

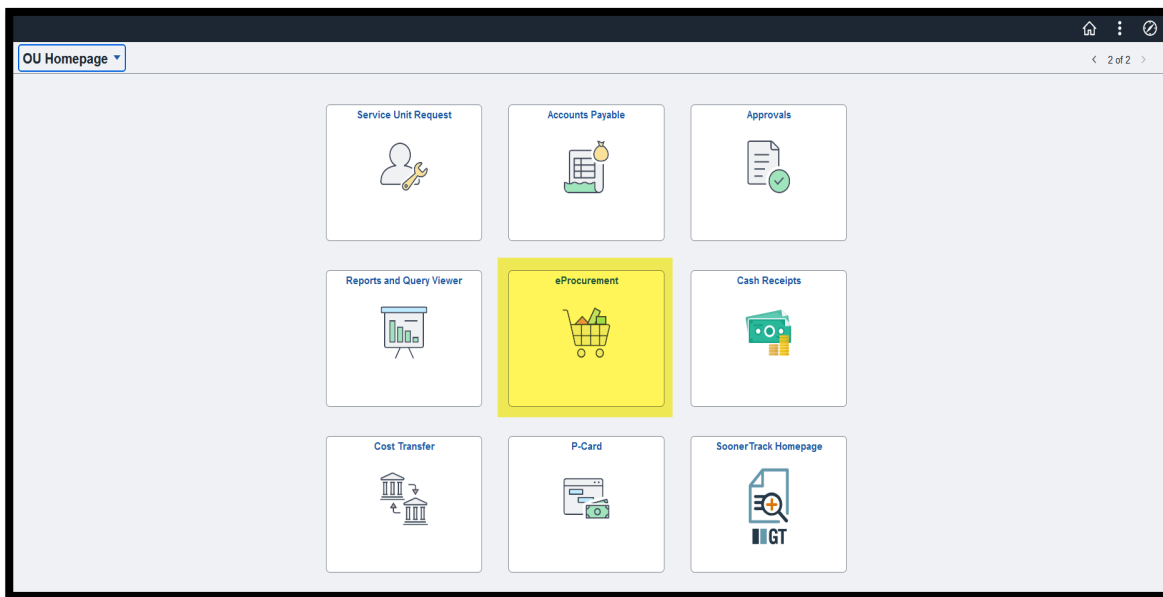


Step	Action
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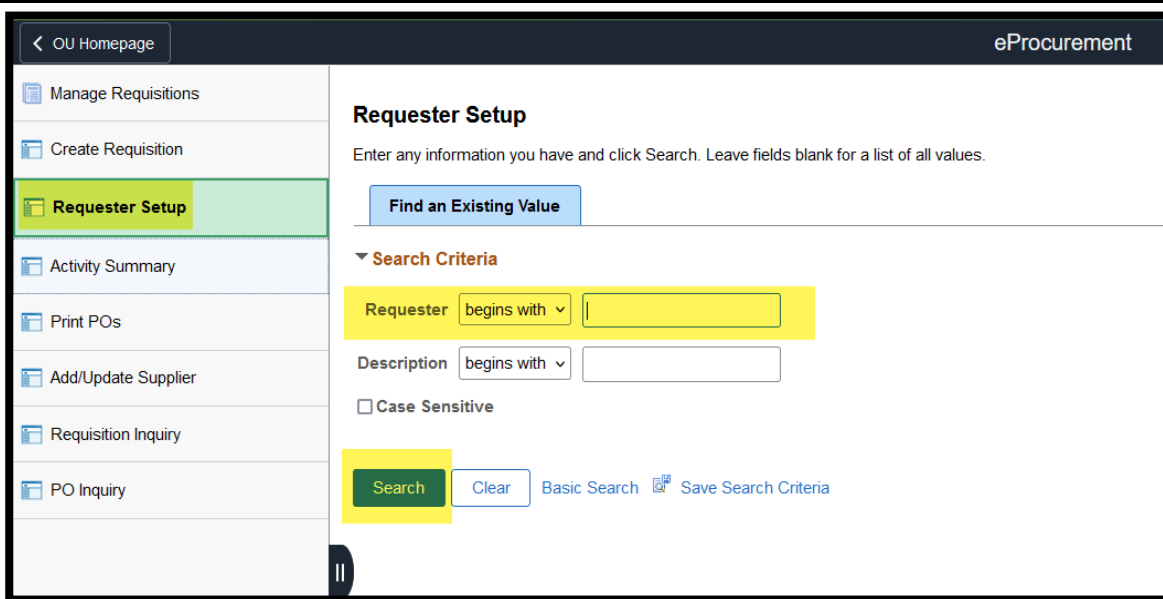
<b>Navigation: eProcurement - Requisition</b>	
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<b>1</b>	<b>Requisitions</b> are requests to purchase goods or services. Per Regent's Policy, <b>Requisitions</b> should be used for any purchase in excess of \$5,000 or any service that may require a contract. To enter a <b>Requisition</b> , first ensure that defaults are set up for shipping and accounting information.
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<b>2</b>	Login to PeopleSoft Financials and click the <b>eProcurement</b> tile from the <b>Home Screen</b> and select <b>Requester Setup</b> on the left side menu.
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<b>3</b>	From this screen, type in your <b>employee ID</b> in the <b>Requester</b> field and click <b>Search</b> .
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<b>4</b>	On the <b>Requester Setup</b> page, several pieces of information will need to be filled in. Note that once these entries are made, they will default in for all <b>Requisitions</b> . If these defaults ever need to be updated, navigate back to this page to make changes.
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**Requester Setup**

