Withdrawing a Requisition

In this Guide

 \checkmark Withdrawing a submitted requisition

Procedure

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Supplier

VWR International

Office Depot

Prepared By

Defourneaux, Patrick

Current Workflow Step

Department Approval 3

Orders

Search

Requisitions

≡ Search Requisitions

Quick Filters My Searches

1. Click on the Profile Icon at the top right. Click My Pending Requisitions.

Submitted Date: All - Quick search

Requisition Number 🔹

1-1 of 1 Results

3363249

Prepared For: Defourneaux, P... \star X Requisition Status: Pending \star X

Supplier

Office Depot 🙂

VWR International [®]

All 🔻 Search (Alt+Q) 2,413.96 USD 📜 ♡ I 尒 Patrick Defourneaux Simple Advanced Ì Go to: Favorit View My Profile Search for products, suppliers, forms, part number, etc Dashboards ſ Manage Searches Q Manage Search Exports Set My Home Page 32 Search Help For A Solution Scientific Supplies My Pending Requisitions հե C2 Ľ 7 My Recently Completed Requisitio Fisher Scientific Millipo 8 My Recently Completed Purchase Orders a; Logout Help WAYAN. ₽ Ľ **USA** IDT abcam

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Printer Paper

Search (Alt+Q)

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Prepared For

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2. Choose the requisition you want to withdraw.

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C Show More

| Revised 11/15/2021 | For training inquiries, send an email to: buyuhelp@lsuhsc.edu |
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2,413.96 USD 📜

🖈 Pin Filters 🛛 👻

Submitted Date 🕤

Patrick Defourneaux 11/10/2021 11:46:24 AM

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🍄 20 Per Page 👻

Total Amount 🛛 🔻

3,534.22 USD

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2.

Guide

Reference

Withdrawing a Requisition

3. Click the drop down at the top right and select Withdraw Entire Requisition.

| | | | | All • | Searc | :h (Alt+Q) | | 2,413.96 USD 🗎 | ♡ <mark>•</mark>] ↓ |
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| Summary Taxes/S&H | PO Preview C | comments 2 Attachments 1 | History | | | | | Approve | |
| | | | | | | | | Withdraw | v Entire Requisitio |
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| C Pending Department Approval 3 | | Patrick Defourneaux | | Accounts Payable | | | | Subtotal | 3,534. |
| Submitted | | Rm: 650 Neuroscience Center | | 433 Bolivar St New Orleans I & 7 | 1112 | | | Shipping | 0. |
| 11/10/2021 11:46 AM | | 2020 Gravier St | | United States | | | | Handling | 0. |
| Cart Name | | New Orleans, LA 70112 United States | | | | | | | 3,534. |
| Printer Paper | | | | Billing Information | | | | | |
| Description | | | | SSC Customer # | | | | What's next? | |
| no value | | | | no value | | | | | -7 - |

- 4. In the resulting pop-up window, enter the reason for withdrawing the requisition in the **Reason** box and click OK.
- 5. The displayed requisition status will be updated to withdrawn.

| | | | All 👻 | Search (Alt+Q) | | 2,413.96 USD 📜 | ♥ 📭 🔺 🕯 |
|----------------------------------|-------------------|---|---|-----------------|-------------|----------------------|--------------------|
| Requisition • 3363249 |) • | Withdraw Entire Requisition | | × | 1 of 1 Resu | its 🔻 < > | Assign To Myself 🔻 |
| Summary Taxes/S&H | PO Preview Commer | Once a requisition is withdrawn, it cannot be rein or CANCEL to leave the requisition unchanged. | nstated. Click OK to | o withdraw, | _ | | |
| General | 🖋 ··· Shi | | | · . | ·· ~ | Pendi | ng |
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| Description | | | OK | Cancel | | What's next? | ~ |
| Prepared by | | | UK | Cancer | | Workflow | Ľ 🖶 |

You have successfully withdrawn a requisition.