Cancelling a Requisition

Overview

- This job aid is intended for requisition creators who need to cancel a requisition before purchase order (PO) creation.
- Only the person listed on the requisition can perform these steps.
  - If the person listed left the University or will be gone for an extended period, please contact procurement_services@baylor.edu to request requisition reassignment to another person.
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I. Navigate to Requisition Page

1. You can access the **Purchase Requisitions** task in two ways:
   a. **(Option 1)** Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.
   
   ![Navigator Icon](image)

   b. **Under the Procurement section, click the drop-down arrow and select Purchase Requisitions from the drop-down list.**

   ![Procurement Drop-Down](image)

   c. **(Option 2)** Under the Procurement heading on the home page, you can scroll down and click on the Purchase Requisitions tile.

   ![Procurement Home Page](image)
2. Cancel Requisition

1. Navigate to **Manage Requisitions**.

2. Select the **requisition number** you wish to change.

3. Select the **Actions** drop-down and click **Cancel Requisition**.
4. On the pop-up, enter a reason for cancelling and select **OK**.

![Cancel Requisition](Image)

5. On the confirmation pop-up, select **OK**. The cancellation has now been submitted.

![Confirmation](Image)

6. The requisition’s status will update to **Canceled** once successfully processed.