## Withdraw a Requisition

Learn how to withdraw a requisition.
REMOVE A REQUISITION FROM THE APPROVAL WORKFLOW

1. Navigate to Orders $>$ Search $>$ Requisitions.
2. Select the requisition you want to withdraw. You can only withdraw a requisition while it is in Pending status.
3. Select Withdraw Entire Requisition from the Approve/Complete \& Show Next drop-down menu.

| ch (Alt+Q) |  | USD | $\square \quad 0$ | 4 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Approve/Complete \& Show Next |  | $\checkmark$ | 1 of 2 Results * |  | > |
| History |  | Approve \& Next |  |  |  |
|  |  | Approve |  |  |  |
|  |  | Return to Shared Folder |  |  |  |
| - ${ }^{\prime}$ |  | Place on Hold |  |  |  |
|  | Billing Information | Return to Requisitioner |  |  |  |
| Bill To |  | Forward to ... |  |  |  |
| Accounts Payabla <br> 1801 East Cot. 3 <br> Rohnert Park, CA 94928 <br> United States |  | With Reject | draw Entire Req Requisition | ition |  |

4. In the Withdraw Entire Requisition pop-up window, insert the reason for the withdrawal.
5. Select OK.
6. Your active cart will be deactivated after withdrawal. Locate the cart by navigating to Shopping > My Carts and Orders > View Carts $>$ Draft Carts which can be activated using the Action drop-down menu and selecting Activate.

Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.

Reason
$\square$
expand I clear
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

