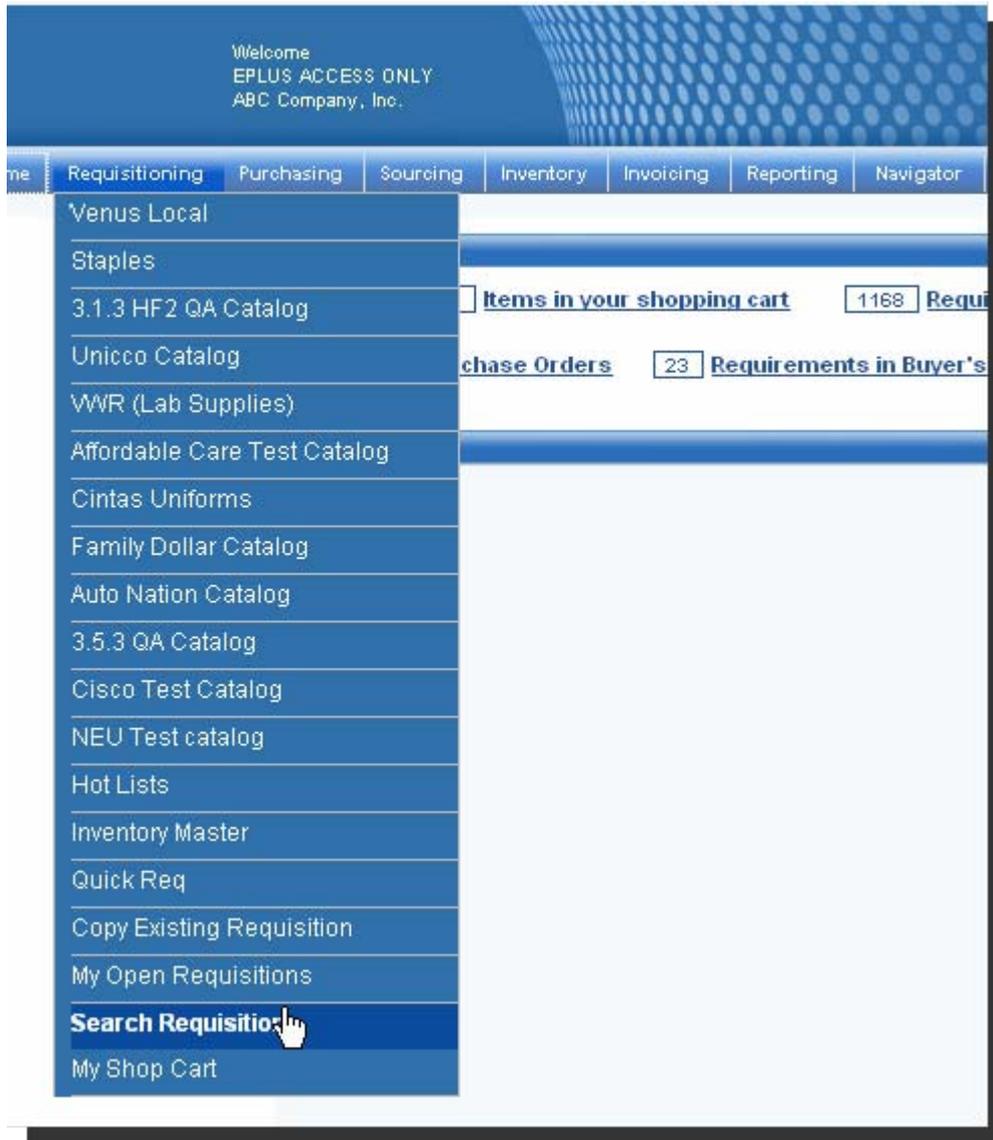


Canceling / Deleting a Requisition

Selecting the Check Requisition Status Option



+ After you create a requisition, you can cancel (delete) the requisition if it is an invalid order.

Important: You can cancel a requisition only if it has not been submitted to the supplier(s) for fulfillment, meaning Procure+ has not yet created the purchase order(s) for the requisition.

+ Click the **Search Requisitions** option from the **Requisitioning** tab on the Procure+ Home Page.

Canceling / Deleting a Requisition

Selecting the Check Requisition Status Option



Search Requisitions

Search for Requisitions using the following criteria

Header	Lines				
Requisition Number:	<input type="text"/>				
Requester Name:	<input type="text"/>				
Date Entered:	<table border="1"><thead><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	From	To	<input type="text"/>	<input type="text"/>
From	To				
<input type="text"/>	<input type="text"/>				
Originator Name:	<input type="text"/>				
Ship-to Center:	<input type="text"/>				
Requisition Status:	<input type="text"/>				
Work Order No.:	<input type="text"/>				
Purchase Order Number:	<table border="1"><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Line <input type="text"/>				

- + To search for an order of another user, click **Search**. The Search Orders page displays prompting you to enter your search criteria. After you enter your search criteria, the Order List page redisplayed populated with the orders matching your search criteria.

Canceling / Deleting a Requisition

Order Details Page



- + From the Order List page, select the **View Detail** option for the order you want to delete.
The Requisition Detail page is displayed.
- + From the **Advanced tab** , highlight **Cancel Requisition**.
- + Respond to the confirmation message that displays by clicking **OK**. Procure+ cancels the requisition and updates the status of the requisition to *Requisition Canceled* .

Welcome
EPLUS ACCESS ONLY
ABC Company, Inc.

Home | Requisitioning | Purchasing | Sourcing | Inventory | Invoicing | Reporting | Navigator | Options | System Administration

Submit | Accounting | Notes | Print | Attachments | View Approvals | Transaction Summary | **Advanced** | Save For Later Use | E

Requisition Detail

Cancel Requisition
Global Line Update

Header	Address	Additional Info	Items	* Indicates mandatory field.
Requisition Header				
Requisition Number:	AA-5			
Requisition Status:	HOT SUBMITTED			
Date Due:	* 12/17/10	Contract Requisition: <input type="checkbox"/>		