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).

5. Enter the requisition number into the Requisition ID field. It should have four zeros and six numbers (i.e. 0000516255). Press search.
6. 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.

7. 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:

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