

Quick

Reference

Guide

Withdrawing a Requisition

In this Guide

✓ Withdrawing a submitted requisition

Procedure

 From the BUY-U homepage, search for requisitions by clicking your name at the top of the screen and selecting the My Pending Requisitions link or by using the document search tool. You may select any requisition that is still in process and does not contain a green "completed" checkmark [√], a red "withdrawn" arrow [←], or a red "rejected" X [X].

ñ	Buy∗U					Test Requester 🔪 🖈 🛛 Action Items 1 Notifications 1	📜 3,251.29 USD 🔍 🗕	
	▼ Shop 〉 Shapping 〉 Shapping Homeマ 〉 Home/Shap		Test Requester	· · · · · ·				
		Shop Everything	Shop Everything . Go			View My Profile Set My Home Page Logout		
	Welcome to the Buy-U Test Environment!!	Go to: advanced s ✓ Scientific Supplies	earch favorites forms quick order Bro	wse: suppliers categories contracts	My Pending Requisitions My Recently Completed Requisitions	23 ?		
	Chartstring Link	Elentific		ул Sigma-all/RCH	Life	My Recently Completed Purchase Orders	64	

2. Click on the requisition number of the requisition you want to withdraw.

Orders & Documents) Document Sear	ch Search Documer	Document Search								
Back to Edit Search Start New Sear	rch									
		Showing 1 - 23 of 23 Results		All Dates	All Dates					
Search Details	?	 Results Per Page 30 		Sort by: Best match	•		🔳 Page 1 of 1 膨			
Citered by		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total			
Titlered by		2 1394462	Fisher Scientific	2015-07-24 reqtest 07	Test Requester	7/24/2015 12:00 PM	5,184.00 U			
Date Range: All Dates		2 1394460 🖹	Fisher Scientific	2015-07-24 reqtest 06	Test Requester	7/24/2015 11:55 AM	15,552.00 U			
,	[remove all]	2 1394446 🖻	Fisher Scientific	2015-07-24 reqtest 05	Test Requester	7/24/2015 11:52 AM	15,552.00 U			
Norkflow Status		<i>2</i> 1394444 🕰	Fisher Scientific	2015-07-24 reqtest 02	Test Requester	7/24/2015 11:42 AM	5,184.00 U			
repared For		<i>2</i> 1394369 🕰	Fisher Scientific	2015-07-24 reqtest 01	Test Requester	7/24/2015 11:32 AM	5,184.00 U			
Test Requester		<i>2</i> 1393668 🗟	Fisher Scientific	2015-07-23 reqtest 02	Test Requester	7/23/2015 9:19 AM	25,920.00 L			
Save Search Export Sear	rch	<i>2</i> 1361165 🗟	Sigma-Aldrich	r41	Test Requester	6/2/2015 9:57 AM	4,292.00 L			
		<i>2</i> 1360653 🗟	Qiagen	r-39	Test Requester	6/2/2015 9:05 AM	1,645.86 U			
ofine Coardo Regulta		<i>2</i> 1360649 🕰	VWR International	r36	Test Requester	6/1/2015 2:22 PM	3,946.46 U			
enne Search Results		<i>≈</i> 1360636 🖏	Fisher Scientific	r35	Test Requester	6/1/2015 2:01 PM	2,724.73 U			
ype		<i>⋧</i> 1360634 🖏	Henry Schein	r34	Test Requester	6/1/2015 1:53 PM	1,261.98 U			
Requisitions		<i>⋧</i> 1360623 🖏	Office Depot	r33	Test Requester	6/1/2015 1:44 PM	3,005.99 U			
		<i>⋧</i> 1358931 🖻	W.W. Grainger, Inc.	r26	Test Requester	5/28/2015 10:31 AM	4,933.50 U			
Jate Range		<i>⋧</i> 1358443 🖻	Bio-Rad Laboratories, Inc	r25	Test Requester	5/27/2015 4:46 PM	4,861.69 U			
All Dates		<i>⋧</i> 1358465 🗟	Life Technologies Corporation	2015-05-27 reqtest 01	Test Requester	5/27/2015 4:31 PM	1,714.00 U			
upplier	7.	<i>2</i> 1354461 🕰	Bio-Rad Laboratories, Inc	r17	Test Requester	5/20/2015 2:29 PM	1,559.26 U			
isher Scientific (8)		<i>⋧</i> 1354293 🖏	W.W. Grainger, Inc.	R13	Test Requester	5/20/2015 10:04 AM	3,262.50 U			
/WR International (4)		<i>≈</i> 1354227 🖎	Bio-Rad Laboratories, Inc	R-006	Test Requester	5/20/2015 8:52 AM	3,586.04 U			
Office Depot (4)	Imorel	<i>≈</i> 1353908 🖎	Life Technologies Corporation	R005	Test Requester	5/19/2015 4:05 PM	1,234.00 U			
and oranger, inc. (b)	inc. (a) [more]	<i>2</i> 1350115 🖎	Fisher Scientific	2015-05-13 regtest 01	Test Requester	5/14/2015 3:30 PM	139.48 U			
Current Workflow Step	Ť	2 1326557	Office Depot	2015-04-08 reatest 01	Test Requester	4/8/2015 9:58 AM	5.006.89 U			



3. Select **Withdraw Entire Requisition** from the **Available Actions** drop-down menu and click the **Go** button.

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	Return to Search Results			Requisition 975829		Requisition Number(s) 975829 v			
Red S	Requisition PR Approvals Comments Attachments History Summary Addresses Accounting Codes Supplier Info Shipping								
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Sta Sul Ca De Pre Ho Wo Ma Ref	itus bmitted rt Name scription epared by me Department ork Order # aximo PO # hstruction tainage Percentage	Pending Procurement Services Review 5/29/2013 6:40 PM 2013-05-28 sciqreq5 01 no value Lsu Sciqreq 18491 UNIV. INFORMATION SYSTEMS no value no value	Shill Co Lo 21 Ba Un Shi Att Lo E RN Lo TH Ba Un	II To II		Additional Approvals Optional Reviewer no value Optional Reviewer 2 no value Additional Required Approver no value Additional Required Approver 2 no value			
Dis Pay Pay Pay	tribution yment Route Code yment Route Code	no value no value			View/edit by line item				

- 4. In the resulting pop-up window, enter the reason for withdrawing the requisition in the **PR Withdrawal Reason** box and click OK.
- 5. The requisition will be displayed with its status updated to show that it has been **withdrawn**.

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

PR Withdrawal Reason

1000 characters remaining

Maximum allowed characters are 1000

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.

You have successfully withdrawn a requisition.

OK Close