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.