Returning and Rejecting Requisitions

Approvers can return or reject requisitions.

- **Returning** allows the Requestor to make edits to the original requisition and resubmit the request under the same requisition number.
- **Rejecting** cancels the requisition in its entirety.
  - Rejected requests do not return to an editable draft request, and the requisition number cannot be reused.
  - Rejecting a requisition should be reserved for requests that are not compliant with funding restrictions, inadequate budget, or unnecessary requests for goods and services.

1. There are several options for navigating to your approvals:
   - **Option 1:** Click Orders → Approvals → Requisitions to Approve.
   - **Option 2:** Click the Action Items icon at the top of the screen, and select My Assigned/Unassigned Approvals.
   - **Option 3:** In the Action Items section of the dashboard, click the links under My Assigned Approvals or Unassigned Approvals.

Tip: You can also access your approvals from the Shortcuts menu under Document Search.

2. Expand the My Requisition Approvals folder to view details of requisitions assigned to you. You can also click the other approval folders to access unassigned requisitions that reside in your department queue.

3. To quickly preview the requisition, click on the magnifying glass icon next to the requisition number.

4. If you do not want to use the preview function, you can view the requisition by clicking the requisition number.
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5. On the Requisition page, note the following sections:

- **Requisition**: Allows access to a summary view, as well as additional details specific to Shipping and Billing Addresses, Accounting Codes, Notes and Attachments, Special Handling information, the assigned Approver, and Supplier Information
- **Approvals**: Approval workflow, including current position within workflow
- **Comments**: View and add comments. All comments are delivered to the recipients Harvard email address. The comment is time/date stamped and historically recorded with the requisition
- **Attachment Overview**: Attachments associated with the requisition.
- **PO Preview**: Preview of Purchase Order

6. After you have conducted a sufficient review of the requisition, under **Document Actions**, select either **Return to Requestor** or **Reject Requisition**.

7. You will be prompted to provide a reason for your return or your rejection. This comment will be included in the notification back to the Requestor.

8. Click the **Save Changes** or **Reject Requisition** button to finalize your action. An email notification is automatically delivered to complete your return or rejection.