

Rejecting Line Items on Requisitions

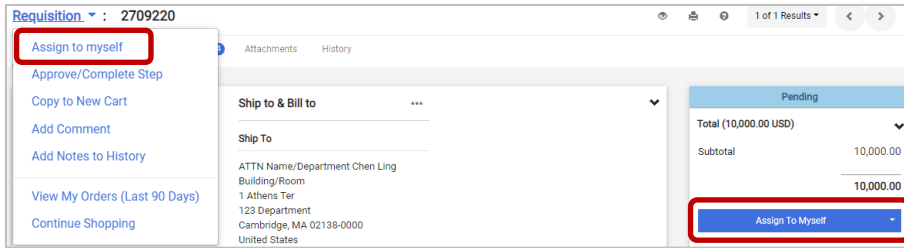


Approvers can reject specific line items on requisitions.

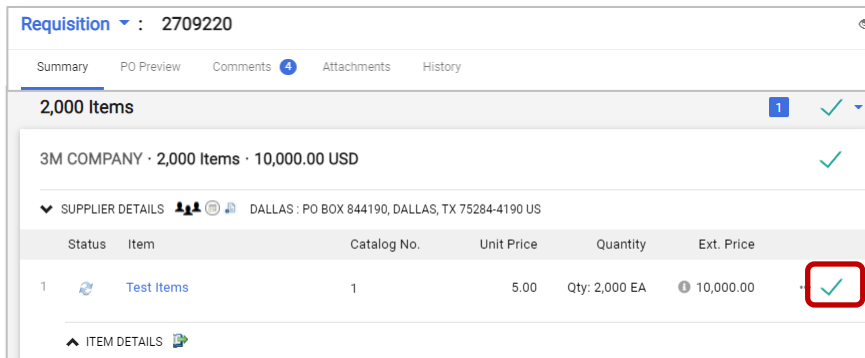
▪ **Rejecting** line items allows:

- Unnecessary line items to be cancelled
- Allows remaining items to move forward

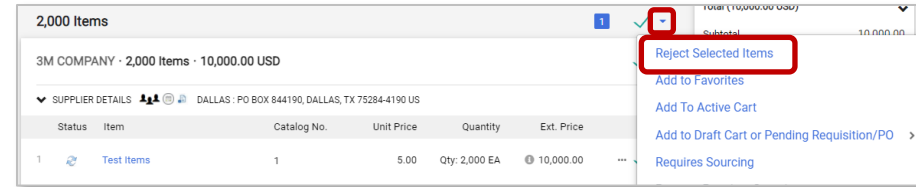
1. Open the requisition and assign it to yourself by either selecting **Assign to myself** in the menu under **Requisitions** or by clicking **assign to Myself** in the workflow section on the right.



2. After assigning the requisition to yourself, scroll down to the **Lines** section on the requisition **Summary** tab. Check the selection box (or boxes) for the corresponding line items to be rejected. These will then be indicated with a green check-mark.

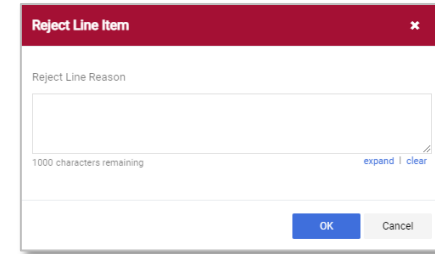


3. Click the small arrow in the line level section header and select **Reject Selected Items**.

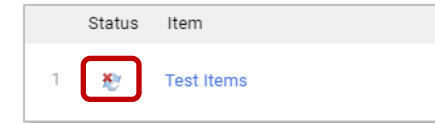


4. Provide a **Reject Line Reason** and click **OK**.

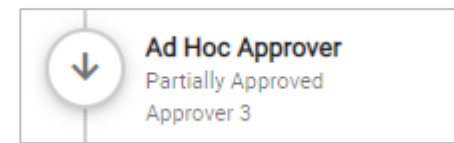
Note: The Reject Line Reason will be delivered as a notice to the Requestor and Shopper, if applicable.



4. The selected line item(s) will now have an icon in the **Status** column indicating the line(s) has been rejected.



5. Proceed with the requisition approval action options in the **Requisition** drop-down menu or in the approval workflow section. The resulting workflow history will show *Partially Approved*.



Note: Only the non-rejected line items will appear on the resulting purchase order.