

How to Cancel My Requisition

This procedure outlines the process of how to Cancel My Requisition. The user will be required to first Un Submit their My Requisition before cancelling. Refer to accompanying procedure “PROCEDURE How to Un Submit a My Requisition”. The Cancel function can be used at any time whilst the submitted My Requisition has not been fully approved. Once final approval has taken place, this function will not be available to the user and if necessary the Purchase Order will need to be cancelled.

1. Log into CiAnywhere by entering in your LoginID in the **UserName** field and enter your usual PC login password in the **Password** field then click on **Logon**

2. From the Homepage, click on the **My Requisition** tile

3. Click on the View Requisition button against the My Requisition you wish to cancel

4. Click on the drop down arrow beside the Submit for Approval button and choose Cancel My Requisition

Note – Once a My Requisition has been cancelled it can no longer be used. If the user finds that they are still required to order the goods and/or services they will need to create a new My Requisition