iShopUTRGV Quick Reference Guide

How to - Reject a REQ

iShopUTRGV allows users with the "Approver" role reject requisitions. If a requisition is rejected, it can no longer be modified and resubmitted and the end user will need to create and submit a new requisition. This role is granted only to cost center/project managers and their alternate approvers. Only one individual is required to approve the requisition. *Questions can be emailed to: ishop@utrgv.edu

- 1. Go to <u>http://my.utrgv.edu</u> and type in your UTRGV credentials.
- 2. Click "Sign In"



3. Click on the "PeopleSoft" Icon.

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Home	My Account	My Finances	My Academics	Enrollment Reports	Help & Downloads
Applie	i cations		Email		
ASSIST Link V Link Handshake PeopleSoft	Office 365 Comparement Zone Comparement Zone	Blackboard Print Print Print VSoftware			

4. Click on the "Jaggaer I Shop Sign In" Tile



5. iShop HomePage will load. On the homepage of iShop, the "Action Items" link will display all pending approvals. Click on "Action Items." Click on "Requisitions to Approve".

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	Requisitions To Appro	ve			2	

6. The "Action Items" will display all requisitions that are "Unassigned Approvals." Click on "Requisitions to Approve". This will assign the requisition to you. Click the "Assign" button. The Requisition will then be assigned to you and show as "Pending". Click on the option to "Reject" a requisition.

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	Cart Name	2019-07-12 6001151795 03	1407 E. Freddy Gonzalez Drive		United States			Reject Requisition
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	Prepared for	Mrs. Donna E Rodriguez	Delivery Options		Accounting Date 9/1/2019		~	
*	Purchasing Business Unit	UTRGV	Ship Via Best Carrier-Best Way		Future Fiscal Year Budget no value		Submitted 7/12/2019 1:13 PM Mr. Jesus E Zerpa	
	5	UTRGV	Requested Delivery Date no value				Mr. Jesus E Zerpa On behalf of: Mrs. Donna E Roo	driguez

Another way to "Reject a Requisition" is to click on the "Requisition" and the drop box will include "Reject Requisition"

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7. Please complete the "PR Reject Reason" with a detail explanation. Click on "Reject Requisition".

Reject Requisition	×
WARNING: You are about to reje rejected, it cannot be reinstated PR unchanged.	ect ALL lines on this requisition. Once a PR is I. Click Reject Requisition or Cancel to leave the
PR Reject Reason	
This requisition is on the incorrect PO Request form and listed on the questions, please call or email. Th	order form. Please resubmit on the Non- homepage of iShop. Should you have any ank you, Jesus Zerpa
796 characters remaining	expand I clear

8. Once rejected, the requisition will return to the originator of the requisition.

Requisition	• 2705008 -			Ξ	۲	•	? Logout	1 of 1 Results 🔻	<	>
Summary	Comments 1 Attachments Hi	story								
General		Shipping	 Billing			~		Rejected		
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Submitted	7/12/2019 1:13 PM	Attn: Mrs. Donna E Rodriguez Department Procurement Office BLDG/Room FUNES 1 111	Accounts Payable - Office of Fina Policy 1201 W. University Drive	ance and Publ	lic		Subtotal		_	0.00
Cart Name	2019-07-12 6001151795 03	1407 E. Freddy Gonzalez Drive Edinburg, TX 78542	Edinburg, TX 78539 United States							0.00
Description	no value	United States					What's next?			~

9. The workflow will also show "Rejected".

-	Initial PR Validation Completed	•	•
-	Wait for Initial PR Validation Approved	•	•
End	- Parallel Steps		
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Rej	ected		