

SOP #: 4.2.3.1	Area: Purchasing
Title: Reopening a Cancelled Requisition	Effective Date: 03-01-16
Version #: 1.0	Revision Date: N/A
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**.

UNIVERSITY OF NORTH TEXAS SYSTEM



## Enterprise Information System

**The Enterprise Information System is the primary administrative information resource for the University of North Texas System.**

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

**Web Browsers & Settings**

Enterprise Information System (EIS) currently supports the following Web browsers and versions:

- Google Chrome 24
- Firefox 17
- Internet Explorer 11, 10, 9, and 8
- Safari 6

**Note:** Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

**System Login**

EUID (required)

Password (required)

**Sign In**

**Trouble logging in?**

[Activate my account](#)

[What's my EUID?](#)

[Reset my password](#)

**Scheduled Maintenance**

Service may be interrupted during these regular maintenance times:

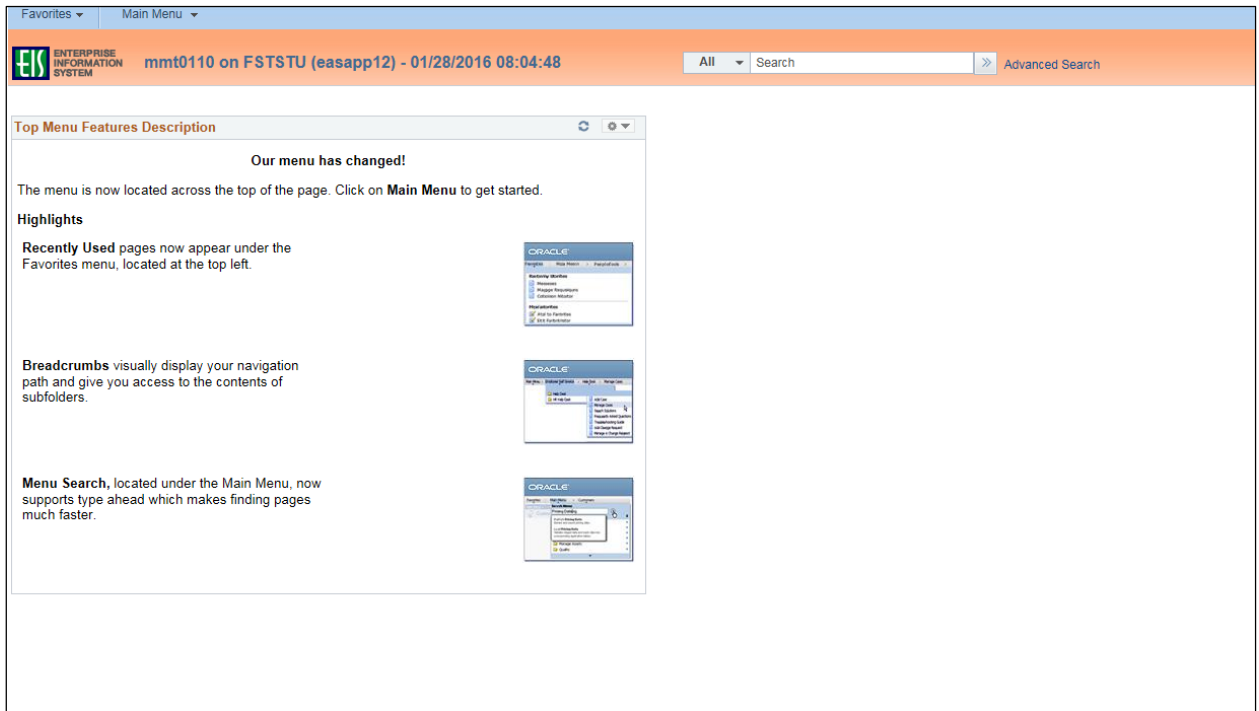
- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon Sunday

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)

