

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.

箭 Home	Ψ ΒυΥ.Ιυ τεςτ		Sarah Chavez 🔻 🔺 🏾 📲 🕺 📜 29	9.35 USD Search (Alt+Q) Q
📜 Shop	Documents > Document Search >	Search Documents 🔻 〉 Summary - Requisition 2683948		D Logout
Documents	< Back to Results	1 of 1 Results 👻 < 🗲		
_	You are reviewing a requisition curre	ently assigned to the approver Timothy Wayne Rice		
Contracts	Requisition: 2683948	Summary		Document Actions 👻 History 🚔 ?
Payable	2019-00-21 0001/75518 03			Expand All Collapse All
Suppliers	Document Total: 358.00 USD	✓ General		
Coursing	Requisition ∾			
	Summary	Status	2 Pending	edit
) Inventory	General		FO Approval (Timothy Wayne Rice)	
1.0	Shipping	Cart Name	6/21/2019 5:16 PM 2019-06-21 0001775518 03	
Reporting	Billing	Description/Business Purpose Prepared by	<i>no value</i> Dawn Bodle	
🔐 Administer	Accounting Codes	PO Clauses		edit clauses
	Internal Notes and Attachm	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**.

🞢 Home	U BUY.IU TEST	Sarah Chavez ▼ 🖈 🍋 312 🌲 72 🍹 29.35 USD Search (Alt+Q)	Q				
📜 Shop	🐂 Shop > Shopping > Shopping Home 🛩 > Shopping	Sarah Chavez					
Documents	Shopping Dashboard Actions 🗸	View My Profile Dashboards					
Contracts	BUY.IU News and Notes	Manage Searches Manage Search Exports					
Accounts Payable	Welcome to the BUY.IU TEST Environment	Set My Home Page Search Help For A Solution Logout					
Suppliers	📜 Shop BUY.IU	My Pending Requisitions					
Sourcing	Search Everything	My Recently Completed Requisitions 36 My Pending Purchase Orders 6 My Recently Completed Purchase Orders 26	vals				
) Inventory	Shortcuts Browse Favorites Forms Non-Catalog Item Trade-In Quick Order Suppliers Categories Contra	acts Chemicals 2 Requisitions To Approv	ve				



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

ñ	Ψ ΒυΥ.Ιυ ΤΕՏΤ				Sarah Chavez 👻 🖈 🍽 312	≜⁷² ∖ 29.3	S5 USD Search (Alt+	Q) Q ?
	Documents > Document Search > Search	Doc	uments 🔻 > Docu	ment Search				🔁 Logout
Back to Edit Search Start New Search								
í.		S	Showing 1 - 79 of 79	9 Results	All Dates			
472	Search Details ?	•	Results Per Page 1	00 🔻	Sort by: Best match		I Pa	ge 1 of 1 🖹 📍
	Filtered by		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
Ⅲ	Type: Requisitions		<i>2</i> 2755842 🕅	CDWG	Snagit Software for University Tax	Sarah Chavez	9/5/2019 2:02 PM	33.91 USD
	Date Range: All Dates		2752573 🖻	A. Daigger & Co.	Pyrex Beakers for Dr. Bell 9.3	Sarah Chavez	9/3/2019 10:08 AM	320.46 USD
	[remove all] Workflow Status		<i>2</i> 752341 🗟	CDWG	Additional ethernet cables and docking station for CEWIT	Sarah Chavez	8/30/2019 4:25 PM	181.99 USD
2×	Prepared For		2752327 🗟	CDWG	Cables and docking station for DEV	Sarah Chavez	8/30/2019 4:11 PM	181.99 USD
1=			<i>2</i> 2717969 🖻	Herman Holden	Herman Holden Research Payment Student Outreach	Sarah Chavez	8/21/2019 10:51 AM	35.00 USD
0	Save New Scaren		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.

