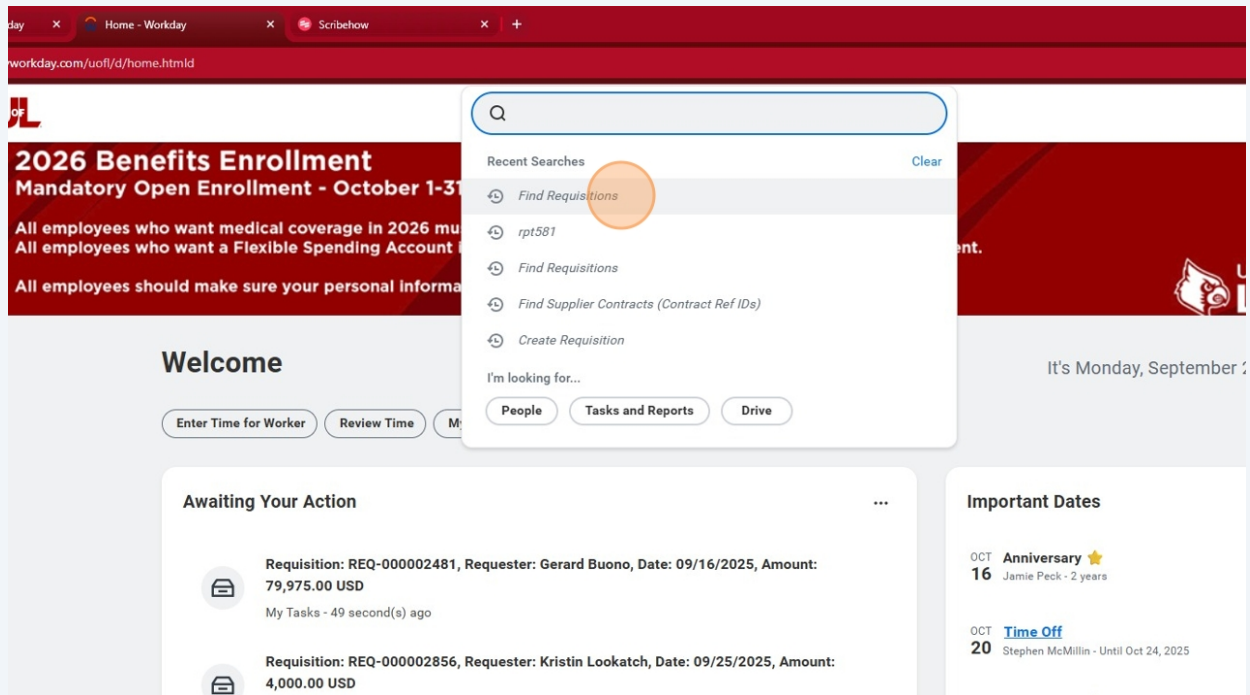
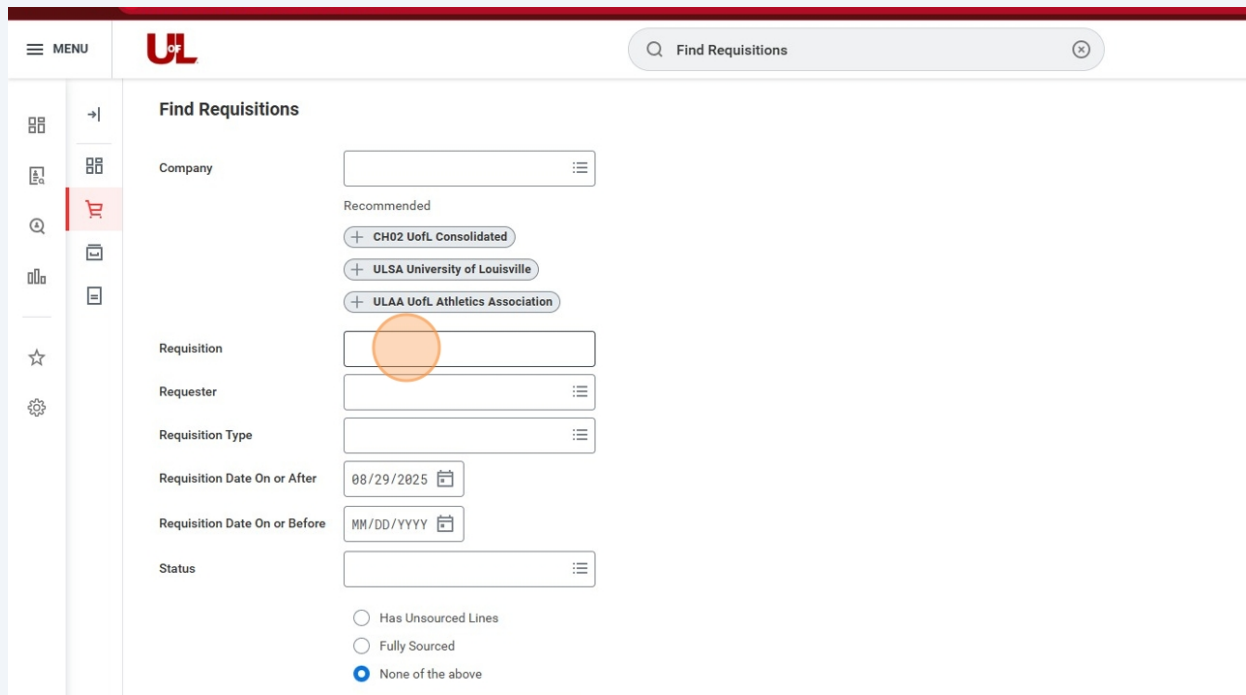


