A Requisition can only be Cancelled or Edited when the status is “Draft” or “In Progress”. Once final approval is obtained and the requisition is awaiting sourcing by Purchasing it can only be Closed.

1. Search for My Requisitions or View More Details.
2. Verify search criteria and click OK.
3. Locate Requisition and click on the Related Actions (twinkie) next to the magnifying glass.
4. Select Requisition, Edit or Cancel.
5. Edit requisition information as necessary or click Submit to Cancel.
6. Note: An “Edited” requisition will restart at the beginning of the approval process regardless of it’s approval point in the process.