**Closure of requisitions via workflow tasks**

Users can now close a requisition which is no longer needed via one of 3 existing workflow tasks

*Rejected Requisition*

*Supplier required*

*Price required*

A new “Close Requisition” task is initiated to the originator of the requisition– Users **MUST** change the status from Active to **CLOSED** before saving

The option to amend and resubmit is still available

**Rejected Requisition task**

New “Close Requisition” option available

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The new “Close Requisition” task will appear with status as Active but users **MUST** change this to **CLOSED** before saving

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Status changed to “Closed”

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**Supplier required task**

New option to “Close requisition”

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New “Close requisition” task initiated

User MUST change status from active to Closed before clicking Save

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**Price Required task**

New “Close Requisition” option available

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User **MUST** change status from active to **CLOSED** before clicking Save

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