How to Withdraw to Edit or Cancel a Requisition 1.9.25

(i) 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.



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.

ico by massain s			
Date Last Year 7	9 Creation Date Last Month 2 Category Miscellaneous 29 Supplier ACME Block and Brick INC. 53 More	Filters	
5			
000000156	search Entered By Hussain Saied	12/10/2024	
d	search Purchase Order: PO01000000068 sold by Jolly Green Giant	\$100.00	
000000152	Test Entered By Hussain Saled	12/9/2024	
g approval	Test	\$2,000.00	
000000141	Name tags Entered By Hussain Saied	11/19/2024	
i	Name tags Purchase Order: P001000000061 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"	
	\$2,000.00
	11, View Line Details
	View Approvers
	/ Edit
	10, 🖉 Withdraw
	🛞 Cancel
	9/26/2024
	\$1,500.00 •••
	0/2//2024

Click "Withdraw"

4

5

By Hussain Saied	12/10/
e Order: PO0100	\$.
Withdraw line? By Hussain Saie	12/9/
The current line and any other lines that are pending approval will be removed from the approval process.	\$2,0
tags By Hussain Saie	11/19/
tags e Order: PO01000000061 sold by 4imprint, Inc.	\$.
By Hussain Saied	10/23/
scope Repair Services	0.127.1

Now you can see the requisition is in withdrawn status.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

Entered By Hussain Sa	ied X Search for requisitions			
bmission Date Last Year 7	Creation Date Last Month 2 Category Miscellaneous 29	Supplier ACME Block and Brick INC. 53	More Filters	
88 results				
REQ01000000156	search Entered By Hussain Saied		12/10/20	24
Ordered	search Purchase Order: PO01000000068 sold by Jolly Green Giant		\$100.	
REQ01000000152	Test Entered By Hussain Saied		12/9/20	24
Withdrawn	Test		\$2,000	.00
REQ01000000141	Name tags Entered By Hussain Saied		11/19/20	24
Ordered	Name tags Purchase Order: PO01000000061 sold by 4imprint, Inc.		\$150	
REQ01000000137	Entered By Hussain Saied		10/23/20	24
Draft	Test		1 E <i>d</i>	•••
REQ01000000135	Microscope Repair Services Entered By Hussain Saied		9/26/20	24
Approved	Microscope Repair Services Approval Date: 9/26/2024		\$1,500.	
BE00400000474	Lawnmowers		0.121.120	

6 Click "Edit"

•	12/9/2024	
	\$2,000.00	•••
1'	1, 🔁 View Line	Details
	🔑 View App	rovers
	/ Edit	
10	0, 🖉 Withdraw	
	🛞 Cancel	
, ,	9/26/2024	
	\$1,500.00	

Make your changes and click submit.

	Actions	Submit
? 団 ℓ	Requisition summary Subtotal Estimated Tax Approval Amount	 ? ? \$2,000.00 \$0.00 \$2,000.00
	Description Test Requester Hussain Saied Deliver to Location LIT Tower 10, 1044	



	Approval Amount	\$2,000.00
requisition? • Check process returned some warnings. If you submit the •, you might exceed the available budget balance. View details Cancel	cription it uester ssain Saied ver to Location Tower_10_1044 tination Type pense rge To 	D- [2

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

Requisition REQ01000000152	Ordered Requisition REQ01000000
Test	search
1 Line	1 Line Purchase Order PO0100000006
Date Submitted	Buyer
Durchasing name 17	

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

ission 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: PO0100000006	8 sold by Jolly Green Giant				\$100.00	
Q01000000152	Test Entered By Hussain Saied				12	2/9/2024	
ending approval	Test				۲	View Details	
Q01000000141	Name tags Entered By Hussain Saied				P	Edit	
ordered	Name tags Purchase Order: PO0100000006	1 sold by 4imprint, Inc.			°~ [View Approvers	
Q01000000137	Entered By Hussain Saied				ت ۵	View Document H	listory
raft	Test				S	View Life Cycle	
Q01000000135	Microscope Repair Services Entered By Hussain Saied				¢	Reassign	
pproved	Microscope Repair Services Approval Date: 9/26/2024				⊗ ≞	Cancel Delete	



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

156	search	
	Entered By Hussain Sale search Purchase Order: PO0100	Cancel requisition? If you cancel requisition REQ01000000152, all eligible lines will be canceled.
152	Test Entered By Hussain Saie	Cancellation Reason Not needed
	Test	
41	Name tags Entered By Hussain Saie	
	Name tags Purchase Order: PO010	Don't Cancel Requisition
37	Entered By Hussain Saie.	
	Test	

13 Click "Cancel Requisition"

search Entered By Hussain Saie	
search Purchase Order: PO010	Cancel requisition? If you cancel requisition REQ01000000152, all eligible lines will be canceled.
Test Entered By Hussain Saie	Cancellation Reason Not needed.
Test	
Name tags Entered By Hussain Saie	
Name tags Purchase Order: PO0100	Don't Cancel Requisition
Entered By Hussain Saie	
Test	

Now you can see the status is canceled.

88 results	
REQ01000000156	search Entered By Hussain Saied
Ordered	search Purchase Order: PO01000000068 sold by Jolly Green Giant
REQ01000000152	Test Entered By Hussain Saied
Canceled	Test
REQ01000000141	Name tags Entered By Hussain Saied
Ordered	Name tags Purchase Order: PO01000000061 sold by 4imprint, Inc.
REQ01000000137	Entered By Hussain Saied