**Requisition Defaults**

ShipTo SetID: SOONR   **Ship To**

\*Location SetID: SOONR   **\*Location**

PO Origin SetID: SOONR   Origin: ONL

Currency: USD   Dollar

Phone:

Fax:

**Requisition Status**

Open  
 Pending Approval

Override Auto Item Substitute  
 Use Only Assigned Catalogs  
 Consolidate with other Reqs

Price Can Be Changed on Order  
 Defaults Inventory BU

**ChartFields**

Chartfields  1-1 of 1 | View All

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project	Activity
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

**Catalog Information**

1-1 of 1 | View All

Default	*SetID	*Catalog ID	Description
<input checked="" type="checkbox"/>	SOONR <input type="text"/> <input type="button" value="Q"/>	OU_PUR_CATEGORIES <input type="text"/> <input type="button" value="Q"/>	Purchasing Categories

5 First, enter your default **Ship To** location. This is where all items will ship by default. Click on the magnifying glass and enter in part of your **building location** the **Description** field and click **Search**. Click anywhere on the correct **location** line.

**Look Up Ship To**

[Help](#)

Ship To Location  begins with

**Description**  begins with  865

[Basic Lookup](#)

**Search Results**

View 100 1-3 of 3

ShipTo SetID	Ship To Location	Description
SOONR	RP865_0529	865 RESEARCH PARK 0529
SOONR	RP865_0530	865 RESEARCH PARK 0530
SOONR	RP865_0560	865 RESEARCH PARK 0560



**6** Next, enter your **Location** by performing the same steps as before with the **Ship To** address. Note that the **Location** is where invoices will be sent by default. This may or may not be the same as your **Ship To** location.

**7** Enter your **phone number** in the **Phone** field. Be sure to include your **area code** when entering the **phone number**.

**Requisition Defaults**

Ship To SetID: SOONR  
 \*Location SetID: SOONR  
 PO Origin SetID: SOONR  
 Currency: USD Dollar  
 Phone: 405/271-2410  
 Fax: [ ]

Ship To: RP865\_0530  
 \*Location: RP865\_0530  
 Origin: ONL

**Requisition Status**  
 Open  
 Pending Approval

Override Auto Item Substitute  
 Use Only Assigned Catalogs  
 Consolidate with other Reqs

Price Can Be Changed on Order  
 Defaults Inventory BU

**8** In the **Chartfields** section, enter in the **GL Unit, Fund, Org, Function, Entity** and depending on the Fund used, **Source** and **Purpose** may also be required. Do not enter an **Account**.

