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 MyTools 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**.