

How to Withdraw to Edit or Cancel a Requisition

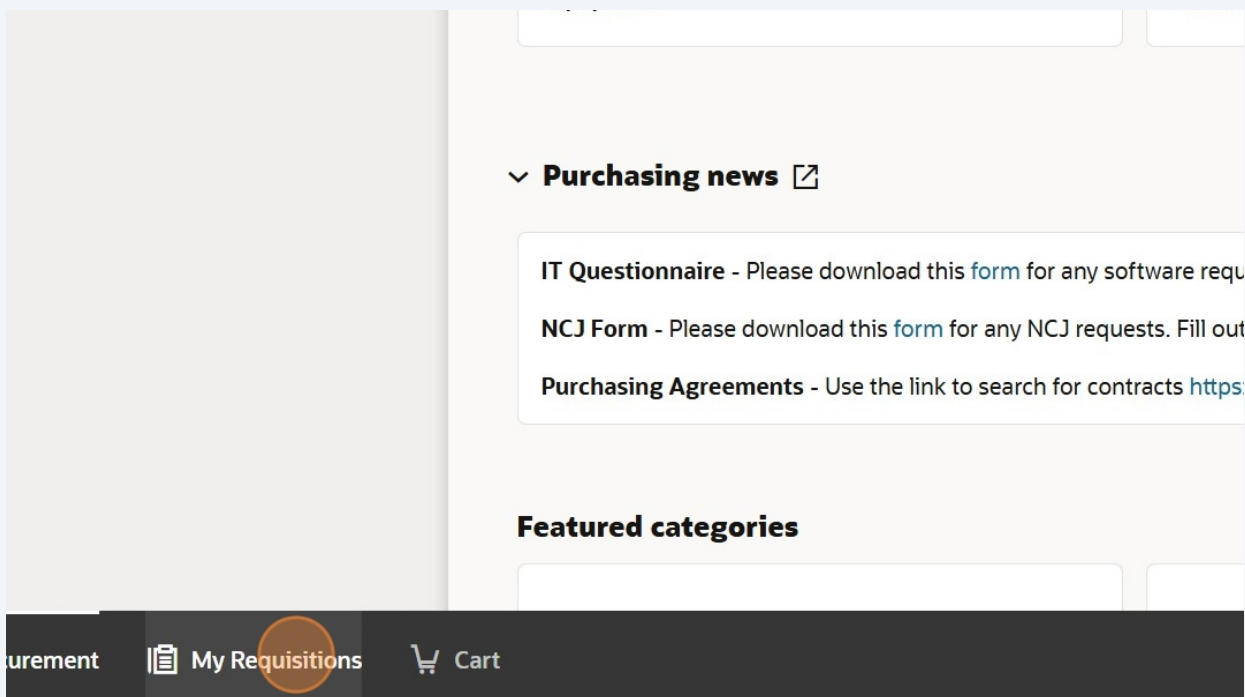
1.9.25



Tip! Sometimes you may have submitted something with incorrect information or find that you don't need to place the order after all. While the requisition is still pending approval, you have the option to withdraw it. Withdrawing it allows you to go in and edit the requisition and resubmit it or delete it if not needed.

1

Click "My Requisitions"



2

Elect the requisition you want to withdraw and click on the three dots by the line item. If there are multiple line items, you will need to do the following steps for each line.

Entered By Hussain Saied Search for Requisitions

Date: Last Year 79 Creation Date: Last Month 2 Category: Miscellaneous 29 Supplier: ACME Block and Brick INC. 53 More Filters

