



**Step Action**

**Navigation: eProcurement - Requisition**

**1** If a **Requisition** is denied by an Approver, the Requester will receive an immediate email noting the reasons for the denial. To make updates to the **Requisition**, navigate back to **Manage Requisitions** and locate the **Requisition** in **Denied Status**.

**Manage Requisitions**

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit  Requisition Name

Request State  Budget Status

Requisition ID  Date From  Date To

Requester  Entered By  PO ID

[Show Advanced Search](#)

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 000000108	000000108	OUHSC	04/22/2020	Denied	Not Chk'd	4,000.00 USD	[Select Action] <input type="button" value="Go"/>

**2** From the drop-down menu, select **Approvals** and then click the **Go** button.

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000037794	0000037794	OUHSC	02/28/2025	Denied	Valid	5.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000037731	GeminiEvoLaser	OUHSC	02/13/2025	Denied	Valid	71,399.92 USD	Approvals <input type="button" value="Go"/>
▶ 0000037724	Ortega Speaker Agreement	OUHSC	02/12/2025	Denied	Valid	1,000.00 USD	Cancel <input type="button" value="Go"/>
▶ 0000037715	2025-02-12 TDASARI 01	OUHSC	02/12/2025	Denied	Valid	1,565.64 USD	Copy <input type="button" value="Go"/>
▶ 0000037710	0000037710	OUHSC	02/11/2025	Denied	Valid	1,553.00 USD	Edit <input type="button" value="Go"/>
							View Print <input type="button" value="Go"/>

**3** To view the reasons for denial, expand the **View/Hide Comments** box. The denial reasons will appear in the **Comments** field.

**Approval Status**

Business Unit OUHSC  
 Requisition ID 0000037796  
 Requisition Name 0000037796  
 Requester  
 Entered on 03/24/2025  
 Status Denied  
 Priority Medium  
 Budget Status Valid

Requester's Justification  
 No justification entered by requester.

> Line Information ?

▼ Review/Edit Approvers

**Department Manager Approval**

Requisition 0000037796:Denied

Department Manager Approval

Denied

Req Department Managers  
 03/31/25 - 7:24 AM

Comments

Please adjust quantity to 100, thanks.

**Purchasing Approval**

Requisition 0000037796:Denied

Purchasing Approval

[Completed]



**4** Click the **Edit Requisition** button to return to the **Requisition**.

**Approval Status**

Business Unit OUHSC

Requisition ID 0000037796

Requisition Name 0000037796

Requester

Entered on 03/24/2025

Status Denied

Priority Medium

Budget Status Valid

Requester's Justification  
*No justification entered by requester.*

[Edit Requisition](#)

[> Line Information](#) ⓘ

**5** Make the necessary changes to the **Requisition**, including adding a comment on each line of the **Requisition**. Click on **Check Budget**. Once the **Requisition** has a valid budget status, click **Save & Submit** again to resubmit the **Requisition** for approval.

**Note:** Each line of the denied **Requisition** will need to have **comments** entered or else the system will not recognize that the **Requisition** has been updated. If you do not add comments to each line and try to resubmit the **Requisition**, the lines without comments will remain in denied status. When you resubmit your **Requisition**, the **Status** and **Department Manager Approval** should say **Pending** to note that the **Requisition** is in workflow and awaiting approvals. If the **Status** says **See Lines**, that means that not all lines are in the same workflow status, likely indicating that some are still **Denied** but others are **Pending**. Until all lines are updated, the **Requisition** cannot be fully processed.

Requisition Name 0000037796 Total Amount 10.00 USD

Requisition ID 0000037796 Pre-Encumbrance Balance

Business Unit OUHSC Not Available

**Status Pending**

Budget Status Valid

[View printable version](#) [Edit this Requisition](#) [Check Budget](#)

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**Department Manager Approval**

Requisition 0000037796: Pending [View/Hide Comments](#)

Department Manager Approval

**Pending**

Multiple Approvers  
Req Department Managers

**6** To print a copy of the **Requisition**, click on **View Printable Version**.



Requisition Name 0000037796	Total Amount 10.00 USD
Requisition ID 0000037796	Pre-Encumbrance Balance
Business Unit OUHSC	Not Available
Status Pending	
Budget Status Valid	

View printable version    
 Edit this Requisition    
 Check Budget

7 A pop-up box will appear asking if the distribution information for the **Requisition** should be printed. Click **Yes**.

**Message**

Do you want to print the requisition with distribution details ? (18036,11614)

   

8 The details of the **Requisition** will appear and can be printed from this page.

<b>Business Unit:</b> OUHSC	<b>Requester:</b> 535039	<b>Status:</b> Pending Approval
<b>Requisition:</b> 0000000272	<b>Requested By:</b> [Redacted]	<b>Currency:</b> USD
<b>Requisition Name:</b> 0000000272	<b>Entered Date:</b> 5/28/20	<b>Requisition Total:</b> 6,000.00

Line: 1	Item Description: Services	Quantity: 1.0000	UOM: SVC	Price: 6000.0000	Line Total: 6,000.00
					Line Status: Pending

<b>Ship Line:</b> 1	<b>Ship To:</b> 1005_0001	<b>Address:</b>	<b>Shipping Quantity:</b> 1.0000
<b>Attention:</b> [Redacted]	<b>Due Date:</b>	1108 NEWTON DRIVE	<b>Shipping Total:</b> 6,000.00
<b>Ship Via:</b> UPS	<b>Freight Terms:</b> NA	ROOM 0001	
		NORMAN OK 73069	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	1005_0001	1.0000	100.00	6,000.00	OUHSC	829100

<b>Dept</b>	<b>Fund</b>	<b>Program</b>	<b>Class</b>
ADH01001	EDGEN	00116	00000

<b>Open QTY</b>	<b>Open Amt</b>
0.0000	6000.000

<b>GL Base Amount</b>	<b>Currency</b>	<b>Sequence</b>	<b>Capitalize</b>
6,000.00	USD	0	N

9 If you have submitted a **Requisition** for approval and the **Requisition** needs to be cancelled, you can cancel the **Requisition** as long as it has not been fully approved.

