Quick Reference Guide

Returning Requisitions

In This Guide

✓ Returning a requisition
✓ Adding comments to a returned requisition

This guide demonstrates how to return requisitions. Returning a requisition, rather than rejecting it, allows the requester to make revisions to the requisition and resubmit it.

Procedure

1. From the LSU GeauxShop homepage, access your pending requisitions by clicking the Action Items link in the top navigation bar.

- To view all of your approval queue folders click the Orders & Documents icon in the left navigation bar → Approvals → My Approvals

2. Click the Unassigned Requisitions Needing Approval link.
3. Expand the approval queue folder for the account number or dedicated name associated with the specific workflow step you wish to approve.

4. Click the Assign link, located in the Action column, to assign the requisition to yourself for review.
5. Uncheck the Not assigned checkbox to view all of your approval queue folders.
6. In the **My PR Approvals** folder, click on the requisition number to open the requisition.

7. Select **Return to Requisitioner** from the **Available Actions** drop-down list, and then click the **Go** button.

8. In the resulting **Return to Requisitioner** pop-up window, enter a reason for returning the requisition.

   - Alternatively, you can add a comment via the **Comments** tab before selecting the **Return to Requisitioner** action.

9. Click the **Return to Requisitioner** button.

   **You have successfully returned a requisition.**