

Re-submitting Rejected Requisitions:

- A majority of the rejected requisitions can be re-submitted by copying the rejected requisition to a new cart.
- Due to Supplier requirements, it's likely that requisitions that contain **Punch-out items cannot** be copied and re-submitted. These orders will have to be recreated by re-visiting the Punch-out and submitting a new cart.

1

- Via Document Search, locate your "Rejected" requisitions to be resubmitted.
Note: Punch-out Suppliers do not allow orders to be "copied" these must be recreated by visiting the Punch-out and submitting a new cart.
- Select the Requisition Number to open the document

The screenshot shows the OK Corral Document Search interface. The header includes the OK Corral logo and the text "Oklahoma State University and the ASM Systems". The user is logged in as Eric Fawcett. The search results are displayed in a table with the following columns: Requisition No., Supplier(s), Requisition Name, and Requisitioner. The search results are filtered by "Workflow Status" to show only "Rejected" items. A red arrow points to the requisition number 63581048.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner
63583455	Staples	V WHEELER OFC SUPPLIES	Vicki Wheeler
63582980	Staples	2015-06-26 elizapg 01	ELIZABETH PRUDOT GREGG
63581048	SEWARD COUNTY COMMUNITY COLL	2015-06-26 morg 01	TERESA E MORA
63579132	OSU HS IMP CASH FUND	2015-06-26 Basu Imprest Cash	CRYSTAL R MORTIMER
63579132	OSU HS IMP CASH FUND	2015-06-26 Basu Imprest Cash	CRYSTAL R MORTIMER

2

A. From within the Requisition Document, select “Copy to New Cart” from the upper/right pulldown

The screenshot shows a web interface for a Requisition Document. At the top, there is a navigation bar with "Back to Search Results", "3 of 1911 Results", and "Requisition Number(s) 63581048". Below this is a section for "Available Actions" with a dropdown menu. The dropdown menu is open, showing options: "Add Comment", "Add Comment", "Add Notes to History", and "Copy to New Cart". The "Copy to New Cart" option is highlighted with a red box. A yellow callout bubble with the letter "A" points to the dropdown menu. Below the actions is a "Requisition" section with tabs for "Summary", "Shipping", "Billing", "Accounting Codes", "Internal Notes and Attachments", "Supplier Info", and "Taxes/S&H". The "Summary" tab is active, showing a table with columns for "General", "Shipping", and "Billing". The "General" column shows "Status" as "Rejected" (6/30/2015 6:57 PM) and "Submitted" as "6/26/2015 3:49 PM". The "Shipping" column shows "Ship To" information for "Attn: TERI MORA" at "UPWARD BOUND". The "Billing" column shows "Bill To" information for "Okla Panhandle State Univ".

3

From within the new Cart:

- A. Rename the cart, if desired.
- B. Select: “Proceed to Checkout”

The screenshot shows a "Shopping Cart" for "TERESA E MORA". The cart contains one item: "tuition and fees for Dora Calzadillas" with a unit price of 613.00 USD and a quantity of 1, totaling 613.00 USD. The cart name is "2015-07-06_sq_efawcett 02", which is highlighted with a red box and a yellow callout bubble labeled "A". Below the cart name is a "Proceed to Checkout" button, also highlighted with a red box and a yellow callout bubble labeled "B". The interface includes a "Continue Shopping" link, a "Name this cart:" field, and a "Proceed to Checkout" button. Below the cart items, there are buttons for "Add to Favorites", "Remove", and "More Actions".

4

- A. Navigate to the "General" section.
- B. Select a "Campus Code" from one of the new values



General ? X

Cart Name: 2015-07-06_sq_efawcett 02

Description: [empty]

Requester: Eric Fawcett

Priority: Normal

Shopper: TERESA E MORA

Employee Family:

Family Owned Business:

Certificate of Completion:

Non Tax-Exempt:

Purchasing Contact: Elizabeth McMurphy 580-349-1566

Contract #: [empty]

Bid Code: [empty]

Campus Code: [dropdown menu]

Board Approval: [empty]

Cost Match Invoices Only?:

PO Distribution Bypass:

SEWARD COUNTY COMMUNITY COLL

Product Description

1 tuition and fees for Dora Calzadillas

General (same as header)

Dropdown menu options:
Hide all values...
1 - General University
2 - Agricultural Experiment
3 - Agricultural Extension
4 - Institute of Technology
5 - Veterinary Medicine
6 - Oklahoma City
7 - Center for Health Sciences
8 - Tulsa
9 - CIED
C - Connors State College
L - Langston University
M - Medical Authority
N - NEO
P - Panhandle State

5

- A. Navigate to the "Accounting Codes" section.
- B. Select a set of "Accounting Codes" for each new value
- C. If needed, "Accounting Codes" can be varied by individual line item.

General Shipping **A** Accounting Codes Internal Notes and Attachments PO Clauses Final Review Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Chart
- Required field: Commodity
- Required field: Fund

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing **Accounting Codes** Internal Notes and Attachments Supplier Info Taxes/S&H

Accounting Codes ?

These values apply to all lines unless specified by line item

Chart	Fund	Commodity	Account
no value Required field	no value Required field	no value Required field	no value Required field

edit

For selected line items Add To Favorites Go

SEWARD COUNTY COMMUNITY COLL more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 tuition and fees for Dora Calzadillas Accounting Codes (same as header)	none	EA	613.00	1 EA	613.00 USD

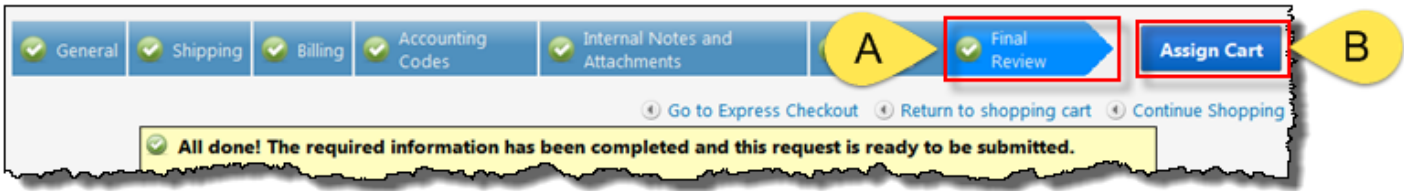
Supplier subtotal 613.00
Shipping 0.00

C edit

6

- A. Navigate to the "Final Review" section.
- B. For a **Shopper**: Select "Assign Cart" and proceed with typical selection and assignment.
For a **Requester**: Select "Submit Requisition" to complete order.

Shopper:



Requester:

