



## How to Cancel a Purchase Requisition

On the Cal Poly Portal click **CSU Portal-Financial Administration**

Continue with your 2-Step Verification sign-in process.

**CAL POLY** | My Portal

Home Money Matters Personal Info Library Staff and Fa

**My Apps**

- Cal Poly Canvas
- Email & Calendar
- Cal Poly OneDrive
- HR Administration
- Student Administration
- CSU Portal- Financial Administration**
- PolyData Dashboards
- Campus Wiki
- Electronic Workflow
- Technical Service Request
- Facilities Requests

**Directory Information**

Search this directory for Cal Poly student, faculty, and staff, c

**Simple Search**

Switch to Advanced Search

Category: All

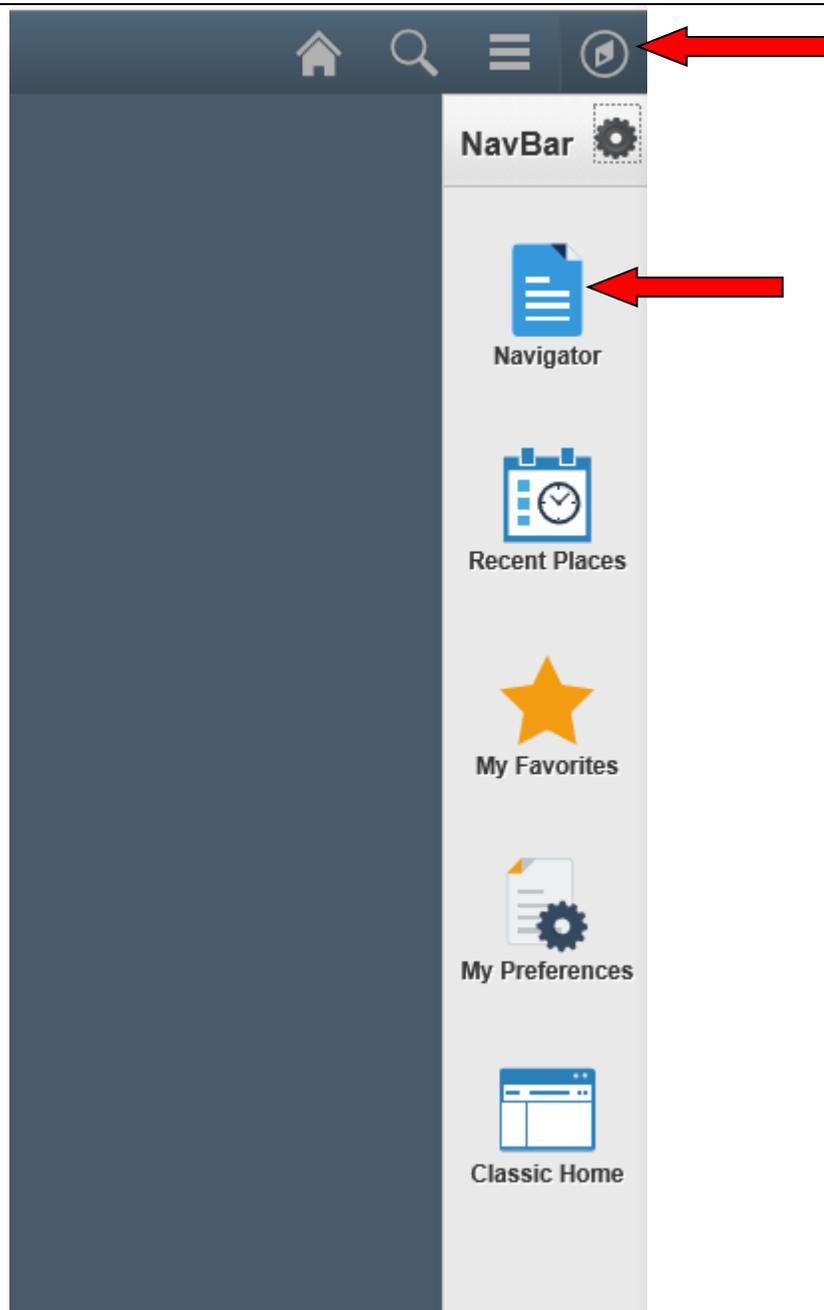
**Single Click Access**

- Cal Poly Canvas
- Email & Calendar
- Cal Poly OneDrive



Once in the CFS system, click on the diamond-shaped NavBar icon at the top right of the homepage, then follow this path:

**Navigator**





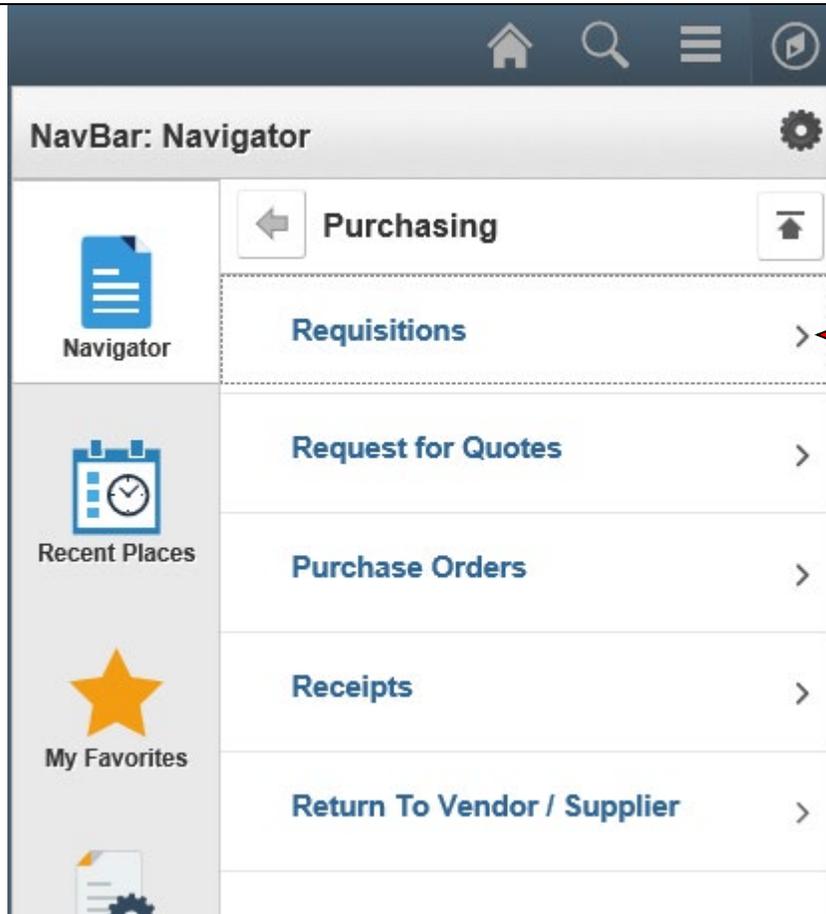
**Purchasing**

NavBar: Navigator

- Accounts Payable >
- Accounts Receivable >
- Asset Management >
- Billing >
- General Ledger >
- Purchasing >**
- Suppliers >

