BIAWARE EXCHANGE

Rejecting and Returning Requisitions in UD Exchange Revised 4/25/23



Returning and Rejecting Requisitions

To deny a requisition "as is" in UD Exchange, there are 2 options: **Return** or **Reject**.

- **Returned requisitions** are sent back to the Requester.
 - The Requester can then *update and resubmit* the requisition.
- **Rejected requisitions** are **cancelled** and therefore *cannot be updated*.
 - If appropriate, the Requester can *create and submit a new requisition* for processing.

Note: Approvers *do not* have the ability to change information such as account codes or SpeedTypes on requisitions. If changes need to be made, the requisition will need to be returned to the Requester.





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Rejecting a Line Item on a Requisition

- In UD Exchange, an Approver can reject a single line item and approve the remainder of the requisition.
- Rejecting a line item allows the rest of the requisition to move through workflow without that line.

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Returning a Requisition

- Returning a requisition is the preferred action if a field on the requisition needs to be edited or information/documentation is missing.
- When a requisition is returned and then re-submitted, it must route through all approval workflow steps again. This is especially important if the approval workflow changes based on edits that were made to the requisition. (e.g., SpeedType change, updated account code needing commodity review, etc.)
- If a Shopper or Requester has *only* forgotten to attach a required document, the Approver can add a comment to the requisition asking them to attach the document in a reply to the comment. This function eliminates the need to return the requisition.



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Rejecting a Requisition

- Rejecting a requisition should be used judiciously.
- Examples of when rejecting a requisition might be considered:
 - You know the supplier was already paid for the goods or services
 - The wrong form is being used (e.g., Non-Catalog instead of NPOP).
- If a requisition can be edited and resubmitted, it is recommended to return it rather than reject it.
- A rejected requisition can be copied to a new cart, but unlike a returned requisition, the history of the rejected requisition will not be retained.



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Questions:

• procurement@udel.edu

Resources:

- Procurement Services Website
- <u>Approving Requisitions in UD Exchange</u>

