Training Guide: CU Marketplace for Approvers

The CU Marketplace, powered by JAGGAER, provides access to negotiated contracts and pricing with Columbia's preferred suppliers. You can access items in the CU Marketplace by using the tiles for the vendors that appear in the Showcases pane of CU Marketplace.

This Training Guide details the process of how those with an Approver role in the CU Marketplace approve Requisitions.

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## Accessing the CU Marketplace

Navigate to the <u>Finance Buying and Paying</u> website, click the **CU Marketplace** logo, and login using your Single Sign On.



#### OR

- 1. Log into My.Columbia <u>http://www.my.columbia.edu</u>, click the ARC tab and then Go to ARC.
- 2. Once in ARC, click the Buying and Paying tile and then click the CU Marketplace tile.

Buying and Paying	Jaggaer eProcurement
	JAGGA <del>ER+</del>

The JAGGAER application launches. The first time you log on, you will land on the CU Approver Dashboard. If you are viewing different tab when you log out, that will be the tab you land on the next time you log on.

COLUMBIA UNIVERSITY JAGGAER revised its <u>Service Prinzey Paticy</u> effective May 25, 2018. By clo	sing this banner, you acknowle	edge that when you use our Solut	ion, we process your personal information as described in or	r Service Privacy Policy	1				
Shop • CU Approver Dashboard									
CU Appropr Dashboard CU Marketplace Order Status									
Action Items	Approval Queue				<b>T</b>	Helpful Lir	iks		¢
MY ASSIGNED APPROVALS	Showing Results 1 - 5	of 17 5 Per Page 💌		1234→	11		inablement Webpa ent Home Page (B		
Requisitions To Approve	TYPE 0	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑		C Purchasia	ng Process Toolkit Ianagement Home		
UNASSIGNED APPROVALS		umber: 3855667 iame: 2023-09-07 sy2589 01	Dept Approval \$1,000 - \$2,500: 5711102 (SSW Office of Sponsored Proj): (All Values)	0		Columbia Finance F			
Requisitions 📵		iumber: 3855632 iame: 2023-09-07 mm5437 01	Dept Approval \$1,000 - \$2,500: 5711102 (SSW Office of Sponsored Proj): (All Values)	0			inance Service Ce	nter	
ORDERS									
Organization Message	Document Search								
Welcome to The Marketplace	All Orders	♥ Document Numbers, Supp	plier, Product Information						Q
Columbia's Procure to Pay (P2P) Marketplace is an eProcurement solution enabling Columbia users to efficiently manage their highest volume purchases. The Marketplace is designed to streamline the P2P process and create a more	SHORTCUTS								
efficient shopping experience and seamless payments to vendors. The Marketplace also features the most widely used Purchase Agreements for the most commonly purchased	My Requisitions								
goods & services, with many more suppliers to be added. This is just the first phase and will continue to evolve in overall	My Purchase Orders								
functionality almed at improving the way we transact business going forward.	My Vouchers								
System Outage : July 14 - 16 The Marketplace will not be available from 9:00pm EST Friday, July	My Approvals								
14 through 11:00am Sunday, July 16 for system updates. Learn more about the system updates here.	Advanced Search								

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

# **Viewing Requisitions Awaiting Approval**

1. From the **CU Approval Dashboard**, click the **Requisition Number** from the **Approval Queue**. The Requisition screen appears (see screenshot after step 2)

Approval Queu	16				Ŧ
Showing Result	s 1 - 5 of 17	5 Per Page 🔻		1 2 3 4 →	
TYPE	DETAILS		FOLDER NAME	DAYS IN FOLDER 个	
Requisitions	Number: 385 Name: 2023-	5667 09-07 sy2589 01	Dept Approval \$1,000 - \$2,500: 5711102 (SSW Office of Sponsored Proj): (All Values)	0	
Requisitions	Number: 385 Name: 2023-	5632 09-07 mm5437 01	Dept Approval \$1,000 - \$2,500: 5711102 (SSW Office of Sponsored Proj): (All Values)	0	

### OR

Click the Actions Items icon and click Requisitions under Unassigned Approvals.