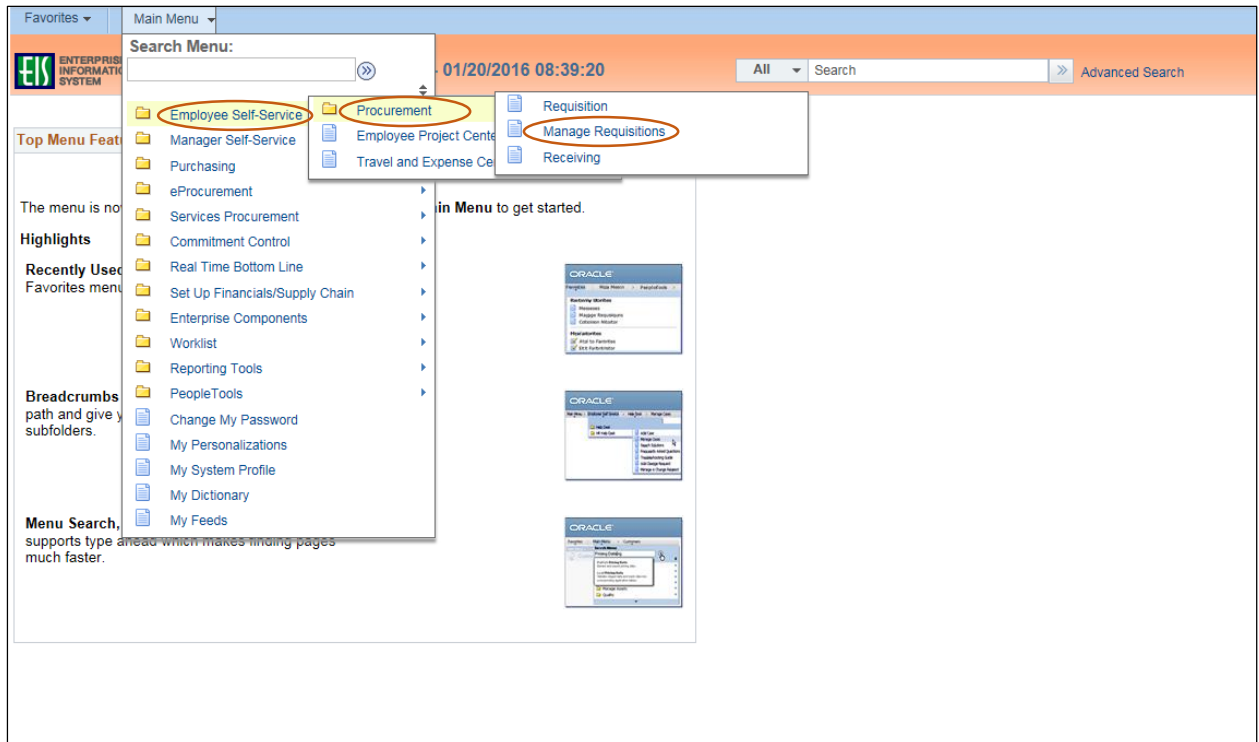
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3. Click **Main Menu**.



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



5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
6. Enter the appropriate BU 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**.

Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit SY769 Requisition Name  
 Requisition ID Request State All but Complete Budget Status  
 Date From 01/21/2016 Date To 01/28/2016  
 Requester E92200 Entered By PO ID

Search Clear Show Advanced Search

**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	
0000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
0000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
0000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Not Chk'd	0.00 USD	[Select Action] Go
0000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

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

Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit SY769 Requisition Name  
 Requisition ID Request State All but Complete Budget Status  
 Date From 01/21/2016 Date To 01/28/2016  
 Requester E92200 Entered By PO ID

Search Clear Show Advanced Search

**Requisitions**

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 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	
0000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
0000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
0000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Not Chk'd	0.00 USD	[Select Action] Go
0000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

10. Click Go.

Enterprise Information System | mmt0110 on FSTSTU (easapp12) - 01/28/2016 08:16:05

Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769 | Requisition Name: | Request State: All but Complete | Budget Status: | Date From: 01/21/2016 | Date To: 01/28/2016 | Requester: E92200 | Entered By: | PO ID: |

Search | Clear | Show Advanced Search

**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		
000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action]	Go
000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action]	Go
000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Not Chk'd	0.00 USD	Undo-Cancel	Go
000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action]	Go

Create New Requisition | Review Change Request | Review Change Tracking | Manage Receipts | Requisition Report

11. Click Reopen Requisition.

Enterprise Information System | mmt0110 on FSTSTU (easapp12) - 01/28/2016 08:16:05

Requisition Details for: **Thomas, Meesha Meoria**

Business Unit: SY769 | Date: 01/22/2016  
 Requisition ID: 000000133 | Status: Canceled  
 Requisition Name: Computer for Dr. Davis | Total: 0.00 USD

**Line Details**

Line	Item Description	Status	Price	Qty	Total
1	#755563 Optiplex Dell Server	Canceled	8,000.00000 Each	1,0000	8000.00

If you would like to Resubmit this Requisition first click the "Reopen Requisition" button and then select the "Edit Requisition" from the Manage Requisitions page and click Go. Once you are at the Requisition Summary page click the "Save and Submit" button.

