Correct a Rejected Requisition

STEP 1: Go into **SAP Web portal** and select the **Worklist** tab.

STEP 2: Select **Requisition Rejected** task to process. You will see the requisition number and line in the task description.

STEP 3: Follow **Correction** steps on next page.

STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist.

Correct a Rejected Requisition

STEP 3 - CORRECTION STEPS:

To fix all items that caused requisition rejection:

A. Click button to cancel the rejection.

B. Follow message instructions in the **Header Notes**.

C. Make changes as directed or delete line to cancel.

D. Click **Save**. (Requisition will re-route to the Account Manager responsible for approval.)

E. Click **Complete Work Item** in the pop-up window to complete this task and close. **Cancel** will retain the task.

STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist. (See previous page.)