🕋 垃 Columbia University	All 👻	Search (Alt+Q)	۹	0.00 USD 🛛 📜	♡ ► 🔎
E Shop • CU Shopping Dashboard	Action	Items			Action Items
	Unassig	ned Approvals			
CU Marketplace CU Shopping Dashboard	Requisit	tions			17

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#### OR

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

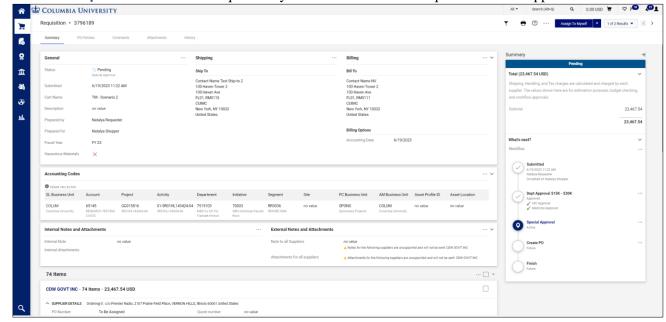


The Requisitions tab on the Approvals screen appears.

â	COLUMBIA UNIVE	ERSITY				All 🕶	Search (Alt+Q)	a 0.00 USD	2	1 <sup>0</sup>	201
7	Approvals							• 7	Submit Date New	est First 💌	
í0	Requisitions 16 Char	nge Requests 1	Contracts	Procurement Requests	Contract Requests	AP Reque	sts Sourcing Ev	ent Requests			
<u>o</u>	Your Selections	ŀ←	Total Results 16	Display 20 per folder 👻							
血	Date Range		> MY PR APPROVA	als 🗿							
<u>1</u> 2,	All Dates	~	> DEPARTMENT: 0	503104 (ATH CLUB SPORTS): (	0.00 - 500.00) USD 12						
<b>3</b> 9.	Filters		✓ GENERAL CAPITA	AL EQUIPMENT (ASSET MGMT	) 2						
	Fillers		REQUISITIC	ON NO. SUPPLIERS	ASSIG	NED APPROVER	PR DATE/TIME	REQUISITIONER	А		
Lulı.	↑ SUPPLIER		3792744	CDW GOV	T INC Chris	Approver	6/14/2023 12:50 PM	Tanya	13,780.	C 4	2.
	SIGMA ALDRICH INC	12					12.50 PM	Requester			
	CDW GOVT INC	3	Requisition		ent Folder	s	0 Days in folder [My	PR Approvals]			
	RESONON INC	2		Overview			13 Days in folder [G	eneral Capital Equip	oment (Asset Mg	mt)]	
a	BIO-RAD LABORATORIES, INC. Select Multiple ⊡	2	No. of line	items 2			13 Days in folder [P	rior Approval 2]			

The Requisitions are organized into accordion folders that you can expand to view.

#### 2. Click the Requisition No for the Requisition you want to view. The Requisition screen appears.



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### Accessing a Requisition for Approval from an Email Alert (Ad Hoc Approvers)

If you were inserted into the approval workflow as an ad hoc approver, you will receive email alerts informing you of Requisitions requiring your attention. Click the link in the email to take you directly to the Requisition screen.

Subject: New Pending Approval for Requisition#: 269168
Re: YOUR APPROVAL IS PENDING FOR REQUISITION#: 269168 Cart Name: 2011-06-22 ssunshine 01 Prepared by: Sara Sunshine
Folder: Department: Chemistry: (All Values)
Dear Abby Anderson,
The requisition listed above has been submitted for your approval and is located in the folder listed. If the folder is a shared folder, the requisition must first be assigned to your personal folder before approving. requisition can be accessed for review in "My Approvals" or by selecting the URL below.
https://daffy.sciquest.com/apps/Router/RegApprovalFolders?AuthUser=112460%tmstmp=1308766140423
The second s

### Approving a Requisition without Assigning to Yourself

After viewing the Requisition page, you can approve it without assigning it to yourself. However, if you do need to take other actions, such as inserting an Ad-Hoc Approver, returning the Requisition to the Requester, or rejecting it, you must assign it to yourself before taking action.

Click the dropdown arrow next to the Assign to Myself button and click Approve.

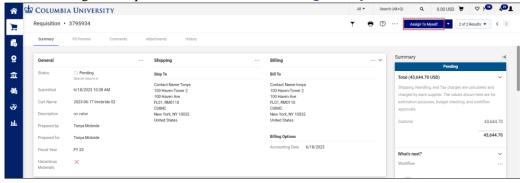
T	8	?	 Assign To Myself	-	2 of 2 Results 💌	< >
				Ass	ign to myself	
				App	prove	
Sum	mary			_	J.	$\rightarrow$

### **Processing a Requisition**

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.

