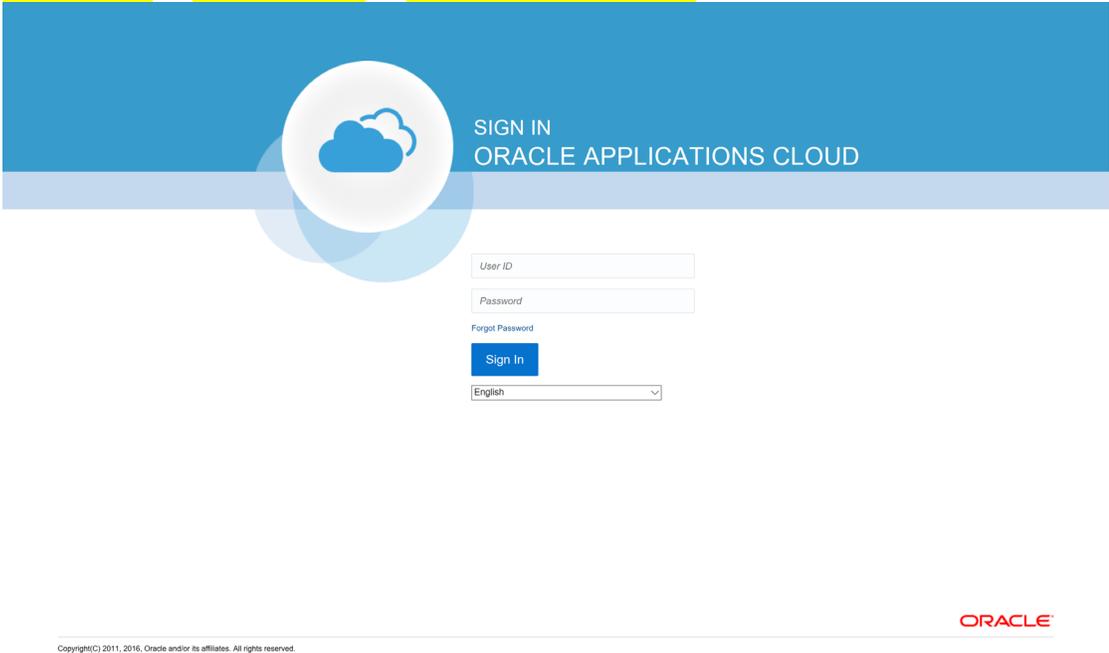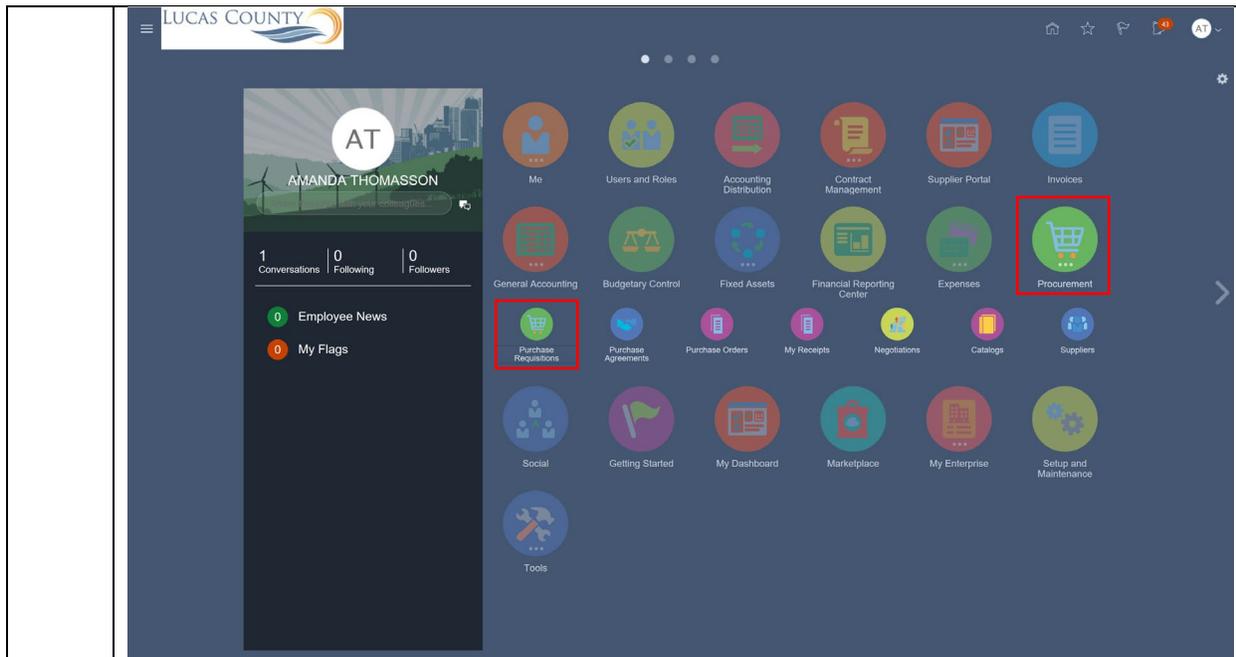# Cancel Requisition

