

## Procurement: Cancel a Requisition

*For employees needing to cancel a requisition which has already been withdrawn*

**Purpose:** Cancel a requisition.

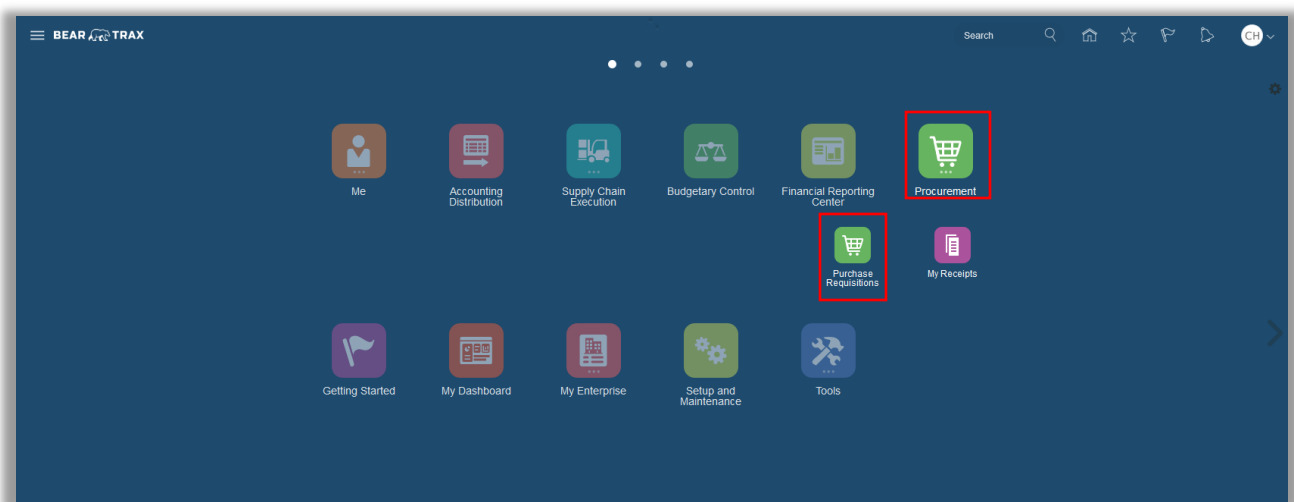
**How to Access:** Log into the [Bear Trax](#) application. Select the **Procurement** task in the Navigator.

**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- Requisition must be withdrawn prior to being cancelled.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. Click **View More** to view all of **My Requisitions**.**


## Requisitions

Shop by Category ▾

Recent Requisitions [View More](#)

REQ105212	Staples	Incomplete
REQ104866	Item # 253-342 - Transulcent tracing paper, 9" x 12", 25 #, 40 she...	✔ Approved
REQ104537	Quote # 1673. This quote includes an allowance of \$1500.00 for fl...	✔ Approved
REQ104489	Part # INFO2089, Chem Draw Prime. Includes structure clean-up...	✔ Approved
REQ104185	Male cadavers, Embalmed, whole body with midsagittal cut	✔ Approved

Recent Purchases



Office Depot(R)  
Binder With

**\$7.87** EA

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

## Manage Requisitions

[Advanced](#) | [Manage Watchlist](#)

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**Search**

Requisitioning BU

\*\* Entered By  Hourly, Cary

\*\* Requisition

Description

Status  All

Requester

Order

Requisitions Requiring Attention

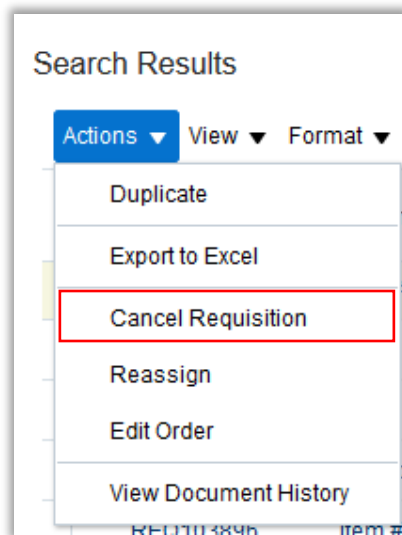
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**Search Results**

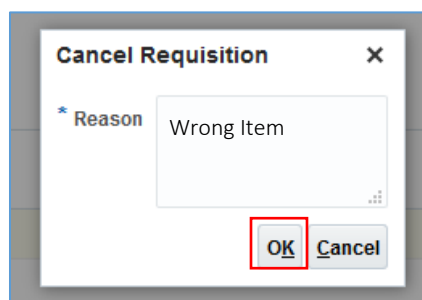
Actions ▼ View ▼ Format ▼

Requisition	Description	Creation Date	Approval Amount
REQ104866	Item # 253-342 - Translucent tracing paper, 9" x 12", 25 #., 40 sheets per pad.	2/28/19	382.80 USD
REQ104537	Quote # 1673. This quote includes an allowance of \$1500.00 for floor repair if needed.	1/2/19	4,100.00 USD
REQ104489	Part # INFO2089, Chem Draw Prime. Includes structure clean-up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and...	12/10/18	1,654.00 USD
REQ104185	Male cadavers, Embalmed, whole body with midsagittal cut	10/30/18	7,362.00 USD
REQ103896	Item # 470178-310 - Specimen Tray, 4 x 3 x 11/16	9/24/18	329.50 USD
REQ103889	Item # 908310 - Cap and Vial Kit, Intelligent Discover/Explorer	9/21/18	373.00 USD
REQ103729	240-217 - Manitowoc Model# UFF-0350A-161, Up to 350# undercover, aircool, 120V, 88# BIN, Flaker, 20"W	8/29/18	3,225.00 USD
REQ103513	M3-45-63-05M Discourse Intelligent Explorer S 4444S Automated DFCenter and OEM Discourse S 42478 associated with 30 drawings...	7/24/18	3,850.00 USD

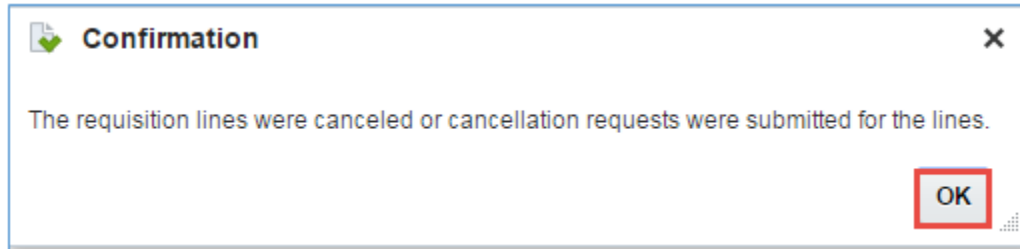
4. Click on the **Actions** drop down menu and select **Cancel Requisition**.



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



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



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

Manage Requisitions

Search

Requisitioning BU:

\*\* Entered By: Hourly, Cary

\*\* Requisition:

Description:

Status: All

Requester:

Order:

Requisitions Requiring Attention:

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status
REQ105212	Staples	5/14/19	1.00 USD	Incomplete
<b>REQ105208</b>	<b>Balloons</b>	5/14/19	0	<b>Canceled</b>
REQ104866	Item # 253-342 - Translucent tracing paper, 9" x 12", 25 #, 40 sheets per pad.	2/28/19	382.80 USD	Approved

## Final Notes

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