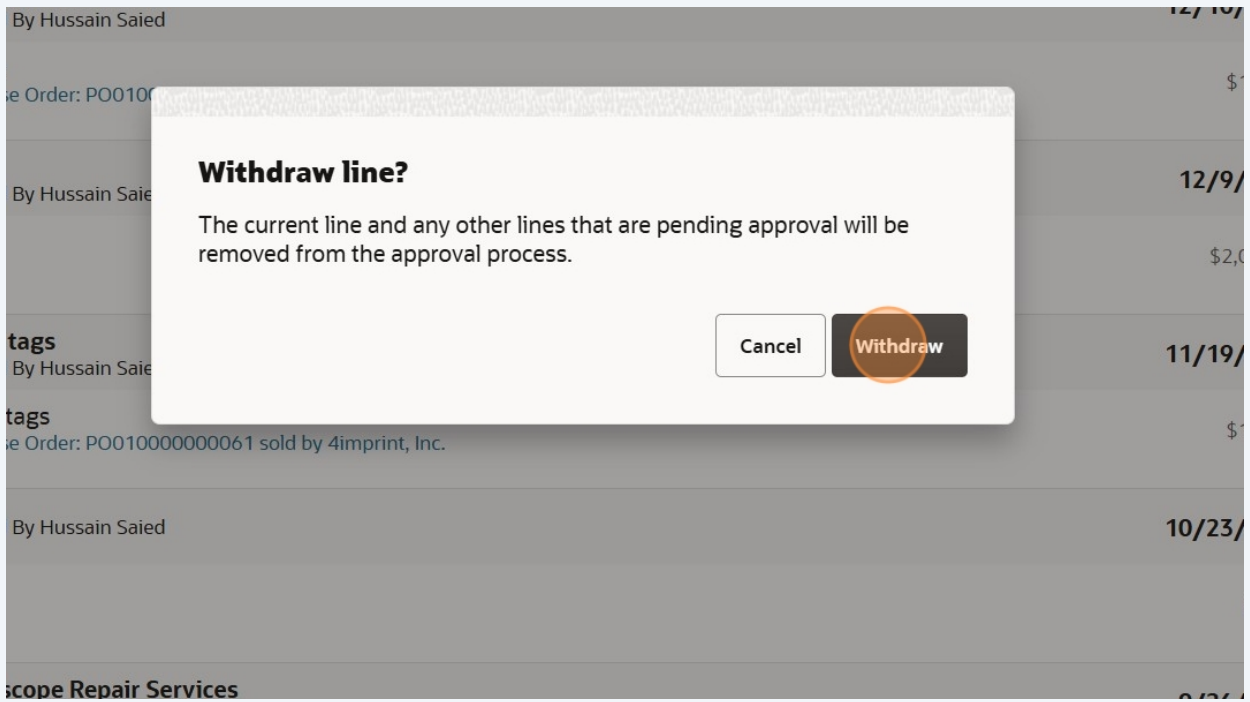
000000156	search Entered By Hussain Saied	12/10/2024	...
	search Purchase Order: PO010000000068 sold by Jolly Green Giant	\$100.00	...
000000152	Test Entered By Hussain Saied	12/9/2024	...
g approval	Test	\$2,000.00	...
000000141	Name tags Entered By Hussain Saied	11/19/2024	...
d	Name tags Purchase Order: PO010000000061 sold by 4imprint, Inc.	\$150.00	...
000000137	Entered By Hussain Saied	10/23/2024	...
	Test	1 Each	...
000000135	Microscope Repair Services Entered By Hussain Saied	9/26/2024	...
ed	Microscope Repair Services	\$1,500.00	...