**ChartFields**

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project	Activity
OUHSC	[ ]	CLNOP	OUP00801	00124	00000	[ ]	[ ]	[ ]	[ ]	[ ]

**9** When these fields have been entered, click **Save** at the bottom of the screen.

**Requisition Defaults**

Ship To SetID: SOONR  
 \*Location SetID: SOONR  
 PO Origin SetID: SOONR  
 Currency: USD Dollar  
 Phone: 405/271-2410  
 Fax: [ ]

Ship To: RP865\_0530  
 \*Location: RP865\_0530  
 Origin: ONL

**Requisition Status**  
 Open  
 Pending Approval

Override Auto Item Substitute  
 Use Only Assigned Catalogs  
 Consolidate with other Reqs

Price Can Be Changed on Order  
 Defaults Inventory BU

**ChartFields**

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project	Activity
OUHSC	[ ]	CLNOP	OUP00801	00124	00000	[ ]	[ ]	[ ]	[ ]	[ ]

**Catalog Information**

Default	*SetID	*Catalog ID	Description
<input checked="" type="checkbox"/>	SOONR	OU_PUR_CATEGORIES	Purchasing Categories

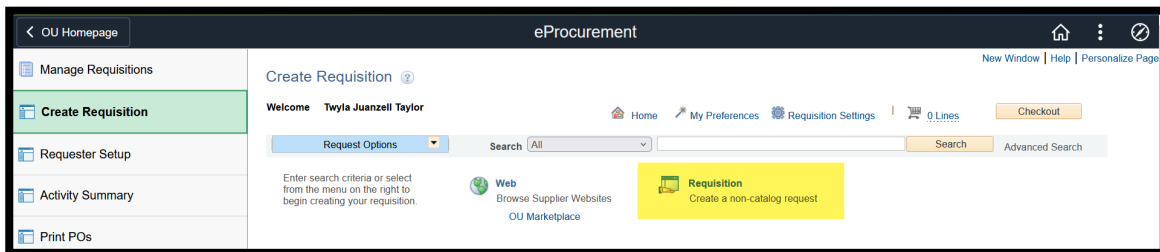
Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

**10** To begin **Requisition** entry, click on the **eProcurement** tile on the **Home Screen** and select **Create Requisition** on the left side menu.



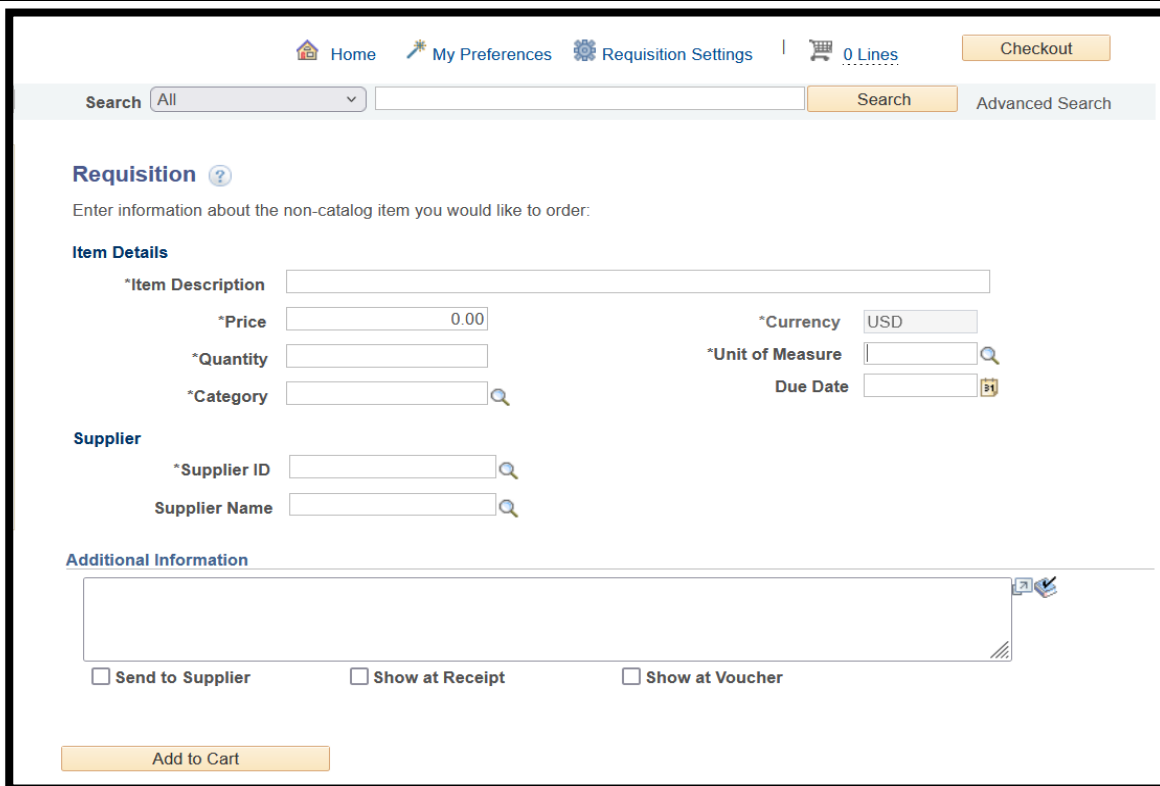
11 From the **Create Requisition** page you can click on **OU Marketplace** to access punch-out catalogs or click on **Requisition** to create a regular **Requisition**.

