

### How to Recall and/or Cancel a Purchase Requisition

This procedure outlines the process of how to recall and/or cancel a purchase requisition.

If a purchase requisition has been raised (draft requisition) and not submitted, this will still create a commitment on the account entered. All drafts need to be both finalised and submitted (to be processed as a purchase order), or cancelled (which will release the committed funds).

A purchase requisition can be recalled at any time until the final approval step (released as a purchase order).

#### Recall a Purchase Requisition

1. Log into CiAnywhere through the 'CIAnywhere' link on the staff homepage. Insert your JC number and password, click **Log On**

**CI ANYWHERE**  
ANY DEVICE. ANY WHERE. ANY TIME.

#### Log on using your details

User name or email address

jc136556

Password

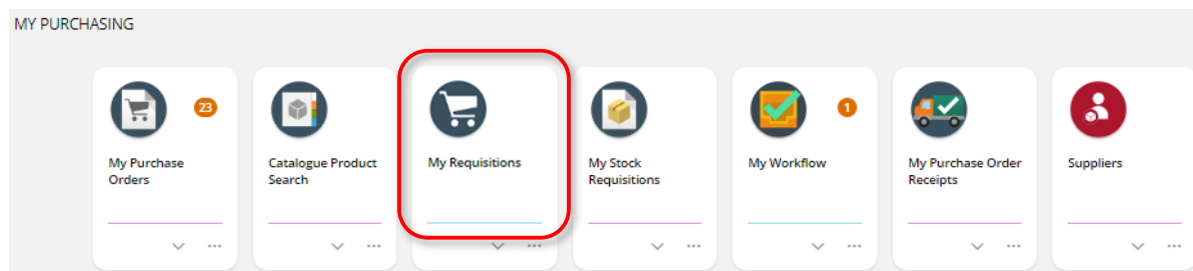
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Log On

Keep me logged on  Accessibility Mode [?](#)

2. Click on **My Requisitions**

MY PURCHASING



The screenshot shows a dashboard titled 'MY PURCHASING' with seven tiles. The 'My Requisitions' tile, which features a shopping cart icon, is highlighted with a red rectangular box. The other tiles are: 'My Purchase Orders' (with a '23' notification badge), 'Catalogue Product Search', 'My Stock Requisitions', 'My Workflow' (with a '1' notification badge), 'My Purchase Order Receipts', and 'Suppliers'. Each tile has a dropdown arrow and a menu icon at the bottom.

3. Find the requisition you wish to recall (can be recalled until final approval step), then click on **View**

Enterprise search My Requisitions Melissa Bullen

Search + Add MyReq Purchasing

Requisitions Requisition Lines

1 record. (1) Dell View

(1) Dell  
0200124757  
Requested 19-Sep-2019 by Melissa Bullen  
Testing only  
ASSIGNED TO JULIE MILLAR

SUBMITTED  
AUD 50.00  
45.45 (Ex)  
1 LINE

JAMES COOK UNIVERSITY AUSTRALIA MY REQUISITION UNAPPROVED

4. Under the dropdown arrow at the top left of the requisition, click on **Recall**

Enterprise search Requisition Entry Melissa Bullen

Create a blank requisition Workflow is not assigned to you

Requisition (0200124757) Recall Save as new requisition Save as new template

MyReq Purchasing MyReq Purchasing Changed by Melissa Bullen at 19-Sep-2019 10:50:14

Requisition Status Entered

Requested Items 1 item

Dissection Summary 1 dissection

Settings MyReq Purchasing purchasing locat... Required 19-Oct-2019

JAMES COOK UNIVERSITY AUSTRALIA MY REQUISITION UNAPPROVED

Testing only Requisition 0200124757

5. Click **OK** to confirm the recall.

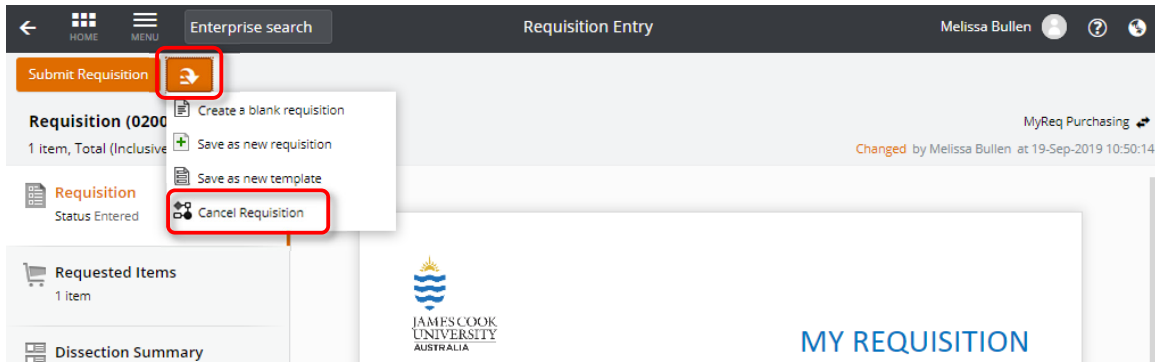
Confirm Action X

Are you sure you want to recall this requisition ?

OK Cancel

## Cancel a Purchase Requisition (Requisition must be recalled before it can be cancelled)

- Under the dropdown arrow at the top left of the requisition, click on **Cancel Requisition**.



- Provide a reason for the cancellation, then click **OK** to confirm. The requisition will show 'Workflow cancelled' once completed.

