

# 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.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a blue box and the number '1'), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. On the right, there are links for 'History', 'Back', and 'Forward'. A search bar shows 'Show: New and In Progress Tasks (20 / 20)' and 'All'. There are links for 'Show Filters', 'Hide Preview', and 'Refresh' (highlighted with a blue box and the number '4').

Subject	From	Sent		Status	Substituted For
<a href="#">Requisition Rejected#013056 / 00020</a>	Allbright, Jacque	Oct 28, 2013	1	New	
<a href="#">Requisition Rejected#012756 / 00040</a>	Allbright, Jacque	Oct 28, 2013	1	New	
<a href="#">Requisition Rejected#012756 / 00030</a>	Allbright, Jacque	Oct 28, 2013	1	New	

Row : 11 of 20

**PO Release - req. 10058370 / 00110**  
Sent: Yesterday by Salinas, Crystal    Status: New  
Priority: Normal

**Attachments**

Type	Title
	<a href="#">Requisition item: 001005837000110</a>

**You can also:**  
[Add Memo](#)  
[Manage Attachments](#)  
[View History](#)

**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.

The screenshot shows the SAP requisition correction process. The main window displays a requisition for '57 Pax Motor Coach' with a value of 7,400.00. A 'Header note' is visible, stating: 'Requisition approver will enter any comments here to identify reason for rejection.' Below this, a specific note reads: '"Framework dates/sufficient documentation not attached. Please correct, attaching appropriate documentation & providing dates of service."'

Callout A points to the 'Blocked' release indicator in the 'Item' details. Callout B points to the 'Header note' text area. Callout C points to the 'Save' button in the top toolbar. Callout D points to the 'Save' button in the top toolbar. Callout E points to the 'Complete Work Item' button in the 'Requisition REJECTED' pop-up window.

The 'Requisition REJECTED' pop-up window contains the following information:

- Description:** Press "Complete Work Item" when you are finished with this item. Press "Cancel" to keep the work item in your worklist.
- Objects and attachments:** Requisition item: 001001763100010

Item	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PCC	PGR	Des. Vendor	Min.	Deliv. Date	POr
57 Pax Motor Coach	1	AU	7,400.00	7,400.00		Services, Non-F-99	CPO	15873			04/13/2014	754

Code	Description	Statu	Relea
AM	Account Manager	✓	↻
PO	Purchasing Dept	⚠	✓

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