

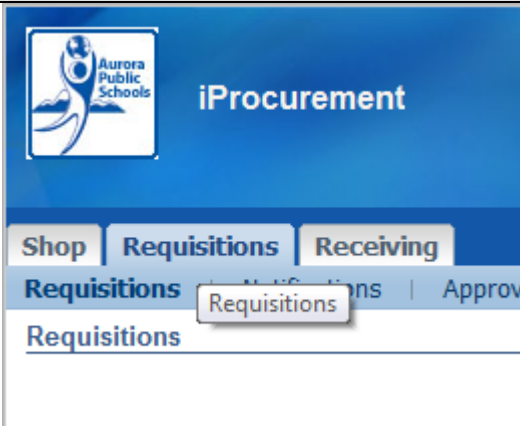
Canceling an Entire Requisition in R12

Step 1



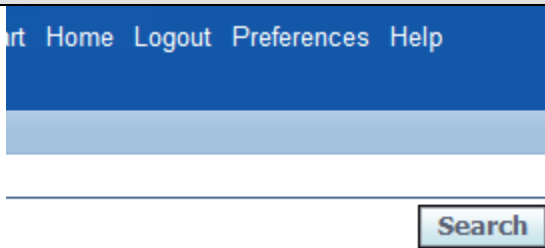
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



Click the **Requisitions** tab.

Step 3



Click the **Search** button, which is way over on the right side of the screen.

Step 4

Include people from all organizations

Requisition Created: Any Time ↔

Requisition Number: 270286

Order Number:

Enter the values you want to search for in the available search fields.

Note: It's always a good idea to change the date range in the 'Requisition Created' field to 'Any Time.'

Click Go button.

Step 5

Include people from all organizations

Requisition Created: Any Time

Requisition Number: 267910

Order Number:

Select Object:

Select	Requisition	Description
<input type="radio"/>	267910	iPad Mini Cover OtterBox Defender F/Ipap Mini-Blk - Mfg:

	Status	Order
1:09	In Process	

Note the Requisition on the left, and its Status on the right in the search results.

Warning: You cannot edit or cancel a requisition, nor any lines on a requisition that has already been approved.

Step 6

Select Object:

Select	Requisition	Description
<input checked="" type="radio"/>	267910	iPad Mini Cover OtterBox Defer

Select the **Radio button** to the left of the Requisition in the search results.
Click the **Cancel Requisition** button.

Step 7

SD	1,887.97	<input type="checkbox"/>
SD	9,870.00	<input type="checkbox"/>

Click the **Cancel Entire Requisition** button.

Step 8

Item	Price	Amount (USD)	Cancel Line
0	39 USD	1,170.00	Yes

Click **Submit** button.

Step 9

Shop | **Requisitions** | Receiving

Requisitions | Notifications | Approvals

Confirmation
Your cancelation request(s) for Requisition 270413 have been processed.

[Cancel Requisition 270413: Confirmation Details](#)

Request Created By :
Old Requisition Total :

Note the Confirmation and the Requisition Number.