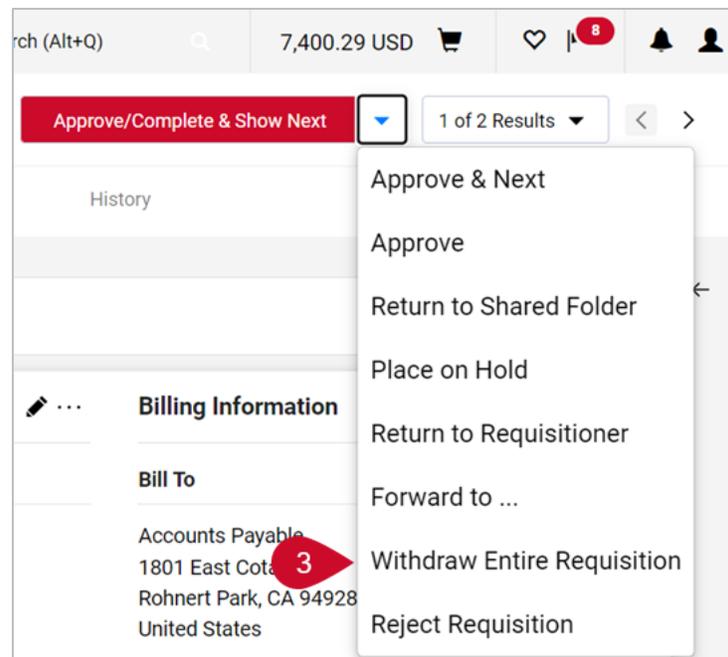


Withdraw a Requisition

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.



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**.