3

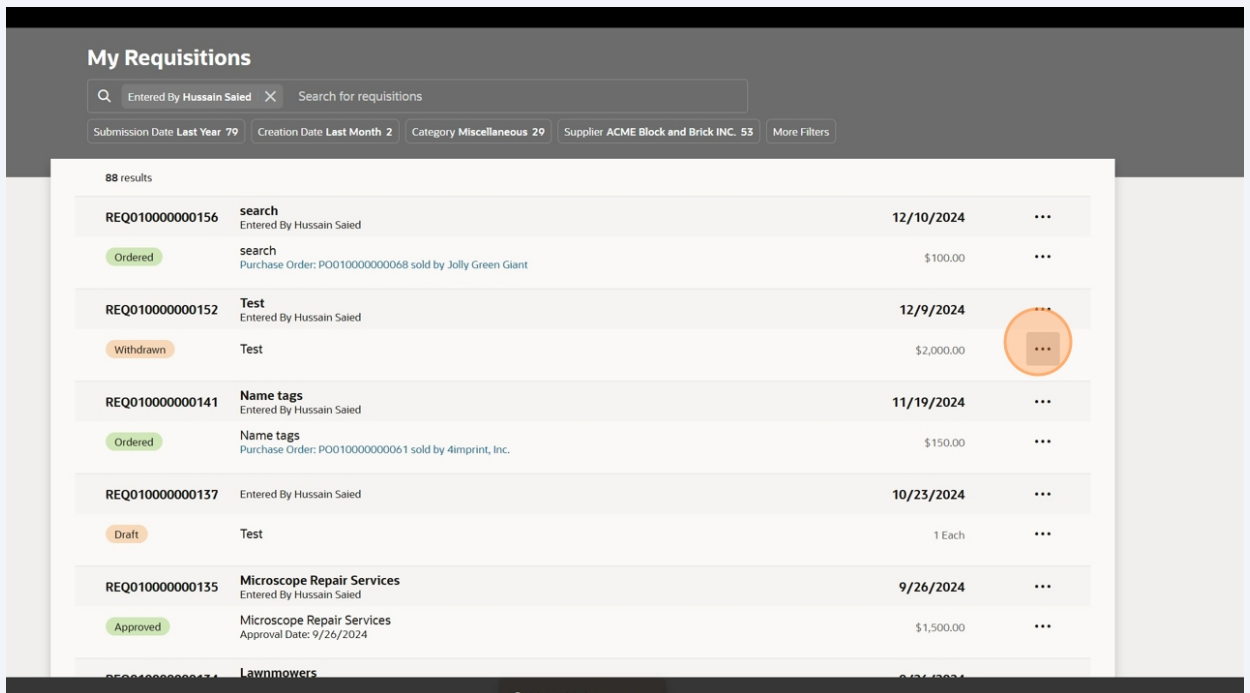
Click "Withdraw"

A screenshot showing a close-up of a requisition line item. The line item has a value of \$2,000.00 and a date of 12/9/2024. A dropdown menu is open, showing the following options: View Line Details, View Approvers, Edit, Withdraw (highlighted with an orange circle), and Cancel. Below this, another line item is visible with a value of \$1,500.00 and a date of 9/26/2024.

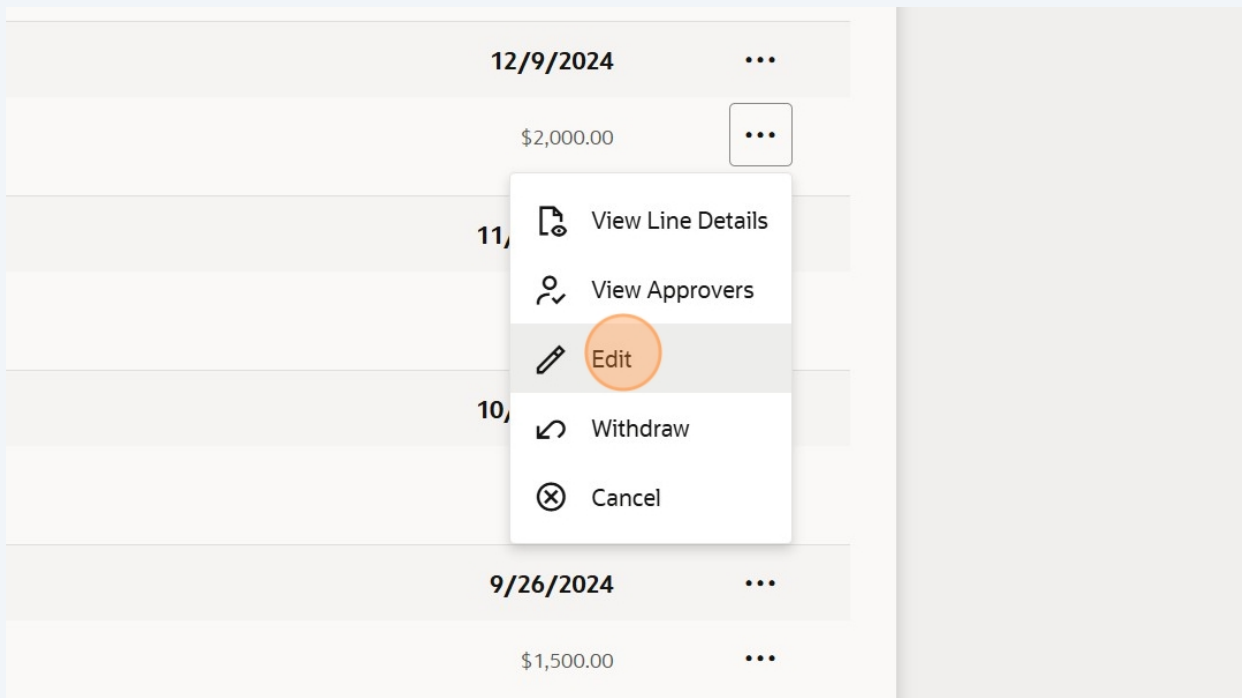
4 Click "Withdraw"



