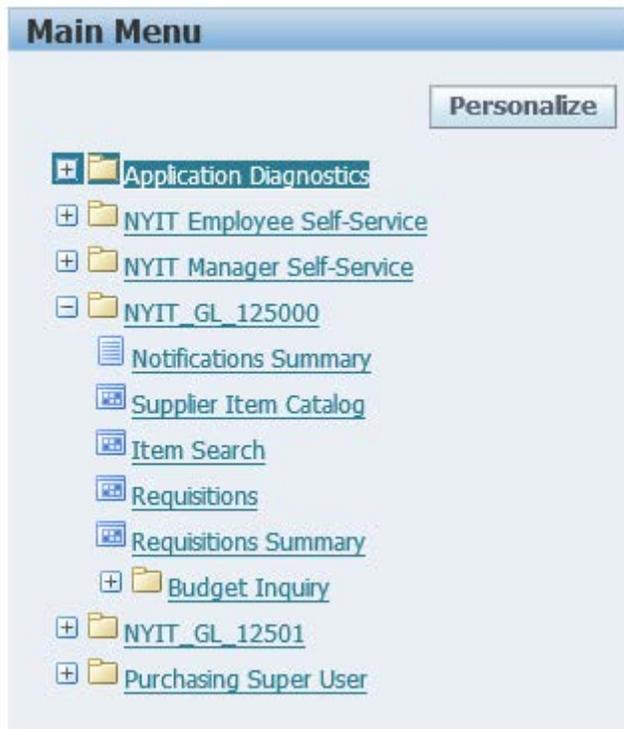


ORACLE – VIEWING & CANCELLING A REQUISITION

After a Requisition has been entered in Oracle, it is possible for you to view the status of the requisition or, if necessary, to cancel the requisition.



Select "Requisitions Summary."

Find Requisitions

Operating Unit

Requisition Number

Preparer

Buyer

Reference Num

Type

Requester

Modified

Import Source

Line

Line Type

Line | Status | Date Ranges | Sourcing | Deliver To | Related Documents

Item, Rev

Category

Description

Supplier Item

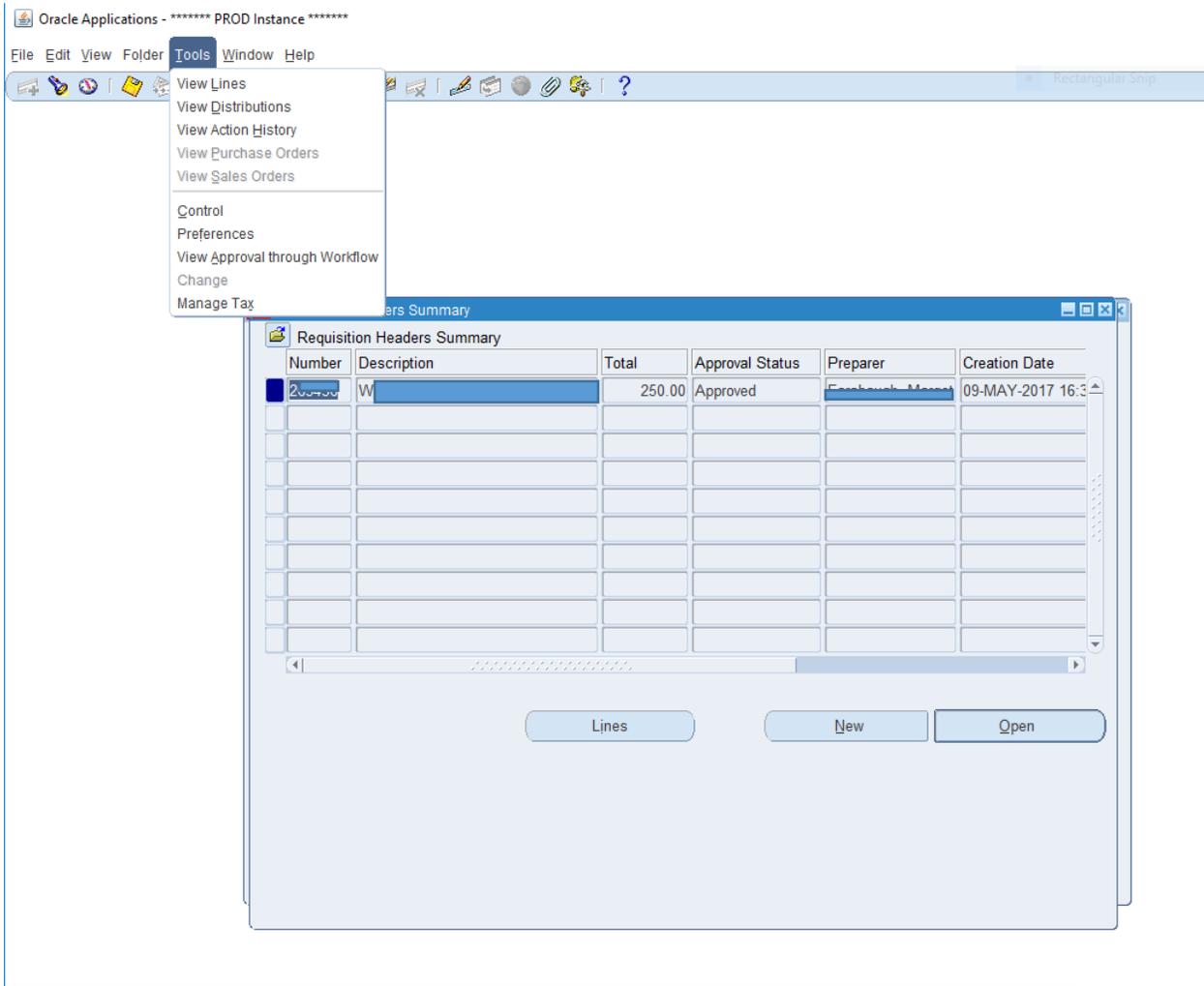
Results

- Headers
- Lines
- Distributions

Clear New Find (F)

Enter the Requisition Number and click "Find."

To cancel a requisition, select "Control" from the "Tools" drop down box:



Control Document - 263456

Actions

- Cancel Requisition
- Finally Close

GL Date 19-JAN-2018

Use Document GL Date to Unreserve

Reason

OK Cancel

Choose "Cancel Requisition"

Enter the reason you are cancelling the requisition and click "OK."

Control Document - 263456

Cancel Requisition
Finally Close

Actions

GL Date 19-JAN-2018

Use Document GL Date to Unreserve

Reason

OK Cancel

Re-query the requisition number to be sure it has been canceled.