Assigning the Requisition to Yourself from the Requisition Screen

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.

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	Requisition	• 3788056		۲	<b>e</b> ()		Approve/Complet	e Step 💌	3 of 3 Re	esults 💌	< >
0	Summary	PO Preview Comments	Attachments History								
8	A You are rev	lewing a requisition that has been resubmitte	кł				Summary	Pendin	9		→
Ì	General		··· Shipping	 Billing		~	Total (43,500.1) Shipping, Handlin	,			~
16	Status	Pending Special Approval (Chris Approver)	Ship To	Bill To			charged by each	supplier. The val	lues shown	n here are for	
P	Submitted	6/6/2023 5:12 PM	Contact Name Amy Zimmer Tower 3 100 Haven Ave	Contact Name Karen Contreras Tower 2 Bill-To Email: CUTesting100+markreg@gmail.cc			estimation purpo approvals.	ses, budget che	.king, and	workflow	
հ	Cart Name	AZ Rejection Test	FL29, RM029F CUIMC	100 Haven Ave FLB1, RM0115			Subtotal			43,500	.10
	Description	no value	New York, NY 10032 United States	CUIMC New York, NY 10032						43,500	.10
	Prepared by	Mark Requester		United States			What's next?				~
	Prepared for	Mark Requester		Billing Options			Workflow				
	Department	ENG CNI Research (5260104)		Accounting Date 6/6/2023							
	Classed Marca	DV 00					Subm	tted			_

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Assigning a Requisition to Yourself from the Approvals List Screen

From the Approvals List screen, click the Assign <sup>4</sup>-icon for the Requisition that you want to assign to yourself.

COLUMBIA UNIVER	SITY			All -	Search (Alt+Q)	Q 0.00 USD		1 <sup>(1)</sup>
Approvals						● ① S	ubmit Date New	est First 🔻
Requisitions 16 Chang	e Requests 1	Contracts Proc	urement Requests Contract R	tequests AP Requ	uests Sourcing	Event Requests		
Your Selections	⊬	Total Results 16 Display 20	i per folder 👻					
Date Range		<ul> <li>DEPARTMENT: 0503104 (A</li> </ul>	ATH CLUB SPORTS): (0.00 - 500.00) U	ISD 12				
All Dates	~				11:39 AM			
Filters		Requisition Name No. of line items	2023-05-02 tmcbride 06 2	Folders		Department: 0503104 (/ 500.00) USD]	ATH Club Spor	ts): (0.00 -
		3765169	BIO-RAD LABORATORIES, INC.	Chris Approver	5/2/2023 11:16 AM	Falgun Patel	15.00	Ľ 4.
SIGMA ALDRICH INC	11	Requisition Name	2023-05-02 fp2169 01	Folders	5 Days in folder [N	ly PR Approvals]		
CDW GOVT INC	3	No. of line items	1			Department: 0503104 ( 500.00) USD]	ATH Club Spor	ts): (0.00 -
BIO-RAD LABORATORIES, INC.	2					1999 - C.	47.90	0 C 1.

The Requisition will be moved to your My PR (Purchase Requestion) Approvals folder and other approvers will not be able work with it.

765169 equisition Name o. of line items	BIO-RAD LABORATORIES, INC. জ 2023-05-02 fp2169 01	Chris Approver	5/2/2023 11:16 AM 5 Days in folder [f	Falgun Patel My PR Approvals]	15.		Ľ	~
	·	Folders	5 Days in folder [N	My PR Approvals]				
0. Of life iterins	1		,	[Department: 0503104 (A USD]	ATH Club Sp	orts): (	(0.00 -	500
764963	SIGMA ALDRICH INC	Chris Approver	5/1/2023 5:10 PM	Test Shopper Shopper	47.	Ø	Ľ	$\checkmark$
equisition Name	2023-05-01 ShopperTest 01	Folders	0 Days in folder [N	My PR Approvals]				
eq	uisition Name	uisition Name 2023-05-01 ShopperTest 01	uisition Name 2023-05-01 ShopperTest 01 Folders	4963     SIGMA ALDRICH INC     Chris Approver     5/1/2023       5:10 PM       uisition Name     2023-05-01 ShopperTest 01     Folders     0 Days in folder [to the second sec	4963       SIGMA ALDRICH INC       Chris Approver       5/1/2023       Test Shopper         4963       Sigma ALDRICH INC       Chris Approver       5/10 PM       Shopper         4963       Sigma ALDRICH INC       Chris Approver       5/10 PM       Shopper         4963       Sigma ALDRICH INC       Folders       0 Days in folder [My PR Approvals]         4963       Sigma ALDRICH INC       Sigma ALDRICH INC       Shopper	4963       SIGMA ALDRICH INC       Chris Approver       5/1/2023       Test Shopper       47.         still on Name       2023-05-01 ShopperTest 01       Folders       0 Days in folder [My PR Approvals]	4963       SIGMA ALDRICH INC       Chris Approver       5/1/2023       Test Shopper       47.       Image: Chris Approver         4963       Sigma ALDRICH INC       Chris Approver       5:10 PM       Shopper       47.       Image: Chris Approver       47.       Image: Chris Approver	4963       SIGMA ALDRICH INC       Chris Approver       5/1/2023       Test Shopper       47.                                 47.

