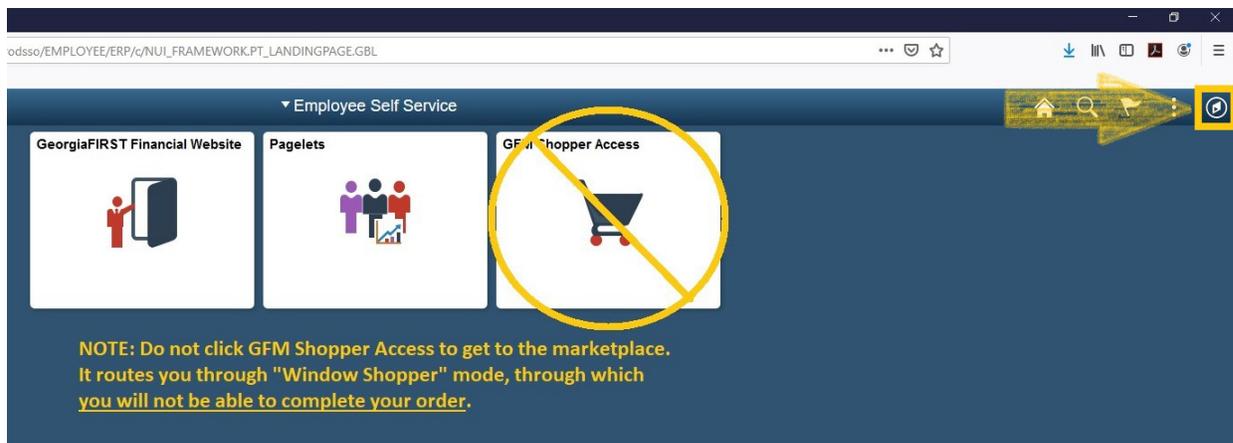


How To Cancel a Requisition

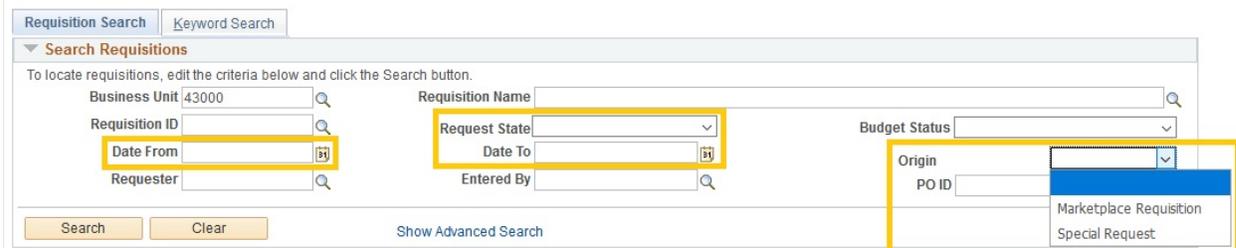
*If a requisition is in Pending, Open, or Approved status, requesters can cancel it. Cancellations are usually performed if a requisition is no longer needed - **before** a Purchase Order is created. If a Purchase Order has been created but you need to cancel it, please contact your [buyer partner](#).*

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. On the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. Clear out "Date From", "Date To", Request State, and Origin. Keep the Business Unit entry (43000).

Manage Requisitions



5. Enter the requisition number into the Requisition ID field. It should have four zeros and six numbers (i.e. 0000516255). Press search.

- The requisition will appear below. It will have a few information fields; the option to cancel the requisition is in the dropdown menu all the way to the right. Select Cancel and press the Go button next to the menu.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000535527	Staples 2019 10 07	43000	10/07/2019	Pending	Not Chk'd	516.08 USD	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">[Select Act] ▼</div> <div style="margin-left: 10px; border: 1px solid black; padding: 2px;">Go</div> </div> <div style="margin-top: 5px;"> <ul style="list-style-type: none"> Approvals <li style="background-color: #0070C0; color: white;">Cancel Check Budget Edit View Cycle View Print [Select Action] </div>

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)
[Requisition Report](#)

- You'll be asked if you want to cancel the requisition again, press Cancel Requisition.

If the cancellation is performed incorrectly or it's decided the requisition shouldn't have been canceled:

- Follow the same steps listed here to bring up the requisition in Manage Requisitions.
- In the dropdown menu, select Undo-Cancel.