

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.

The screenshot shows the Jaggaer requisition list interface. At the top right, there is a notification for 'Action Items' with a red flag icon and the number 86. Below the notification are buttons for 'Save As', 'Pin Filters', and 'Export All'. The main table has the following columns: PO Owner, Shipment Status, Matching Status, Total Amount, Cost Center, Object Code, Receipt Status, Invoice Status, Invoice Pay Status, and AP Status. The table contains four rows of requisitions.

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"

Supplier	Status	Matches	Amount	PO Number	PO Line	Receipts	Invoices	Pay Status	Action
Jessica Waddington	Sent To Supplier	No Matches							Open
Jessica Waddington	Sent To Supplier	No Matches							Open
Jessica Waddington	Sent To Supplier	No Matches							Open
Diana Higgins	Sent To Supplier	No Matches							Open
Diana Higgins	Sent To Supplier	No Matches							Open
Diana Higgins	Sent To Supplier	No Matches							Open
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

Requisitions 14

Invoices 4 Open

Contracts Approvals 10

Change Request 2 Open

Procurement Request Approvals 1

Administrative Items

Import/Exports - Completed 4

Orders

My Returned Requisitions 18

Contract

Contracts to Review (Internal Review) 1 Open

Overdue Obligations 1 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

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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" and a heart icon with "86". Below the search bar, there are buttons for "Assign Cart" and "Place Order", and a dropdown menu showing "1 of 1 Results". On the left side, there is a form with a "Billing" section containing the text "Lewis-Clark State College", "Controller's Office", and "500 8th Avenue". On the right side, 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, including "3831885". On the left side, there is a "Billing" section with a "Bill To" section containing the text "Lewis-Clark State College", "Controller's Office", "500 8th Avenue", "Lewiston, ID 83501", and "United States". Below the "Bill To" section, there is a "Billing Options" section with "Accounting Date" set to "7/27/2023". On the right side, 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,". At the bottom of the summary panel, there is a "Subtotal" section and a "What's next for my requisition" section.

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

The screenshot shows a requisition summary page for requisition 3831885. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and 1 Line. The Accounting Codes section is highlighted with a red box and a pencil icon, indicating it is the focus of the instruction. The Accounting Codes table shows a Cost Center of 905101 (Purchasing) and an Object Code of 55720 (Supplies). The 1 Line section shows a single line item for Vikki J. Swift-Raymond with a value of 1,222.00 USD. The right sidebar shows a Summary section with a Total of 1,222.00 USD and a workflow section with a Draft (returned) status and a Level 1 Approval step.

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

The screenshot shows the 'Edit Accounting Codes' form. The form has a dark blue header with the title 'Edit Accounting Codes'. Below the header, the 'Accounting Codes' section is visible. It contains two input fields: 'Cost Center *' with the value '905101' and 'Object Code' with the value '55720'. Both fields have a red pencil icon to their right, indicating they are editable. Below the input fields, there is a section for 'Required fields' with a star icon. The bottom of the form shows other requisition details like 'Ad-Hoc Approver', 'Buyer Code', and 'Delivery Options'.

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

The screenshot displays a web interface for requisition management. 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, a toolbar contains icons for visibility, printing, help, and a menu. Two buttons are present: 'Assign Cart' and 'Place Order', with the latter 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, a note about shipping and tax charges, and a subtotal of 1,222.00 USD. A section titled 'What's next for my order?' is partially visible at the bottom.

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Clark State College
Purchasing Office
Main Avenue
Poulsbo, ID 83501
Washington States

Options

Effective Date 7/27/2023

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? ↓