

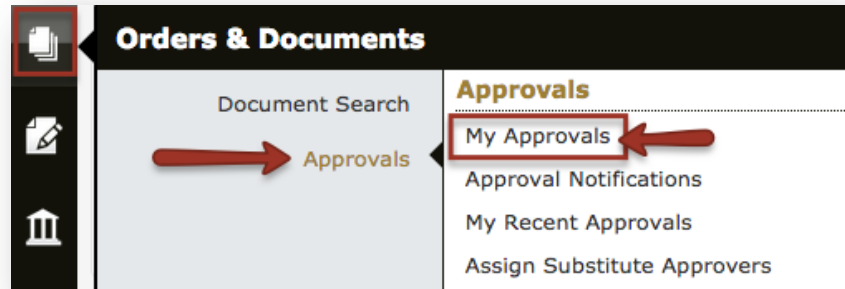


## Toolbox: Rejecting a Requisition Quick Guide



### To reject a requisition:

Navigate to your approval folders by clicking the Orders & Documents fly-out menu (3 papers icon). Select the Approvals sub-menu and click the My Approvals link.

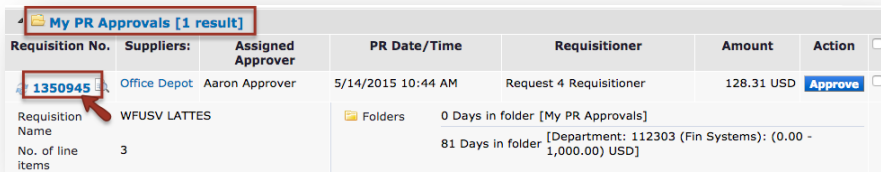


Open the appropriate shared folder by clicking the 'twisty' to the left of the folder name. Click the 'Assign' button to the right of the Requisition information to assign it to yourself.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
Department: 112302 (Purchasing): (0.00 - 20,000.00) USD [7 results]						
Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD [13 results]						
1350945	Office Depot	Not Assigned	5/14/2015 10:44 AM	Request 4 Requisitioner	128.31 USD	Assign
Requisition Name: WFUSV LATTES No. of line items: 3 Folders: 81 Days in folder. [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]						
1347149	ISP: WFDD	Not Assigned	5/8/2015 1:18 PM	Natalie Hill - Sys Admin	1,000.00 USD	Assign
Requisition Name: 2015-05-08 HILLNM 03 No. of line items: 2 Folders: 87 Days in folder. [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]						

Once the requisition is assigned to you, it will be added to your 'My PR Approvals' folder and lets other approvers in your folder queue know that you have taken ownership of that requisition.

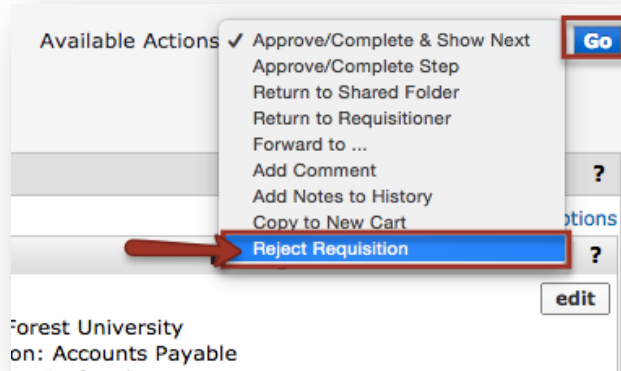
From the “My PR Approvals” folder, click the Requisition number to open and view it.



Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1350945	Office Depot	Aaron Approver	5/14/2015 10:44 AM	Request 4 Requisitioner	128.31 USD	Approve

Requisition Name: WFUSV LATTES  
No. of line items: 3  
Folders: 0 Days in folder [My PR Approvals]  
81 Days in folder [Department: 112303 (Fin Systems): (0.00 - 1,000.00) USD]

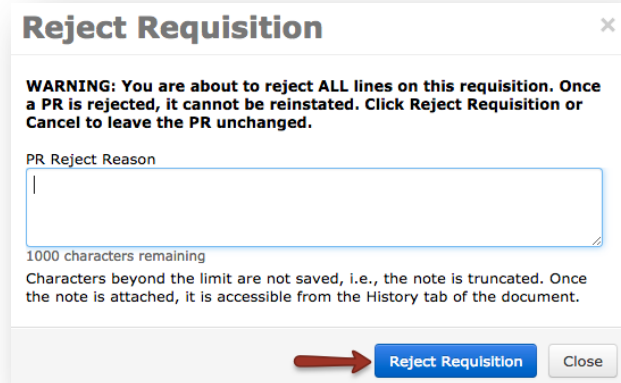
From the available actions dropdown box, select the “Reject Requisition” option and click the Go button.



A pop up box will appear offering the opportunity to add a note regarding why the requisition is being rejected.

**NOTE: Rejecting a requisition means that requisition is dead. The requisitioner will need to copy it to a new cart to place the order again.**

Once you are finished adding any information, click the Reject Requisition button.



### Reject Requisition

**WARNING: You are about to reject ALL lines on this requisition. Once a PR is rejected, it cannot be reinstated. Click Reject Requisition or Cancel to leave the PR unchanged.**

PR Reject Reason

1000 characters remaining

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Reject Requisition Close