How do I Reject a Single Line/Entire Requisition as an Account Reviewer A or B

1. Go to [http://www.ebuy.psu.edu/](http://www.ebuy.psu.edu/)
2. Click on the “Go Shopping” icon
3. Select the eBuy Account Reviewers Tab
4. From the home page, select the “approvals” tab.
5. Look for the “not assigned” under status. Once you find one, click the “assign” button, which will place the requisition in your “My PR Approvals” folder.
6. Once assigned it will go to your “My PR Approvals” folder. This can be found here.

Note: If you click on the word “view” or the requisition number, it will expand so you can see its contents. Also you can see that the order was assigned under the status column.

7. Now look over the requisition for mistakes. Don’t forget to scroll to the bottom to examine the “Suppliers/Line Item Details” Once your there and you find the item you would like to reject, click on the box next to the price of that item.
8. Once you have checked the appropriate box, go to the dropdown box and select “Reject Selected Items” Then hit the “Go” button to reject the line item.
9. When you click the go button, a box will appear that will ask you for the reason you rejected the line. Type in your reason and then hit the “Reject Line Now” button

Note: the overlay box will close and a “Pending Rejected Line Item” icon will display to the left of the Product Description (two blue circling arrows and a red x).
10. Once you are done go back up to the top and hit the “Go’ button to complete action. 

Note: The illustration below shows that the item has been rejected. Note the red x through the price and the X next to the item. Also, the item is not included in the subtotal anymore.

If you would like to reject an entire requisition, you have to reject all the lines.

1. You can do this by click the box that appears at the top of the column. This will select all of the lines for you. Once you have done this click “Go”.

Note: You will have the same option to add a note. Type in your reason and then hit the “Reject Line Now” button.

2. Go to the top of the page and click the “Go” button to complete the rejection of the entire requisition.

Note the rejected item. It will have the red x next to it. This can be found under the history tab and then go to the PR History.