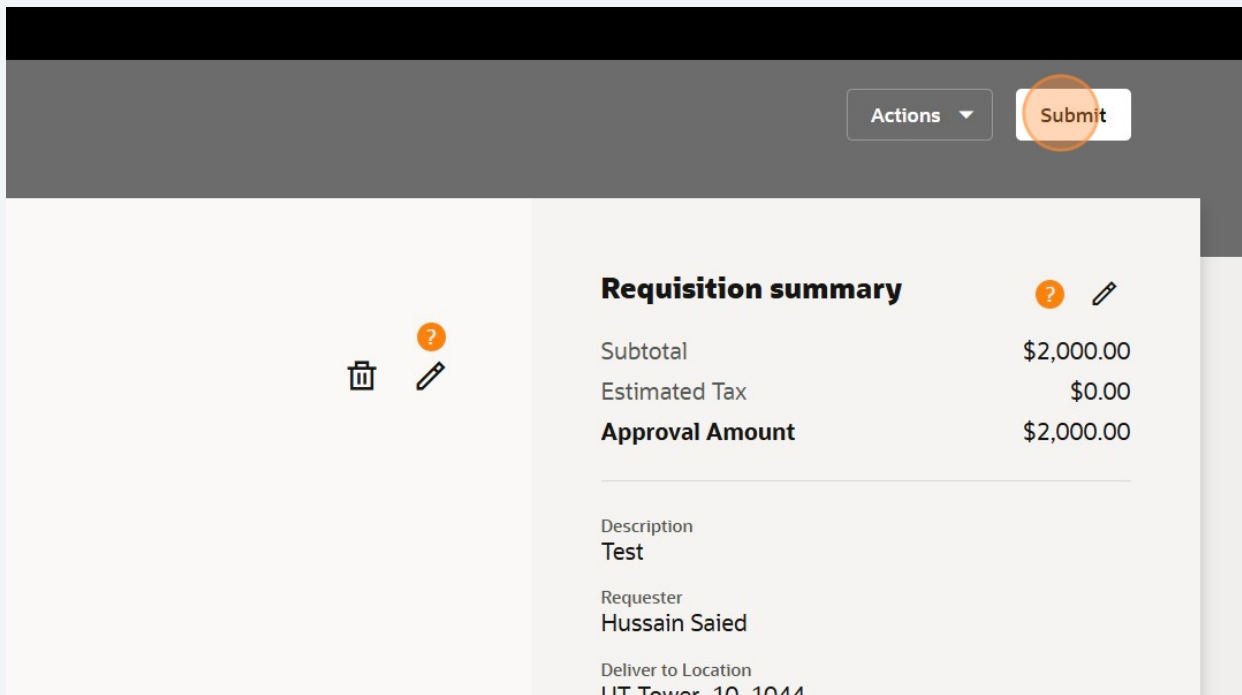
5 Now you can see the requisition is in withdrawn status. To edit it, click on the three dots by the line item.



