

Why was my purchase requisition rejected or returned?

When a requisition is returned or rejected, you will be notified via e-mail and in your Integrated System worklist.

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Kessler, Debby	PO Approval	Standard Purchase Order 1733960 has been approved	26-Jul-2016	
<input type="checkbox"/> Kessler, Debby	PO Approval	Standard Purchase Order 1733958 has been approved	26-Jul-2016	
<input type="checkbox"/> Brennenman, William	PO Approval	Standard Purchase Order 1733957 has been Rejected	26-Jul-2016	
<input type="checkbox"/> Brennenman, William	PO Requisition Approval	Purchase Requisition 1225569 has been rejected	26-Jul-2016	

Within that notification, you can see who returned or rejected the requisition, as well as any comments or instructions that have been provided by that individual. You can see this same information within iProcurement by clicking on the "Returned" or "Rejected" link in the Requisition Status column.

Select Requisition	Requisition Supplier	Description	Total Quantity	Qty Delivered	Qty Cancelled	Qty Open	Creation Date	Requisition Status	Order
<input type="radio"/> 1225572	GRAINGER	Push Pins PlasticMetal Assorted Length 1316 In. Package Quantity 100	737.73 USD	42	0	0	42 26-Jul-2016 11:19:10	Approved	1733958
<input type="radio"/> 1225569	GRAINGER	Push Pins PlasticMetal Assorted Length 1316 In. Package Quantity 100	737.73 USD	42	0	0	42 21-Jul-2016 16:29:07	Rejected	

Approval History for Requisition 1225569

Sequence	Approver	Organization Name	Action	Action Date	Notes
3	Brennenman, William P	A1000 Rector/Board of Visitors	Rejected	26-Jul-2016 10:53:09	
2	Kessler, Deborah A (Debby)	A1000 Rector/Board of Visitors	Reserved	26-Jul-2016 10:42:09	
1	Kessler, Deborah A (Debby)	A1000 Rector/Board of Visitors	Submitted	26-Jul-2016 10:40:43	