

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

Q my requisition

×

Simplified Search is Disabled

Tasks and Reports

My Requisitions

Report

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

My Requisitions

×

Company

×

Florida Atlantic University

...

:

:

:

Requisition

Status

:

:

:

Requisition Type

:

:

:

Requesting Inventory Site

:

:

:

Document Date On or After

01/20/2025

Document Date On or Before

MM/DD/YYYY

Supplier

:

:

:

Spend Category

:

:

:

Item

:

:

:

Project

:

:

:

Purchase Order

:

:

:

Exclude Canceled

☒

Exclude Closed

☒

Include Job Requisitions

☐

Results in Requisitions Worklet

☐

Cancel

OK

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

✓

Procurement Requisitions

1 item

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency
REQ-000018978 <div>⋮</div>	Blanket PO		03/24/2025	30.00	USD

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

Actions

Requisition

Accounting >

Budget Date >

Requisition

189787

Summary

Edit

Add More

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.

Confirm Requisition Cancel

REQ-0000189787

⋮

Budget Check Status

Not Required

Company

Florida Atlantic University

Requester

Employee

Status

In Progress

Total Amount

30.00 USD

Please confirm you wish to cancel the Requisition below

Comments

>

Process History

OK

Cancel

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
Florida Atlantic University

Requester

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 * Blanket PO

High Priority ☐

Sourcing Buyer	<ul style="list-style-type: none"> 1. 100% 2. 100% 3. 100%
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Submitted by [REDACTED]

Freight Amount	0.00
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Other Charges	0.00
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Memo to Suppliers	
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Internal Memo

Goods

1 Item

	Order	Image	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To	*Ship-To Address
					sticky notes	× Supplies - Art	Quantity 10 Unit of Measure × Unit	3.00	30.00	Boca Raton > 10 - Kenneth R × Williams Admin Bldg (AD) > 10_Room 149	777 Glad Raton, FI United S America

Services

0 Items

	Order	Image	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	Ship-To Contact	Supplier
No Data											

Attachments

Budget Check Status Not Required

Submit

Save for Later

Continue Shopping

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