**Hint:** Refer to the job aids on the OU Marketplace for more information on creating Marketplace orders.



12 From the **Requisition** page, enter the information about the goods or services needed.

13 Under **Item Description**, enter a **detailed description** of the good/service needed in this field. If working off a quote, the item or service should match the quote line-item information. Enter in the **Price** for the good or service and the total **Quantity** needed for the current fiscal year. Note that the **Price** times the **Quantity** will create the total **Requisition** amount. Use the magnifying glass to pull up the correct **Unit of Measure**. **EA** is used for **Each** and **LOT** is used for **Batch Lot**. If an order has a defined quantity of items and set incremental prices, this is considered a 'definite quantity' and **EA** should be used along with the correct quantity of items. If the order has an 'indefinite quantity', meaning that the quantity is unknown or the order is for services where final prices may vary or multiple invoices may be received for the services, **LOT** should be used along with the quantity of one.





- 14 Next, click on the magnifying glass next to **Category**. In the pop-up box that appears, change the **Search By** option to **Description** and type in part of the **description of the good/service**. Note that the **Category Codes** are the same as the **GL Codes**. Locate the correct category and click on the **category number**.

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By: Description | svc | Find

Catalog	Category	Description	Find in Tree
1 OU_PUR_CATEGORIES	821580	ATH-SVC-OFFICIALS	
2 OU_PUR_CATEGORIES	821506	SVC-ACCOUNT/AUDIT/BILL/TAX	
3 OU_PUR_CATEGORIES	827210	SVC-ADMIN FEE STUDENT HEALTH	
4 OU_PUR_CATEGORIES	821530	SVC-ARCHITECT & ENGINEER	
5 OU_PUR_CATEGORIES	830360	SVC-EMPLOYEE PLACEMENT/TEMP	
6 OU_PUR_CATEGORIES	830400	SVC-ENTERTAIN/PERFORM/SPEAKERS	
7 OU_PUR_CATEGORIES	831000	SVC-GENERAL NON-PROFESSIONAL	
8 OU_PUR_CATEGORIES	830200	SVC-HONORARIUM	
9 OU_PUR_CATEGORIES	821560	SVC-JANITORIAL SERVICES	
10 OU_PUR_CATEGORIES	829200	SVC-LAB ANIMALS REDERIVATION	
11 OU_PUR_CATEGORIES	821570	SVC-LANDSCAPING	

- 15 Under **Supplier**, click the magnifying glass next to **Supplier Name**. In the pop-up box that appears, type in part of the **supplier's name** and click **Find**. Review the information under **Search Results** and once the correct supplier has been located, click the **radio button** to the left of the **supplier** and click **Select** at the bottom of the screen.

**Hint:** If the Supplier ID is not yet available, because it is being established with OU Suppliers, or if this is a request to release a solicitation, use the Best Source supplier ID: 9188888888. This ID can be updated in the **Requisition** later by the Requestor, but a Purchase Order will not be dispatched to the Best Source supplier ID.

