

# iShopUTRGV Quick Reference Guide

## How to - Reject a REQ

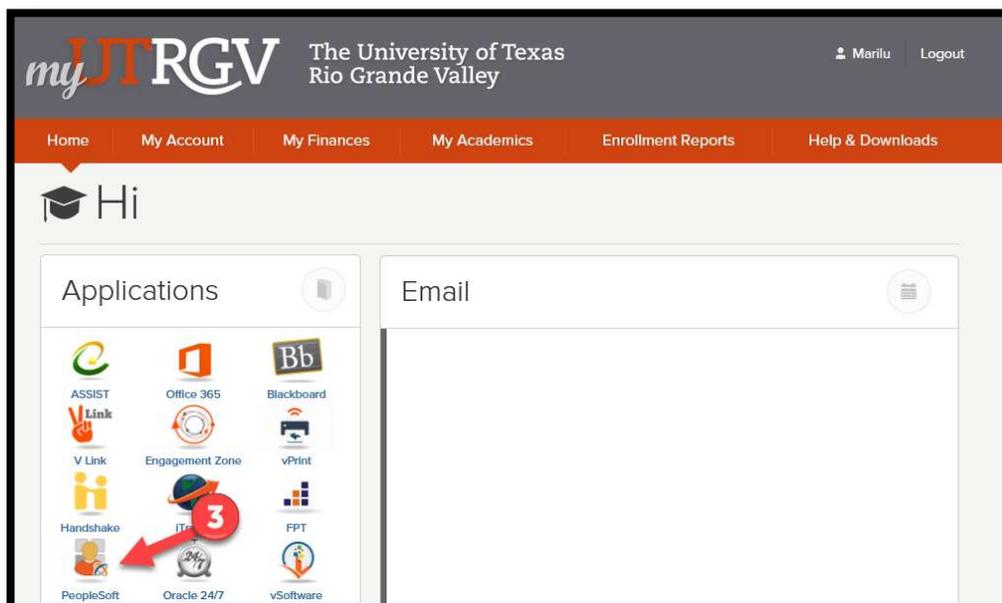
iShopUTRGV allows users with the “Approver” role reject requisitions. If a requisition is rejected, it can no longer be modified and resubmitted and the end user will need to create and submit a new requisition. This role is granted only to cost center/project managers and their alternate approvers.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

\*Questions can be emailed to: [ishop@utrgv.edu](mailto:ishop@utrgv.edu)

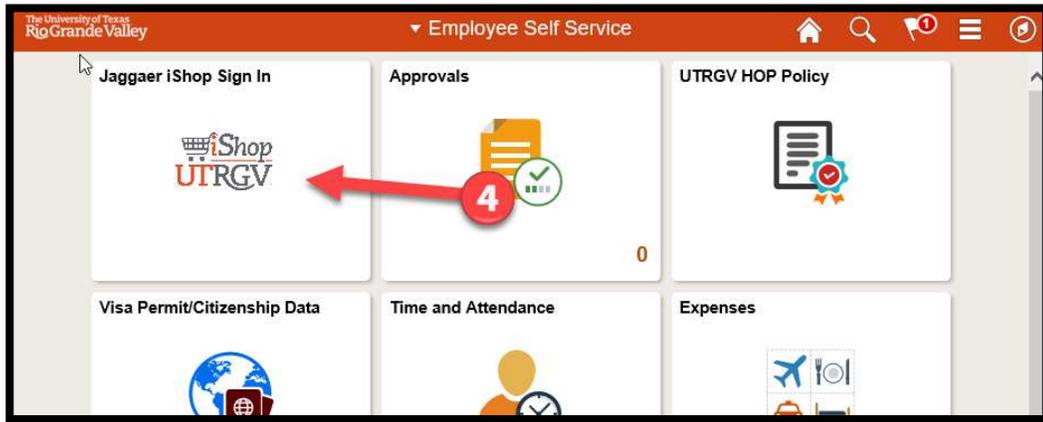
1. Go to <http://my.utrgv.edu> and type in your UTRGV credentials.
2. Click “Sign In”



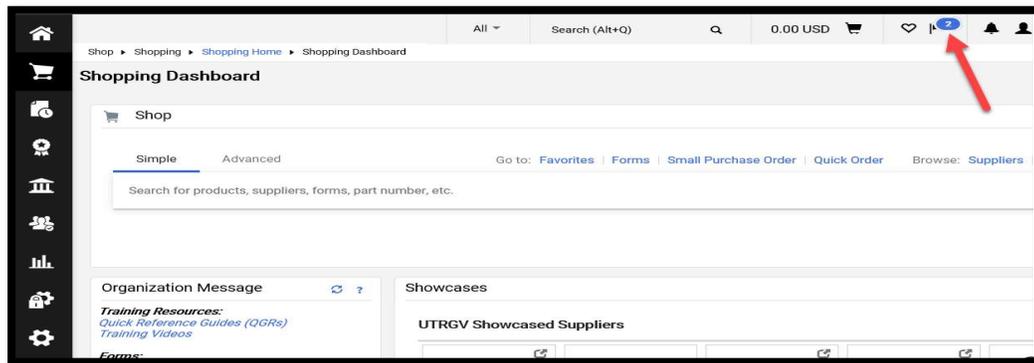
3. Click on the “PeopleSoft” Icon.



