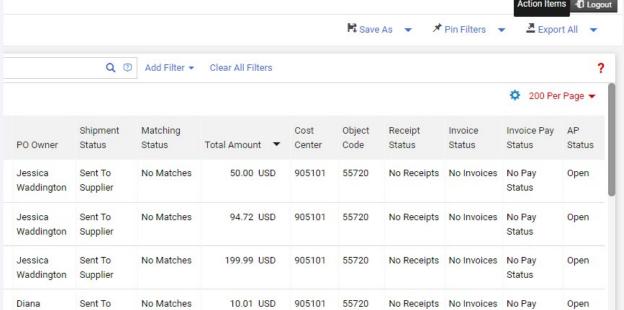
Action Items

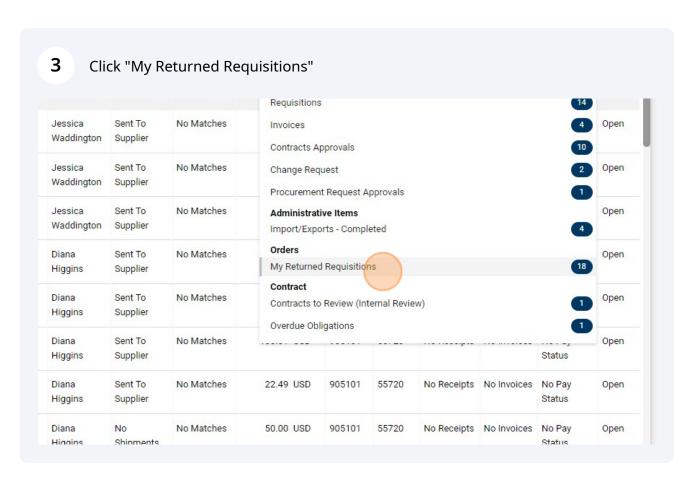
Logout

Save As

Pin Filters

Export All

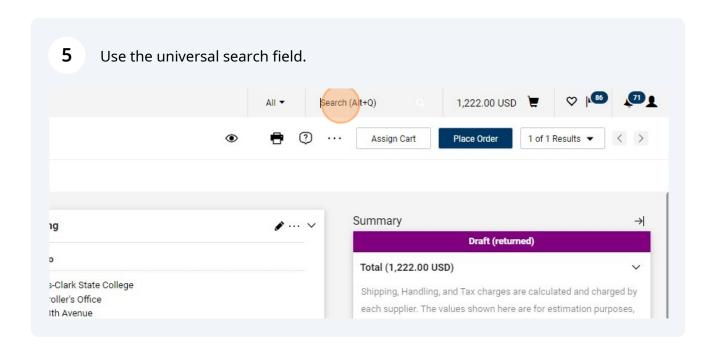






(i)

Alternatively, you can search for requisition by requisition number.



Enter the requisition number to search, then click on the requisition in the search 6 results to open. All ▼ 3831885 Quick Search (Alt+Q) Requisitions 3831885 Summary Billing Bill To Total (1,222.00 USD) Lewis-Clark State College Shipping, Handling, an Controller's Office each supplier. The valu 500 8th Avenue budget checking, and Lewiston, ID 83501 United States Subtotal **Billing Options** 7/27/2023 Accounting Date st Carrier-Best Way What's next for my o

7 Click on the pencil icon to edit information, such as the Accounting Codes section. All ▼ Search (Alt+Q) = 1,222.00 USD 😾 ♡ 📭 TEST equisition • 3831885 Assign Cart Place Order Summary Ship To Bill To Total (1,222.00 USD) Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States Attn: Jessica Waddington Bldg/Rm: ADM 105 Mailstop: 500 8th Ave. Jessica Waddington budget checking, and workflow approvals. Lewiston, ID 83501 United States Prepared for Jessica Waddington 1,222.00 Ad-Hoc Approver Select Billing Options 1,222.00 0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER Buyer Code What's next for my order? Next Step Level 1 Approval Accounting Codes Show skipped steps Internal Notes and Attachments Note to all Suppliers no value
Attachments for all suppliers Add Internal Attachments Vikki J. Swift-Raymond · 1 Item · 1,222.00 USD

8 Edit the necessary information, such as the cost center or object code. Įç. TEST **Edit Accounting Codes** E **Accounting Codes** í Cost Center * Object Code = 905101 55720 血 185 ш * Required fields **Delivery Options** Buyer Code 0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER Setup Ship Via Best Carrier-Best Way

