

Procurement: Cancel a Requisition

For employees needing to cancel a requisition which has already been withdrawn

Purpose: Cancel a requisition.

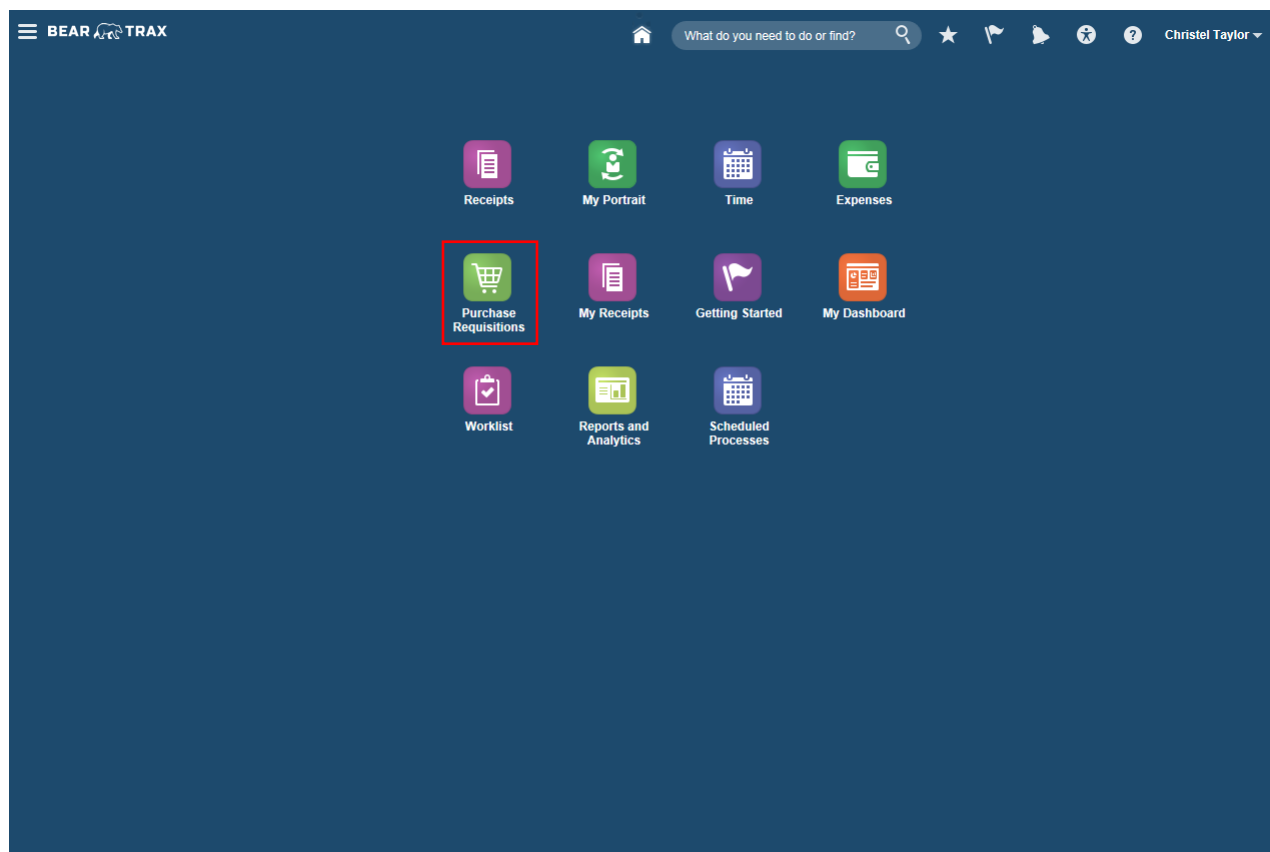
How to Access: Log into the [Bear Trax](#) application. Select the **Procurement** task in the Navigator.

Helpful Hints: Be sure to keep in mind that...

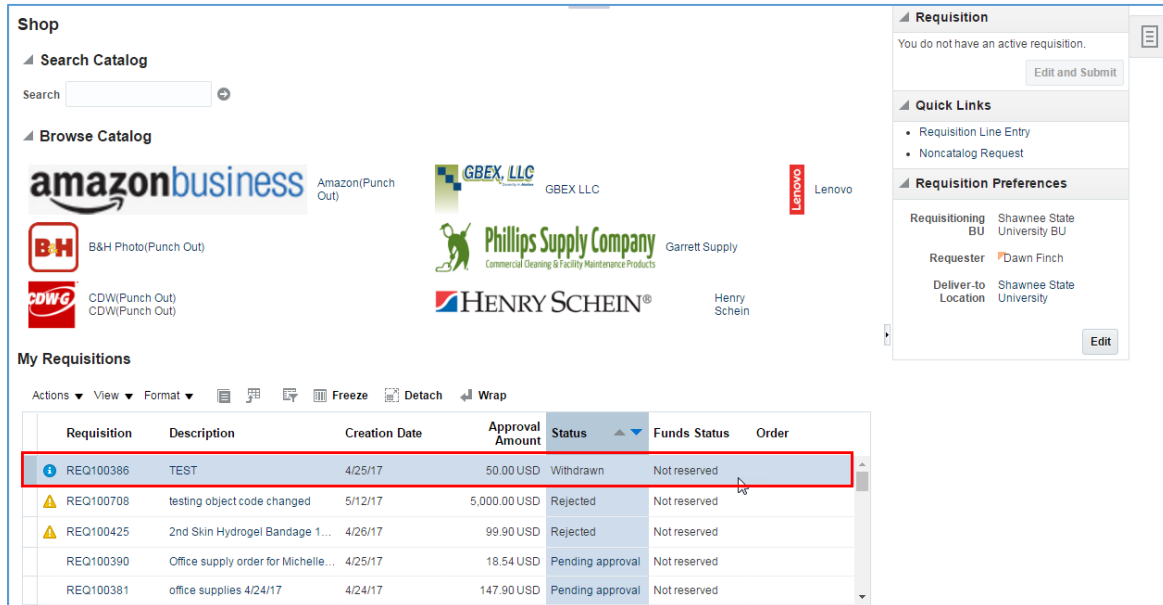
- This will cancel any requisition type completely
- This must be done prior to approval
- Requisition must be withdrawn prior to being cancelled. Refer to the Withdraw Requisitions job aid