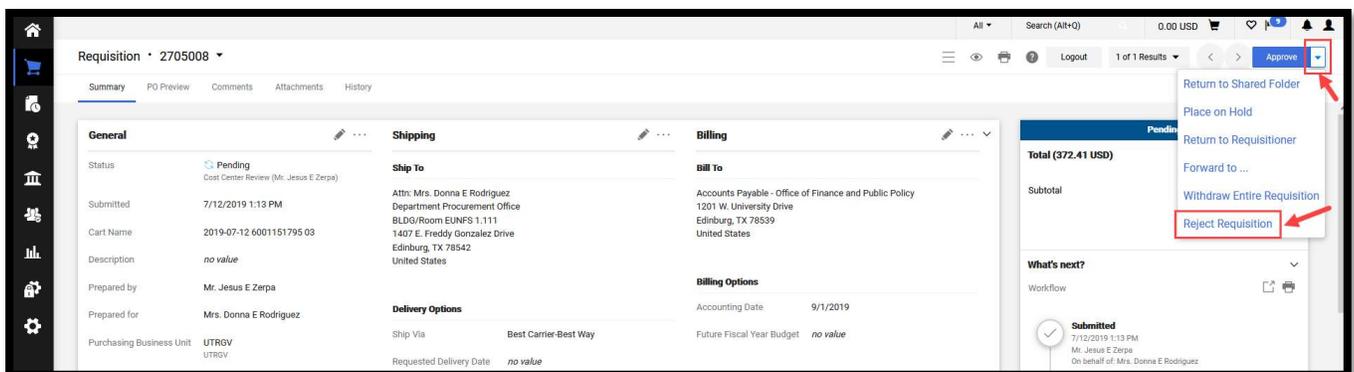
4. Click on the “Jaggaer I Shop Sign In” Tile



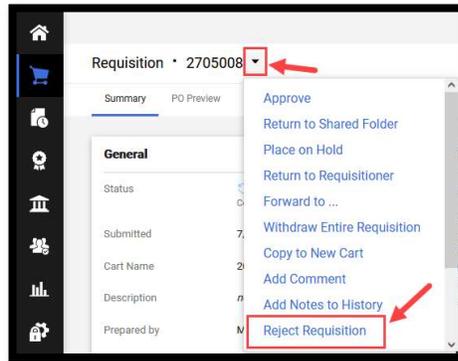
5. iShop HomePage will load. On the homepage of iShop, the “Action Items” link will display all pending approvals. Click on “Action Items.” Click on “Requisitions to Approve”.



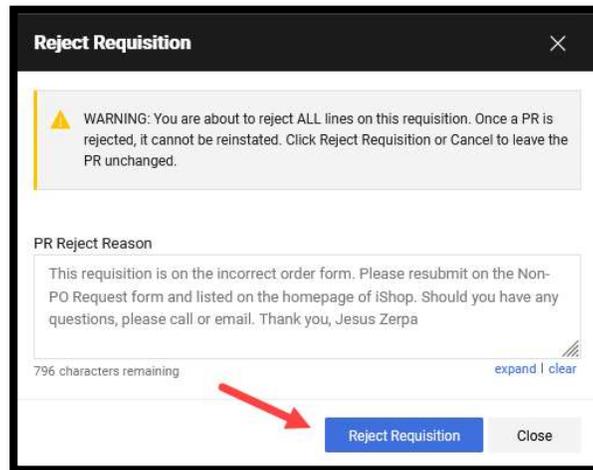
6. The “Action Items” will display all requisitions that are “Unassigned Approvals.” Click on “Requisitions to Approve”. This will assign the requisition to you. Click the “Assign” button. The Requisition will then be assigned to you and show as “Pending”. Click on the option to “Reject” a requisition.



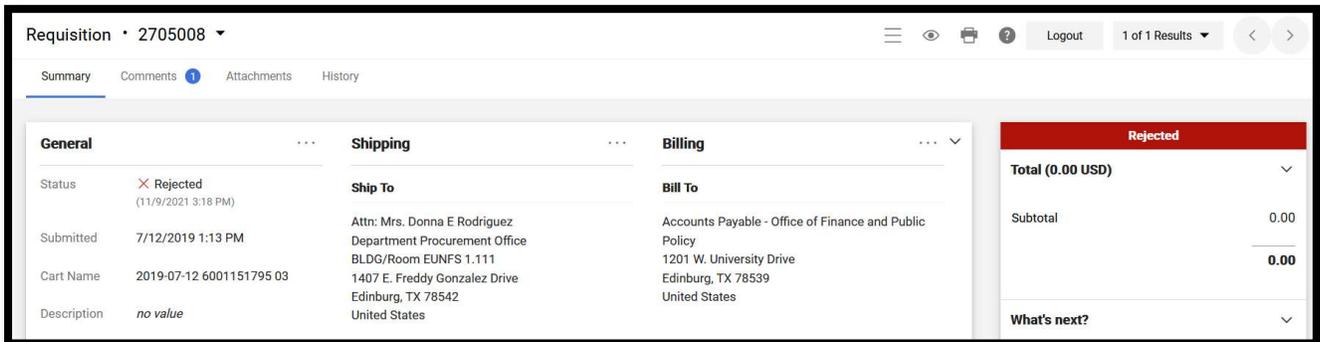
Another way to “Reject a Requisition” is to click on the “Requisition” and the drop box will include “Reject Requisition”



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



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



9. The workflow will also show “Rejected”.

