Finance One My Requisitions Procedure

How to Cancel a My Requisition

This procedure outlines the process of how to Cancel a My Requisition. The user will be required to first Un-Submit their My Requisition before cancelling. Refer to accompanying procedure "PROCEDURE – How to Un-Submit a My Requisition". The Cancel function can be used at any time whilst the submitted My Requisition has not been fully approved. Once final approval has taken place, this function will not be available to the user and if necessary, the Purchase Order will need to be cancelled.
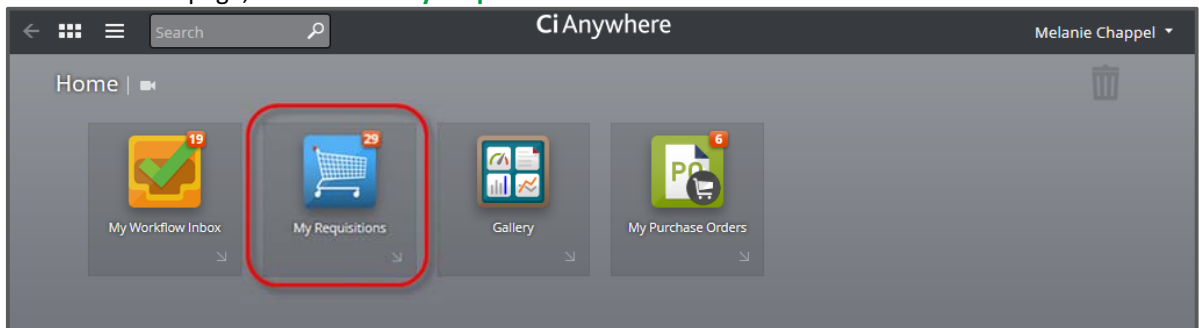
1. Log into Ci Anywhere by entering in your Login ID in the **User Name** field and enter your usual PC login password in the **Password** field then click on **Log on**
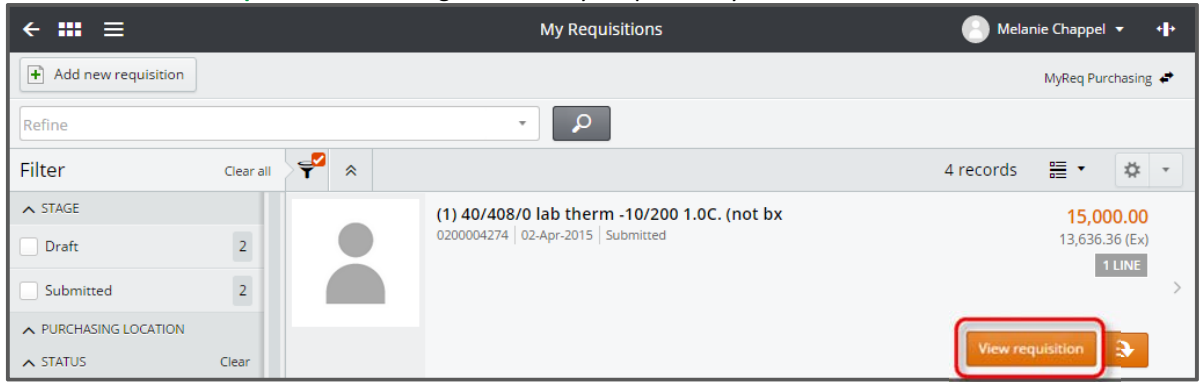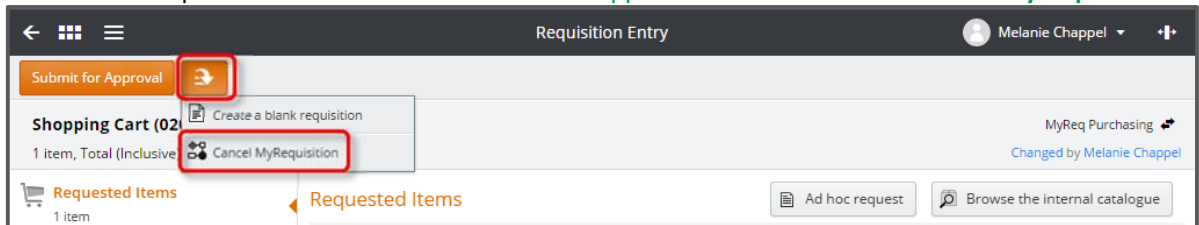

2. From the Home page, click on the **My Requisitions** tile

3. Click on the **View Requisition** button against the My Requisition you wish to cancel

4. Click on the drop-down arrow beside the Submit for Approval button and choose **Cancel MyRequisition**

Note – Once a My Requisition has been cancelled, it can no longer be used. If the user finds that they are still required to order the goods and/or services, they will need to create a new My Requisition