

# Returning or Rejecting a Requisition

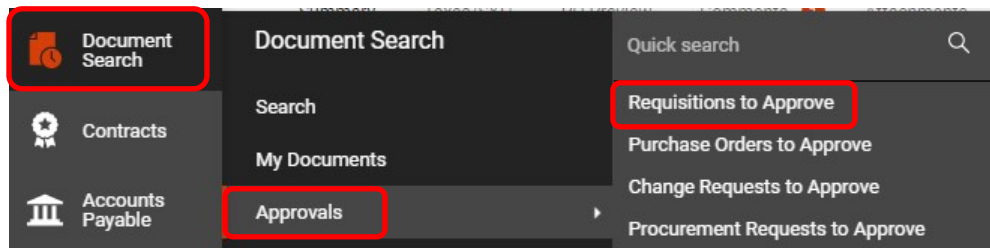
## Returning Vs. Rejecting

**Returning a Requisition:** Allows the requestor who submitted the order to make edits to the original requisition and resubmit with the same requisition number. This option should be used when edits (such as dollar amount, accounting, etc.) are needed before the requisition can be approved.

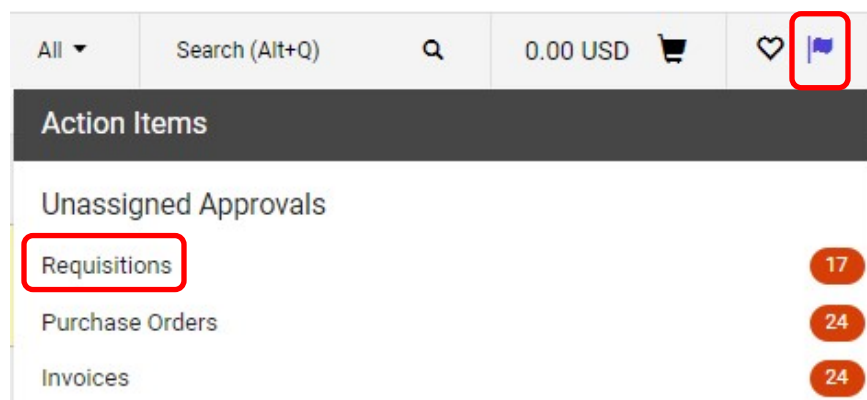
**Rejecting a Requisition:** Cancels the document in its entirety. The requisition **does not** return to an editable state and the requisition number cannot be reused. This option should be reserved when the order should not be placed at all or needs to be processed under a different method.

## Accessing a Requisition to Return or Reject

1. To access a requisition to return or reject while you're in BennyBuy, first navigate to your requisition approval queue. This can be done by clicking on the **Document Search** tab on the left side menu, then **Approvals**, then **Requisitions to Approve**.



2. Or, you can select the flag icon in the upper right hand corner. From the drop down menu, select **Requisitions**.



# Returning or Rejecting a Requisition

- Alternatively, if you received an email from the system, click the **View Requisition Approvals** link at the bottom of the email.

[View Requisition Approvals](#)

If you have any questions with regard to reviewing/approving this requisition, please contact the BennyBuy Support Team.

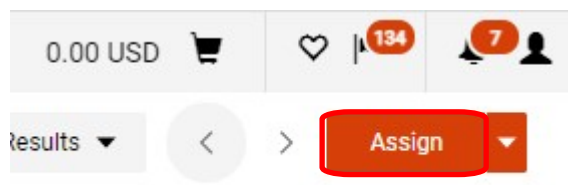
BennyBuy Help Desk:  
+1 541-737-3830  
[eprourement@oregonstate.edu](mailto:eprourement@oregonstate.edu)

## Returning a Requisition

- In your approval queue, click the document number for the requisition you wish to return.

