

# Jaggaer e-Procurement

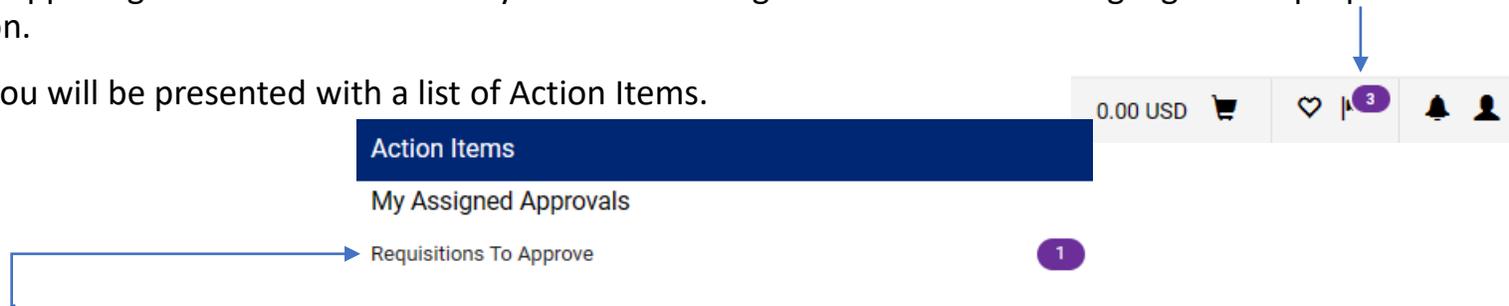
**Grant Owner (PI) Requisition  
review/approval**

# Grant Owner(PI): Requisition Approval

You will receive an email from Sciquest (Jaggaer) that there is a requisition that has been submitted for approval. You can either log into Jaggaer or click on the link in the email.

Once you log in, on the upper right corner of the screen you will see a Flag icon with a number highlighted in purple. That means that there are action items that need your attention.

Click on that icon and you will be presented with a list of Action Items.



Click on Requisitions to Approve. This will bring you to your assigned PR Approvals.

The screenshot shows a table titled 'MY ASSIGNED PR APPROVALS' with a purple circle containing the number '1' next to the title. The table has the following columns: REQUISITION NO., SUPPLIERS, ASSIGNED APPROVER, PR DATE/TIME, REQUISITIONER, and AMOUNT. The first row contains the requisition number 3892567, the supplier GenScript USA Incorporated (with an RF icon), the assigned approver Cinsia Guglielmo-Gonzalez, the PR date/time 11/2/2023 9:36 PM, the requisitioner Cinsia Guglielmo-Gonzalez, and the amount 23,000.00 USD. To the right of the first row, there are icons for a share link and a checkmark. Below the first row, there are two rows of details: 'Requisition Name' with the value '2023-10-28 BRK-CGUGLIEL 04' and 'Folders' with the value '67 Days in folder [My Assigned PR Approvals]', and 'No. of line items' with the value '2' and '70 Days in folder [Missing RF Approver]'. A blue arrow points to the requisition number 3892567 in the first row.

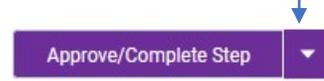
REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
3892567	GenScript USA Incorporated	Cinsia Guglielmo-Gonzalez	11/2/2023 9:36 PM	Cinsia Guglielmo-Gonzalez	23,000.00 USD
Requisition Name	2023-10-28 BRK-CGUGLIEL 04	Folders	67 Days in folder [My Assigned PR Approvals]		
No. of line items	2		70 Days in folder [Missing RF Approver]		

Click the requisition link to open the requisition for review

# Grant Owner(PI): Requisition Approval

You can review the requisition for accuracy and make any edits, if needed, by clicking on  ...

To take an action on the requisition click on the drop down arrow that is shown next to the approve/complete step button.



That drop down menu will have the following actions to select. If you select approve, the requisition will move to the next step in the workflow.