10 Locate the **Requisition** that needs to be cancelled in **Manage Requisitions** and click the arrow to the left of the **Requisition ID** number. Review the **Request State** at the top or the **Status** column in the request lifespan.



**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000054240	FY25 Chiller Maintenan...	NORMN	07/03/2024	Pending	Valid	13,465.51 USD

Requester Pamela E Neron  
Pre-Encumbrance Balance Not Available

Entered By [icon] Priority Medium

Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Chiller and Overhead cooling...	Pending Approval	13465.51	USD	1.00	LOT	OKLAHOMA CHILLER CORPORATION

11 As long as the **Requisition** is in a **Pending** status, it can be cancelled.

12 Under the **Select Action** drop-down menu for the **Requisition**, select **Cancel** and click the **Go** button.

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000047111	AlignRx Re-crednetialing	OUHSC	04/06/2026	Pending	Valid	1.00 USD

Requester Allyson E Kasel  
Pre-Encumbrance Balance Not Available

Entered By Allyson E Kasel Priority Medium

Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns

Request Lifespan:

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	AlignRx Recredentialing Adde...	Pending Approval	1.00	USD	1.00	LOT	ALIGNRX LLC

13 The next screen will display the **Requisition Details**. Click the **Cancel Requisition** button.

**Requisition Details for:**

Business Unit OUHSC Date 04/06/2026  
 Requisition ID 0000047111 Status Pending  
 Requisition Name AlignRx Re-crednetialing Total 1.00 USD

**Line Details**

Line	Item Description	Status	Price	Qty	Total
1	AlignRx Recredentialing Addendums and Agree...	Pending Approval	1.00000	Batch Lot	1.00000

**Cancel Requisition**

[Return to Manage Requisitions](#)

14 Search again by removing the "Request State" The **Requisition** will then display as **Cancelled**.



**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: OUHSC  
 Requisition Name: \_\_\_\_\_  
 Requisition ID: 0000047111  
 Request State: \_\_\_\_\_ Budget Status: \_\_\_\_\_  
 Date From: \_\_\_\_\_ Date To: 04/17/2026  
 Origin: \_\_\_\_\_ Org: \_\_\_\_\_  
 Requester: \_\_\_\_\_ Entered By: \_\_\_\_\_ Supplier: \_\_\_\_\_ PO ID: \_\_\_\_\_

Search Clear Show Advanced Search

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**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000047111	AlignRx Re-crednetialing	OUHSC	04/06/2026	Canceled	Not Chk'd	0.00 USD	[Select Action] Go

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Once cancelled you will need to run the Budget Check to release the encumbrance. Under the **Select Action** drop-down menu for the **Requisition**, select **Budget Check** and click the **Go** button.

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: OUHSC  
 Requisition Name: \_\_\_\_\_  
 Requisition ID: 0000047111  
 Request State: \_\_\_\_\_ Budget Status: \_\_\_\_\_  
 Date From: \_\_\_\_\_ Date To: 04/17/2026  
 Origin: \_\_\_\_\_ Org: \_\_\_\_\_  
 Requester: \_\_\_\_\_ Entered By: \_\_\_\_\_ Supplier: \_\_\_\_\_ PO ID: \_\_\_\_\_

Search Clear Show Advanced Search

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**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000047111	AlignRx Re-crednetialing	OUHSC	04/06/2026	Canceled	Not Chk'd	0.00 USD	[Select Action] Go

[Select Action] dropdown menu:  
 Check Budget  
 Copy  
 Undo-Cancel  
 View Print  
 [Select Action]

Create New Requisition Review Change Request Review Change Tracking Manage Receipts

16

Once the Budget says **Valid**, the encumbrance has been released.

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: OUHSC  
 Requisition Name: \_\_\_\_\_  
 Requisition ID: 0000047111  
 Request State: \_\_\_\_\_ Budget Status: \_\_\_\_\_  
 Date From: \_\_\_\_\_ Date To: 04/17/2026  
 Origin: \_\_\_\_\_ Org: \_\_\_\_\_  
 Requester: \_\_\_\_\_ Entered By: \_\_\_\_\_ Supplier: \_\_\_\_\_ PO ID: \_\_\_\_\_

Search Clear Show Advanced Search

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**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000047111	AlignRx Re-crednetialing	OUHSC	04/06/2026	Canceled	Valid	0.00 USD	[Select Action] Go

Requester: Alyson E Kaset Entered By: Alyson E Kaset Priority: Medium

Pre-Encumbrance Balance: Not Available

Requisition Lifecycle: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

**Request Lifespan: Line Information**

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	AlignRx Recredentialing Adde...	Canceled	1.00	USD	1.00	LOT	ALIGNRX LLC

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report