| SOP #: 4.2.3.1 | Area: Purchasing |
|--|--------------------------|
| Title: Reopening a Cancelled Requisition | Effective Date: 03-01-16 |
| Version #: 1.0 | Revision Date: 08-17-16 |
| Approval Date: 02-24-2016 | Review Date: N/A |

Title: Reopening a Cancelled Requisition

Once a requisition has been cancelled, in order to reopen it, users must complete the process of reopening a requisition.

To reopen a requisition:

- 1. Enter EUID and Password.
- 2. Click Sign In.



3. Click Main Menu.



4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.

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| | Search Menu: | 01/20/2016 08:39:20 | All - Search | Advanced Search |
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- 5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

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- 8. Review the list of requisitions to locate the appropriate record.
- 9. Select **Undo-Cancel** from the requisition's associated dropdown menu.

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10. Click **Go**.

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11. Click Reopen Requisition.

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Note: The system displays the Request State as "Open."

12. Select **Edit** from the newly opened requisition's associated dropdown menu.

13. Click **Go**.

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14. Click **OK**.

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| Manage Req | uisitions | | | | | | | | | | |
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| To locate requisitie | ons, edit the criteria below | and click the Se | arch button. | | | | | | | | |
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- 15. Change Ship To, Due Date, or Quantity fields as appropriate.
- 16. Click the item name under the **Description** category.

| Edit Requisi | tion - Review an | d Submit | | | | |
|--------------------|----------------------------|-------------------|---|----------------------|-----------------------------|---------------------------------------|
| teview the item in | formation and submit the r | reg for approval. | | | - | |
| Requisition Sum | mary | | | My Prefere | nces Requisition Settings | |
| | Business Unit | SY769 | Univ of North Texas System | Requisition Name | Computer Desk for Dr. Davis | |
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17. Change information in fields as needed.

| Favorites - Main Menu - N | Employee Self-Service -> Procure | ement 🗸 > Manage Requisitio | ons > Requisition | | |
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| ENTERPRISE INFORMATION mmt0110 on | FSTSTU (easapp12) - 12/2 | 3/2015 13:48:17 | All 👻 Sear | ch | Advanced Search |
| Edit Requisition ② | | | | | |
| Welcome Facilities Maintenance | | 🙆 Home 🏄 M | y Preferences 🗱 Requisition | Settings 🚆 2 Lines | Checkout |
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| All Request Options | New Requisition | | | | |
| ePro Services New Requisition | *Goods/Service Description | Computer Desk | *Unit of Measure | EA | |
| Web | Amount | 500.0000 | *Currency Code | USD | |
| Forms | *Category | 204-64 | | | |
| Favorites | Supplier ID | 0000006227 Q | | Suggest New Supplier | |
| Recently Ordered | Supplier Name | Summus Industries Inc | | | |
| External Catalogs | Quote Number Beginning Date | 8888888888 ? 12/25/2015 ? | Quote Date Date of Completion | 12/18/2015 12/31/2015 | |
| | Additional Information | | | | |
| | | | <u>5</u> | 1 | |
| | Send to Supplier | Show at Receipt | Show at | t Voucher | |
| | Apply | | | | |

18. Click Apply.

| Favorites - Main Menu - E | mployee Self-Service |
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| All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs | *Gods/Service Description Quantity Computer Desk Quantity 2 *Unit of Measure Amount 750.00 *Currency Code Visit 000006227 Suggest New Supplier Supplier ID 000006227 Suggest New Supplier Quote Number 8888888888 ? Quote Date Quote Number 12/13/2015 Beginning Date 12/25/2015 ? Additional Information Editional Information Editional Information Editional Information |
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19. Click Submit.

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| view the item information and submit t | the reg for approval. | | | | | |
| guisition Summary | | | My Prefere | ences 🦉 Requisition Setting | IS . | |
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Note: The Confirmation screen will open.

The edited requisition will be re-routed through the normal approval process. When a requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.

| Favorites Main Menu Favorites Favorites | | | | | | | | | | | |
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| Apply Approval Changes | | | | | | | | | | | |
| Create New Requisition | | | | | | | | | | | |
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