

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

The screenshot shows a web interface for managing requisitions. At the top right, there is a user profile for 'Kari Wright' with a dropdown menu. The menu options include 'View My Profile', 'Dashboards', 'Manage Searches', 'Manage Search Exports', 'Set My Home Page', 'Change Preferred Currency', 'Search Help For A Solution', 'My Pending Requisitions', 'My Recently Completed Requisitions', and 'My Pending Purchase Orders'. The 'My Pending Requisitions' option is highlighted with a red box. Below the menu is a table of requisitions. The first row is highlighted with a red box, showing a requisition number of 3374947, supplier 'WESTBURY NATIONAL SHOW SYSTEMS LTD', and requisition name '2021-10-26 wrighk18 02'. The status is 'Pending'.

Requisition Number	Supplier	Requisition Name	Requisition Status
3374947	WESTBURY NATIONAL SHOW SYSTEMS LTD	2021-10-26 wrighk18 02	Pending
3374901	WESTBURY NATIONAL SHOW SYSTEMS LTD	2021-10-26 wrighk18 01	Pending

2. A new set of options will now be available in **Available Actions**: select **Return to Requisitioner** and press the **Go** button.

The screenshot shows the details page for requisition 3374947. The page has tabs for 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is active. The page is divided into sections: 'General', 'Shipping', and 'Billing'. The 'General' section shows the status as 'Pending Limited Tendering (Kari Wright)'. The 'Shipping' section shows the ship to address: 'ATTN: Karl Robertson, BLDG/ROOM: BLDG A Room 123, 1280 Main St West, MCMMASTER-WEST CAMPUS RECV, Hamilton, ON L8S 4M3, Canada'. The 'Billing' section shows the bill to address: 'McMaster University - Accounts Payable, 1280 Main Street West, OJN Room 321, Hamilton, ON L8S 4L8, Canada'. On the right side, there is a summary of the requisition with a total of 135,600.00 CAD. Below the summary is a dropdown menu for 'Available Actions' with options: 'Approve', 'Return to Shared Folder', 'Place on Hold', 'Return to Requisitioner', 'Forward to ...', 'Withdraw Entire Requisition', and 'Reject Requisition'. The 'Return to Requisitioner' option is highlighted with a red box.

General	Shipping	Billing
Status: Pending Limited Tendering (Kari Wright)	Ship To: ATTN: Karl Robertson, BLDG/ROOM: BLDG A Room 123, 1280 Main St West, MCMMASTER-WEST CAMPUS RECV, Hamilton, ON L8S 4M3, Canada	Bill To: McMaster University - Accounts Payable, 1280 Main Street West, OJN Room 321, Hamilton, ON L8S 4L8, Canada

3. Enter the reason you are returning this Requisition and click the **Return to Requisitioner** button.

Return to Requisitioner ×

Return the requisition to the requisitioner as a draft cart so they can correct errors and resubmit for approval.

Reason for return

Please add additional items to this order as per our discussion.

1000 characters remaining

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Return to Requisitioner Close

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