

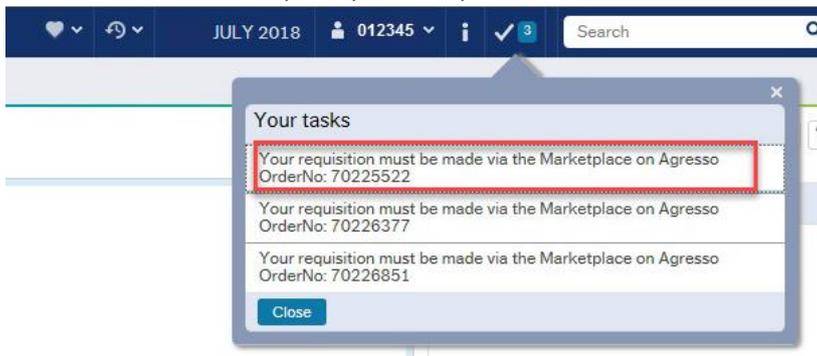


How to Change the Status of a Rejected Requisition from Active to Closed

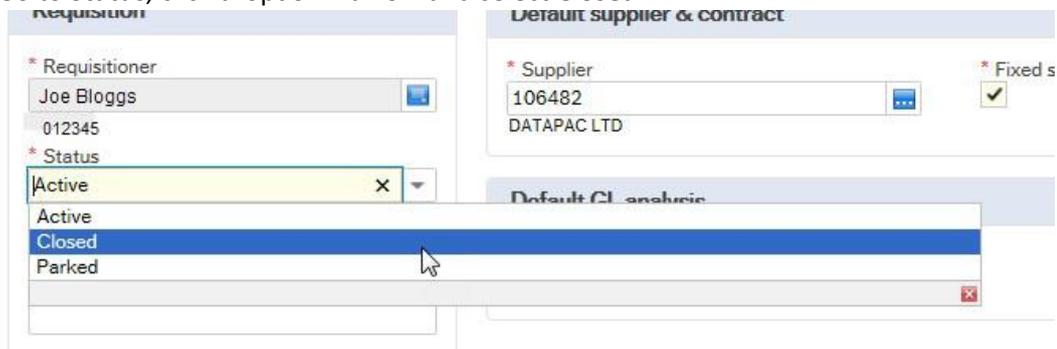
Steps to Remove a Rejected Requisition from “My Tasks”

Step 1: Change the status of the Requisition from Active to Closed

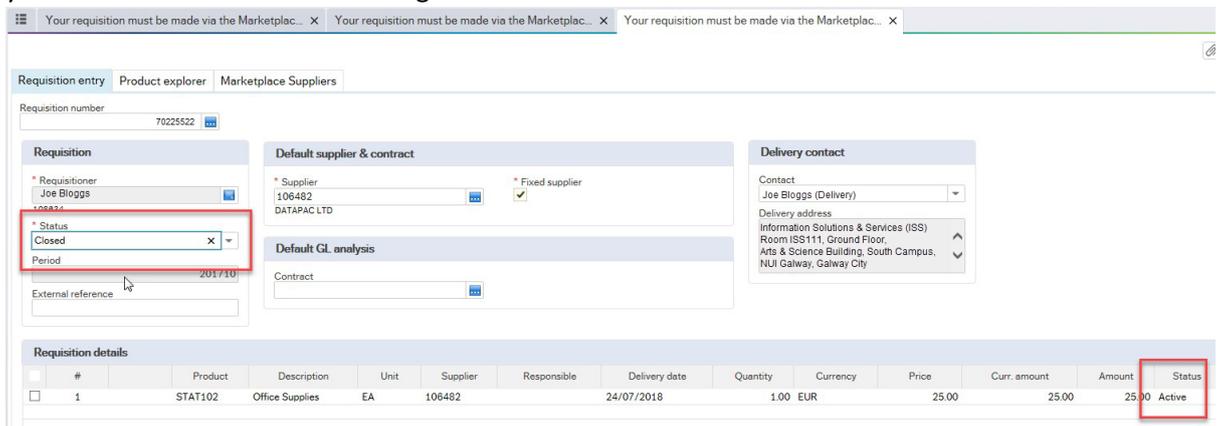
1. Rejected Requisitions will appear in “**My Tasks**” – click on the Reject Requisition “Order No: 70225522” and it will open up the Requisition.



2. Go to **Status**, click dropdown arrow and select **Closed**



3. Once selected here you will still notice the status below is **Active**. Now hit the **tab key** and you will see the status below change to **Closed**.



4. Once the status has changed, you will see the status below is closed. Now click **Save**

The screenshot shows a requisition form with the following details:

- Requisition number: 70225522
- Requisitioner: Joe Bloggs (02832)
- Status: Closed
- Period: 2017/10
- Default supplier & contract: Supplier 106482 (DATAPAC LTD), Fixed supplier checked.
- Delivery contact: Joe Bloggs (Delivery)
- Delivery address: Information Solutions & Services (ISS), Room ISS111, Ground Floor, Arts & Science Building, South Campus, NUI Galway, Galway City.
- Default GL analysis: Contract

#	Product	Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr.amount	Amount	Status
1	STAT102	Office Supplies	EA	106482		24/07/2018	1.00	EUR	25.00	25.00	25.00	Closed

Buttons: Save, Clear, Open, Print preview, Log book, About M+, Copy requisition, Start from template, Save as template, Edit template

5. Your changes have now been saved

A green confirmation banner with a checkmark icon and the text: "Changes on requisition 70225522 have been saved".

Below the banner, the requisition form is shown with the following details:

- Requisition number: 70225522
- Requisitioner: Joe Bloggs (012345)
- Status: Closed
- Default supplier & contract: Supplier 106482 (DATAPAC LTD)

Step 2: Contact the Service Desk to remove the Closed Requisition from “My Tasks”

1. Contact the [Service Desk](#) to remove the closed requisition from “My Tasks”
2. Once the [Service Desk](#) has confirmed the closed requisition has been cleared, click refresh on “My Tasks”