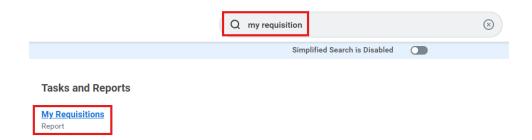
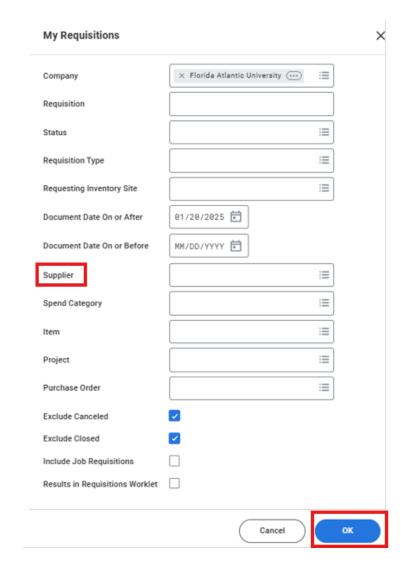
How to Cancel or Edit Requisition

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.

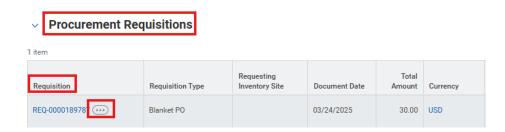
1. Search for My Requisitions or View More Details



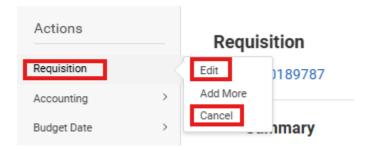
2. Fill out as much information available to narrow down your search. Then click OK.



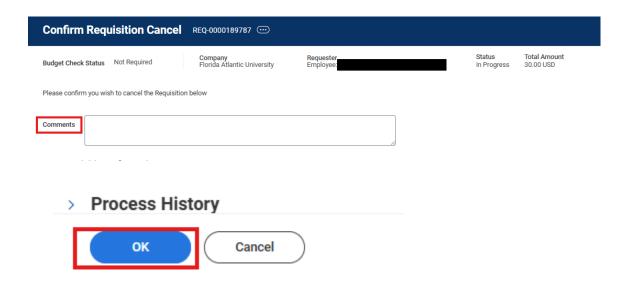
3. Under My Requisitions, select the three dots to the right of the requisition number you wish to cancel/change.



4. Under Actions, select Requisition and you can click Edit or Cancel



When canceling - it will bring you to a page that says Confirm Requisition Cancel. You can make a comment if needed. Then select OK.

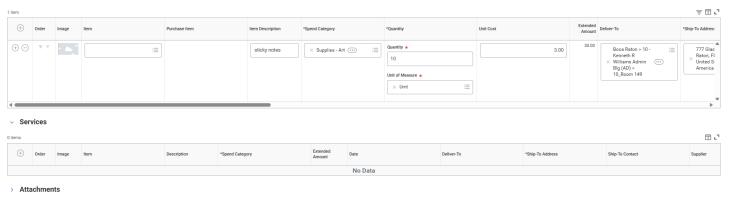


When editing – it will bring you to the page where you can add or change any information. Once changes are made, click Submit.

Edit Requisition				
Company Requester Florida Atlantic University		Requisition REQ-0000189787	Status In Progress	Total Amount 30.00 USD
 Shipping Address 				
Ship-To Address 777 Glades Road Boca Raton, FL 33431 United States of America				
 Requisition Information 				
Request Date ★ 03/24/2025 🖃				
Currency ★ × USD ····	:=			
Requisition Type * X Blanket PO	:=			
High Priority				
Sourcing Buyer	≔			
Submitted by				
Freight Amount 0.00				
Other Charges 0.00				
Memo to Suppliers				
Internal Memo				

September 2025

√ Goods



Budget Check Status Not Required

