Copy, Cancel, and Delete Requisitions

This guide outlines the process to Copy, Cancel, or Delete an existing requisition entered into the system. The Copy From function is an easy way to duplicate an order that is placed regularly. Canceling and Deleting a requisition can only be done if the requisition is still in Open status. Once the requisition is in Approved status, Canceling can only be done by Procurement.

**Purchasing > Requisition > Add/Update Requisitions**

1. Select the appropriate Business Unit
2. Click the Add button
3. Select the Copy From link
4. Enter the Requisition ID in which you want to copy
   Or
   Enter the Requestor in the Requester field
5. Click the Search button

6. Select the appropriate Requisition by checking the box
7. Click OK button

8. Click Yes to the message
9. All information from original requisition will populate, change information as needed
CANCEL A REQUISITION

Requisitions
Use the following search to look for an existing Requisition.

Find an Existing Value  Add a New Value

Search Criteria

Business Unit:  =  STCMP
Requisition ID:  begins with
Requisition Name:  begins with
Requisition Status:  =
Origin:  begins with
Requester:  begins with
Requester Name:  begins with
Hold From Further Processing

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Requisition ID</th>
<th>Requisition Name</th>
<th>Requisition Status</th>
<th>Origin</th>
<th>Requester Name</th>
<th>Requester Name Hold From Further Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>STCMP</td>
<td>00000002452 (Blank)</td>
<td>Open</td>
<td>ONL</td>
<td>Requester</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>STCMP</td>
<td>00000002411 (Blank)</td>
<td>Open</td>
<td>ONL</td>
<td>Requester</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>STCMP</td>
<td>00900001988 (Blank)</td>
<td>Approved</td>
<td>ONL</td>
<td>Requester</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Find an Existing Value  Add a New Value

10. Use the Find an Existing Value tab

11. Enter the search criteria

12. Click the Search Button

13. Select the requisition from the Search Results
14. Uncheck the Hold From Further Processing box

15. Click the Save button

16. Select the Red X

17. Click the Yes button to the message

**NOTE:** PeopleSoft will go back to the Find an Existing Value page. Requisition information for a cancelled requisition can be looked up under Purchasing > Requisitions > Review Requisition Information > Requisitions
DELETE A REQUISITION

Requisitions
Use the following search to look for an existing Requisition.

Find an Existing Value  Add a New Value

Search Criteria

Business Unit:  STCMP
Requisition ID:  begins with
Requisition Name:  begins with
Requisition Status:  =
Origin:  begins with
Requester:  begins with
Requester Name:  begins with
Hold From Further Processing

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Requisition ID</th>
<th>Requisition Name</th>
<th>Status</th>
<th>Origin</th>
<th>Requester Name</th>
<th>Requester</th>
<th>Hold From Further Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>STCMP</td>
<td>0030062452</td>
<td>(blank)</td>
<td>Open</td>
<td>ONL</td>
<td>900000000999</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>STCMP</td>
<td>0030062451</td>
<td>(blank)</td>
<td>Open</td>
<td>ONL</td>
<td>900000000999</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>STCMP</td>
<td>0030061985</td>
<td>(blank)</td>
<td>Approved</td>
<td>ONL</td>
<td>900000000999</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Find an Existing Value  Add a New Value

18. Use the Find an Existing Value tab
19. Enter the search criteria
20. Click the Search Button
21. Select the requisition from the Search Results
22. Uncheck the Hold From Further Processing box

23. Click the Save button

24. Click the Delete Requisition button

25. Click the Yes button to the message

NOTE: PeopleSoft will go back to the Find an Existing Value page. There will be no record of the requisition existing.