Supplier Search

Supplier ID:  Find

Name: amerisourc Reset

Short Supplier Name:

Alternate Supp Name:

City:

Country:  State:

Postal Code:

Search Results

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
<input type="radio"/>	1 9100011975	AMERISOURCEBERGEN DRUG CORPORATION	1099	1099	PO BOX 959	VALLEY FORGE	PA

Select Cancel



<p><b>16</b></p>	<p>Scroll to the bottom of the screen under <b>Additional Information</b>. <b>ANY notes entered</b> in the additional information box will display as part of the Line Item Description on the formal Purchase Order that is sent to the supplier. Notes are <u>not</u> required, especially if they do not benefit the supplier in fulfilling the order. Notes that may benefit the supplier include special shipping instructions, RFP or quote numbers, contract numbers, etc. Please know that notes added in this section will automatically <b>Send to Supplier</b>, <b>Show at Receipt</b>, and <b>Show at Voucher</b>, but those boxes will not show as checked until the item is added to the cart.</p>
<p><b>17</b></p>	<p>When the basic details have been entered, click the <b>Add to Cart</b> button.</p>
<div style="border: 2px solid black; padding: 10px;"> <p><b>Additional Information</b></p> <p>Per Quote #RF-7856.</p> <p> <input type="checkbox"/> Send to Supplier                  <input type="checkbox"/> Show at Receipt                  <input type="checkbox"/> Show at Voucher         </p> <p style="text-align: center; margin-top: 10px;"> <span style="background-color: #f4a460; padding: 5px 15px; border: 1px solid #ccc;">Add to Cart</span> </p> </div>	
<p><b>18</b></p>	<p>At the top of the page, you'll see the <b>number of lines</b> in your cart. Continue to add order lines as needed. Note that you should only have one supplier per <b>Requisition</b>.</p>
<p><b>19</b></p>	<p>Note that for each unique item or service, a separate line will need to be added to the <b>Requisition</b>. This could include additional lines for shipping, wire transfers, administrative service fees, etc.</p> <p><b>Hint:</b> PeopleSoft cannot process credits or negative balances on a <b>Requisition</b>. If discounts are noted on a quote, the credit needs to be applied to an existing line.</p>
<p><b>20</b></p>	<p>When the appropriate lines have been added to your <b>Requisition</b>, click <b>Checkout</b>.</p>
<div style="border: 2px solid black; padding: 10px;"> <p> <span style="margin-right: 10px;"> Home</span> <span style="margin-right: 10px;"> My Preferences</span> <span style="margin-right: 10px;"> Requisition Settings</span> <span style="margin-right: 10px;"> </span> <span style="margin-right: 10px;"> 1 Line</span> <span style="float: right; background-color: #f4a460; padding: 5px 15px; border: 1px solid #ccc;">Checkout</span> </p> </div>	
<p><b>21</b></p>	<p>In the Checkout screen, <b>name your requisition</b>. This can be the supplier's name, the service being received, the area that the purchase is for, or the Marketplace Contract Number. Make it something that will be meaningful to look up the <b>Requisition</b> later.</p>



22 Click the **arrow** next to each line of the **Requisition** to ensure that the **Ship To** and **Attention To** lines are correct. Note that the information will automatically default from your **Requester Setup Settings**.

23 Click the arrow next to **Accounting Lines** and select the **Chartfields2** tab to review the chartfield spread.

24 The default accounting information from your account will default. To update the individual accounting lines, make the accounting updates in this section.

25 Under the **Accounting Lines** section, additional **Distribution Lines** can be added to the **Requisition** by clicking on the plus (+) sign.



Accounting Lines

\*Distribute By: Qty SpeedChart

Accounting Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information

Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project	Activity
821530	EDGEN	ADH01001	00116	00000					

26 Next, click the **Chartfields1** tab to determine how the distribution lines should be split. Distributions will be split by percentage. Note that the percentage determined on the distribution lines will be the percentage that all invoices will be split for payment. Distributions cannot be changed per invoice.

Accounting Lines

\*Distribute By: Amt SpeedChart

Accounting Lines Personalize | Find | View All | First 1-2 of 2 Last

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	*Billing Location	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open	RP865_0560	50.0000	50.00	OUHSC	
2	Open	RP865_0560	50.0000	50.00	OUHSC	

27 If there are multiple lines on the order that need to be changed from the default accounting lines, click the **Select All** box and then the **Mass Change** hyperlink.

