Returning vs. Rejecting

Returning a Requisition: Allows the requestor who submitted the order to make edits to the original requisition and resubmit with the same requisition number. This option should be used when edits (such as dollar amount, accounting, etc.) are needed before the requisition can be approved.

Rejecting a Requisition: Cancels the document in its entirety. The requisition does not return to an editable state and the requisition number cannot be reused. This option should be reserved when the order should not be placed at all or needs to be processed under a different method.

Accessing a Requisition to Return or Reject

1. To access a requisition to return or reject while you’re in BennyBuy, first navigate to your requisition approval queue. This can be done by clicking on the Document Search tab on the left side menu, then Approvals, then Requisitions to Approve.

2. Or, you can select the flag icon in the upper right hand corner. From the drop down menu, select Requisitions.
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3. Alternatively, if you received an email from the system, click the **View Requisition Approvals** link at the bottom of the email.

   ![View Requisition Approvals](image)

   If you have any questions with regard to reviewing/approving this requisition, please contact the Benny/Buy Support Team.

   Benny/Buy Help Desk:
   +1 541-737-3830
   enrocomserv@oregonstate.edu

Returning a Requisition

1. In your approval queue, click the document number for the requisition you wish to return.

2. To return the requisition, you must first assign the document to yourself. Do so by clicking the **Assign** button in the upper right hand corner.
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3. The requisition will now be assigned to you. Click on the dropdown arrow in the upper right hand corner and select Return to Requisitioner.

4. The Return to Requestor box will appear. Enter a note as to why you’re returning the requisition and then click Save Changes. The requisition will then be returned to the requestor to make edits and resubmit as needed.
Rejecting a Requisition

1. To reject a requisition, follow the steps outlined above to access the document and assign it to yourself.

2. Once the document has been assigned to you, you should now see a Reject button next to the Approve button. Click Reject.

3. The Reject/Cancel Requisition box will appear. Enter a note as to why the requisition is being reject, and click Cancel Requisition. The requisition will now be rejected.
Returning or Rejecting a Requisition