

Cancel Requisitions

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For employees needing to cancel a requisition which has already been withdrawn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in mind that This will cancel any requisition type completely This must be done prior to approval Requisition must be withdrawn prior to being cancelled.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. Navigate to *Purchase Requisitions* by clicking on the heading, *Procurement* and then selecting the **Purchase Requisitions** icon.

	Q	Search						ø	BS ~
Go	od afterr	noon, Bear Sl	hawnee!						
Me	My Team	My Client Groups	Supply Chain Execution	Budgetary Control	Procurement	My			
APPS									
R	Purchase tequisitions	My Receipts	+						
Thin	gs to Finish								

2. Click View More to view all of My Requistions.





Recent Requis	itions	View More	Recent Pu
Recent Requis	10013		Necentru
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 $1500.00\ \text{for fl}\ldots$	Approved	Office Dep
REQ104489	Part # INFO2089, Chem Draw Prime. Includes structure clean-up	Approved	Binder \
REQ104185	Male cadavers, Embalmed, whole body with midsagittal cut	Approved	\$7.87 E
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3. Select a requisition from **My Requisition** list to highlight the requisition needing to be cancelled.

•	itions				
Search				Advanced Man	age Watcl
	Requisitioning BU		×	Status	All
	** Entered By	Hourly, Cary	٩	Requester	
	** Requisition			Order	
	Description		Re	equisitions Requiring Attention	~
Requisition	Description	in Heeze (B) beach (+)	ing/	Creation Date	Approval Amount
Requisition REQ104866	Description Item # 253-342 - Transulcent	tracing paper, 9" x 12", 25 #, 40 s	iheels per pad.	Creation Date	Approva Amoun 32.80 USE
Requisition REQ104866 REQ104537	Description Item # 253-342 - Transulcent Quote # 1673. This quote incli	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.001	iheels per pad. for floor repair If needed.	Creation Date 31 2/28/19 34 1/2/19 4,10	Approval Amount 32.80 USD
Requisition REQ104866 REQ104537 REQ104489	Description Item # 253-342 - Transulcent Quote # 1673. This quote incl Part # INFO2089, Chem Draw	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.00 v Prime. Includes structure clean	iheels per pad. for floor repair If needed. -up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and	Creation Date 31 2/28/19 34 1/2/19 4,14 1/2/10/18 1,65	Approval Amount 32.80 USC 30.00 USC 54.00 USC
Requisition REQ104866 REQ104537 REQ104489 REQ104485	Description Item # 253-342 - Transulcent Quote # 1673. This quote incl Part # INFO2089, Chem Draw Male cadavers, Embalmed, w	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.00 / Prime. Includes structure clean hole body with midsagittal cut	iheels per pad. for floor repair If needed. -up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and	Creation Date 34 2/28/19 34 1/2/19 4,11 12/10/18 1,68 10/30/18 7,36	Approval Amount 32.80 USE 00.00 USE 54.00 USE 52.00 USE
Requisition REQ104866 REQ104537 REQ104489 REQ104185 REQ104185 REQ103896	Description Item # 253-342 - Transulcent Quote # 1673. This quote indi Part # INFO2089, Chem Draw Male cadavers, Embalmed, w Item # 470178-310 - Specime	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.00 / Prime. Includes structure clean hole body with midsagittal cut an Tray, 4 x 3 x 11/16	iheels per pad. for floor repair if needed. -up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and	Creation Date 30 2/28/19 34 1/2/19 4,11 1/2/10/18 1,61 10/30/18 7,30 9/24/18 33	Approval Amount 32.80 USC 50.00 USC 54.00 USC 32.00 USC 29.50 USC
Requisition REQ104866 REQ104537 REQ104489 REQ104489 REQ104185 REQ103896 REQ103889	Description Item # 253-342 - Transulcent Quote # 1673. This quote indi Part # INF02089, Chem Draw Male cadavers, Embalmed, w Item # 470178-310 - Specime Item # 908310 - Cap and Vial	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.00 / Prime. Includes structure clean hole body with midsagittal cut an Tray, 4 x 3 x 11/16 Kit, Intellivent Discover/Explorer	iheels per pad. for floor repair if needed. -up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and	Creation Date 31 2/28/19 34 1/2/19 4,11 1/2/10/18 1,68 10/30/18 7,34 9/24/19 33 9/21/18 33	Approva Amoun 32.80 USE 54.00 USE 532.00 USE 29.50 USE 73.00 USE
Requisition RE0104866 RE0104537 RE0104489 RE0104489 RE0103896 RE0103896 RE0103898 RE0103898 RE0103898	Description Item # 253-342 - Transulcent Quote # 1673. This quote indi Part # INF02089, Chem Draw Male cadavers, Embalmed, w Item # 470178-310 - Specime Item # 908310 - Cap and Vial 240-217 - Manitowoc Model# II	tracing paper, 9" x 12", 25 #, 40 s udes an allowance of \$1500.00 / Prime. Includes structure clean hole body with midsagittal cut an Tray, 4 x 3 x 11/16 Kit, Intellivent Discover/Explorer UFF-0350A-161, Up to 350# und	iheels per pad. for floor repair if needed. -up, chemical and equipment templates and ChemDraw ActiveX Plugin, Annual site subscription and tercover, aircool, 120V, 88# BIN, Flaker, 20"W	Creation Date 3 2/28/19 34 1/2/19 4,11 1/2/10/18 1,68 10/30/18 7,34 9/24/19 33 9/21/18 32 8/29/18 3,22	Approva Amoun 32.80 USD 54.00 USD 54.00 USD 55.00 USD 73.00 USD 25.00 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	Advanced Mana	ige Watchlist	Saved Search
Requisitioning BU	Status	All	~
** Entered By Hourly, Cary Q	Requester		
** Reguisition	Order		
Description	Requisitions Requiring Attention	\sim	
Search Results			
Actions 🔻 View 🔻 Format 👻 📋 🍱 📴 📰 Freeze 🔐 Detach 斗 Wrap			
Requisition Description	Creation Date	Approval St Amount	tatus
REQ105212 Staples	5/14/19	1.00 USD Inc	complete
REQ105208 Balloons	5/14/19	0 Ca	anceled
REQ104866 Item # 253-342 - Transulcent tracing paper, 9" x 12", 25 #, 40 sheets per pad.	2/28/19 38	2.80 USD Ap	proved

Final Notes

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