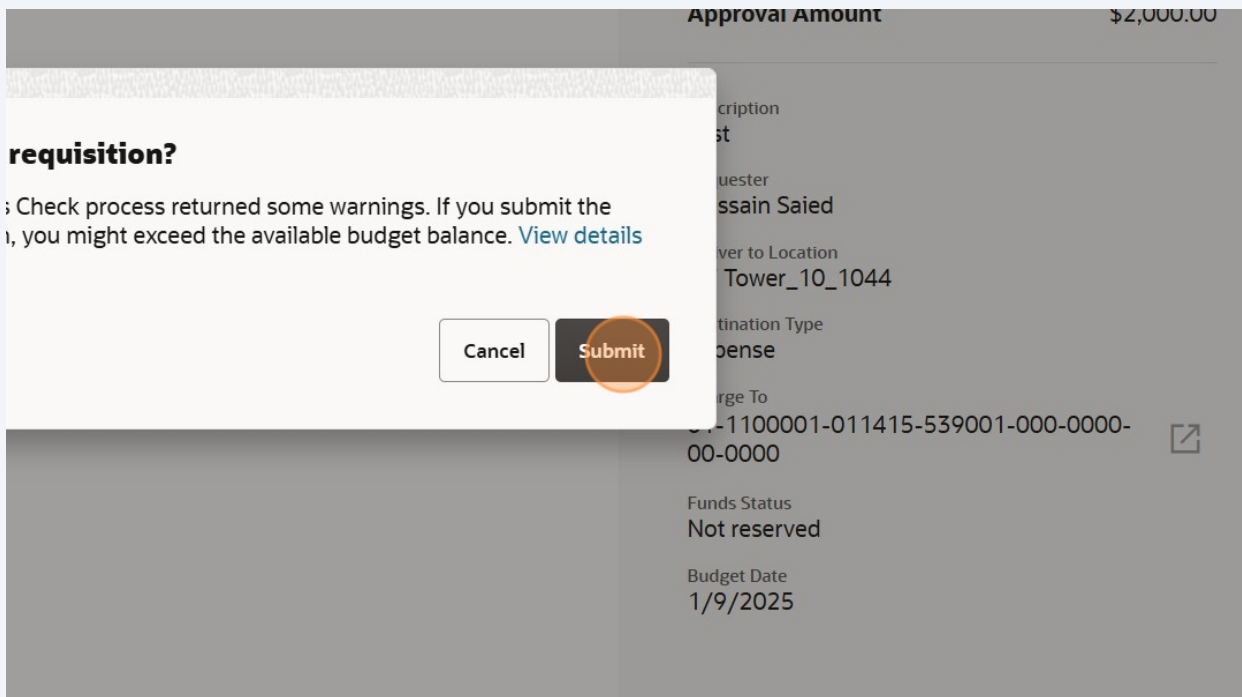
6 Click "Edit"



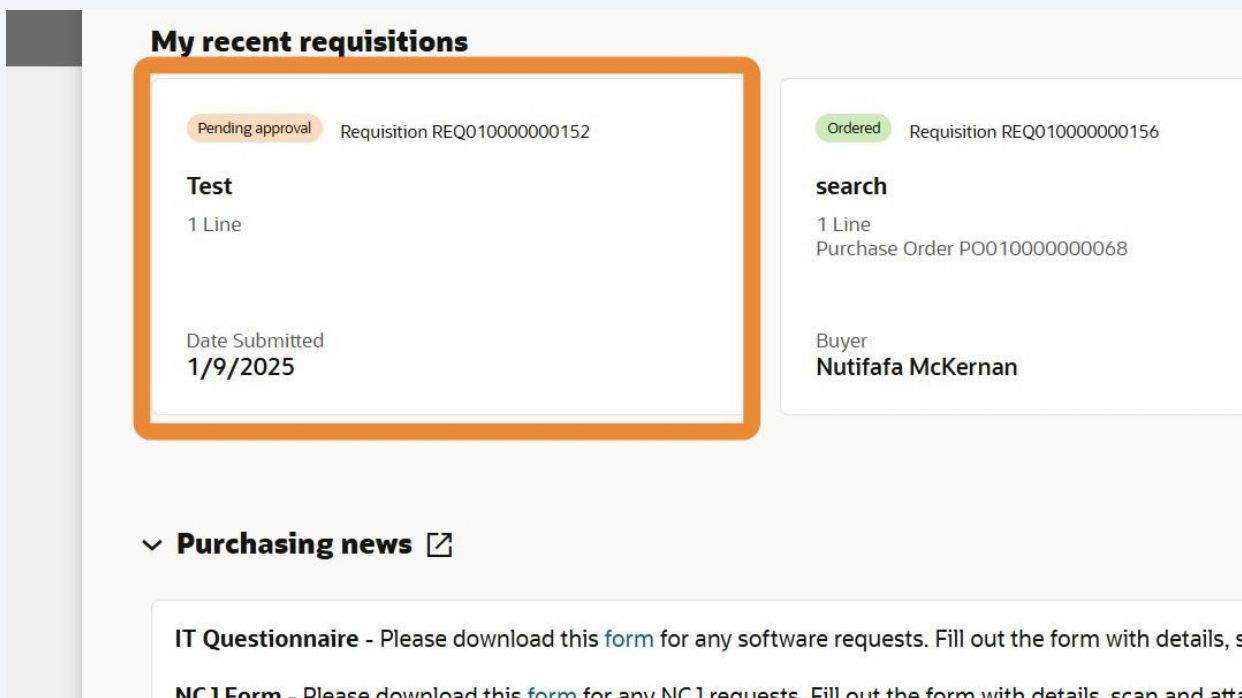
7 Make your changes and click submit.