How to edit or cancel a requisition

1 Enter "Find Requisitions" in the Search bar



2 Enter requisition number



Find Requisitions

Company

Recommended

- + CH02 UofL Consolidated
- + ULSA University of Louisville
- + ULAA UofL Athletics Association

Requisition

Requester

Requisition Type

Requisition Date On or After 08/29/2025

Requisition Date On or Before MM/DD/YYYY

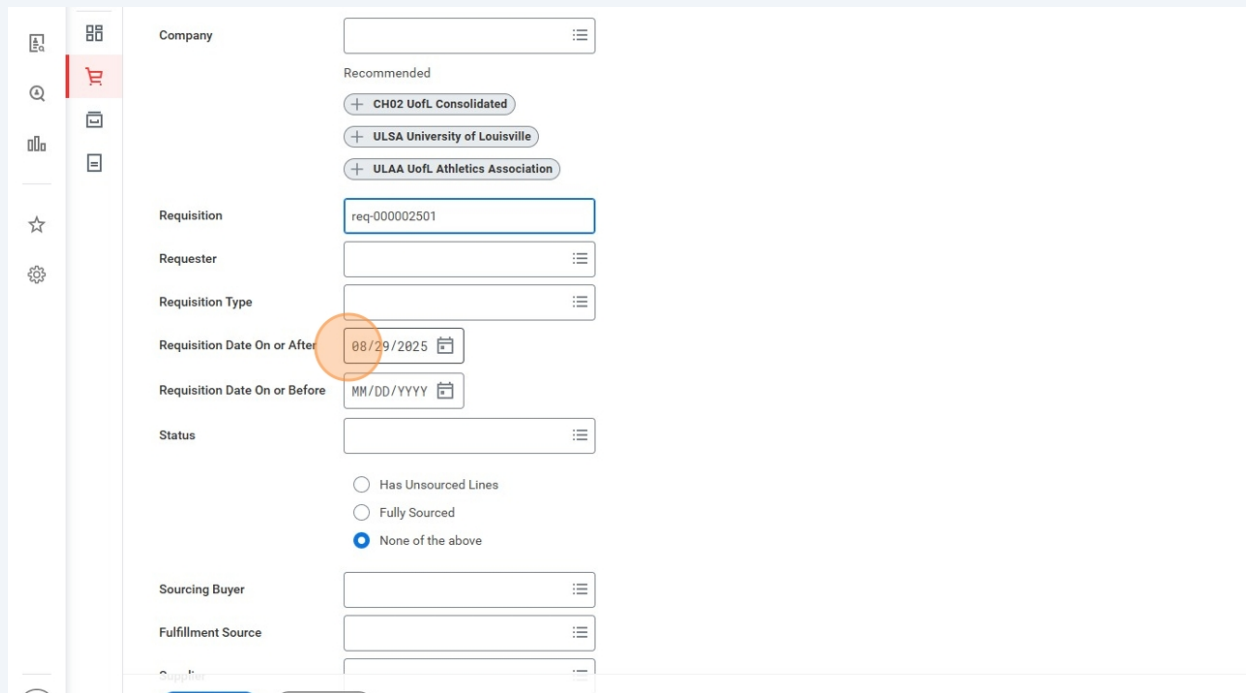
Status

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

3 Confirm date is within range for requisition. If unsure, enter 01/01/1900.



Find Requisitions

Company

Recommended

- + CH02 UofL Consolidated
- + ULSA University of Louisville
- + ULAA UofL Athletics Association