#### **Returning the Requisition to the Shared Folder**

If you are not able to continue reviewing and working with the Requisition after assigning it to yourself, you can return it to the shared approval folder so that another Approver can process it.

From the Requisition screen, click the **dropdown** arrow next to the **Approve/Complete & Show Next** button and click **Return to Shared Folder**.

COLUME	SIA UNIVERSITY					All 👻	Search (Alt+Q)	٩	0.00 US	D 📜	♡ №	21
Requisition	• 3792744			۲	<b>e</b> (	?	Approve/Comp	plete & Show	Next 👻	1 of 2 F	esults 🔻	< >
Summary	PO Preview Comments	Attachments Histor	ry						Ap	prove & I	Vext	
										prove		
🛕 You are re	viewing a requisition that has been resul	pmitted						Summ	ary Re	turn to Sl	nared Fold	er →
General		Shipping		Billing			🗸	Total	(13,780	turn to R	equisitione	er 🗸
Status	C Pending Special Approval (Chris Approver)	Ship To		Bill To					ing, Han	j <b>ect Requ</b> irged by ea	ch supplier. 1	The Laboratory
Submitted	6/14/2023 1:50 PM	Contact Name Joe Smith Tower 3 100 Haven Ave		Contact Name 100 Haven-To Bill-To Email:		1					imation purp w approvals.	
Cart Name	Asset Management Overview	FL29, RM029F CUIMC		CUTesting100 100 Haven Av		@gmail.com		Subto	tal		13	780.49
Description	no value	New York, NY 10032 United States		FL01, RM0113 CUIMC	3						13,	780.49
Prepared by	Tanya Requester			New York, NY United States								

The Requisition will no longer be assigned to you and will be available for other Approvers to process.

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#### Inserting an Ad-Hoc Approver into Workflow

If you need to insert an additional approver into the workflow to review the requisition, you can select one after assigning the Requisition to yourself. The Ad-Hoc Approver you insert will review the Requisition after you approve it. **Note**: An Ad-Hoc Approver must have a CU Marketplace Approver role. You can only add one Ad-Hoc Approver. Other Approvers in the approval workflow can also add an Ad-Hoc Approver.

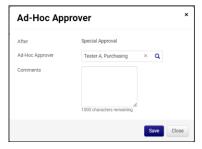
1. Click the Ad-Hoc Approver **Select** link at the bottom of the General section.

General		··· Shipping	 Billing	`
Status	Special Approval (Chris Approver)	Ship To	Bill To	
Submitted	6/6/2023 5:12 PM	Contact Name Amy Zimmer Tower 3 100 Haven Ave	Contact Name Karen Contreras Tower 2 Bill-To Email: CUTesting100+markreg@gmail.com	
Cart Name	AZ Rejection Test	FL29, RM029F CUIMC	100 Haven Ave FLB1, RM0115	
Description	no value	New York, NY 10032 United States	CUIMC New York, NY 10032	
Prepared by	Mark Requester		United States	
Prepared for Department	Mark Requester ENG CNI Research (5260104)		Billing Options	
Fiscal Year	FY 23		Accounting Date 6/6/2023	
Hazardous	×			
Materials				
Ad-Hoc Approver	r Select			



Ad-Hoc App	prover	
After	Special Approval	
Ad-Hoc Approver	Type to filter	Q
Comments	Tester C, Purchasing	*
oominenta	Tester B, Purchasing	-
	Tester A, Purchasing	
	Approver, BC	
	Approver, CT Doc	
	Approver, NJ Doc	
	Approver, Radiology	
	Approver, HIC	🖕 ave Close
	Q Search 38 More	

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.

