Rejecting Requisitions

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✓ Assigning requisitions for approval
✓ Rejecting complete requisitions
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This guide demonstrates how to reject requisitions. Approvers can reject an entire requisition or individual requisition lines.

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LSU GeauxShop sends an email notification of the rejected requisition to the Requester.

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Procedure for Rejecting an Entire Requisition

1. From the LSU GeauxShop homepage, access your pending requisitions by clicking the Action Items link in the top navigation bar.

2. Click the Unassigned Requisitions Needing Approval link.

3. Expand the approval queue folder for the account number or dedicated name associated with the specific workflow step you wish to approve.

4. Click the Assign button, located in the Action column, to assign the requisition to yourself for review.

5. Uncheck the Not assigned checkbox to view all of your approval queue folders.
6. In the **My PR Approvals** folder, click on the requisition number to open the requisition.

![LSU GeauxShop UIT](image)

7. Select **Reject Requisition** from the **Available Actions** drop-down list, and then click the **Go** button.

![LSU GeauxShop UIT](image)

8. In the resulting **Reject Requisition** pop-up window, enter a reason for the rejection.

   - This note will be available via the **Comments** and **History** tabs and will be sent in the email notification to the requester.

9. Click the **Reject Requisition** button.
Procedure for Rejecting Individual Requisition Lines

1. From the LSU GeauxShop homepage, access your pending requisitions by clicking the Action Items link in the top navigation bar.

2. Click the Unassigned Requisitions Needing Approval link.

3. Expand the approval queue folder for the account number or dedicated name associated with the specific workflow step you wish to approve.

4. Click the Assign button, located in the Action column, to assign the requisition to yourself for review.

5. Uncheck the Not assigned checkbox to view all of your approval queue folders.

6. In the My PR Approvals folder, click on the requisition number to open the requisition.

Rejected Requisitions
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7. Scroll down to the **Supplier / Line Item Details** sections of the requisition.

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8. Select the checkboxes corresponding to the items you wish to remove.
9. Select **Reject Selected Items** from the **For selected line items** drop-down list and click the **Go** button.
10. Add a reason for the line-item rejections in the resulting **Add Note** pop-up window.
11. Click the **Reject Line Item** button.

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You have successfully rejected an entire requisition or individual lines from a requisition.