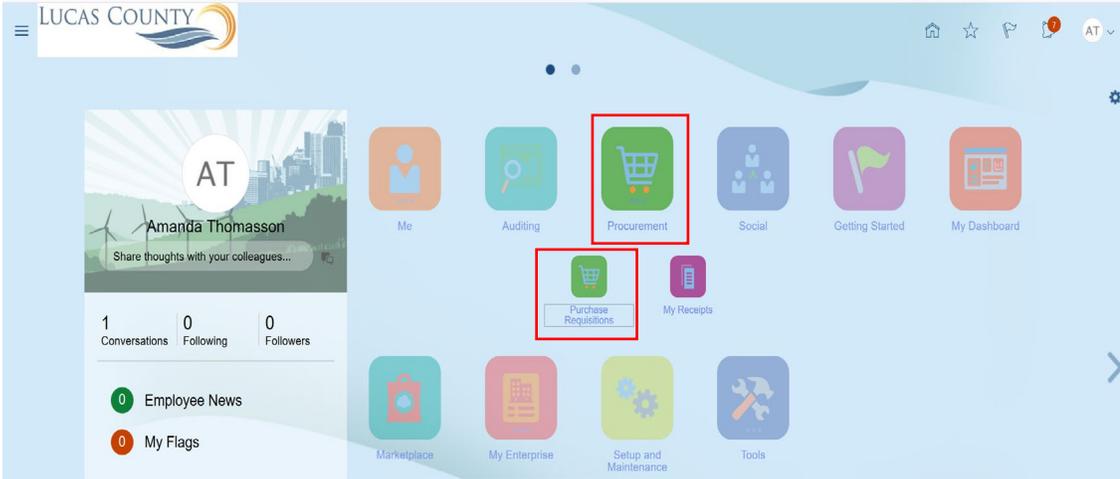


## Reject Requisition

**Audience:** Requesters, Approvers

**Purpose:** Although you cannot selectively approve or reject individual items, you can edit a requisition to add or delete items, modify requisition quantity, and then approve the requisition. If the approver needs to reject specific lines on the requisition, the approver should reject the entire requisition. The approver can include comments on the Worklist task to highlight the rejection reason. The preparer then must update the requisition and resubmit it for approval.

This job aid will guide you through steps to reject a requisition.

Step	Action
1	<p>Log into Oracle.  <b>Home Page -&gt; Procurement -&gt; Purchase Requisitions</b></p> 
2	<p>Click the <b>Notifications</b> (Bell icon) at the top right of the page. The number indicates new notifications not yet viewed.</p> 
3	<p>Activities requiring your response/action will display in a list. These activities are dependent on your role in the system. Select a pending Notification <b>Action Required: Approve Requisition.</b></p>



4 Review the details of the requisition. If any justifications were attached, those can be reviewed at this time.

Approve Requisition 1164 Actions ▾ Approve Reject

Requisition Approval

**\$613.88**

**THOMASSON, AMANDA**

TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x 12 ft. F

Requisition [1164](#)

**Lines**

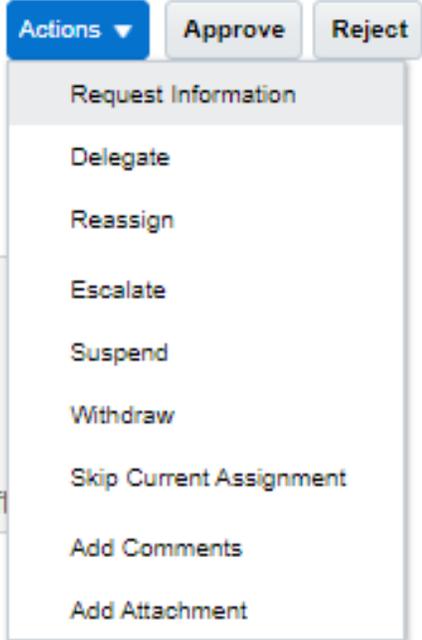
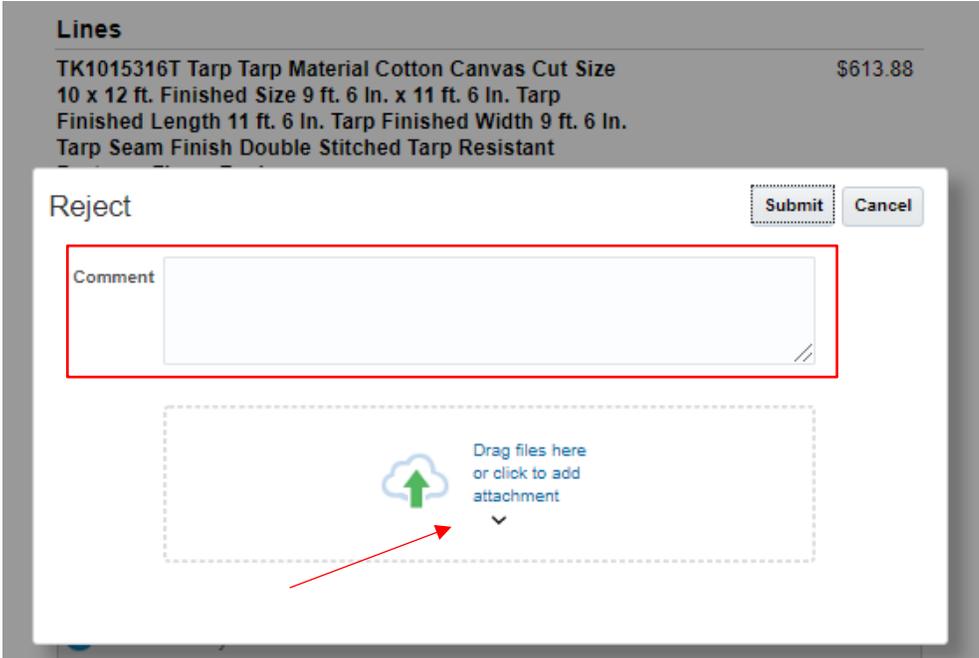
TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x 12 ft. Finished Size 9 ft. 6 in. x 11 ft. 6 in. Tarp Finished Length 11 ft. 6 in. Tarp Finished Width 9 ft. 6 in. Tarp Seam Finish Double Stitched Tarp Resistant Features Flame Resis 4 x \$153.47 Charge Account: 1010.114001.50.630007.00000.00000	\$613.88
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**Approval History**

- Applications Development Framework Application Identity for Procurement
- Applications Development Framework Application Identity for Procurement
- Assigned to RUTH ASHFORD 10-29-2019 12:54 PM
- Submitted by AMANDA THOMASSON 10-29-2019 12:54 PM  
1164.pdf

5 Actions are listed in the Actions dropdown for this requisition. For this example, select no actions, but click the **Reject** button.

	
<p>6</p>	<p>You will be prompted to enter rejection comments. You can also drag any files or click to add a file attachment, when required.</p> 
<p>7</p>	<p>Click the <b>Submit</b> button to complete the rejection and send the requisition back through workflow to the Requisitioner.</p> 