	L/ COLUMB	A UNIVERSITY			All 🝷		Search (Alt+Q)	٩	0.00 USD	-	♥ 1	<b>1</b>
	Requisition •	3788056		۲	0	0	Appro	ve/Complete St	ep 🔻	3 of 3 Re	sults 💌	< >
ľ	Summary	PO Preview Comment	ts Attachments History									
	Submitted	6/6/2023 5:12 PM	Tower 3	Tower 2								
	Cart Name	AZ Rejection Test	100 Haven Ave FL29, RM029F CUIMC	Bill-To Email: CUTesting100+markr 100 Haven Ave	req@gmai	il.com		Summar				→
	Description	no value	New York, NY 10032 United States	FLB1, RM0115 CUIMC				Workflov	V			
	Prepared by	Mark Requester	United States	New York, NY 10032 United States				G	Submitte			
	Prepared for	Mark Requester		Onnes States				Ý	6/6/2023 5 Mark Reque			
	Department	ENG CNI Research (5260104)		Billing Options							2	
	Fiscal Year	FY 23		Accounting 6/6/ Date	/2023			$\langle \! \rangle$	Approved A&S Ap	ent Approva	al	
	Hazardous Materials	×										
								0	Special A Active			
L	Ad-Hoc Approver	Purchasing Tester A Change						T	🧞 Chris A	pprover		
									Ad-hoc 1	1		
	Accounting C	odes					v		Future			

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### **Viewing Comments and Attachments**

If any Comments or Attachments have been added to the Requisition you can view them as part of your review process. The **Comments** and **Attachments** tabs will display the number of items in the folder, if any. Click the tab to view.

COLUMB	ia University				All 🔻	Search (Al
equisition	• 3842826					
Summary	PO Preview Commer	nts 1	Attachments 1 History			
General			Shipping	 Billing		~~ ~
Status	C Pending Ad-hoc 1 (Chris Approver)		Ship To	Bill To		
Submitted	11/3/2023 12:58 PM		Contact Name Eric Requester Tower 3	Contact Name Eric Requester Tower 3		
Cart Name	2023-08-16 ericshopper 01		100 Haven Ave FL01, RM LOBBY	100 Haven Ave FL01, RM LOBBY		
Description	no value		CUIMC New York, NY 10032	CUIMC New York, NY 10032		

The Comments tab will display any added Comments.

quisition	• 3842826				
Summary	PO Preview	Comments 1	Attachments 1	History	
Records fo	und: 1				Show comments for Requisition - +
Michael Re	<b>quester</b> - 11/3/2023 1	1:12:54 PM			Requisition - 3842826 Comment Added
	documentation regard	ding transaction			

The Attachments tab will display any attached documents. Click the link to download and view the document.

Requisition •	3842826									
Summary	PO Preview	Comments	1	Attachments	1	Histo	гу			
Attachment	s found: 1									
Attachment					Size	Туре	Location	Visibility	Create Date ↓	
<u>↓</u> Transaction	documentation.pdf				33k	File	Document	Internal	11/2/2023 3:46 PM	

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#### Approving the Requisition

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

☆ 5		IA UNIVERSITY				All 👻		Search (Alt+C	i) Q	0.00 USD		♡ №	<b>1</b>
1	Requisition	3788056			۲	8	0		pprove/Complete	Step 🔻	3 of 3 Res	ults 👻	< >
6	Summary	PO Preview Comments	Attachments	History									
	Submitted	6/6/2023 5:12 PM Tow	er 3		Tower 2								
<b>Q</b>	Cart Name	Annual states and a submitted and an	Haven Ave 9, RM029F MC		Bill-To Email: CUTesting100+markro 100 Haven Ave	eq@gmai	il.com		Summ	ary			→
血	Description	no value New	Vork, NY 10032 ed States		FLB1, RM0115 CUIMC				Workf	low			
	Prepared by	Mark Requester			New York, NY 10032 United States				6	Submitte			
	Prepared for	Mark Requester			Dilling Options					6/6/2023 5 Mark Requi			
<b>3</b> 9	Department	ENG CNI Research (5260104)			Billing Options								
հե	Fiscal Year	FY 23			Accounting 6/6/ Date	2023			G	Approved ABS Ap	ent Approva	1	
	Hazardous Materials	×								Special A	pproval		
	Ad-Hoc	Purchasing Tester A								Active Chris A	oprover		
	Approver	Change								Cana A	phi o rei		
q	Accounting	codes						•	5	Ad-hoc 1 Future			•••

