The CU Marketplace powered by JAGGAER provides access to negotiated contracts and pricing with Columbia’s preferred suppliers. This Quick Guide covers how to assign a Requisition to yourself in order to review it and how to approve or return a Requisition.

For detailed instruction on using the CU Marketplace, including how to manage approvals, refer to the CU Marketplace for Approvers Training Guide. For instructions on modifying your Profile settings, refer to the Modifying Profile Settings in the CU Marketplace job aid.

### 1. Assigning a Requisition to Yourself

You do not need to assign a Requisition to yourself in order to only approve it. However, if you need to take any other action on a Requisition, such as inserting an Ad-Hoc Approver, returning the Requisition to the Requester, or rejecting it, you must first assign it to yourself.

1. Navigate to the Finance Buying and Paying website, click the CU Marketplace logo, and login using your Single Sign On.

   OR, you can log into ARC via My.Columbia, click on the ARC tab and then Go to ARC. Once in ARC, click the Buying and Paying tile and then click the CU Marketplace tile.

   The JAGGAER application launches.

   **Note:** The CU Marketplace will automatically timeout after thirty minutes of inactivity, consistent with other University Enterprise Systems.

3. Mouse over the Orders icon and Approvals and then click Requisitions to Approve.

   The Requisitions tab on the Approvals screen appears.
1. Assigning a Requisition to Yourself

4. Click the Requisition for the Requisition you want to view. The Requisition screen appears.

5. When viewing the Requisition screen, click the Assign to Myself button.

The Requisition will be ready for you take action and lock it so that other Approvers cannot work with it.
In order to take actions on a Requisition, such as inserting an Ad-Hoc Approver, returning the Requisition to the Requester, or rejecting it, you must first assign it to yourself. Refer to the CU Marketplace for Approvers Training Guide, for more details.

Inserting an Ad-Hoc Approver into Workflow

You can insert an additional approver into the workflow to review the requisition, if needed. The Ad-Hoc Approver you insert will review the Requisition after you approve it.

**Note:** An Ad-Hoc Approver must have the CU Marketplace Approver role.

1. Click the Ad-Hoc Approver Select link at the bottom of the General section.

The Ad Hoc Approver window appears.

2. Click into the Ad-Hoc Approver field and select the Approver from the list. You can type to filter the list of names.

3. Click Save. The Requisition will indicate the Ad-Hoc Approver, which can be changed, if necessary, and the Summary panel will indicate the extra approval workflow step.

Approving the Requisition

After assigning the Requisition to yourself and reviewing it, click the Approve/Complete Step button.

The Summary panel will indicate that you have approved the Requisition and will show the next Active step in the approval workflow.
2. **Reviewing and Processing a Requisition**

**Returning the Requisition to the Requester**

1. Click the **dropdown arrow next to the Approve/Complete & Show Next button** and click **Return to Requisitioner**.

   The Return to Requisitioner window appears.

2. Type a **Note** informing the Requester why you are returning the Requisition to them so the Requester can address the issue. Click **Save Changes**.

**Rejecting a Requisition**

Reject a Requisition only when you want to terminate it and prevent the Requisition from being processed. The Requester will not be able to make changes and resubmit it into workflow.

1. Click the **dropdown arrow next to the Approve/Complete & Show Next button** and click **Reject Requisition**.

   The Reject Requisition window appears.

2. Type a **PR Reject Reason** informing the Requester of why you are rejecting the Requisition. Click **Reject Requisition**.