Cart Summary: Total Amount 150.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Pharmaceuticals	AMERISOURCEBERGE N DRUG CORPORATION	1.00	Batch Lot	100.00	100.00		Add	
Shipping Line 1		*Ship To: RP865_0560	Add Shipto Comments	Quantity: 1.0000	Price: 100.0000				
		Address: 865 RESEARCH PKWY ROOM 0560 OKLAHOMA CITY, OK 73104-3609					Price Adjustment	Pegging Inquiry	Pegging Workbench
		Attention To: Ted Tester					Custom Fields		
		Due Date:							
Accounting Lines									
2	Gloves	AMERISOURCEBERGE N DRUG CORPORATION	1.00	Each	50.00	50.00		Add	

Select lines to:  Add to Favorites  Add to Template(s)  Delete Selected  Mass Change

Total Amount 150.00 USD

28 Enter the **accounting information** and then click **OK**.





**Edit Lines/Shipping/Accounting for Selected Lines**

Supplier ID  Supplier Location   
 Buyer  Category

**Shipping Information**

Ship To Location   
 Due Date  Attention   
 Comments

**Accounting Lines**

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

**Accounting Information** Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information	GL Unit	Account	Fund	Org	Function
1			OUHSC				

Load Values From Defaults

OK Cancel

29 Ensure that under the **Shipping Summary** section the **ship to location, attention to name, and invoice email address** fields are all still accurate. Please note that the **Invoice Email Address** field is required. This information will be displayed on the PO and is the email address that the supplier should send invoices to electronically.

**Shipping Summary**

[Edit for All Lines](#)

Ship To Location RP865\_0560  
 Address 865 RESEARCH PKWY  
 ROOM 0560  
 OKLAHOMA CITY, OK 73104-3609  
 \*Invoice Email Address

Attention To Randy Requester  
 Comments

30 The first comment section is reserved for Procurement, but the **Add Attachments** hyperlink and the **Requester Comments** are sections where the department can add specific information on the order and/or attachments related to the order.

**Purchasing Comments**

Enter requisition comments

Send to Supplier  Show at Receipt  Shown at Voucher [Add Attachments](#)