8 Click "Submit"



9 After you've resubmitted, you can see your req is now pending approval.



10

To cancel your requisition, click on the three dots by the line item and select cancel.

Issuance Date Last Year 79 | Creation Date Last Month 2 | Category Miscellaneous 29 | Supplier ACME Block and Brick INC. 53 | More Filters

results

Q01000000156	search Entered By Hussain Saied	12/10/2024	...
Ordered	search Purchase Order: PO010000000068 sold by Jolly Green Giant	\$100.00	...
Q01000000152	Test Entered By Hussain Saied	12/9/2024	...
ending approval	Test		
Q01000000141	Name tags Entered By Hussain Saied		
Ordered	Name tags Purchase Order: PO010000000061 sold by 4imprint, Inc.		
Q01000000137	Entered By Hussain Saied		
raft	Test		
Q01000000135	Microscope Repair Services Entered By Hussain Saied		
Approved	Microscope Repair Services Approval Date: 9/26/2024		

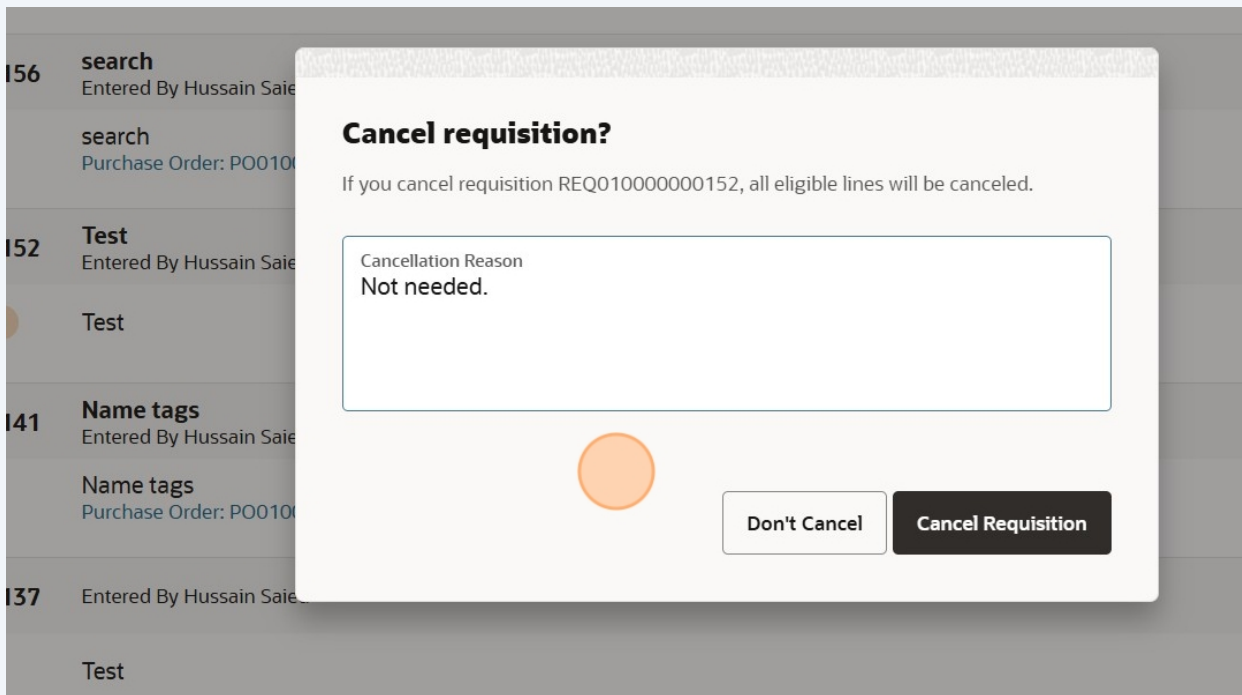
- View Details
- Edit
- View Approvers
- Duplicate
- View Document History
- View Life Cycle
- Reassign
- Cancel
- Delete

