

Step	Action									
1	Purchase Orders and relate	ed Requisitions for the prior fiscal year will be automatically closed								
	by Procurement by October 1 st , when the fiscal year is fully closed, unless on CAPTL or SPNSR funds									
2	For orders that need to be closed before October to release funds/encumbrances,									
_	departments will need to initiate a request to Procurement in PeopleSoft to close the order.									
	Note: OIL Marketplace orders that are fully invoiced will be closed automatically during the									
	Note: OU Marketplace orders that are fully invoiced will be closed automatically during the financial month end closing process. Departments do not need to request closures on									
	Marketplace orders that have been fully paid.									
3	To request closure of an order, click on the eProcurement tile on the Home Screen and select Population Inquiry on the left side manu									
	OU Homepage	eProcurement								
	Manage Requisitions	Requisitions								
	Create Requisition	Use the following search to look for an existing Requisition.								
	Requester Setup	Find an Existing Value								
	Activity Summary	▼ Search Criteria								
	Print POs	Business Unit begins with V								
	Add/Update Supplier	Requisition ID begins with ~								
	Requisition Inquiry	Requisition Status =								
	PO Inquiry	Origin begins with ~ Q								
		II Requester begins with ~								
		Buyer begins with V								
		Short Supplier Name begins with V								
		Supplier ID begins with v								
		Supplier Name begins with v								
		Case Sensitive								
		Search Clear Basic Search 🖾 Save Search Criteria								
-										
4	Note that all users with Org security to requisitions can initiate closure of an order. That									
	Grants/ReFS.									
5	Please also note that it is the department's responsibility to communicate with the supplier if									
	any or all of the initial order Staples in the OU Marketo	r is no longer needed. For example, if 10 pens were ordered from lace but only eight were received and the other two are on								
	backorder for several week	is, the department can request closure in PeopleSoft for the								
	remaining two quantities or	n the Marketplace order. However, it is the responsibility of the								
	cancelled prior to requestin	nact staples and notify them that the remaining pens should be in closure in PeopleSoft.								
6	From the Find an Existing	Value tab, select the appropriate Business Unit, enter the								
	Requisition ID number, an	nd click Search . If you don't have the Requisition ID number, you								
	can just click Search and s	see all Requisitions that you have Org access to and locate the								



Requisitions h	perlink.	ds to be closed	has been located, click on the Close
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*Requisition Data	05/08/2024	D	
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