Returning a non-catalogue requisition

All non-catalogue requisitions raised in iProcurement will be sent to a nominated Buyer at the Preparer’s Business Centre. The Buyer reviews and acts on all requisition demands either by creating a purchase order to be sent to the relevant supplier or by rejecting the requisition returning it to the Preparer for action.

The Buyer would return a requisition if, the items are available from the catalogue, the nominated supplier is not a preferred supplier, if the requisition details are incomplete, or where the Buyer is authorised to make the purchase using a University credit card (in accordance with University purchasing policy). If returned, a workflow notification that the requisition has been returned along with the Buyer’s reason for rejecting it will be sent back to the Preparer.

**Note:** creating a purchase order is covered in more detail by the *Create a purchase order as a Buyer* reference card.

This reference card covers the steps required to return a non-catalogue requisition.

**Returning a non-catalogue requisition**

1. Log into Themis, click on responsibility **UOM BUYER DEPT XXXX** or **UOM BUYER DEPT FACXXXX**, navigate to **Buyer Work Centre** and select the **Requisitions** menu option.

   ![Requisitions: Demand Workbench screen](image)

   - **Requisitions number**
   - **Quantity ordered**
   - **Unit of measure (each)**
   - **Price per unit**
   - **Currency**
   - **Source**, the Supplier entered against the requisition
   - **Deliver-To**, the Budget Unit where the item is to be delivered
   - **Description**, the item description entered by the Preparer
   - **Note to Buyer**, extra information entered by the Preparer to support the order.
   - **Requester**, the Preparer’s name
   - **Attachments**, if any supporting documents were attached a paperclip would appear under this column that is used to open the attachments.

   Click on the **linked requisition number** to open the requisition and check that the correct charge account has been entered against the requisition.

   Having reviewed all the details the Buyer would either create the purchase order or reject the requisition returning it to the Preparer for action.

   For this example, we have decided to reject requisition ‘139181’ for supplier “OFFICEMAX” as OFFICEMAX is not a University preferred supplier and the item is available from the University catalogue from our preferred supplier “Gregory Commercial Furniture”.

   Continue with the steps below to reject the requisition.
3 Select the checkbox against the relevant requisition and click the **Return** button. The **Return Requisition Lines** screen displays.

![Return Requisition Lines](image)

3 Enter a reason why you are rejecting the requisition in the **Reason** field and click **Apply**. The **Requisitions: Demand Workbench** screen will be returned with a confirmation message indicating that the requisition has been returned. The returned requisition no longer appears in the Buyer’s **Requisition Demand Workbench**.

![Confirmation](image)

**Note:** the Preparer will receive a workflow notification indicating that the non-catalogue requisition has been rejected along with the rejection reason entered by the Buyer.

**Important:** Depending on the rejection reason given by the Buyer, the Preparer would either;
- Edit the requisition details and re-submit it for approval sending the corrected requisition back to the Buyer.
- Delete the requisition and raise a catalogue requisition if the item(s) are available from the catalogue.