Reopen Requisition

Return to Manage Requisitions

**Note: The system displays the Request State as “Open.”**

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769  
 Requisition Name:   
 Requisition ID:   
 Request State: All but Complete  
 Budget Status:   
 Date From: 01/21/2016  
 Date To: 01/28/2016  
 Requester: E92200  
 Entered By:   
 PO ID:

Search Clear Show Advanced Search

**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	
000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000133	Computer for Dr. Davis	SY769	01/22/2016	Open	Not Chk'd	8,000.00 USD	[Select Action] Go
000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

12. Select **Edit** from the newly opened requisition’s associated dropdown menu.
13. Click **Go**.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769  
 Requisition Name:   
 Requisition ID:   
 Request State: All but Complete  
 Budget Status:   
 Date From: 01/21/2016  
 Date To: 01/28/2016  
 Requester: E92200  
 Entered By:   
 PO ID:

Search Clear Show Advanced Search

**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	
000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000133	Computer for Dr. Davis	SY769	01/22/2016	Open	Not Chk'd	8,000.00 USD	<ul style="list-style-type: none"> <li>Check Budget</li> <li>Copy</li> <li><b>Edit</b></li> <li>PreCheck Budget</li> <li>View Cycle</li> <li>View Print</li> <li>[Select Action]</li> </ul>
000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

14. Click **OK**.

The screenshot shows the 'Manage Requisitions' page in the EIS system. A search form is visible at the top with fields for Business Unit, Requisition Name, Request State, Budget Status, Date From, Date To, Requester, Entered By, and PO ID. Below the search form is a table of requisitions. A message dialog box is overlaid on the table, displaying the text: 'This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,0248)'. The dialog has 'OK' and 'Cancel' buttons.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000000154	Computer for Professor ...	SY769	02/19/2016	Pending	Valid	1,150.00 USD
0000000153	0000000153	SY769	02/19/2016	Open	Valid	
0000000152	computer for Dr Phil	SY769	02/18/2016	Pending	Valid	

15. Change **Ship To**, **Due Date**, or **Quantity** fields as appropriate.

16. Click the item name under the **Description** category.

The screenshot shows the 'Edit Requisition - Review and Submit' page. The requisition summary includes: Business Unit (SY769), Requester (E15203), Currency (USD), Requisition Name (Computer Desk for Dr. Davis), Requisition ID (0000000113), and Priority (Medium). The 'Cart Summary' shows a total amount of 600.00 USD. The 'Requisition Lines' table is expanded to show two items:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	Computer Desk		Summus Industries Inc	1,000.00	Each	500.0000	500.00
	Shipping Line 1						
		*Ship To	USB 135	Quantity	1,000.00		
		Address	UNT Central Receiving Denton, TX 76205	Price	500.0000		
		Attention To	Facilities Maintenance				
		Due Date	12/31/2015				
2	Dell Printer		Summus Industries Inc	1,000.00	Each	100.0000	100.00
	Shipping Line 1						
		*Ship To	USB 135	Quantity	1,000.00		
		Address	UNT Central Receiving Denton, TX 76205	Price	100.0000		
		Attention To	Facilities Maintenance				
		Due Date	12/31/2015				

17. Change information in fields as needed.

Enterprise Information System  
mmt0110 on FSTSTU (easapp12) - 12/23/2015 13:48:17

Request Options: All | Search | Advanced Search

Request Options: All | Search | Advanced Search

**New Requisition**

*Goods/Service Description	Computer Desk	*Unit of Measure	EA
Quantity	1	*Currency Code	USD
Amount	500.0000		
*Category	204-64		
Supplier ID	000006227	Suggest New Supplier	
Supplier Name	Summus Industries Inc		
Quote Number	888888888	Quote Date	12/18/2015
Beginning Date	12/25/2015	Date of Completion	12/31/2015

Additional Information

Send to Supplier  Show at Receipt  Show at Voucher

Apply

18. Click **Apply**.

Enterprise Information System  
mmt0110 on FSTSTU (easapp12) - 12/23/2015 13:48:17

Request Options: All | Search | Advanced Search

Request Options: All | Search | Advanced Search

**New Requisition**

*Goods/Service Description	Computer Desk	*Unit of Measure	EA
Quantity	2	*Currency Code	USD
Amount	750.00		
*Category	204-64		
Supplier ID	000006227	Suggest New Supplier	
Supplier Name	Summus Industries Inc		
Quote Number	888888888	Quote Date	12/18/2015
Beginning Date	12/25/2015	Date of Completion	12/31/2015

Additional Information

Send to Supplier  Show at Receipt  Show at Voucher

Apply

19. Click **Save & submit**.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#) > [Manage Requisitions](#) > [Requisition](#)

**Enterprise Information System** | mmt0110 on FST3TU (easapp12) - 12/23/2016 13:48:17 | All Search | [Advanced Search](#)

Review the item information and submit the req for approval. | [My Preferences](#) | [Requisition Settings](#)

**Requisition Summary**

Business Unit: SY769 | Univ. of North Texas System | Requisition Name: Computer Desk for Dr. Davis  
 Requester: E15203 | Facilities Maintenance | Requisition ID: 000000113 | Priority: Medium  
 Currency: USD | Custom Fields

Cart Summary: Total Amount 1,800.00 USD | [Add More Items](#)

Expand lines to review shipping and accounting details | First 1 to 2 of 2 Last

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Computer Desk		Summus Industries Inc	2,000	Each	750.0000	1500.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135   Add Shipto Comments   Quantity: 2,000</p> <p>Address: UNT Central Receiving Denton, TX 76205   Add One Time Address   Price: 750.0000</p> <p>Attention To: Facilities Maintenance</p> <p>Due Date: 12/31/2015</p> <p>Accounting Lines</p>											
2	Dell Printer		Summus Industries Inc	1,000	Each	100.0000	100.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135   Add Shipto Comments   Quantity: 1,000</p> <p>Address: UNT Central Receiving Denton, TX 76205   Add One Time Address   Price: 100.0000</p> <p>Attention To: Facilities Maintenance</p> <p>Due Date: 12/31/2015</p> <p>Accounting Lines</p>											

Select All / Deselect All | Select lines to: [Add to Favorites](#) | [Add to Template\(s\)](#) | [Delete Selected](#) | [Mass Change](#)

Total Amount: 1,800.00 USD  
 Pre-Encumbrance Balance: Not Available

**Shipping Summary**

[Edit for All Lines](#)

Ship To Location: USB 135  
 Address: UNT Central Receiving Denton, TX 76205  
 Attention To: Facilities Maintenance  
 Comments:

**Requisition Comments and Attachments**

Enter requisition comments: The vendor offered a deal of 2 for \$750, instead of 1 for \$500, so we are now buying 2, and the requisition has been edited accordingly.

Dept Contact: Sarah I Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu | [Edit more Comments and Attachments](#)

Send to Supplier |  Show at Receipt |  Shown at Voucher

**Approval Justification**

Enter approval justification for this requisition: Dept Contact: Sarah I Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu | Special Instructions: Please email the address above when the order ships. Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

Check Budget |  Pre-Check Budget | Budget Checking Status: Not Checked

[Save & submit](#) | [Save for Later](#) | [Add More Items](#) | [Preview Approvals](#)



**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.

Confirmation

Your requisition has been submitted.

Requested For	Facilities Maintenance	Number of Lines	2
Requisition Name	Computer Desk for Dr. Davis	Total Amount	1,600.00 USD
Requisition ID	000000113	<b>Approval Justification</b>	
Business Unit	SY769	Dept Contact: Sarah I Contact Phone: 940-555-5551	
Status	See Lines	Contact Email: sarahjones@unt.edu   Special	
Priority	Medium	Instructions: Please email the address above when the order ships Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.	
Budget Status	Valid		
Track Batch	1		

[View printable version](#)
[Edit This Requisition](#)
[Check Budget](#)
[Pre-Check Budget](#)

**Purchasing Approval**

Computer Desk for Dr. Davis: Pending [View/Hide Comments](#) [Start New Path](#)

UNTS Buyer Approval

Pending

Multiple Approvers  
Buyer Requisition WF Approval [+](#)

[Comment History](#)

**UNTS Dept ID - ePro**

Line 1: Initiated [View/Hide Comments](#) [Start New Path](#)

Computer Desk

UNTS Department Approval

Not Routed

[+](#) Asher, Donna Brooks ePro Req Dept Manager [+](#)

[Comment History](#)

Line 2: Initiated [View/Hide Comments](#) [Start New Path](#)

Dell Printer

UNTS Department Approval

Not Routed

[+](#) Asher, Donna Brooks ePro Req Dept Manager [+](#)

[Comment History](#)

**Change Request/Line Approval Summary** [Personalize](#) | [View All](#) | [1 of 1](#)

Line	Item Description	Change Request	Line Re-Approval
1	Computer Desk	Created	Routed for Approval

[Apply Approval Changes](#)

[Create New Requisition](#)
[Manage Requisitions](#)