

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.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist', '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'. A search bar shows 'Show: New and In Progress Tasks (20 / 20) All'. A 'Refresh' button is highlighted with a red box and a '4' callout. Below the search bar is a table with the following data:

Subject	From	Sent		Status	Substituted For
Requisition Rejected#013056 / 00020	Allbright, Jacque	Oct 28, 2013	1	New	
Requisition Rejected#012756 / 00040	Allbright, Jacque	Oct 28, 2013	1	New	
Requisition Rejected#012756 / 00030	Allbright, Jacque	Oct 28, 2013	1	New	

Below the table, it says 'Row: 11 of 20'. On the left, a '2' callout points to the table. On the right, a '4' callout points to the 'Refresh' button. Below the table, there is a section for 'PO Release - req. 10058370 / 00110' with details: 'Sent: Yesterday by Salinas, Crystal', 'Status: New', 'Priority: Normal'. There is an 'Attachments' section with one attachment: 'Requisition item: 001005837000110'. To the right of this section, under 'You can also:', there are links for 'Add Memo', 'Manage Attachments', and 'View History'.

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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.)

The screenshot illustrates the SAP interface for correcting a rejected requisition. The main window shows a requisition for '57 Pax Motor Coach' with a value of 7,400.00. A 'Texts' pop-up window (B) displays the rejection reason: 'Framework dates/sufficient documentation not attached. Please correct, attaching appropriate documentation & providing dates of service.' A 'Save' button (D) is highlighted in the top toolbar. A 'Cancel' button (A) is also visible in the top toolbar. A 'Complete Work Item' button (E) is shown in a pop-up window titled 'Requisition REJECTED - 10017631 / 00010'. The pop-up window contains the following text: 'Description: Press "Complete Work Item" when you are finished with this item. Press "Cancel" to keep the work item in your worklist.' The 'Objects and attachments' section lists 'Requisition Item: 001001763100010'. The 'Complete Work Item' button is highlighted with a green checkmark, and the 'Cancel' button is highlighted with a red X.

Stati	S	Re	Proc. St.	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PCC	PGr	Des. Vendor	Min.	Deliv. Date	POr
N	X		STOP	10	B	K	57	AU	7,400.00	7,400.00		Services, Non-I	99	CPO	15873		04/13/2014	754