

Returning or Rejecting a Requisition

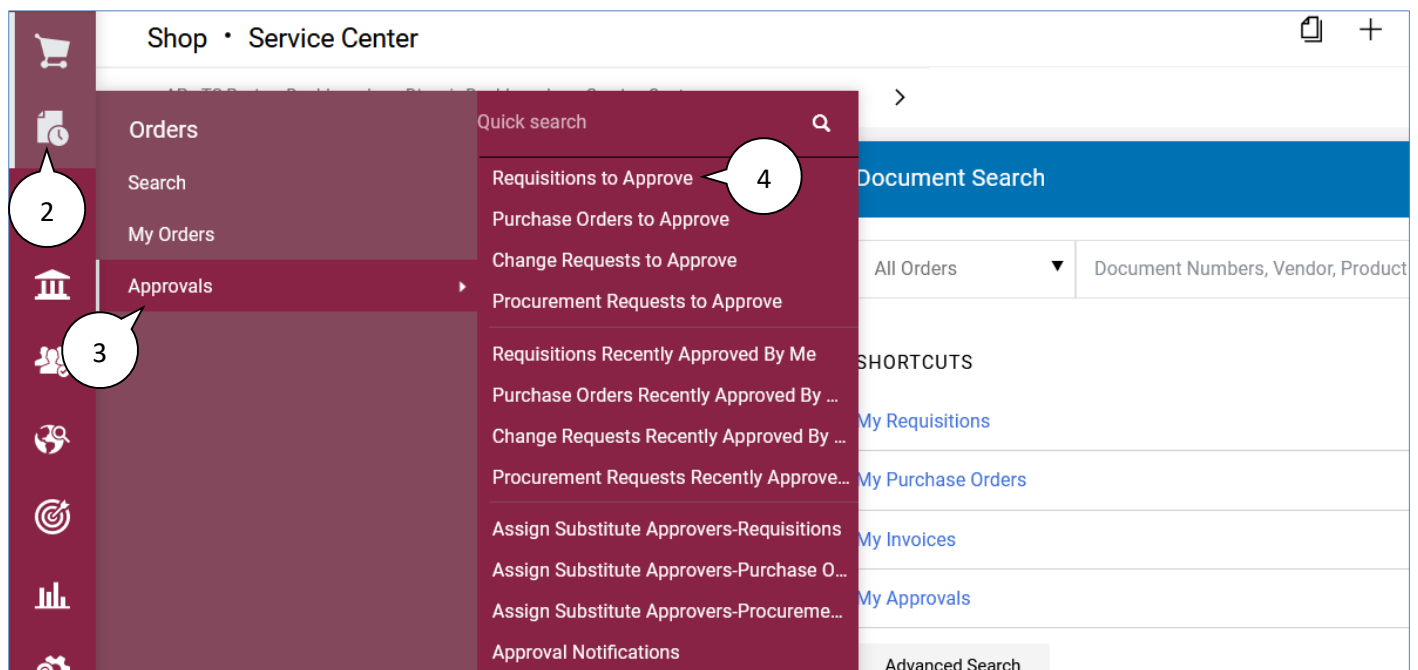
Return vs. Reject

- **Returning** a requisition allows the Requisitioner to make edits to the original requisition and resubmit the request under the same requisition number.
- **Rejecting** a requisition cancels the requisition in its entirety. The requisition does not return to an editable draft request, and the requisition number cannot be reused. Rejecting a requisition should be reserved for requests that are not compliant with funding restrictions, inadequate budget, or unnecessary request for goods and services.

Both actions send a notification to the Requisitioner, via email and within AggieMart, which includes the approver's comment regarding their decision and/or necessary action items that are needed.

Returning a Requisition

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.



2. From the AggieMart home page, click on **Orders**.
3. Click on **Approvals**.
4. Click on **Requisitions to Approve**.

