

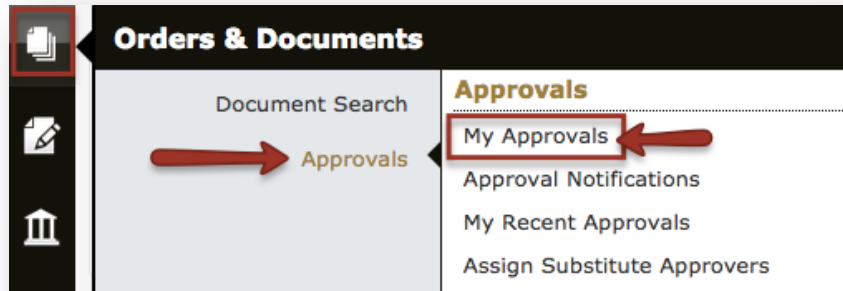


## Toolbox: Returning a Requisition Quick Guide



To return a requisition:

Navigate to your approval folders by clicking the Orders & Documents fly-out menu (3 papers icon). Select the Approvals sub-menu and click the My Approvals link.



Open the appropriate shared folder by clicking the 'twisty' to the left of the folder name. Click the 'Assign' button to the right of the Requisition information to assign it to yourself.

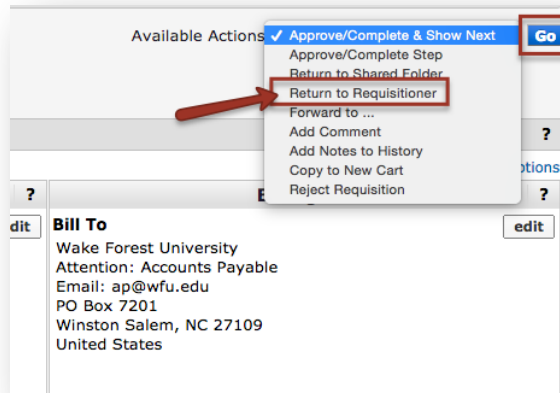
Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
Department: 112302 (Purchasing): (0.00 - 20,000.00) USD [7 results]						
Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD [13 results]						
1350945	Office Depot	Not Assigned	5/14/2015 10:44 AM	Request 4 Requisitioner	128.31 USD	Assign
Requisition Name: WFUSV LATTES			Folders: 81 Days in folder. [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]			
No. of line items: 3						
1347149	ISP: WFDD	Not Assigned	5/8/2015 1:18 PM	Natalie Hill - Sys Admin	1,000.00 USD	Assign
Requisition Name: 2015-05-08 HILLNM 03			Folders: 87 Days in folder. [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]			
No. of line items: 2						

Once the requisition is assigned to you, it will be added to your 'My PR Approvals' folder and lets other approvers in your folder queue know that you have taken ownership of that requisition.

From the "My PR Approvals" folder, click the Requisition number to open and view it.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
My PR Approvals [1 result]						
1350945	Office Depot	Aaron Approver	5/14/2015 10:44 AM	Request 4 Requisitioner	128.31 USD	Approve
Requisition Name: WFUSV LATTES			Folders: 0 Days in folder [My PR Approvals]			
No. of line items: 3			81 Days in folder [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]			

From the available actions dropdown box, select “Return to Requisitioner” option and click the Go button.



A pop up box will appear offering the opportunity to add a note regarding why the requisition is being returned. Once you are finished adding any information, click the Return to Requisitioner button. The requisitioner will then receive the returned requisition to add any additional items and re-submit the order.

