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For employees needing to cancel a requisition which has already been withdrawn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- Requisition must be withdrawn prior to being cancelled.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.

2. Click View More to view all of My Requisitions.
3. Select a requisition from **My Requisition** list to highlight the requisition needing to be cancelled.
4. Click on the **Actions** drop down menu and select **Cancel Requisition**.

![Search Results]

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

![Cancel Requisition]
6. 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**.

![Manage Requisitions]

**Final Notes**

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