How to Cancela My Requisition

Thisprocedureoutlines the process of how to Cancel My Requisition. The user will be required to first Un Submittheir My Requisition before cancelling. Refer to accompanying procedure "PROCEDURH ow to Un Submita My Requisition". The Cancefunction can be used at any time whilst the submitted My Requisition has not been fully approved. Oncefinal approval has taken place, this function will not be available to the user and if necessary the Purchas Order will need to be cancelled.

1. Loginto CiAnywhereby enteringin your LoginID in the UserNamefield and enter your usualPClogin passwordn the Password field then clickon Logon

2. From the Homepage, clickon the My Requisitionstile

3. Clickon the View Requisitionbutton against the My Requisitionyou wish to cancel

4. Clickon the drop down arrow beside the Submitfor Approval button and choose Cance MyRequisition

Note – Oncea My Requisition has been cancelled it cannolonger be used. If the user finds that they are still required to order the goods and/or services they will need to create a new My Requisition