

# Cancel a Requisition

As the document submitter, you have the ability to cancel a Requisition. Once the Requisition has been approved by a fiscal reviewer this option is no longer available. Approved Requisitions must be returned or rejected by the individual listed in the Status section of the Requisition.

**BUY.IU TEST** Sarah Chavez 312 72 29.35 USD Search (Alt+Q)

Documents > Document Search > Search Documents > Summary - Requisition 2683948

1 of 1 Results

You are reviewing a requisition currently assigned to the approver Timothy Wayne Rice

**Requisition: 2683948**  
2019-06-21 0001775518 03  
Status: Pending  
Document Total: 358.00 USD

**Summary** Document Actions History ?  
Expand All Collapse All

**General**

Status	Pending FO Approval (Timothy Wayne Rice)	edit
Submitted	6/21/2019 5:16 PM	
Cart Name	2019-06-21 0001775518 03	
Description/Business Purpose	no value	
Prepared by	Dawn Bodle	
PO Clauses		edit clauses...
1 Contractor		

If the Requisition is Complete and has generated a Purchase Order, contact the supplier to cancel the order and close the PO to release encumbrances from your account.

Locate the Requisition you wish to cancel. A quick way to do this is by clicking your **name** in the upper right-hand corner and selecting **My Pending Requisitions**.

**BUY.IU TEST** Sarah Chavez 312 72 29.35 USD Search (Alt+Q)

Shop > Shopping > Shopping Home > Shopping

**Shopping** Dashboard Actions

**BUY.IU News and Notes**  
Welcome to the **BUY.IU TEST** Environment

**Shop BUY.IU**

Search Everything Product Keywords, Description, Supplier, Manufacturer

Shortcuts Favorites Forms Non-Catalog Item Trade-in Quick Order Browse Suppliers Categories Contracts Chemicals 2 Requisitions To Approve

**Sarah Chavez** Profile Menu:

- View My Profile
- Dashboards
- Manage Searches
- Manage Search Exports
- Set My Home Page
- Search Help For A Solution
- Logout
- My Pending Requisitions 83**
- My Recently Completed Requisitions 36
- My Pending Purchase Orders 6
- My Recently Completed Purchase Orders 26

Click the **document number** to open the Requisition.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
<b>2755842</b>	CDWG	Snagit Software for University Tax	Sarah Chavez	9/5/2019 2:02 PM	33.91 USD
2752573	A. Daigger & Co.	Pyrex Beakers for Dr. Bell 9.3	Sarah Chavez	9/3/2019 10:08 AM	320.46 USD
2752341	CDWG	Additional ethernet cables and docking station for CEWIT	Sarah Chavez	8/30/2019 4:25 PM	181.99 USD
2752327	CDWG	Cables and docking station for DEV	Sarah Chavez	8/30/2019 4:11 PM	181.99 USD
2717969	Herman Holden	Herman Holden Research Payment Student Outreach	Sarah Chavez	8/21/2019 10:51 AM	35.00 USD
2741914	CDWG	Snagit software fmstax	Sarah Chavez	8/20/2019 2:10 PM	33.91 USD

On the Requisition, select **Withdraw Entire Requisition** from the **Document Actions** menu.

**Requisition: 2755842**  
Snagit Software for University Tax

Status: Pending  
Document Total: 33.91 USD

**Document Actions** menu items:  
 Assign to myself  
 Approve/complete step & show next  
 Approve/complete step  
**Withdraw Entire Requisition**  
 Copy to New Cart  
 Add Comment  
 Add Notes to History  
 Add Non-Catalog Item  
 Add Trade-In