11

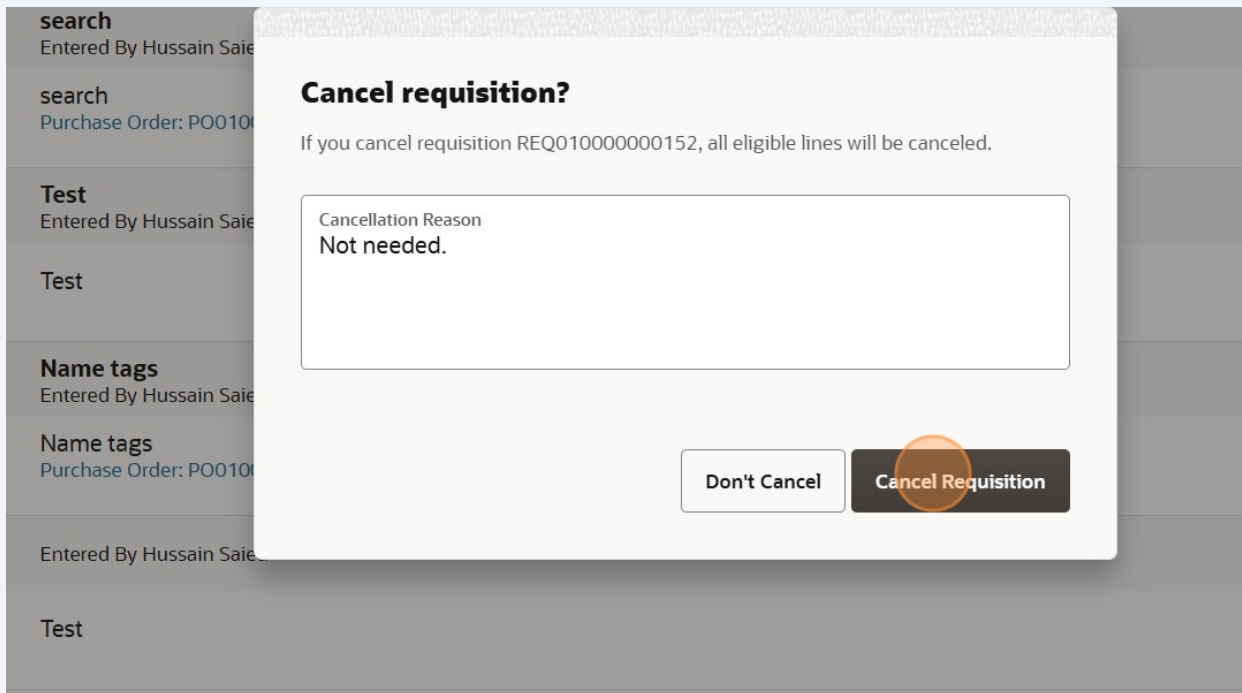
Click "Cancel"

- Edit
- View Approvers
- Duplicate
- View Document History
- View Life Cycle
- Reassign
- Cancel
- Delete

12 You will need to put a cancelation reason in the pop-up window.



13 Click "Cancel Requisition"



14 Now you can see the status is canceled.

88 results	
REQ010000000156	search Entered By Hussain Saied
Ordered	search Purchase Order: PO010000000068 sold by Jolly Green Giant
REQ010000000152	Test Entered By Hussain Saied
Canceled	Test
REQ010000000141	Name tags Entered By Hussain Saied
Ordered	Name tags Purchase Order: PO010000000061 sold by 4imprint, Inc.
REQ010000000137	Entered By Hussain Saied