OVERVIEW

This instruction guide is designed to show how to identify a rejected requisition, find out why it was rejected, and how to fix it. Once a requisition has been submitted into workflow with the Place Order button, it cannot be edited by the Requestor. To fix a rejected requisition, copy the requisition to a new cart to edit. To learn the reason why the requisition was rejected, use the History page for the requisition and read the Notes. This guide is only for Requestors, or those with the role UF_N_MKT_REQUESTOR.

 STEPS

Access your requisitions:

1. Click the Shopping Cart icon on the left side of the page > Click My Carts and Orders > View My Orders (Last 90 Days).

2. Requisitions will display only if submitted within the last 90 days – if you do not see any use the Search Terms menu on the left to expand the search by clicking the Date Range dropdown and selecting a date range.

   • Note: Make sure review your e-mail notifications in your profile to insure you receive an e-mail when a PR (purchasing requisition) is rejected.
3. Requisitions with a red X beside them are rejected.

4. Click the **Requisition number** to view the requisition.

**Finding the Reason for Rejection**

1. Click the **History** tab. This will display the record of transaction for the requisition selected.
   - Read it from the bottom up since the most recent is at the top.

   ![History Tab Image]

2. Approvers may:
   a. Reject an entire requisition.
   b. Reject a line in a requisition and approve the other lines.
   c. Add a note to the Requestor in the system.
   d. Return a requisition.

   - Note: A returned requisition will not display in the Requisitions page but in the View Draft Shopping Carts page in the My Returned Requisitions section at the top. Please refer to the instruction guide: “Working with Returned Requisitions”.

3. The system may also reject the requisition because:
   a. The ChartFields entered did not pass combination edit validation.
   b. Budget validation failed.
   c. Make sure you read the entire note – click on the more... link to view it in its entirety.

   ![No Budget Exists Image]
Fixing the Rejected Requisition

1. To fix the requisition, you must copy it to a new cart to be able to edit. From within the requisition:

   a. Click the dropdown on the top-right corner.
   b. Select "Copy to a New Cart“ and click the GO button.
   c. Process as a new cart, edit and resubmit as a new requisition.

2. The History page for the requisition will record the new requisition and reference the original PR No. (requisition number)

For assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1335.