Results Per Page 20 Sort by: Submit date newest first Page 1 of 1

Hide requisition details

Requisition No.	Vendors:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
2785760	Dell	Chris Stamm	10/14/2019 3:44 PM	Monica Rodriguez	1,472.11 USD	Assign
Requisition Name 2019-10-14 monicrod 02 No. of line items 2		Folders 0 Days in folder [My PR Approvals] 28 Days in folder [Dept-Financial Systems Administration]				
2739861	Riverside Technologies Inc	Chris Stamm	8/15/2019 2:24 PM	Javier Mercado	1,200.00 USD	Assign
Requisition Name 2019-08-15 jmercado 01 No. of line items 1		Folders 0 Days in folder [My PR Approvals] 89 Days in folder [Dept-Financial Systems Administration]				

5. A list of requisitions requiring approval will appear. To open a requisition → Click on the **Requisition Number**.

Requisition • 3308089 1 of 35 Results Assign To Myself

Summary PO Preview Comments Attachments History

General Shipping Billing

Funding

Business Purpose

Open Orders

Internal Notes and Attachments External Notes and Attachments

12 Items

Riverside Technologies Inc · 12 Items · 1,119.88 USD

VENDOR DETAILS

Status	Item
1	27 inch Conference monitors

Why next?

Show skipped steps

Submitted 7/30/2021 4:16 PM Sharon Nelson-Hammersmith

Banner Budget Authorization Completed System

- On the **Requisition Summary** screen, review all sections.
- Click the **Assign To Myself** button. *Note: in order to see the Return to Requisitioner option you must first assign the requisition to yourself.*

The screenshot shows a web interface for managing a requisition. At the top, the requisition number '3308089' is displayed with a small downward arrow next to it, circled with a callout '8'. A dropdown menu is open, listing several actions: 'Approve & Next', 'Approve', 'Return to Shared Folder', 'Place on Hold', 'Return to Requisitioner' (circled with a callout '9'), 'Forward to ...', 'Copy to New Cart', 'Add Comment', 'Add Notes to History', and 'Reject Requisition'. The background shows a sidebar with navigation icons, a main content area with tabs for 'Summary' and 'PO Preview', and a 'Pending' section with a total of 1,119.88 USD.

8. Click the **Requisition drop-down** arrow.
9. Click on **Return to Requisitioner** (if you do not intend to reject the requisition).

The **Return to Requisitioner** dialogue box will be displayed.

The dialog box is titled 'Return to Requisitioner' and contains the following text: 'Return the requisition to the requisitioner as a draft cart so they can correct errors and resubmit for approval.' Below this is a text input field labeled 'Reason for return' with a callout '10'. Underneath the field, it says '1000 characters remaining'. At the bottom of the dialog, there are two buttons: 'Return to Requisitioner' (circled with a callout '11') and 'Close'.

10. Enter a reason for returning the requisition.
11. Click **Return to Requisitioner**. An email notification will automatically be sent to the Requisitioner.

Rejecting a Requisition

Requisition • 3308089

Summary PO Preview Comments Attachments History

General Shipping Billing

Funding

Business Purpose

Open Orders

Internal Notes and Attachments External Notes and Attachments

12 Items

Riverside Technologies Inc · 12 Items · 1,119.88 USD

VENDOR DETAILS

Status	Item
1	27 inch Conference monitors

Pending

Total (1,119.88 USD)

Subtotal 1,119.88

1,119.88

What's next?

Show skipped steps

Submitted
7/30/2021 4:16 PM
Sharon Nelson-Hammersmith

Banner Budget Authorization ...
Completed
System

1. On the **Requisition Summary** screen, review all sections.
2. Click the **Assign To Myself** button. *Note: in order to see the **Reject Requisition** option, you must first assign the requisition to yourself.*

Requisition • 3308089

Summary PO Preview

General Funding Business Purpose Open Orders Internal Notes and Attachments

Approve & Next

Approve

Return to Shared Folder

Place on Hold

Return to Requisitioner

Forward to ...

Copy to New Cart

Add Comment

Add Notes to History

Reject Requisition

Pending

Total (1,119.88 USD)

Subtotal 1,119.88

1,119.88

What's next?

Workflow

Show skipped steps

3. Click the **Requisition drop-down** arrow.
4. Click **Reject Requisition** from the menu.

The **Reject Requisition** dialogue box will be displayed.

Requisition • 330808

Summary PO Preview

General

Funding

Business Purpose

Open Orders

Internal Notes and Attachments

12 Items

Reject Requisition

WARNING: You are about to reject ALL lines on this requisition. Once a PR is rejected, it cannot be reinstated. Click Reject Requisition or Cancel to leave the PR unchanged.

PR Reject Reason

1000 characters remaining

expand | clear

Reject Requisition Close

Pending

,119.88 USD)

1,119.88

1,119.88

next?

Show skipped steps

5. Enter a reason for rejecting the requisition.

Note: *Once a requisition is rejected, it is cancelled in its entirety and cannot be reopened.*

6. Click **Reject Requisition**. An email notification will be automatically delivered to complete your return.