

# 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 application interface for managing requisitions. At the top right, a user profile dropdown menu is open for 'Kari Wright', showing options like 'View My Profile', 'Dashboards', and 'My Pending Requisitions'. The 'My Pending Requisitions' option is highlighted with a red box. Below the menu, a table lists requisitions. The first row, with requisition number 3374947, is highlighted with a red box. The status 'Pending' is also highlighted with a red box. The table columns are 'Requisition Number', 'Supplier', 'Requisition Name', and 'Requisition Status'.

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 of a requisition with number 3374947. The page has tabs for 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is active. The requisition is in 'Pending' status. The 'Available Actions' dropdown menu is open, showing options like 'Approve', 'Return to Shared Folder', 'Place on Hold', 'Return to Requisitioner' (highlighted with a red box), 'Forward to ...', 'Withdraw Entire Requisition', and 'Reject Requisition'.

General	Shipping	Billing
<b>Status</b> Pending Limited Tendering (Kari Wright)	<b>Ship To</b> ATTN: Karl Robertson BLDG/ROOM: BLDG A Room 123 1280 Main St West MCMaster-WEST CAMPUS RECV Hamilton, ON L8S 4M3 Canada	<b>Bill To</b> 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

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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.