Audience: Requester

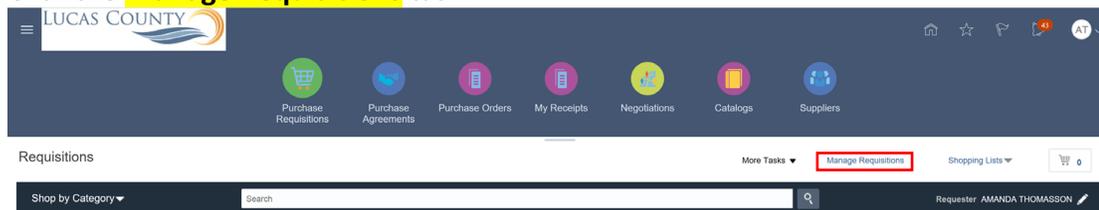**Purpose:** After a requisition has been created, you can cancel Incomplete requisitions.

The purchase order contains the most up-to-date information. This job aid will assist you in canceling a requisition.

Afterwards, you can track or change your request in the following way. For requisitions on approved purchase orders, your changes are made to the purchase order through change requests. From the **Requisition Details** page, you can access pending change requests until they are approved. You can also access the latest version of the purchase order. From the **Document History** page, you can view all submitted change requests to the purchase orders associated with the requisition. Cancellation of lines on purchase orders are also handled through change requests. Changes to purchase orders are not reflected on the requisition.
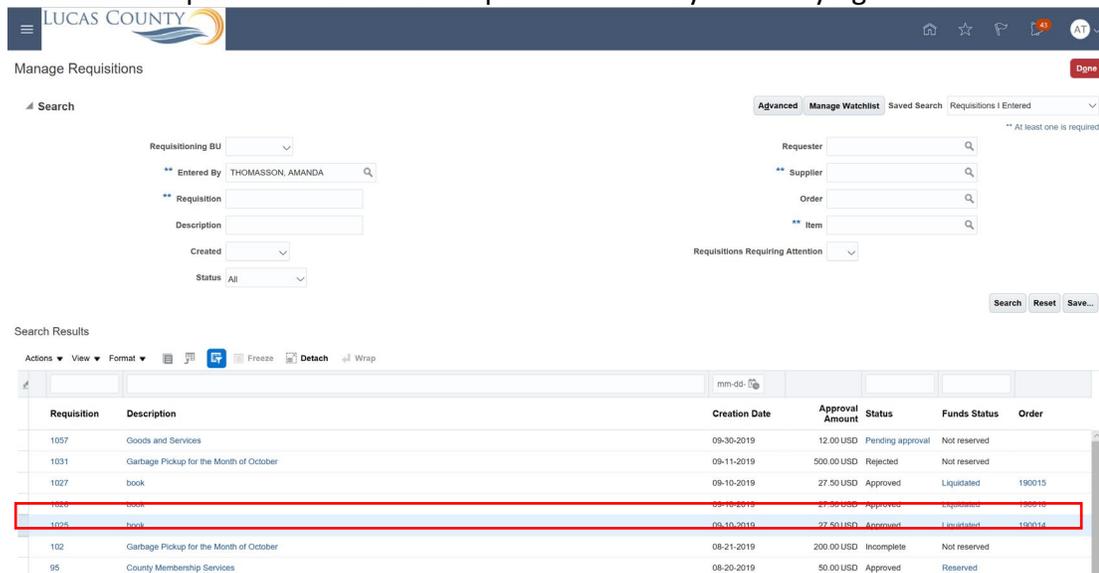
Step	Action
1	Log into Oracle. **Home Page** -> **Procurement** -> **Purchase Requisitions**

2	Click the **Manage Requisitions** task.
3	Select the Requisition row for the requisition record you are trying to cancel.

4	Click the **Actions** drop-down list.

5	Click the **Cancel Requisition** menu item.

6	Enter information into the ==Reason== field.
7	Click the ==OK== button.
8	Click the ==OK== button for the confirmation message.