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

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1	Requisition	• 3788056				۲	<b>e</b> (	?) 3 of	3 Results 🔻	< >
6	Summary	PO Preview Comments	Attachments History							
<u>8</u>	A You are rev	iewing a requisition that has been resub	mitted				Summary			→ 
血	General		Shipping	 Billing		~	$\bigcirc$	Submitted 6/6/2023 5:12 PM		
-22°	Status	C Pending Ad-hoc 1 (Purchasing Tester A)	Ship To	Bill To			IΥ	Mark Requester		
<b>3</b> 9	Submitted	6/6/2023 5:12 PM	Contact Name Amy Zimmer Tower 3 100 Haven Ave	Contact Name Karen Tower 2 Bill-To Email:			$  \oslash$	Department Ap Approved A&S Approver	proval	
ш	Cart Name Description	AZ Rejection Test	FL29, RM029F CUIMC New York, NY 10032 United States	CUTesting100+mark 100 Haven Ave FLB1, RM0115 CUIMC	req@gmail.com			Special Approva	ıl	
	Prepared by	Mark Requester	United states	New York, NY 10032 United States			I	Chris Approver		
	Prepared for Department	Mark Requester ENG CNI Research (5260104)		Billing Options			0	Ad-hoc 1 Active Purchasing Ter	iter A	
Q →	Fiscal Year	FY 23		Accounting 6/6 Date	/2023			Create PO	Powered by JAGGA	

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#### **Returning the Requisition to the Requester**

If the Requisition does not meet your approval requirements, you can return it to the Requestor so they can make any necessary changes. After making the necessary changes or providing additional information, the Requester will resubmit the Requisition back into workflow.

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

â	COLUM	BIA UNIVERSITY			All 👻	Search (Alt+Q)	<b>Q</b> 0	.00 USD 📜	♡  ⁴	<b>2</b> 1
1	Requisition	• 3792744		۲	🖶 🕐 …	Approve/Compl	ete & Show Next	• 1 of 2	Results 👻	< >
í	Summary	PO Preview Comments	Attachments History					Approve &	Next	
<u>o</u>	🔥 You are re	eviewing a requisition that has been resul	pmitted				Summary	Approve Return to S	Shared Folder	r →
血	General		Shipping	··· Billing		~	Total (13,7		Requisition	~
<b>-35</b>	Status	Special Approval (Chris Approver)	Ship To	Bill To			Shipping, H calculated a	and charged by e	-	e
<b>%</b>	Submitted	6/14/2023 1:50 PM	Contact Name Joe Smith Tower 3 100 Haven Ave	Contact Name Joe 100 Haven-Tower Bill-To Email:				vn here are for es cking, and workfl		}es,
11h	Cart Name	Asset Management Overview	FL29, RM029F CUIMC		nyareq@gmail.com		Subtotal		13,7	80.49
	Description	no value	New York, NY 10032	FL01, RM0113					13.7	80.49

The Return to Requisitioner window appears.

Return To Requisitioner	×
	li
expan	d   clear
Characters beyond the limit are not saved, i.e., the note is truncated. Once note is attached, it is accessible from the History tab of the document.	e the
Save Changes C	ancel

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 the 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.

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հե	Cart Name	Asset Management Overview	FL29, RM029F		CUTesting100+tanya	req@gmail.com		Subtotal		13,78	30.49
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The Reject Requisition window appears.

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	IN THE CITY OF NEW YORK

Training Guide: CU Marketplace for Approvers

Reject Requisition	×
	ALL lines on this requisition. Once a PR is ick Reject Requisition or Cancel to leave the
PR Reject Reason	
1000 characters remaining	expand   clear
	Reject Requisition Close

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

### **Approvers who are also Requesters**

If you have both the CU Marketplace Requester Requisition Initiator and a Level 1 (\$0 - \$1,000) Department Requisition Approver roles, you do not need departmental approval for purchases of \$1,000 or less if your purchase is being shipped to a campus address.

If you have the Department Requisition Approver role for higher Levels (2 and up), but not Level 1, your Requisition will require departmental approval even if you have an approval role.

If your purchase is greater than \$1,000 and/or you are shipping to an Ad-Hoc Ship-To address, your Requisition will require departmental approval even if you have a Level 1 approval role.

## **Getting Help**

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via ServiceNow https://columbia.service-now.com