

HOW TO REORDER A DENIED REQUISITION

PURPOSE: THIS QUICK REFERENCE GUIDE IS INTENDED TO PROVIDE INFORMATION ON HOW TO REORDER AN ITEM AFTER YOU HAVE RECEIVED A DENIED REQUISITION NOTICE.

PICK IT

CLICK IT

SHIP IT

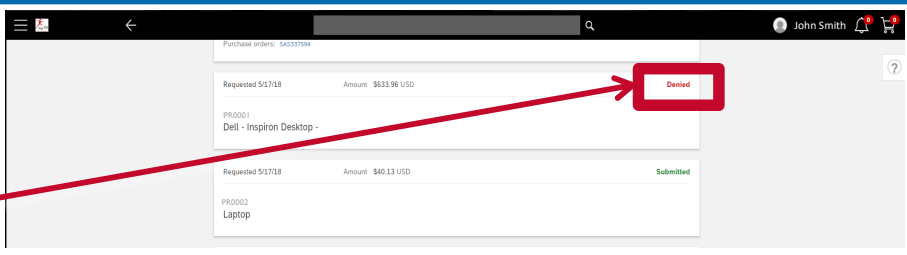
1



On the MyScholarShop home page, click on “Your requests” in the left margin.

2

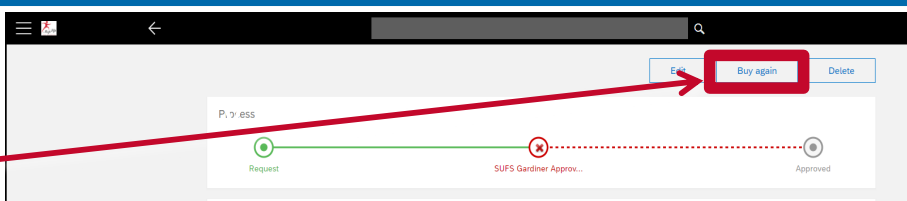
Locate and click on the requisition with the denied status in the top right of the order summary.



NOTE: If you have the requisition number, which starts with a PR###, you may search for the item on the Your Request menu.

3

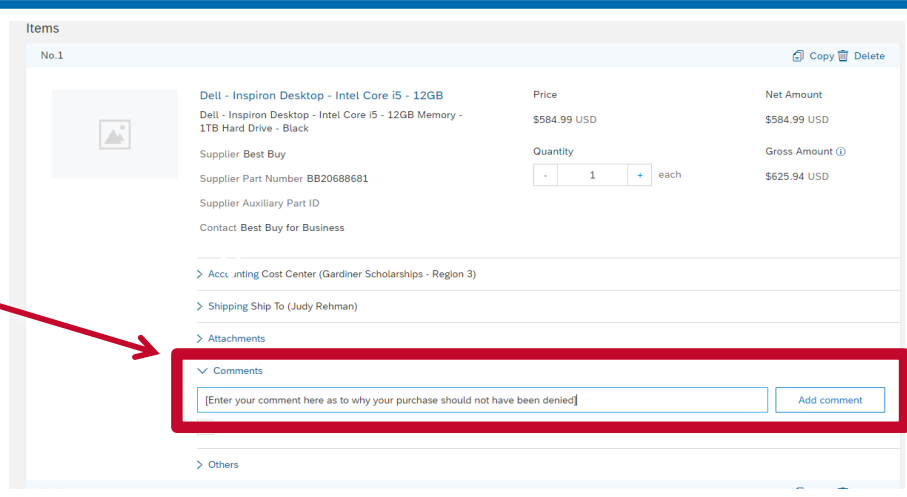
Click on the “Buy Again” option at the top of the window.



4

In the comment box, type the reason the item should not have been denied.

Then click “Send Request” to check out and submit your order for approval.



Call 877-735-7837, then select Option 1