Procedure: Complete the following steps to cancel a requisition:

1. Click on the **Purchase Requisitions** icon.



2. Select a requisition from **My Requisition** list to highlight the requisition needing to be cancelled.



Shop

Search Catalog

Search

Browse Catalog

amazonbusiness Amazon(Punch Out)

BH B&H Photo(Punch Out)

CDWG CDW(Punch Out) CDW(Punch Out)

GBEX, LLC GBEX LLC

Phillips Supply Company Commercial Cleaning & Facility Maintenance Products Garrett Supply

HENRY SCHEIN® Henry Schein

My Requisitions

Actions View Format Freeze Detach Wrap

| Requisition | Description | Creation Date | Approval Amount | Status | Funds Status | Order |
|-------------|-------------------------------------|---------------|-----------------|------------------|--------------|-------|
| REQ100386 | TEST | 4/25/17 | 50.00 USD | Withdrawn | Not reserved | |
| REQ100708 | testing object code changed | 5/12/17 | 5,000.00 USD | Rejected | Not reserved | |
| REQ100425 | 2nd Skin Hydrogel Bandage 1... | 4/26/17 | 99.90 USD | Rejected | Not reserved | |
| REQ100390 | Office supply order for Michelle... | 4/25/17 | 18.54 USD | Pending approval | Not reserved | |
| REQ100381 | office supplies 4/24/17 | 4/24/17 | 147.90 USD | Pending approval | Not reserved | |

Requisition

You do not have an active requisition.

Edit and Submit

Quick Links

- Requisition Line Entry
- Noncatalog Request

Requisition Preferences

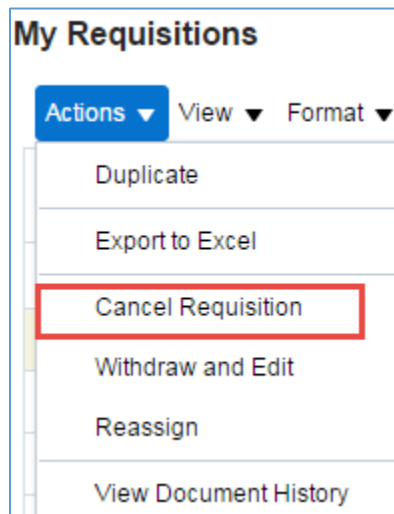
Requisitioning BU Shawnee State University BU

Requester Dawn Finch

Deliver-to Location Shawnee State University

Edit

3. Click on the **Actions** drop down menu and select **Cancel Requisition**.



My Requisitions

Actions View Format

Duplicate

Export to Excel

Cancel Requisition

Withdraw and Edit

Reassign

View Document History

4. Type in the reason for cancelling then click **OK**.

Cancel Requisition

* Reason

Wrong Item

OK

Cancel

5. A confirmation message will appear, click **OK**.

Confirmation

The requisition lines were canceled or cancellation requests were submitted for the lines.

OK

The requisition line will appear under **My Requisitions** as the status of **Canceled**.

Search Catalog

Search

Browse Catalog

amazonbusiness

Amazon(Punch Out)

BH

B&H Photo(Punch Out)

CDWG

CDW(Punch Out)
CDW(Punch Out)

GBEX, LLC

GBEX LLC

Phillips Supply Company

Commercial Cleaning & Facility Maintenance Products

Garre Catal

HENRY SCHEIN®

My Requisitions

Actions

View

Format

Freeze

Detach

Wrap

| Requisition | Description | Creation Date | Approval Amount | Status | Funds Status | Order |
|-------------|--------------------------------|---------------|-----------------|------------------|----------------|-------|
| REQ100326 | 2nd Skin Hydrogel Bandage 1... | 4/14/17 | 0.00 | Canceled | Not reserved | |
| REQ100323 | Goods | 4/13/17 | 850.00 USD | Pending approval | Not reserved | |
| REQ100263 | Goods | 4/3/17 | 50.00 USD | Approved | Not applicable | |
| REQ100253 | LOBBY BROOM - ANGLED WL... | 3/29/17 | 153.67 USD | Approved | Reserved | |
| REQ100250 | LOBBY BROOM - ANGLED WL... | 3/29/17 | 514.75 USD | Pending approval | Not reserved | |

Columns Hidden 5

Edit and Submit

Quick Links

- Requisition Line Entry
- Noncatalog Request

Requisition Preferences

Requisitioning BU

Shawnee State University BU

Requester

DeeAnn Merritt

Deliver-to Location

Main Campus, Admin Building

Edit

Final Notes

By following these steps, you have successfully canceled a requisition.