Requisition

Requester

Requisition Type

Requisition Date On or After 08/29/2025

Requisition Date On or Before MM/DD/YYYY

Status

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

Sourcing Buyer

Fulfillment Source

4 Click "OK"

The screenshot shows a requisition form with the following fields and values:

- Requisition: req-000002501
- Requester: [empty]
- Requisition Type: [empty]
- Requisition Date On or After: 01/29/2025
- Requisition Date On or Before: MM/DD/YYYY
- Status: [empty]
- Has Unsourced Lines: ☐
- Fully Sourced: ☐
- None of the above: ☒
- Sourcing Buyer: [empty]
- Fulfillment Source: [empty]

The "OK" button is highlighted with an orange circle. The "Cancel" button is also visible.

5 Right click "Related Actions"

The screenshot shows the 'Find Requisitions' page with the following criteria:

- Report Criteria: [expanded]
- Requisition: req-000002501
- Requisition Date On or After: 01/29/2025
- Exclude Canceled: Yes
- Exclude Closed: Yes

The 'Requisitions' section shows 1 item:

Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
REQ-000002501	ULSA University of Louisville	In Progress	Tie-To Requisition (Update Existing PO)	Paula Berry	09/16, 2024

The 'Related Actions' button is highlighted with an orange circle.

6 Click See in New Tab to open requisition in a new window.

Report Criteria

Requisition: req-000002501

Requisition Date On or After: 01/29/2025

Exclude Canceled: Yes

Exclude Closed: Yes

Requisitions: 1 item

Requisition	Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
Q	REQ-000002501	ULSA University of Louisville	In Progress	Tie-To Requisition (Update Existing PO)	Paula Berry	09/16/2025

Context menu options:

- See in New Tab
- Copy URL
- Copy Text
- View Printable Version
- Export to Excel

7 Click "Related Actions REQ-000002501"

View Requisition REQ-000002501

Budget Check Status: Pass

Company: ULSA University of Louisville

Requester: Paula Berry

Status: In Progress

Total Amount: 5,438.72 USD

Requisition Information

Request Date: 09/16/2025

Currency: USD

Requisition Type: Tie-To Requisition (Update Existing PO)

Submitted by: Paula Berry

Consolidate Requisitions on Purchase Orders: No

Exclude Ship-To Address when Consolidating Requisition Lines: No

Memo to Suppliers: (empty)

Internal Memo: (empty)

Shipping Address

Deliver-To: Belknap Campus > Floyd Street Parking Garage (Belknap) > Room 001 (Floyd Street Parking Garage - Belknap)

8

Click "Requisition" and it will show options available.

The screenshot shows the Workday interface for viewing a requisition. The browser tabs at the top include 'Find Requisitions - Workday', 'Requisition - Workday', and 'Scribehow'. The URL is 'myworkday.com/uofl/d/inst/1\$1302/1302\$8582.html'. The page title is 'View Requisition' with the requisition number 'REQ-000002501'. On the left, there is a sidebar with a 'MENU' button and a search bar. The main content area is divided into two sections: 'Requisition Information' and 'Shipping Address'. The 'Requisition Information' section includes fields for Request Date, Currency, Requisition Type, Submitted by, Consolidate Requisitions on Purchase Orders, Exclude Ship-To Address when Consolidating Requisition L, Memo to Suppliers, and Internal Memo. The 'Shipping Address' section includes a 'Deliver-To' field with a location 'Belknap Campus > Floyd Street Park'. On the right, there is a 'Requisition' summary table with the following data:

Requisition	
Status	In Progress
Company	ULSA University of Louisville
Worker	Paula Berry
Shipping Address	2126 S. Floyd Street Floyd Street Parking Garage LOUISVIL
Date	09/16/2025
Currency	USD
Total Amount	5,438.72
Requisition Type	Tie-To Requisition (Update Existing PO)
Sourcing Buyer	(empty)
Submitted by	Paula Berry
High Priority	No

An orange circle highlights the 'Requisition' dropdown menu in the 'Actions' section on the left. The dropdown menu is open, showing options: 'Edit', 'Add More', and 'Cancel'.