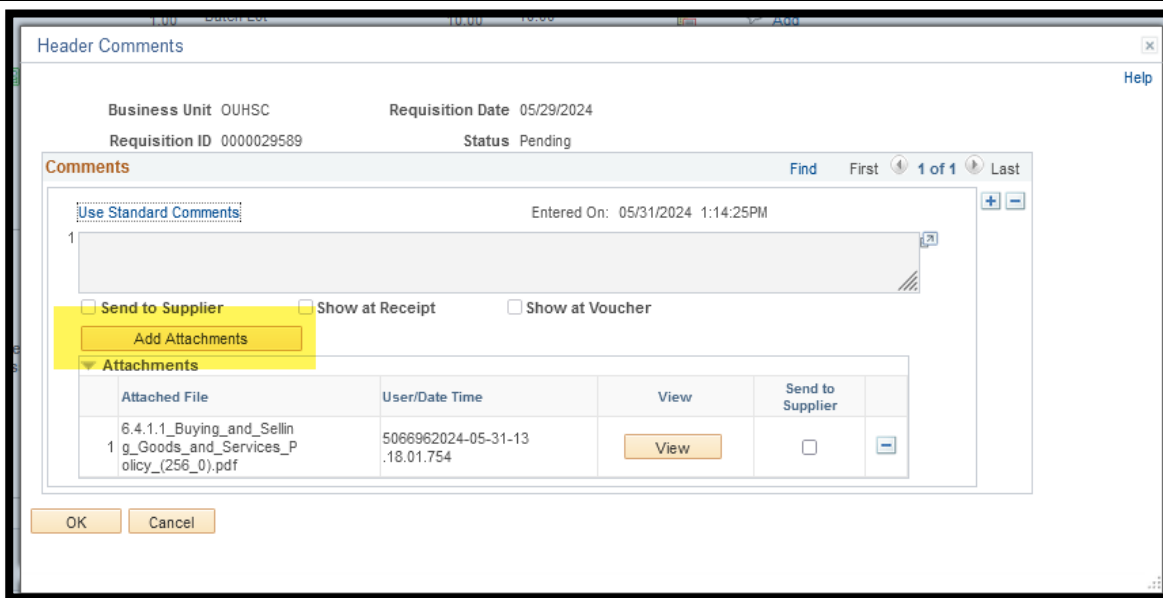
**Requester Comments**

Enter approval justification for this requisition

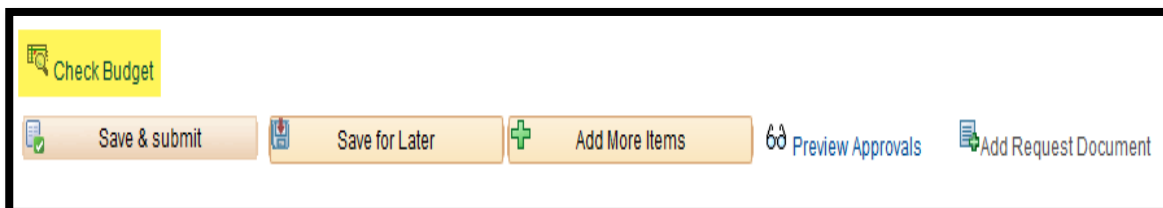
31 To add attachments to the **Requisition**, click on the **Add Attachments** hyperlink under the **Purchasing Comments** section. In the pop-up window, click **Add Attachments**. Click the **Browse** button to locate the document, click **Upload** and once the file appears, click **OK**.



**32** Additional attachments can be added by clicking **Add Attachments** again and following the previous instructions.



**33** Once all required information has been entered and attached, scroll to the bottom of the screen and click **Check Budget**.



**34** A pop-up box will appear noting that the **Requisition** will be placed in **Open Status** to perform budget checking. Click **OK**.



**Message**

Budget Checking will save your requisition in an Open Status. (18036,39)

In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budget checking.

**35** PeopleSoft will begin the budget checking process. When complete, your **Budget Checking Status** should display as **Valid**.

Check Budget

**Budget Checking Status: Valid**

**36** If a pop-up message appears indicating that there is an issue with the budget status, review your budget details to ensure that there are enough funds available to continue with orders on this chartfield spread.

**Hint:** Refer to the job aid on **Budget Details** for more information on how to look up this information.

**Message**

There is 1 distribution line whose budget status is either error or warning. (10222,29)

**37** If the Budget Checking Status displays as **Error**, you will need to resolve the budget issues before the **Requisition** can be submitted.

**Message**

Current document has failed budget check. (10222,23)

**Budget Checking Status: Error**

**38** Once budget checking is valid, click on the **Save & submit** button.

Check Budget

**39** The **Confirmation** screen will note that your **Requisition** has been submitted and your **Requisition Number** will be displayed.



**Confirmation**

Your requisition has been submitted.

<b>Requested For</b>	<b>Number of Lines</b> 1
<b>Requisition Name</b> 0000000208	<b>Total Amount</b> 10,000.00 USD
<b>Requisition ID</b> 0000000208	<b>Pre-Encumbrance Balance</b> Not Available
<b>Business Unit</b> OUHSC	
<b>Status</b> Pending	
<b>Priority</b> Medium	
<b>Budget Status</b> Valid	

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

**Department Manager Approval**

Requisition 0000000208: Pending  
 Department Manager Approval  
 Pending  
 Multiple Approvers  
 Req Department Managers

- 40 | The workflow screen will show you who the approvers are for your **Requisition**.
- 41 | To pull up a previously submitted **Requisition**, navigate to **eProcurement > Manage Requisitions**.
- 42 | Note that a Requestor only has access to their own **Requisitions**. If an active **Requisition** was established by a previous Requestor and you now need access to their **Requisitions**, your Financial Approver should submit an updated security form to request access to another Requester's **Requisitions**.
- 43 | 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 [OUHSC]	Requisition Name [_____]	Budget Status [_____]
Requisition ID [_____]	Request State [Denied]	Date From [04/01/2020]
Date To [05/24/2020]	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	
▶ 0000000108	0000000108	OUHSC	04/22/2020	Denied	Not Chk'd	4,000.00 USD	[Select Action] Go

- 44 | From the drop-down menu, select **Edit** and then click the **Go** button.

