




Resubmit a Returned Requisition

Initial Login

To login, access TCU portal via the following URL: [Jaggaer - Prod - Sign In](#)

Connecting to **JAGGAER**
Sign-in with your Texas Christian University - Prod account to
access Jaggaer



TCU Single Sign-On

TCU Username
Your username is NOT an email address.

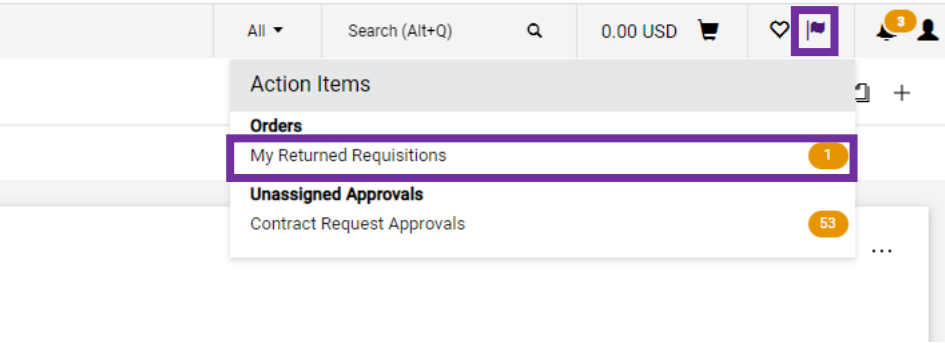
TCU Password

[Sign In](#)

[Need help signing in?](#)



Finding a Returned Requisition When a requisition that you submitted has been returned, it can be accessed by selecting the action items flag in the top right of the page, then by clicking “My Returned Requisitions” from the dropdown.



You will be taken to a list of your draft carts. Find the returned item in the list and click “View”.

Shop ▶ My Carts and Orders ▶ View Carts ▶ Draft Carts

Cart Management

Create Cart

Draft Carts

Assigned Carts

▶ Filter Draft Carts

Type ▾	Cart Number ▾	Shopping Cart Name ▾	Cart Description	Date Created ▴	Total ▴	Action
Normal - Returned	3655227	Example Textile Pay Req		11/18/2022	550.00 USD	<div>View ▾</div>
Normal	3691941	2023-01-19 jbrumbach 01		1/19/2023	0.00 USD	<div>View ▾</div>

Your requisition has been returned to draft and can be updated before resubmission.

Requisition • 3655227

Summary

Comments 1

Attachments 1

History

General

Business Unit
TCU
Texas Christian University

Cart Name
Example Textile Pay Req

Description
no value

Prepared by
Jacob Brumbach

Prepared for
Jacob Brumbach

Cart Source
Manual

Do Not Send PO
✗

Request Different Fiscal Year
✗

Shipping

Ship To
Attn: Jacob Brumbach
2900 WEST BERRY STREET
Fort Worth, TEXAS 76110
United States

Delivery Options
Ship Via
Best Carrier-Best Way

Billing

Bill To
TCU-Academic Services
TCU Box 297710
Fort Worth, TX 76129
United States

Billing Options
Accounting Date
no value

Description
(This field will print on check)
no value

Accounting Codes

GL Unit	Account	Fund	Department	Project
TCU Texas Christian University	6220 Travel	11201 Unrestricted Plant Fund	21110 Board Of Trustees	no value

Draft (returned)

Total (550.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal
550.00

550.00

What's next for my order?

Next Step
IC Review

Approvers
Blackwell, Rachelle
Test, Rachelle Blackwell
Training, Approver 1

Workflow

Show skipped steps

Draft
Active
Jacob Brumbach



Clicking “Comments” near the top of the page will allow you to view any comments made by the approver who returned the requisition.

Requisition • 3655227

Summary

Comments 1

Attachments 1

History

Records found: 1

Show comments for Requisition

Approver 1 Training - 1/19/2023 3:48:24 PM

Requisition - 3655227

Requisition returned

Please update and resubmit

Once any necessary edits have been made, you can resubmit the requisition by clicking the “Place Order” button in the top right of the page.

All

Search (Alt+Q)

550.00 USD

64

3

Assign Cart

Place Order

Draft (returned)

Total (550.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 550.00

550.00