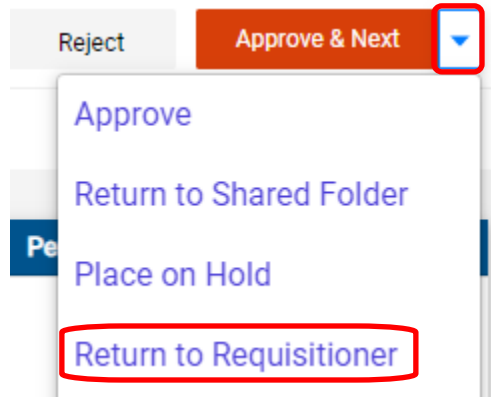
Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requestor	Amount	Action
<a href="#">2669134</a>	Alex's Awesome Air Balloons INC	Not Assigned	5/22/2019 2:21 PM	Lane Byrnes	20,000.00 USD	<b>Assign</b>
Requisition Name		2019-05-22 byrnesl 01		Folders 776 Days in folder [410000 QBA Business Affairs requisition - 5]		
No. of line items		1				
<a href="#">3219242</a>	Stan Mikita Donuts	Not Assigned	6/24/2021 9:30 AM	Lane Byrnes	10,100.00 USD	<b>Assign</b>
Requisition Name		2021-03-24 byrnesl 02		Folders 12 Days in folder [410000 QBA Business Affairs requisition - 5]		
No. of line items		2				
<a href="#">3024993</a>	Stan Mikita Donuts	Not Assigned	7/30/2020 10:47 AM	Lane Byrnes	10,000.00 USD	<b>Assign</b>
Resubmitted requisition						
Requisition Name		2020-07-30 byrnesl 01		Folders 341 Days in folder [410000 QBA Business Affairs requisition - 5]		
No. of line items		1				

- To return the requisition, you must first assign the document to yourself. Do so by clicking the **Assign** button in the upper right hand corner.



# Returning or Rejecting a Requisition

- The requisition will now be assigned to you. Click on the dropdown arrow in the upper right hand corner and select **Return to Requisitioner**.



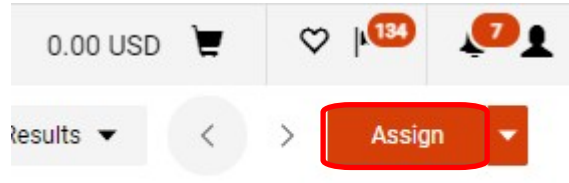
- The Return to Requestor box will appear. Enter a note as to why you're returning the requisition and then click **Save Changes**. The requisition will then be returned to the requestor to make edits and resubmit as needed.

A dialog box titled 'Return To Requestor' with a close button (X) in the top right corner. It contains a text input field with the placeholder text 'Please change index and account code.' Below the input field, it shows '963 characters remaining' and 'expand | clear' links. A note below the input field states: 'Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.' At the bottom of the dialog, there are two buttons: 'Save Changes' (orange) and 'Cancel' (grey).

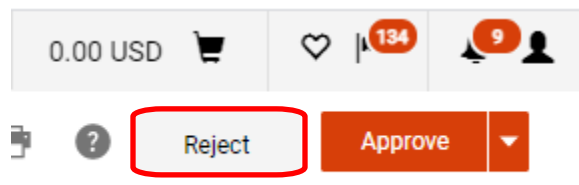
# Returning or Rejecting a Requisition

## Rejecting a Requisition

1. To reject a requisition, follow the steps outlined above to access the document and assign it to yourself.



2. Once the document has been assigned to you, you should now see a Reject button next to the Approve button. Click **Reject**.



3. The Reject/Cancel Requisition box will appear. Enter a note as to why the requisition is being reject, and click **Cancel Requisition**. The requisition will now be rejected.

### Reject/Cancel Requisition

**WARNING:** You are about to cancel ALL lines on this requisition. Once a PR is cancelled, it cannot be reinstated. Click Reject Requisition or Cancel to leave the PR unchanged.

PR Reject Reason

Order should be placed with P-Card.

965 characters remaining [expand](#) | [clear](#)

**Cancel Requisition** Close

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