

## 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.

×
Your tasks
Your requisition must be made via the Marketplace on Agresso OrderNo: 70225522
Your requisition must be made via the Marketplace on Agresso OrderNo: 70226377
Your requisition must be made via the Marketplace on Agresso OrderNo: 70226851

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

* Requisitioner		* Supplier	* Fixe
Joe Bloggs		106482	-
012345		DATAPAC LTD	
* Status			
Active	× -	Default CL analysis	
Active			
Closed	Ň.		
Parked	6		
			×

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**.

Default supplier & contract       Default supplier & contract         * Geguiationer       * Supplier       * Fixed supplier         Joe Bloggs       * Supplier       108482         Datavis       * Supplier       Default Supplier         Closed       * Unit       Output         2011/10       Default GL analysis       Ans & Scence Building, South Campus, *         Contract       * Supplier       Default CL analysis         Contract       * Supplier       Default CL analysis         Contract       * Status       * Status         Status       * Status       * Status         Status       * Status       * Status         Status       * Status       * Status         Status <th>lequisition e</th> <th>ntry Product</th> <th>explorer Mar</th> <th>ketplace Suppliers</th> <th></th>	lequisition e	ntry Product	explorer Mar	ketplace Suppliers										
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Closed     X *       Period     201710       External reference     201710       Requisition details     *	Joe Blogg	s		106482 DATAPAC LTD			<ul> <li>Fixed supplier</li> </ul>		Joe Bl	oggs (Delivery) y address	·			
External reference	Closed		× -	Default GL a	nalysis				Room Arts & NUI Ga	ISS111, Ground Flor Science Building, So alway, Galway City	or, uth Campus,			
Requisition details	External refe	erence		Contract										
# Product Description Unit Supplier Responsible Delivery date Quantity Currency Price Currency and	Requisitio	n details												
	#		Product	Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr. amount	Amount	Stat

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

70225522										
	Default suppli	ier & contrac	:			Delive	ry contact			
	* Supplier			* Fixed supplier		Contac	t			
<b></b>	106482 DATABAC LTD			*		Joe Bl	oggs (Delivery)	•		
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						NUI Ga	Iway, Galway City	outricampus, V		
201710	Contract									
Product	Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr. amount	Amount St
STAT102	Office Supplier	EA	106482		24/07/2018	1.00	EUR	25.00	25.00	25.00 Clos
	201710	Default supplier     106482 DATAPAC LTD      Default GL an     Contract      Product     Description	Default supplier & contract     Supplier     L06482     DATARACLTD     Default GL analysis     Contract     Product     Description     Unit	Product     Description     Unit     Supplier       1004822     Im     DATAPAC LTD       Default GL analysis     Contract     Im	Obfault supplier & contract       * Supplier       104482       DATAPAC LTD       Default GL analysis       Contract       Product       Description       Unit       Supplier       Responsible	Product     Description     Unit     Supplier       Image: Supplier     Image: Supplier     Image: Supplier	Default supplier & contract     * Fixed supplier       * Supplier     * Fixed supplier       104432     *       DATAPAC LTD     *       Default GL analysis     *       Contract     *       Product     Description       Unit     Suppler       Responsible     Delivery date       Quantity	Default supplier & contract     * Fixed supplier       * Supplier     * Fixed supplier       104.82     *       DATAPAC LTD     *       Default GL analysis     *       Contract     *       201710     *       Product     Description       Unit     Supplier       Responsible     Delivery dates       Quantity     Currency	Default supplier & contract     Delivery contact       * Supplier     * Fixed supplier       106482     Image: Contract       DataPAC LTD     Image: Contract       Default CL analysis     Image: Contract       2011/10     Image: Contract       Product     Description       Unit     Supplier       Responsible     Delivery date       Quantity     Currency       Price     Price	Default supplier & contract     Delivery contact       106482     Image: Second Secon

5. Your changes have now been saved

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equisition number			
	70225522 ×		
Requisition			Default supplier & contract
Requisition			Default supplier & contract
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Requisition Requisitioner Joe Bloggs			Default supplier & contract * Supplier
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Requisition Requisitioner Joe Bloggs 012345			Default supplier & contract * Supplier 106482 DATAPAC LTD
Requisition Requisitioner Joe Bloggs 012345 * Status			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"