

9.2.38 eProcurement: Cancel a Requisition

Use this process to cancel a requisition that is no longer needed with the following status:

- Pending approval
- Approved or Approved budget checked
- Denied
- Sourced to a purchase order

Pending Approval – Requesters and Buyers can perform this function.

Step #	Do This:
1	Sign in to PeopleSoft
2	Click on the Procurement tile on the PeopleSoft Homepage 
3	Under the eProcurement menu click on <i>Manage Requisitions</i> 
4	At the Manage Requisitions page enter any search criteria to narrow your search. To specifically locate pending requisitions change the <i>Request Status</i> field to Pending .
5	Locate the requisition you want to cancel.
6	On the line displaying the requisition to be cancelled is a drop-down menu named: <i>Select Action</i> . Click the drop-down arrow and select Cancel Requisition .
7	Click GO .
8	You will get a page that says Requisition Details and the requester name. There will be a button that reads: Cancel Requisition . Click this button.
9	Back on the Manage Requisitions page the Status column will display this requisition as <i>Cancelled</i> .

Approved and/or Approved and budget checked - Requesters and Buyers can perform this function.

Step #	Do This:
1	Sign in to PeopleSoft

2	<p>Click on the Procurement tile on the PeopleSoft Homepage</p> 
3	<p>Under the eProcurement menu click on <i>Manage Requisitions</i></p> 
4	<p>At the Manage Requisitions page enter any search criteria to narrow your search. To specifically locate approved requisitions change the <i>Request Status</i> field to Approved.</p>
5	<p>Locate the requisition you want to cancel.</p>
6	<p>On the line displaying the requisition to be cancelled is a drop-down menu named: <i>Select Action</i>. Click the drop-down arrow and select Cancel Requisition.</p>
7	<p>You will get a page that says Requisition Details and the requester name. There will be a button that reads: Cancel Requisition. Click this button.</p>
8	<p>Back on the Manage Requisitions page the Status column will display this requisition as <i>Cancelled</i>.</p>

Requisition Denied: Requesters can perform this function

Step #	Do This:
1	Sign in to PeopleSoft
2	Click on the Procurement tile on the PeopleSoft Homepage 
3	Under the eProcurement menu click on <i>Manage Requisitions</i> 
4	At the Manage Requisitions page enter any search criteria to narrow your search. To specifically locate denied requisitions change the <i>Request Status</i> field to Denied .
5	Locate the requisition you want to cancel.
6	On the line displaying the requisition to be cancelled is a drop-down menu named: <i>Select Action</i> . Click the drop-down arrow and select Cancel Requisition .
7	You will get a page that says Requisition Details and the requester's name. There will be a button that reads: Cancel Requisition . Click this button.
8	Back on the Manage Requisitions page the Status column will display this requisition as <i>Cancelled</i> .

Requisition already sourced to a P.O. This is for Buyers Only!

Step #	Do This:
1	Sign in to PeopleSoft
2	Click on the Procurement tile on the PeopleSoft Homepage 

Quick Reference Guide
Team Georgia Marketplace



3	<p>Under the purchasing menu click on: -Add/Update P.O.s</p> <ul style="list-style-type: none"> ▾ Purchasing <ul style="list-style-type: none"> ☐ Requisition Selection ☐ Add/Update POs ☐ Review Purchase Orders
4	Click the Tab: Find Existing Value
5	Enter search criteria such as business unit, purchase order number, etc. You can search using any of the criteria to narrow your results.
6	Locate the purchase order to be cancelled and click on it.
7	Click the red X and the top of the page to cancel the purchase order.
8	You will be taken to a screen and prompted to confirm that you want to cancel the P.O.
9	Back on the Manage Requisitions page the Status column will display this requisition as <i>P.O.s Cancelled</i> .
10	<p>IF the requisition will not be sourced to another purchase order and the requisition needs to be closed out of the system follow these steps. If, you are a Buyer and do not have access to these pages please contact your Agency Procurement Officer. They can close the requisition and/or determine if this is something you should have access to do:</p> <ul style="list-style-type: none"> -Purchasing -Requisitions -Reconcile Requisitions -Reconciliation workbench -Add a new value (ReqRecon) -Enter the req you want to close -Click Search -Select the req - Click Cancel - Click Proceed