# Quick Start Guide

## Returning a Requisition to a Shopper

Return a requisition to a shopper if you would like the shopper to make changes.

1. **Access Mountaineer Marketplace:**
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. **Click the flag by your name to locate a list of requisitions that require your approval.**

   Click **Requisitions to Approve** or **Requisitions**.

3. **When necessary, click the flag or folder name to view the requisitions within the folder.**

4. **In the list of requisitions, click the number of a requisition.**

5. **Review the requisition. If you decide you would like the shopper to make changes, click Go in Available Actions (upper right corner) to assign the requisition to yourself.**
6. Choose **Return to Requisitioner**.
   Click **Go**.

7. Enter a reason for the return. The shopper will see the reason you entered.

8. Click **Return to Requisitioner**.