**Summary**

**General**

Status: Pending  
Wait for Employee Check

Submitted: 9/5/2019 2:02 PM

Cart Name: Snagit Software for University Tax

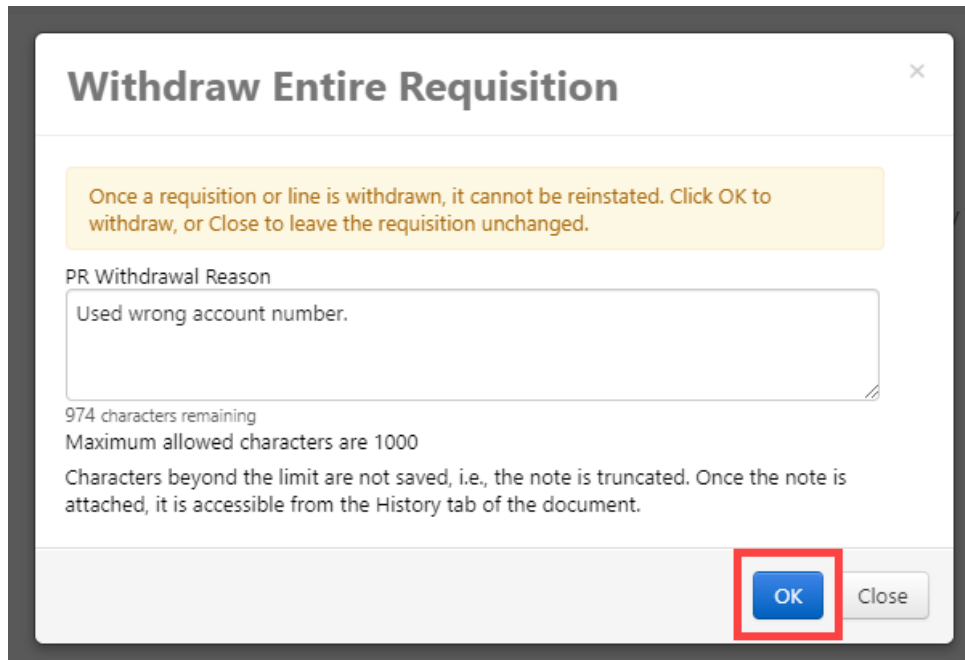
Description/Business Purpose: no value

Prepared by: Sarah Chavez

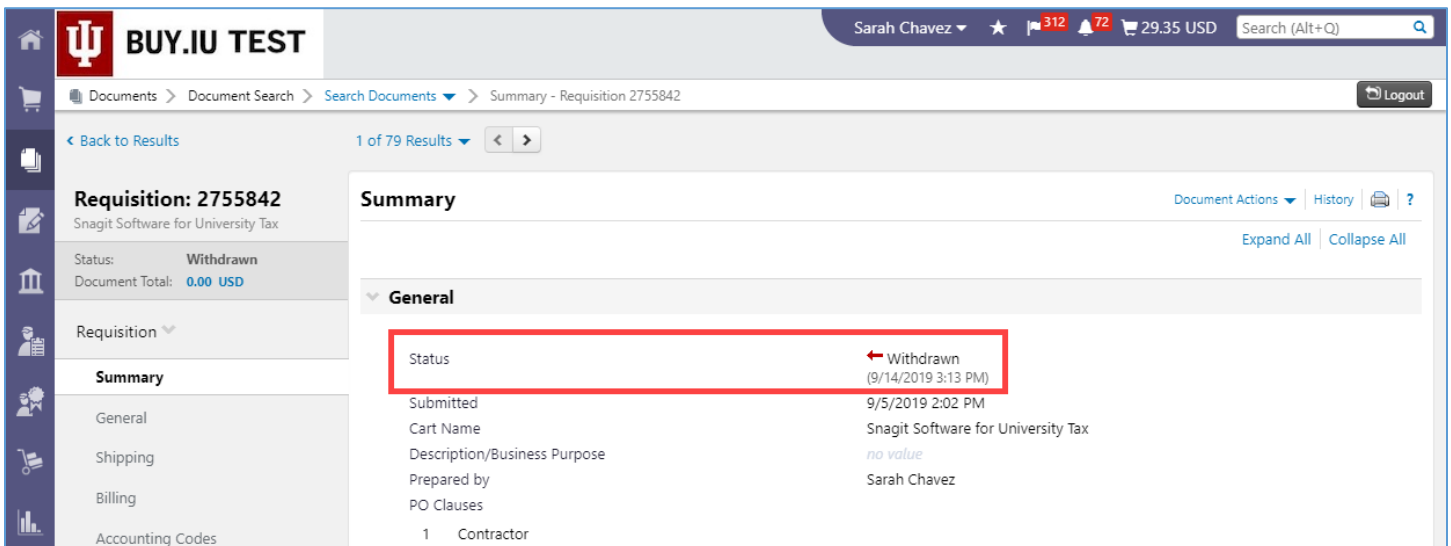
PO Clauses:

- 1 Contractor
- 46 New Tax information TLC Editio...
- 99 Taxes

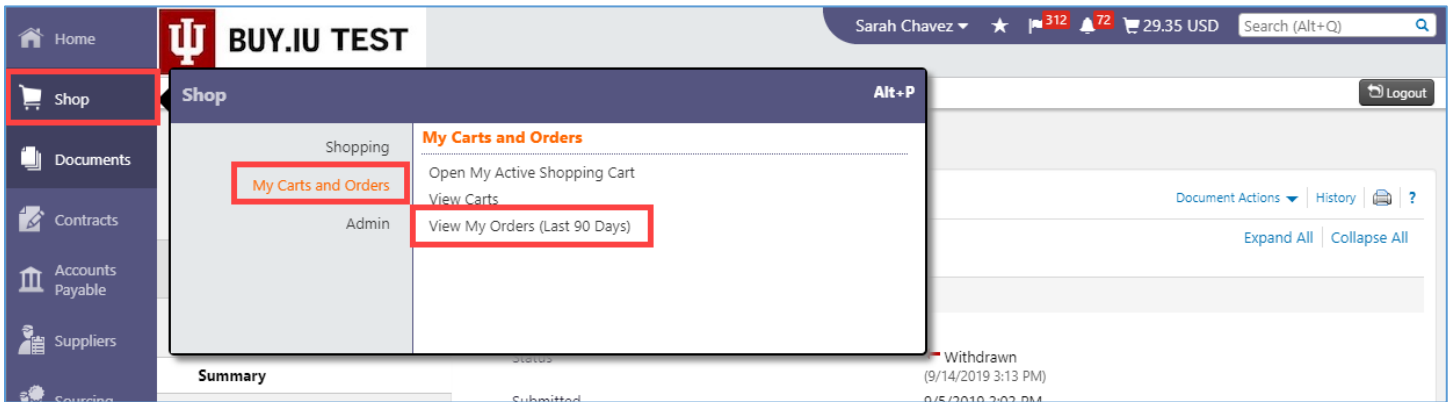
BUY.IU opens a new window and prompts you to enter information describing why the order is being cancelled. The information entered here will be available in the Comments section of the Requisition. Click **OK** to cancel the Requisition.



The Requisition now has a status of Withdrawn.



Locate the order by navigating to **View My Orders (Last 90 Days)** section of the **My Carts and Orders** menu, available in the **Shopping** module.



Orders with a red arrow next to them have been withdrawn.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 2761490	Sally's Boutique	IU Online Conference 2020 Keynote Speaker Payment	Sarah Chavez	9/12/2019 11:27 AM	9,400.00 USD
✓ 2761478	Workplace Health Services LLC	testing recurring order quantity receipt	Sarah Chavez	9/12/2019 10:41 AM	13,000.00 USD
✓ 2757716	Workplace Health Services LLC	BPO FY20 Student Outreach Clinic testing	Sarah Chavez	9/9/2019 11:02 AM	13,000.00 USD
✓ 2757705	Pier Group LLC	Surface Pro Tablet order for ADSUP	Sarah Chavez	9/9/2019 10:19 AM	10,650.00 USD
← 2755842	CDWG	Snagit Software for University Tax	Sarah Chavez	9/5/2019 2:02 PM	0.00 USD
✓ 2754533	Jeff Lebowski	Jeff Lebowski speaker payment	Sarah Chavez	9/4/2019 7:51 PM	500.00 USD
← 2754055	Herman Holden	Herman Holden research payment Student Outreach Clinic	Sarah Chavez	9/4/2019 10:55 AM	0.00 USD