**Manage Requisitions**

**Search Requisitions**

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

Business Unit [OUHSC]	Requisition Name [_____]	Budget Status [_____]
Requisition ID [_____]	Request State [Denied]	Date From [04/01/2020]
Date To [05/24/2020]	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	
▶ 0000000108	0000000108	OUHSC	04/22/2020	Denied	Not Chk'd	4,000.00 USD	[Select Action] Go
▶ 0000000107	2020-04-22 scot0150 05	OUHSC	04/22/2020	Denied	Not Chk'd	12,129.80 USD	Approvals Go
▶ 0000000106	0000000106	OUHSC	04/22/2020	Denied	Not Chk'd	6,000.00 USD	Cancel Go
▶ 0000000105	2020-04-22 scot0150 04	OUHSC	04/22/2020	Denied	Not Chk'd	375.32 USD	Check Budget Go
▶ 0000000104	0000000104	OUHSC	04/22/2020	Denied	Not Chk'd	6,000.00 USD	Copy Go
▶ 0000000103	0000000103	OUHSC	04/22/2020	Denied	Not Chk'd	5,550.00 USD	Edit Go
							View Print Go
							[Select Action] Go



**45** To view the reasons for denial, click on **Preview Approvals** and in the pop-up box that appears, expand the **View/Hide Comments** box. The denial reasons will appear in the **Comments** field.

**46** Make the necessary changes to the **Requisition**. Please note that 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.

**47** Click on **Check Budget**. Once the **Requisition** has a valid budget status, click **Save & Submit** again to resubmit the **Requisition** for approval.

**48** Once the **Confirmation** screen appears, click on **View Printable Version** to print a copy of the **Requisition**.

**49** 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)

**50** 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

<b>Line:</b> 1	<b>Item Description:</b> Services	<b>Quantity:</b> 1.0000	<b>UOM:</b> SVC	<b>Price:</b> 6000.0000	<b>Line Total:</b> 6,000.00
					<b>Line Status:</b> 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

Dept	Fund	Program	Class
ADH01001	EDGEN	00116	00000

<b>Open QTY</b>	<b>Open Amt</b>
0.0000	6000.0000

GL Base Amount	Currency	Sequence	Capitalize
6,000.00	USD	0	N

**51** 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. If a line or lines of a Purchase Order need to be cancelled, that process is completed by processing a **Change Order**. Please see the job aid on **Change Orders** for more information.

**52** 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 Maintenanc...	NORMN	07/03/2024	Pending	Valid	13,465.51 USD

Requester: Pamela E Neron  
Pre-Encumbrance Balance: Not Available  
Entered By: [Redacted] 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

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



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

The screenshot shows a table of requisitions. The first row is selected, and the 'Select Action' dropdown menu is open, highlighting the 'Cancel' option. Below the table is a process flow diagram with steps: Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, and Returns. The 'Approvals' step is currently active.

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

The screenshot displays the 'Requisition Details for:' page. It shows the following information:

- Business Unit: NORMN
- Date: 07/03/2024
- Requisition ID: 0000054240
- Status: Pending
- Requisition Name: FY25 Chiller Maintenance for 4
- Total: 13,465.51 USD

Below this is a 'Line Details' table:

Line	Item Description	Status	Price	Qty	Total
1	Chiller and Overhead cooling maintenance at...	Pending Approval	13,465.51000	1.0000	13465.51

A yellow button labeled 'Cancel Requisition' is highlighted at the bottom right of the details section.

**57** The **Requisition** will then display as **Cancelled**.

The screenshot shows the 'Manage Requisitions' page. At the top, there is a search section with various filters. Below that, a table lists requisitions. The requisition with ID 0000054240 is highlighted, and its 'Request State' is 'Cancelled'.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000054240	FY25 Chiller Maintenanc...	NORMN	07/03/2024	Cancelled	Not Chk'd	0.00 USD