



Quick

Reference

Guide

## Withdrawing a Requisition

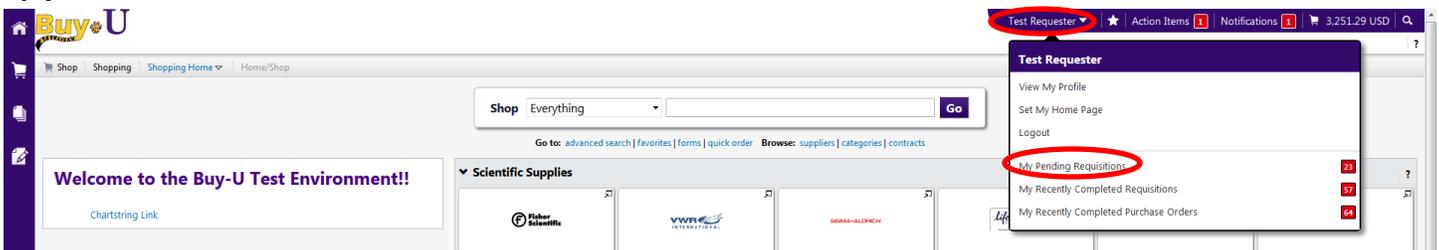


### In this Guide

- ✓ Withdrawing a submitted requisition

### Procedure

1. 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You may select any requisition that is still in process and does not contain a green "completed" checkmark [✓], a red "withdrawn" arrow [←], or a red "rejected" X [X].



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

