

9.2.38

eProcurement:

Cancel Entire Requisition or Individual Requisition Lines Using the

Use this guide to assist with canceling either an entire requisition or individual requisition lines that are no longer needed or intended for sourcing.

Step	Description
1.	Analyze all active Requisitions/Requisition lines using the 0EPO020_REQ_RECONCILIATION query to determine eligibility for either:
	 Canceling an entire requisition (all lines and header), OR Canceling individual requisition lines
	<i>** A requisition must be budget checked to a 'Valid' status to be eligible for ANY cancel action.</i>
2.	Canceling an entire requisition OR individual requisition lines can be performed using either the:
	 Home Page > Procurement Tile > Manage Requisition page
	<i>** reference "Using the Requester's Workbench to Analyze and Reconcile ePro Requisitions" quick reference guide for detailed instruction if the Requester's Workbench option is chosen.</i>
3.	 Search, Select and Cancel entire requisition using the Manage Requisition page Navigate to Procurement tile > Manage Requisitions Search for the Requisition ID for you wish to take the cancel action on Select 'Cancel Requisition' from the drop-down menu Click 'Go' Manage Requisitons For the requisition water in the search buten. Search Requisition ID: 000002032 Requisition Name: Requisition ID: 000002032 Requisition Name: Search requisitions (Mr Arequisition Name: Search Requisition ID: 000002032 Requisition Name: Search requisitions (Mr Arequisition Name: Search Requisition ID: 000002032 Requisition Name: For the tildes and the refer to a requisition, take a selection from the Action dropdown list and click Co. Requisition ID: 000002032 Requisition Reader to the Search Hungle Icon: For the tildes number action on a requisition, make a selection from the Action dropdown list and click Co. Requisition Reader and the a requisition, make a selection from the Action dropdown list and click Co. Requisition Name Bu Date To: 1000000000000000000000000000000000000



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Step				Description		
		Requisition Details for	or:	Harder, April 4	04/463-4032	
		Business Unit:	40200	Data	07/29/2017	
		Requisition Name:	211-CON-Designe	edLearning- Status:	Pending	
		Requisition ID:	Train	Total	24.840.00 USD	
		Line Details	000002032	rotan	24,040.00 030	
		Line Item Description	Status	Price	Qty	Total
		1 Designed Learning F 1 for 2 Sessions of Fla	Fee Pending Approval	15,840.00000 Each	1.0000	15840.00
		Designed Learning 2 Travel and Living Expense	Pending Approval	3,000.00000 Each	1.0000	3000.00
		Designed Learning 3 Follow-Up Support fo 4-5	pr Pending Approval	6,000.00000 Each	1.0000	6000.00
4	Note: Canc	Return to Manage Requisitions Search for same Req Manage Requisitions Search Requisitions Search Requisitions To locate requisitions Requisition ID: 0000002032 Date From: Requester: Search Clear Requisitions Req ID Requisition Name 0000002032 211-CON-DesignedLearnin. Clead requisitions will be Rect and Cancel indivisions	uisition ID to click the Search button. Requisition Name: Request Status: Date To: Entered By: a, click the Expand triangle icon make a selection from the Actio BU Date a 40300 07/28/2017 Car b budget check	confirm status is	Cancel Requisition Now 'Canceled' Budget Status: PO ID: Total 0.00 USD <select action=""> tly batch process. Campage Requisition</select>	
	0 0 0	Navigate Procureme Search for the Requis Click the expand ico individual requisitior	nt tile > Mana sition ID for y n	ge Requisitions ou wish to take th o the Requisition	e cancel action on ID to view the requ	isition lifecycle and
	0	Click the red 🗙 on	the requisition	on line you wish t	o cancel.	



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	Search Requisitions
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	Requisition ID: 0000002169 Request Status: All but Complete V Budget Status: V
	Date From: B) Date To: 10/15/2017 B)
	Requester: Q. PO ID: Q.
	Search Clear
	requisitions 👔
	To redit or province and the instance and a receivation of a subscription of an angle tools. To redit or province action on a requisition, make a selection from the Action dropdown list and click Go.
	Reg ID Requisition Name BU Date Status Budget Total
	Valid 158.00 USD Select Action> V Go
	Requester: Lenora Harris 404/657- Entered By: Lenora Harris 404/657- Priority: Medium 7901 7901
	Pre-Encumbrance Balance: 0.00 USD
	Requisition Approvals Inventory Purchase Change Receiving Returns Invoice Payment
	Request Lifespan:
	Line Information Personalize Find 🖾 🛅 First 🖬 1-2 of 2 🗷 Last
	Line Description Status Price Quantity UOM Vendor
	1 Monthly Video Subscription f Approved 79.0000 USD 1.0000 EA BIGSTOCK PHOTO
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