

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.

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Approve/Complete & Show	Next 🔹 1 of 2 Results 🔹 < 🗲
History	Approve & Next
	Approve
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	Place on Hold
Billing Information	ation Return to Requisitioner
Bill To	Forward to
Accounts Paya 1801 East Cota	3 Withdraw Entire Requisition
Rohnert Park, C United States	A 94928 Reject Requisition

- 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.

Witho	Iraw Entire Requisition
•	Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.
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expand Charao note is	I clear sters beyond the limit are not saved, i.e., the note is truncated. Once the attached, it is accessible from the History tab of the document.