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.

Click the requisition link to open the requisition for review.
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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.