# Cancel an ePro Requisition (Non-Catalog)

1. An **eProcurement Requisition** can be canceled if the requisition has **not** been sourced into a Purchase Order and the Purchase Order has not been sent to the vendor.

   If a requisition was created from a **BearBuy** cart which has been Returned to BFS, you have the **option**:

   1- Leave the Shopping Cart as a Draft Cart in Bear Buy for possible future use.
   2- Delete the Shopping Cart in Bear Buy. See (**"Delete Shopping Cart"**) for more information.

2. In order to search for an **eProcurement Requisition** we need to use the eProcurement module.

   Click the **eProcurement** link.

3. The **Manage Requisitions** module allows users to search, view and edit the Requisition Status.

   **Manage Requisitions** is where users can select a specific Requisition and Cancel, Copy or Receive items to an eProcurement Requisition.

   See, (**"Cancel, Copy and Receive Requisitions Topics"**) for more information.

   Click the **Manage Requisitions** link.

4. In order to view more of our screen we will collapse the Menu.

   Click the **Collapse (Ctrl+Y) Menu** button.

5. The **Manage Requisition** page appears.

   The **Top** of this page allows you to **Search Requisitions** by Requisition ID, Name or Status and Budget Status or between specific Dates.

   We can also search by the Requester Name, who Entered the Requisition and by the Purchase Order ID.
6. The **Bottom** of the Manage Requisition page list a group of **Requisitions** prepared between specific dates. (3/26/2010 - 4/02/2010)

**Note:** The Requisition ID Number, Requisition Name, Business Unit, Date of the Requisition, **Status**, Budget Status, Total and the **Select Action** drop down box are identified.

7. The Requisition 000000219 **Status is Pending.**

The Requisition has not been sourced into a Purchase Order; therefore we can Cancel the Requisition.

8. In order to perform an **Action** on this Requisition we need to view the options available and make a selection from the **Select Action** Dropdown list.

   Click the **Select Action** list.

9. The **Actions** available for Requisition 00000000219 are listed.

   In this example, we have confirmed that no Purchase Order has been sourced and we no longer need the Requisition for Hardware Supplies so we will select the action **Cancel Requisition**.

   Click the **Cancel Requisition** list item.

10. In order to view the **Requisition's** Detail, we need to pull up the Requisition.

    Click the **Go** button.

11. The **Item Description** page appears.

    The Requisition Price, Category, Vendor and Item Description are referenced.

    We want to **Return to the Previous Page** to finalize the cancellation of the Requisition.

    Click the **Return to Previous Page** link.
12. **Note:** The Requisition Details and the Requisition Creator’s name appears. Also referenced is the Requisition ID, Item, Status, Price, Quantity and Total which allows us to view the Requisition again before Canceling.

In this example, we do not want the 8 Piece Pliers Set, so we will cancel the Requisition.

Click the **Cancel Requisition** button.

| 13. The **Manage Requisition** page appears and the Status of Requisition ID 00000000219 is now **Cancelled** and the Total Amount is **$0.00**. |

| 14. **Important** |

Remember, if a Punch-Out Supplier’s Cart was pulled into BearBuy and Returned to BFSv9 the Requisition Creator should return to BearBuy and also **Cancel** the Order on the **Punch-Out Suppliers** web-site. **End of Procedure.** |