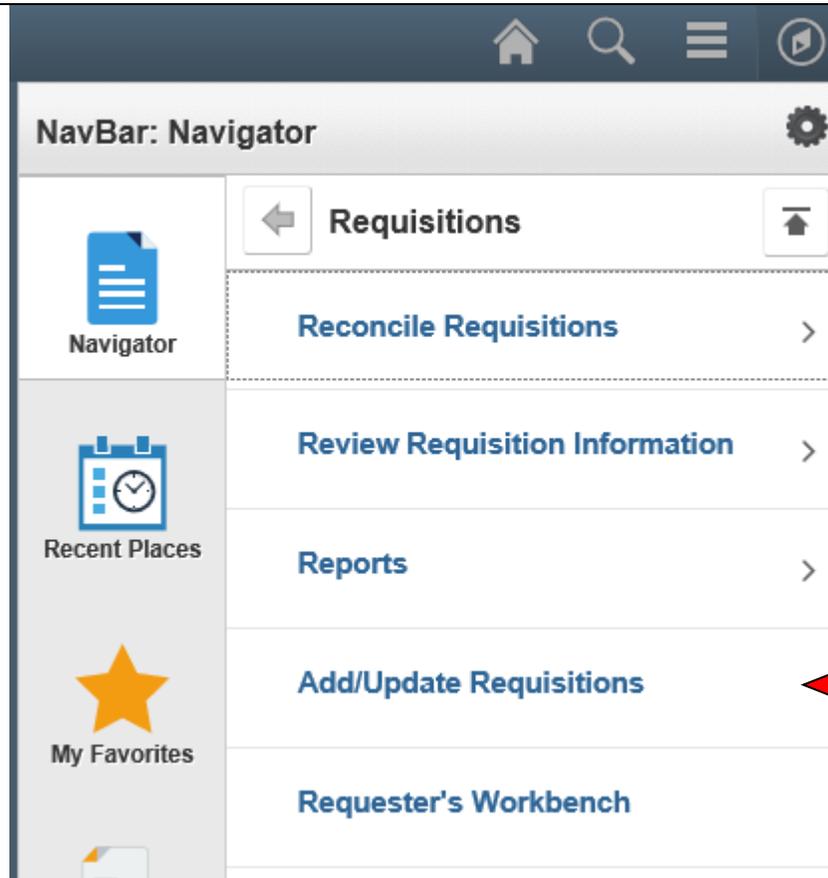


**Requisitions**





Add/Update Requisitions





This is the **Add/Update Requisitions** page.

Click the **Find an Existing Value** tab

ORACLE®

### Requisitions

**Find an Existing Value**

Add a New Value

Business Unit  

Requisition ID

Add

[Find an Existing Value](#) | [Add a New Value](#)



Search by **Requester Name** (last name), or by **Requisition ID**.

To avoid typing all of the digits of the requisition number in the **Requisition ID** field, type a % and only the **last 5 digits** of the requisition number.

ORACLE

### Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Add a New Value](#)

#### Search Criteria

Business Unit	=	▼	SLCMP	🔍
Requisition ID	begins with	▼	%15555	✕
Requisition Name	begins with	▼		
Requisition Status	=	▼		▼
Origin	begins with	▼		🔍
Requester	begins with	▼		🔍
Requester Name	begins with	▼		🔍

Hold From Further Processing

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Click anywhere along the blue hyperlinks in the Search Results line to pull up the requisition.

### Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Add a New Value](#)

#### Search Criteria

Business Unit =

Requisition ID begins with

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1 of 1 Last

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
SLCMP	1000015555	SP0070 RFP DUMARS-SPACE STUDY	Approved	ONL	15017356789	Strain,Brandi Marie Lucia N	

[Find an Existing Value](#) | [Add a New Value](#)

Click **OK** through this message

#### Message

Default comment added for Ship To Code 0820. Verify on Ship to comments page. (10100,142)

The comment defaulted can be found in the Ship To Comments secondary page. To review the comments, click on the Ship To Comments hyperlink found under the Schedule page.

[OK](#)



This is the main requisition page.

To cancel a requisition, click on the red X in the upper right-hand corner of this page.

Maintain Requisitions

Requisition

Business Unit SLCMP  
Requisition ID 1000013851  
Requisition Name 1000013851

Status Open  
Budget Status Not Chk'd



Hold From Further Processin

▼ Header ?

\*Requester 15010982071 Winterfeldt, Michele L  
\*Requisition Date 05/14/2018 Requester Info  
Origin ONL Online Entry  
\*Currency Code USD Dollar  
Accounting Date 05/14/2018

Requisition Defaults Add Comments  
Requisition Activities  
Document Status

Amount Summary ?

Total Amount 50.00 USD

Add Items From ?

Purchasing Kit Catalog  
Item Search Requester Items

Select Lines To Display ?

Search for Lines  
Line  To  Retrieve

Line ?

Personalize | Find | View All | F

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	
Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status	
1	TEST	1.0000	LOT	96200	50.00000	50.00	Open	

[View Printable Version](#)

Delete Requisition

\*Go to ...More...

Save Return to Search Notify Refresh



Click **Yes** at the pop-up message.

**Note:** You may not be able to cancel a requisition if your approving official has already accessed or approved the requisition. They may be able to cancel it using these instructions.

If your approving official is also unable to cancel the requisition, it is likely your Procurement Specialist has already pulled the requisition over for processing. Contact your assigned Procurement Specialist to cancel the requisition.

Message

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.