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PURCHASING USER MANUAL

REJECTED OR CANCELLED REQUISITION LINE ITEMS

INTRODUCTION

A Purchaser may reject or cancel, or a Requisition Approver may reject, one or more of the line items on a requisition. If the Purchasing administrator has enabled e-mail notification, the requester will receive an e-mail when an item is rejected or cancelled. The requester can make changes to and resubmit a rejected item, but cannot resubmit a cancelled item.

TO EDIT AND RESUBMIT A REJECTED LINE ITEM

1. On the **Requisitions** screen, click the **Status** tab.
2. Locate the requisition with a status, of **Line Item Rejected** or **Itemize in Progress**. A rejected line item will not necessarily change the overall requisition status to “Line Item Rejected”.

Figure 1 - Line Item Rejected

Trk #	Req #	Requester	Rec'd Date	Description	Status
Select	280	AWD009 JAMES	04/11/2008	Tables	All items received
Select	245	RAD-411 JAMES	03/31/2008	Cables	All items received or cancelled
Edit	241	Wed-08 JAMES	03/28/2008	Solar Panels	Line Item Rejected
Select	173	WRK80001 JAMES	02/07/2008	Printing Supplies	Some items received

- a. To locate a requisition, select **Line Item Rejected** or **Itemize in Progress** from the **Status** drop down menu and click **Find**.
3. Click **Edit** next to the requisition.
4. On the **Requisition** screen, you can change the line item as needed – **Description**, quantity (**Qty**), **Price**, etc. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****, in the **Description** field.
5. To delete a rejected item, click **Menu** next to it and click **Delete Line Item**.
6. Click **Itemize Complete** when finished.
7. The line item must be authorized if your agency requires it.
8. The line item(s) is ready for any fiscal coding changes and be marked **Coding Complete** by a fiscal coder and then be approved.