

Cancelling a Requisition

Overview

- This job aid is intended for requisition creators who need to cancel a requisition before purchase order (PO) creation.
- Only the **person listed on the requisition** can perform these steps.
 - If the person listed left the University or will be gone for an extended period, please contact procurement_services@baylor.edu to request requisition reassignment to another person.

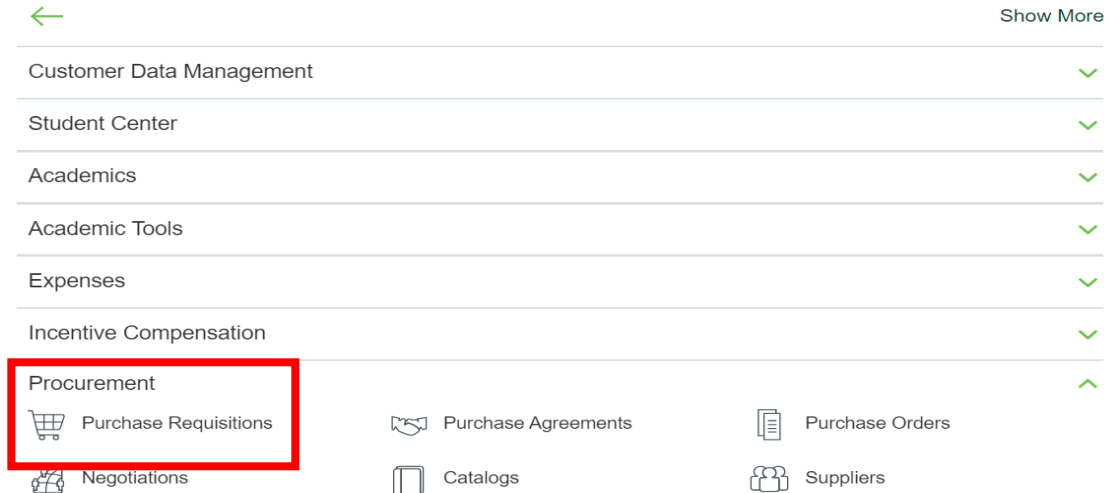
Cancelling a Requisition

I. Navigate to Requisition Page

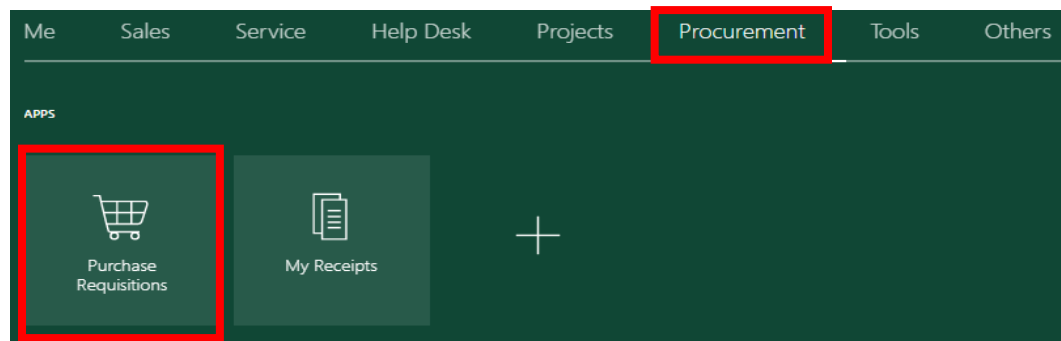
- I. You can access the **Purchase Requisitions** task in two ways:
 - a. (Option 1) Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



- b. Under the **Procurement** section, click the drop-down arrow and select **Purchase Requisitions** from the drop-down list.



- c. (Option 2) Under the **Procurement** heading on the home page, you can scroll down and click on the **Purchase Requisitions** tile.



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2. Cancel Requisition

1. Navigate to **Manage Requisitions**.

Requisitions More Tasks ▾ **Manage Requisitions**

Search

Recent Requisitions		View More
REQ0000530	Lab Chemicals	Pending approval

2. Select the **requisition number** you wish to change.

Manage Requisitions [?](#)

► Search

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Requisition	Description
REQ0087178	PAYMENT REQUEST: World Hunger Relief Farm was selected as a recipient of a \$6,500 award as part of the Solid Gold Neighbor: 2021 Philanthropy & Public Good project.

Rows Selected 1 Columns Hidden 5

3. Select the **Actions** drop-down and click **Cancel Requisition**.

Check Funds View Life Cycle **Actions ▾**

Creation Date 01/28/2022
Status Approved
Justification Please pay immediately.

Requisition Amount 6,500.00 USD
Approval Amount 6,500.00 USD
Funds Status Reserved
Attachments None

Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order
			6,500.00	Approved	Reserved	

Cancelling a Requisition


- On the pop-up, enter a reason for cancelling and select **OK**.

Cancel Requisition ✕

* Reason

OK **Cancel**

- On the confirmation pop-up, select **OK**. The cancellation has now been submitted.

 **Confirmation** ✕

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

OK

- The requisition's status will update to **Canceled** once successfully processed.

 **ignite** Release Regression Testing

Requisition: REQ0087178 

Requisitioning BU	BAYLOR	Creation Date	01/28/2022	
Entered By	Ashley Davis	Status	Canceled 	
Description	PAYMENT REQUEST: World Hunger Relief Farm was selected as a recipient of a \$6,500 award as part of the Solid Gold Neighbor: 2021 Philanthropy & Public Good project.		Justification	Please pay immediately.