REQUESTER CHANGE ORDER: CANCEL LINE

1. Log into RIAS using your NETID and password.

2. Select the “P2P and Financials” tab, and then click on “RU Internet Procurement.”
3. On the next page, in the second column, select “Home Page” followed by selecting the “Requisitions” tab on the next screen.

4. On the next screen, click on “Search” in the upper-right part of the page.
5. You can search several ways to find the requisitions you wish to change.

- **If you know the requisition number**, remove the name in the top box, and then change the drop down box below the name field to show “Anytime.” Under the box that now displays “Anytime,” enter the requisition number in the “Requisition” field and then click “Go.”

- **If you would like to view all requisitions**, choose “All My Requisitions” in the drop down menu next to “View” on the previous page, and select the Requisition with the matching description by clicking the button to the left of the requisition and then clicking “Change.”

6. Click on the “Select” button to the left of the requisition to select it, and then click on “Change.”
7. On the next screen, use one of the following reasons for cancelling the line: “Item not needed,” “Item not available” or “Incorrect item ordered.” Select the line or lines you wish to cancel, click on the checkbox under “Cancel Line” and type your specific reason for the change under “Reason,” and then click “Next.”

8. The next screen will display the line(s) you cancelled. Once you have confirmed the change, click on “Submit.”

9. The last screen will display that your changes have been submitted for processing, and that you can check the status from the “Requisition Status Page.”
ACCESSING THE REQUISITIONS STATUS PAGE

1. Once logged into RIAS, click on “Req Number-PO Number Lookup/Status by Req #.”

2. On the next screen, verify that the first drop down menu displays “Requisition Number,” and change the second one to “is,” followed by entering your requisition number and making sure the “Match case” checkbox is checked. Then click on “Search” at the bottom left of the screen.

3. You will now see all pertinent information and statuses on this page in relation to your requisition and/or purchase order.
POSSIBLE ERRORS FOR REQUISITIONS

NOTE: When putting in a change order request, it is possible that you may get an error message stating that none of the associated purchase orders are eligible for change, as shown in the screenshot below:

This commonly occurs when a requisition or purchase order is paid in full.