Returning a Requisition

If you need to return a requisition, you can return it to the Requisitioner.

1. You will need to “Open the Requisition” top right-hand screen click > **your profile** > My Pending Requisitions > Click > Requisition Number > locate Assign to myself > click the Go button

2. A new set of options will now be available in **Available Actions**: select **Return to Requisitioner** and press the Go button.
3. Enter the reason you are returning this Requisition and click the Return to Requisitioner button.

4. The Requisition will be returned to the Requisitioner for changes and re-submission.