ñ	U BUY.IU TEST		Sarah Chavez ▾ 🛧 🍺 🐴 🕺 📜 2	9.35 USD Search (Alt+Q) Q
	Documents > Document Search > Se Back to Results	arch Documents Summary - Requisition 2755842 1 of 79 Results		DLogout
	Requisition: 2755842 Snagit Software for University Tax	Summary		Document Actions 👻 History 🚔 ? Assign to myself
Â	Status: Pending Document Total: 33.91 USD	✓ General		Approve/complete step & show next Approve/complete step
Å	Requisition 🖤			Withdraw Entire Requisition Copy to New Cart
1	Summary General	Status	2 Pending Wait for Employee Check	Add Comment Add Notes to History
)	Shipping	Submitted Cart Name Description/Business Purpose	9/5/2019 2:02 PM Snagit Software for University Tax no value	Add Non-Catalog Item Add Trade-In
u.	Billing Accounting Codes	Prepared by PO Clauses	Sarah Chavez	edit clauses
6 7	Internal Notes and Attachm External Notes and Attachm	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.

Withdraw Entire Requisition	×
Once a requisition or line is withdrawn, it cannot be reinstated. Click OK to withdraw, or Close to leave the requisition unchanged.	
PR Withdrawal Reason	
Used wrong account number.	
974 characters remaining Maximum allowed characters are 1000	
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.	
OK Close	e

The Requisition now has a status of Withdrawn.

ñ	U BUY.IU TEST		Sarah Chavez 👻 🛧 🏴 📲 29.35 USD Search (Alt+Q) 🔍
Ì	Documents > Document Search > Sea	arch Documents 🔻 〉 Summary - Requisition 2755842	Diogout
1	Back to Results	1 of 79 Results 👻 < 🕨	
	Requisition: 2755842 Snagit Software for University Tax	Summary	Document Actions 🗸 History 🚔 ?
血	Status: Withdrawn Document Total: 0.00 USD	a formal	Expand All Collapse All
	Requisition 💙	General	
	Summary	Status	(9/14/2019 3:13 PM)
	General	Submitted Cart Name	9/5/2019 2:02 PM Snagit Software for University Tax
]	Shipping	Description/Business Purpose	no value
	Billing	Prepared by PO Clauses	Sarah Chavez
<u>lh.</u>	Accounting Codes	1 Contractor	



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.

👚 Home	Ш виу.IU test	Sarah Chavez 👻 🛧 🎢 312 🦯 72 📜 29.35 USD Search (Alt+Q) 🔍
📜 Shop	Shop	Alt+P DLogout
Documents	Shopping Open My Active Shopping Cart	
Contracts	My Carts and Orders View Carts Admin View My Orders (Last 90 Days)	Document Actions History
Accounts Payable		
Suppliers		Withdrawn
Courcing	Summary Submitted	(9/14/2019 3:13 PM) 0/5/2010 2:02 PM

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

ñ	U BUY.IU TEST				Sarah Chavez 🔻 🔺 🏴	312 🛕 72 🏹 29	.35 USD Search (Alt	+Q) Q
)	Shop > My Carts and Orders > View N	ly Orde	ers (Last 90 Days) 🔻 🕽	> Document Search				? D Logout
	Start New Search							
١			Showing 1 - 88 of 8	8 Results	Last 90 days (6/17/2019-9/14/2019)			
47:	Search Details ?	•	Results Per Page 1	00 🔻	Sort by: Best match		F	age 1 of 1 📐 📍
	Search Terms		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
Ш	Prepared For		🗸 2761490 🗟	Sally's Boutique	IU Online Conference 2020 Keynote Speaker Payment	Sarah Chavez	9/12/2019 11:27 AM	9,400.00 USD
Ĩ	Sarah Chavez		🗸 2761478 🗟	Workplace Health Services LLC	testing recurring order quantity receipt	Sarah Chavez	9/12/2019 10:41 AM	13,000.00 USD
	Filtered by Date Range: Last 90 days		🗸 2757716 🗟	Workplace Health Services LLC	BPO FY20 Student Outreach Clinic testing	Sarah Chavez	9/9/2019 11:02 AM	13,000.00 USD
٦.	Save New Search Export Search		🗸 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
h.			🗸 2754533 🖻	Jeff Lebowski	Jeff Lebowski speaker payment	Sarah Chavez	9/4/2019 7:51 PM	500.00 USD
<u></u>	Refine Search Results ?		← 2754055 🗟	Herman Holden	Herman Holden research payment Student Outreach Clinic	Sarah Chavez	9/4/2019 10:55 AM	0.00 USD